Education Component of Record Review: 2/27/17

Findings and Suggestions

Screening Timeframe and Guidelines

Section of Screening	Instruments Used for Developmental Areas	Time Frame for Completion	Responsible Parties	Guidelines for results
Developmental	Cognitive, Motor, Language = Brigance Speech = DIAL-4, Fluharty, PLS, etc Self Help & Social Emotional = Brigance Parent and Teacher Report	All Areas of Developmental Screening within 45 Days of Entry/ Enrollment Date	Staff / Teachers	*Result of "Below Average or Fail" - rescreen within 30 days of the screening completion date.. If summer screening completed and concerns noted, rescreening must be within 30 days of enrollment date.* *If below age level in S/E or S/H, don't have to rescreen, but must be addressed in lesson plans (enter statement on COPA in "Comments" section on Developmental Screening page).* *Screening should have both parent and teacher scores on the S/E and S/H portions of Brigance, or "parent refusal" noted if parent declines completing screening.* *If child has "fail" result on speech screening section only, just speech section should be repeated within 30 days of completion date.*

The Developmental Screening Process

- Re-screenings due to a "Below Age Level" score on the Brigance or "Fail" on speech screening were more often overdue or not completed.

- This finding was more frequent with speech screenings.

BRIGANCE Scoring:
What's the Problem??

More Frequent Scoring Errors

- **ALL** screening forms, including BRIGANCE and speech screening forms, must be completed in pen.

- Ages were miscalculated. When completing the BRIGANCE, examiners must use the Online BRIGANCE Age Calculation Tool **OR** complete age calculation by hand. Either method provides the required years and months calculation for completing the BRIGANCE.

- BRIGANCE Age Calculator Tool through Curriculum Associates (Publisher):

  http://www.curriculumassociates.com

BRIGANCE

FREE Rounded Chronological Age Calculator

Child's Name

Date of Birth

January ∨ | 1 ∨ | 2015 ∨

Date of Screening

January ∨ | 1 ∨ | 2015 ∨

Weeks Premature (for children under 2)

0 ∨

[Calculate]

To use the Rounded Chronological Age Calculator offline, save it to your desktop:

If you're using a mac, open the age calculator in your browser and press the keys "⌘ + S" together. You can now open the age calculator from your desktop and use it when you're offline.

If you're using a PC, open the age calculator in your browser and press the keys "Ctrl+ S" together. You can now open the age calculator from your desktop and use it when you're offline.

BRIGANCE
FREE Rounded Chronological Age Calculator

Child's Name: **Ricky Bobby**
Date of Birth: **5/26/2013**
Date of Screening: **8/10/2016**
Rounded Chronological Age:
3 years, 2 months

Calculating age by hand according to BRIGANCE manual

<div style="text-align:center">

    07   40

2016 ~~08~~ ~~10~~

2013 05 26
_____

3 yrs. 2 mos. 14 days

</div>

Rounded age: As this age has 14 days, it is rounded down to make the child's age 3 years and 2 months.

Pearson and Associates Online Age Calculator

Name:

Ricky Bobby

Birthday Date:

05 / 26 / 2013

Test Date:

08 / 10 / 2016

Age:

Ricky Bobby is 3 year(s), 2 month(s), and 15 day(s).

images.pearsonclinical.com/images/ageCalculator/ageCalculator.htm

Impact of miscalculation of age

- If the child's age is miscalculated, a rounding error may result. This could impact screening result:

    - If the incorrect cutoff or domain scores are used, this result may:
        » Show a below average score when the score is actually in the average range, and unnecessary rescreening is completed;

        OR

        » Show an average result, when the score is actually below average, and rescreening does not get completed.

Preventing Age and Scoring Calculation Errors

- First and foremost, use the age calculator specified by the publisher or follow directions for age calculation given in the manual. As noted earlier, there are differences between age calculators online.

- Use of rounded chronological age is permitted only for those screening tools that allow its use (such as the BRIGANCE).

- All scoring sheets (known as the "data sheet" for the BRIGANCE) should include both the child's date of birth and date of testing.

Scoring Errors on the BRIGANCE Screener

- Test item responses on the BRIGANCE Child Data Sheet were left blank, which caused miscalculation of the score for the some items.

- Mathematical errors made in calculation of the item scores and total scores.

