

Add Record Forms and Record Form Data

This guide takes you through the process of adding and scoring record forms in the following steps.

- I. Add record forms
- II. Open the record form
- III. Complete the Test Session Overview page
- IV. Score the subdomain
- V. Commit the record form

I. Add record forms

1 Do one of the following:

- Click the Add Record Form icon  in a list of search results on the Search/Edit Child page or under Child Record Activity on the dashboard.

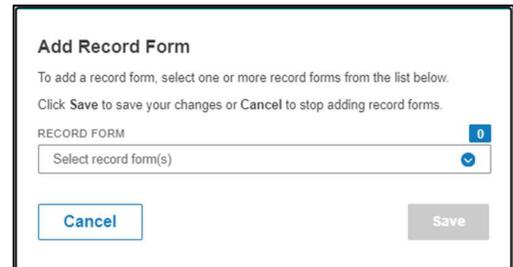
- Click the plus sign on the Child Information page. 

The Add Record Form box opens.

2 Select one or more record forms from the **Record Form** drop-down list.

3 Click **Save**.

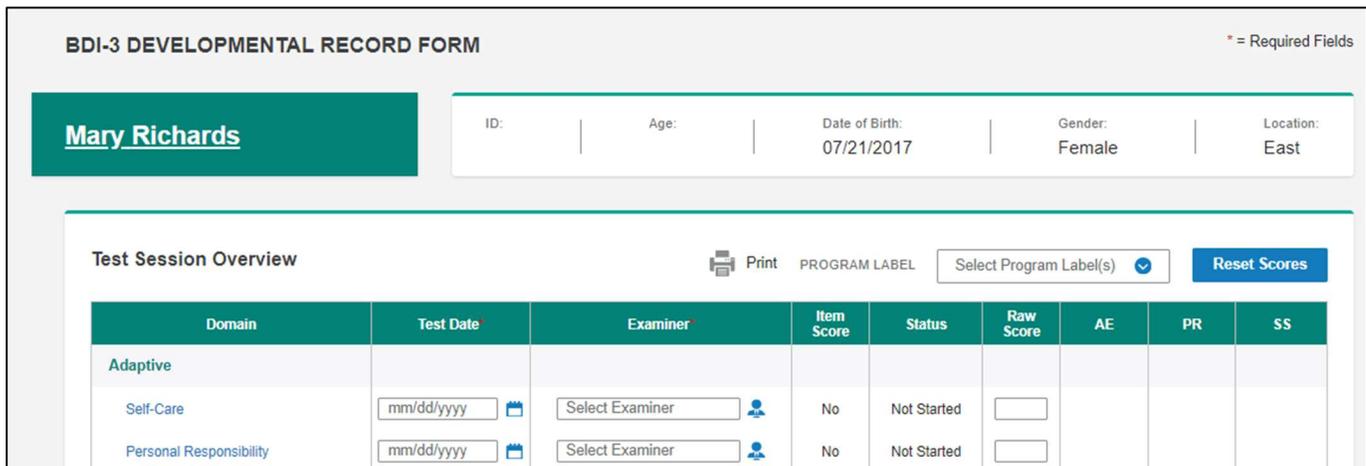
- If you added one record form, the record form opens.
- If you added multiple record forms, the Child Information page opens. The record forms are listed.



II. Open the record form

- If you added one record form, the record form opens.
- On the Child Information, click a record form in the in the Record Form column.

The record form opens to the Test Session Overview.



Domain	Test Date*	Examiner*	Item Score	Status	Raw Score	AE	PR	SS
Adaptive								
Self-Care	mm/dd/yyyy 	Select Examiner 	No	Not Started	<input type="text"/>			
Personal Responsibility	mm/dd/yyyy 	Select Examiner 	No	Not Started	<input type="text"/>			

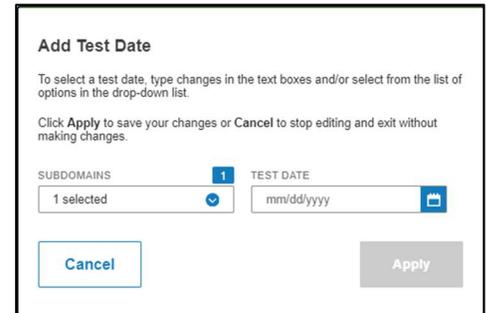
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III. Complete the Test Session Overview page

- 1 (Optional) Select a **Program Label**.
- 2 Select a **Test Date** and **Examiner**. You can select the Test Date and Examiner for one or multiple subdomains:

The Test Date and Examiner are required for each subdomain.

