The following rules will be applied in the order listed below for retaining or excluding records in the FY2014-15 data set. As of 2011-12, for purposes of the Florida Child Outcomes Measurement System only, entry and exit assessment data are required in only three of the five BDI-2 assessment domains: Personal-Social, Communication, and Adaptive. Therefore, the rules below will be applied to data addressing the three required domains. Note that Level 1 rules must be applied before Level 2 rules.

LEVEL 1 RULES

1) Export required data files from the BDI-2 Data Manager after August 15th of the current year.
2) Isolate entry records for Part B based on the following list of allowable data points:
   Datapoint B-IN (for any remaining records where data point is identified in StaffName, also known as Examiner Name), Entry, or Part B Entry.
3) Isolate exit records for Part B based on the following list of allowable data points:
   Datapoint B-OUT (for any remaining records where data point is identified in StaffName, also known as Examiner Name), Exit, or Part B Exit.
4) Isolate entry records for Part C based on the following list of allowable data points:
   Datapoint C-IN (for any remaining records where data point is identified in StaffName, also known as Examiner Name), Entry, or Part C Entry.
5) Isolate exit records for Part C based on the following list of allowable data points:
   Datapoint C-OUT (for any remaining records where data point is identified in StaffName, also known as Examiner Name), Exit, or Part C Exit.
6) Exclude cases that do not have valid assessment results in all three domains required for APR reporting. This includes some cases in which a Screening Test was administered, the child failed the Screening Test in one or more domains, and the failed result was not followed up with a full assessment in that domain. For a more detailed description of permissible use of the Screening Test, see the Screening Test Memo, http://education.ucf.edu/tats/docs/COMSM/Revision_to_Guidance_on_use_of_BDI-2_Screening_Test_08202010.pdf
7) Exclude cases in which the length of time between the entry assessment and the exit assessment was less than 3 months.
8) For Part B, exclude cases in which the child’s age in months on the date of the entry assessment was 30 months or less, except for records flagged by the DOE as “early entry” cases; exclude cases in which the child’s age in months on the date of the exit assessment was less than 39 months.
9) For Part C, exclude cases in which the child’s age in months on the date of the exit assessment was more than 39 months.

Application of the above rules should leave ONLY records with complete, valid scores. The following rules are then applied to address cases that have more than one entry record and/or more than one exit record. Beginning with child outcomes reports for FY2012-13, programs/districts will be responsible for checking their data to ensure that each child has only one assessment with an IN datapoint and one assessment with an OUT datapoint, with the exception of cases in which a Screening Test is followed up by a Full assessment in one or more domains.
LEVEL 2 RULES (to deal with multiple entry or exit assessments)

Scenario 1: Two or more complete records (either ALL full assessments OR ALL screeners)

1) When there are two or more cases which have the same test date at ENTRY (i.e., 2 or more C-INs or 2 or more B-INs), follow the rules below:
   a. If programs/districts are the same across entry and exit for all cases, retain the case with the most recent (latest) update date.
   b. If programs/districts are NOT the same across entry and exit for all cases, retain the case with the earliest update.
   c. If programs/districts are the same across entry and exit for all cases AND the update dates are identical, retain the assessment with item-level scores over the record with only raw scores.

2) When there are two or more cases which have different test dates at ENTRY, retain the case with the earliest entry assessment (whether or not scores provided are item-level or raw and whether or not programs match at entry and exit).

3) When there are two or more cases which have the same test date at EXIT (i.e., 2 or more C-OUTs or 2 or more B-OUTs), follow the rules below:
   a. If the update dates are different, retain the case with the most recent (latest) update date.
   b. If the update dates are the same, retain the case with item-level scores over the record with only raw scores.

4) When there are two or more cases which have different test dates at EXIT, retain the case with the most recent exit assessment.

Scenario 2: Two or more screener/full combination records (complete or incomplete scores)

5) When there is one full, complete assessment, retain the complete full assessment. (Note: As of FY2011-12, “complete” means having valid data for the three required domains.)
   a. IN records only
   b. OUT records only

6) When there is more than one full, complete assessment in the set, apply Rules 1-3 (Scenario 1) above, as needed, to select the full, complete assessment to retain.
   a. IN – Full & Screener
   b. OUT – Full & Screener

7) When there is more than one full, incomplete assessment in the set, apply Rules 1-3 (Scenario 1) above, as needed, to select the full, incomplete assessment to retain.

8) If the full assessment selected in Rule 7 above is incomplete, and there is a single screener with a test date within 30 days of the full assessment’s test date, search for the missing domain scores within that screener; if located, merge the screener domain scores into the full assessment record, where applicable; if complementary scores are not located, exclude both the full assessment and screener.
   a. If the complementary data are missing from the most recent screener, but there is another screener available within 30 days, search for the missing domain scores within that screener; if located, merge; if not located, exclude.