- a. Click the calendar  or person  icon. The Add Test Date or Assign Examiner box opens.
- b. In the **Subdomains** field, select the subdomains where you want to apply the date or examiner.
- c. In the **Test Date/Examiner** field, select the date or examiner.
- d. Click **Apply**. The date or examiner appears for the selected subdomains.



- 3 To add scores, do one of the following:
 - Enter scores in the Raw Score column if you were giving the assessment with pen and paper.
 - Click the subdomain in the **Domain** column to score the items in the subdomain. **Go to IV. Score the subdomain.**

Note: If you have not saved data on the Test Session Overview, the Data Not Saved message appears. Click **Save and Continue**.

IV. Score the subdomain

When you click the subdomain name on the Test Session Overview page, the subdomain opens.

Navigating the Subdomain



The banner on the subdomain has the following information and tools.

- **Adaptive (ADP): Self Care (SC)** – The subdomain that is currently open. Click the down arrow to navigate to the Test Session Overview or other domains and subdomains.
- **Examinee** _____ – The name of the examinee. You can click to open the Child Information page.
- **Not Started** – The status of the test. It will be changed to Saved or Committed as you perform those actions.
- **Notes** – Open the window to type notes for this subdomain. Click **Save** to save the notes. 400 characters are allowed.
- **Print** – Print the subdomain.
- **Reset Scores** – Reset scores for this subdomain to zero. A confirmation page opens when you click the button. Click **Reset Scores** or **Cancel**.
- **Basal Obtained** – The circle will become green and show a check mark when you have reached basal. Basal is obtained after three consecutive 2 scores or, sometimes, when you answer the first item.

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- **Ceiling Obtained** – The circle becomes red and shows a check mark when three consecutive zeroes have been recorded or the last question has been answered.
- **Save** – Click to save the data entered in the record.
- **Commit** – Click to commit the record.

Suggested Starting Point

If you entered the Test Date on any subdomains on the Test Session Overview, the subdomain opens at the **Suggested starting point** item. It is calculated from the test date and the child's date of birth.

Item	Behavior	Procedure	Score	Item Note
SC 16	The child shows signs of pretoiletting readiness.	I	2 1 0	Suggested starting point occasionally at home 

If you did not enter the Test Date, you go to the top of the form. When you enter the test date, you will go to the starting point.

EXAMINER*	TEST DATE*	SUGGESTED STARTING POINT
Select an examiner 	mm/dd/yyyy 	No suggested starting point 

You will not be able to save or commit the subdomain until the Examiner and Test Date fields have been completed.

To score the items:

Item	Behavior	Procedure	Score	Item Note
SC 11	The child washes his or her hands.	O I	2 1 0	Ex. Child does this occasionally at home 

- 1 Select a **Procedure** (S – Structured, O – Observation, I – Interview).
- 4 Select a **Score**.
- 5 (optional) Type in an Item Note.

Note: Click the Edit icon  to edit a note.

Basal and Ceiling

- **Basal Obtained** appears automatically, usually when three consecutive 2s have been recorded. It is indicated at the top of the screen.
- **Ceiling Obtained** appears when three consecutive zeros have been recorded or you completed all the items.

 **Ceiling Obtained**

You are finished administering **Adaptive: Self-Care**.

Click **Save and Continue** to return to the test session overview or **Cancel** to continue making changes to Adaptive: Self-Care.

- 6 When the Ceiling Obtained message appears, click **Save and Continue**. You return to the Test Session Overview.

V. Commit the record form

When you commit a record form:

- A record form is used in your organization's allocation of record forms.
- The record form data becomes available for reporting.
- The record form is available for editing for 90 days.

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To commit the record form:

1 There are two places to commit a record form.

- Click Commit at the top right of a subdomain.



- Click **Commit** at the bottom of the Test Session Overview.

Note: You can also add test notes at the bottom of the Test Session Overview.

A section titled 'Test Notes' containing a large text input field with the placeholder text 'Enter test record notes here.'. Below the input field are three buttons: 'Delete', 'Save', and 'Commit'.

- If you have not completed required information, the missing fields will be highlighted on the screen.
- If all required information has been completed, the Commit Test Record message box appears.

2 Click **Commit**. The Commit Successful message appears.

3 Click **OK**.

A modal dialog box titled 'Commit Test Record'. The text inside reads: 'Once you commit, your testing date will be locked in order to provide reporting. All reporting will be available upon committing the record form. You will have 90 days to make changes or edits to your test data.' Below this text is the question 'Are you sure you want to commit your record form?' and two buttons: 'Cancel' and 'Commit'.