BRIGANCE® Screen III   Three-Year-Old Child Data Sheet

3 year-old

A. Child's Name: Ricky Bobby
Parent(s)/Caregiver(s): Tina Bobby
Address: 112 Raceway Dr. Paintsville, KY 41240

	Year	Month	Day
Date of Screening	16	08	10
Birth Date	13	05	26
Age	3	2	14

School/Program: BeanTown
Teacher: Janet Doe
Examiner: EP and SA

B. Core Assessments

Directions: Assessments may be administered in any order. For each assessment, start with the first item and proceed in order. Give credit for a skill by **circling** the item number. ①
For a skill not demonstrated (an incorrect response), **slash through** the item number. 1̸.

C. Scoring

Page	Domain	Assessment	Discontinue	Number Correct × Point Value for Each	Child's Score
3	Academic/ Cognitive	**1A Knows Personal Information** Knows: ①First name ②Last name 3. Age	Administer all items.	2 × 1	2 / 3
4	Language Development	**2A Identifies Colors** Points to: ①red ②blue 3. green 4. yellow 5. orange	Stop after 3 incorrect responses in a row.	2 × 2	4 /10
5	Language Development	**3A Identifies Pictures by Naming** Names: ①boat 2. scissors ③kite ④wagon 5. ladder 6. fish	Stop after 3 incorrect responses in a row.	3 × 2	6 /12
6	Language Development	**4A Knows Uses of Objects** Knows use of: ①book ②scissors 3. stove 4. pencil	Administer all items.	2 × 3	6 /12
7	Physical Development	**5A Visual Motor Skills** Draws: ①a vertical line 2. a horizontal line ③circle ④a plus sign	Stop after 3 skills not demonstrated in a row.	3 × 3	9 /12
9	Academic/ Cognitive	**6A Understands Number Concepts** Understands: 1. two 2. three ③five	Administer all items.	3 × 3	3 / 9
10	Physical Development	**7A Builds Tower with Blocks** Builds a tower with: 1. six blocks 2. seven blocks 3. eight blocks ④nine blocks 5. ten blocks	Stop after 2 attempts.	1 × 2	2 /10
11	Physical Development	**8A Gross Motor Skills** ①Stands on one foot for five seconds ②Stands on other foot for five seconds 3̸. Walks forward heel-to-toe four steps	Administer all items.	2 × 3	6 / 9
13	Language Development	**9A Identifies Parts of the Body** Points to: ①stomach ②neck 3. back 4. knees 5. thumbs 6. fingernails	Stop after 3 incorrect responses in a row.	2 × 1	1 / 6
14	Academic/ Cognitive	**10A Repeats Sentences** Repeats sentence of: ①four syllables 2. six syllables 3. eight syllables	Stop after incorrect responses for both a and b for a single item.	1 × 3	3 / 9
15	Language Development	**11A Uses Prepositions and Irregular Plural Nouns** Uses: 1. prepositions 2. irregular plural nouns	Administer both items.	0 × 4	0 / 8

Total Score = 42 /100

D. Notes/Observations: Easily distracted

E. Next Steps: **Below average**

COPY 1

Recording BRIGANCE Results

- In the "Next Steps" area of the BRIGANCE Child Data Sheet, the total score description needs to be entered as average, below average, or above average. Other comments can be entered in the "Notes/Observations" block at the bottom of the form.

- For every screening form, the scores should be recorded on COPA, even if the child could not be tested (CNT). All screenings found in the folder, will need to be posted on COPA.

Speech Screening

- The most current version of the screening instruments should be used: EX: PLS-4 is now PLS-5.

- If the child is rescreened for speech, a new form should be used for the re-screening. The information cannot be easily or accurately interpreted if the same screener is used for the re-screen.

- Each new form should contain a new calculation of age including: date of testing, DOB, current age (in years and months), examiner's name (first and last) and teacher's name /classroom (if known).

Teacher Questionnaire

- The Teacher Report of the Brigance was mistakenly completed **before** the Parent Report.

- The most common error was the miscalculation of the child's age.

Parent Questionnaire

- A few of the children's records contained two parent questionnaires. (only one is required)

- The child's folder and COPA should be reviewed to avoid duplication.

- If two are completed, and in the child's folder, these will need to be posted on COPA.

Developmental Screening Results Page

- Each Screening Results Page provides space for only one screening and one rescreening .

- When a screening results page is full (both an initial screening result and a rescreening result are recorded on the page), **a new results page** should be completed.

- The most common errors were having multiple rescreening results on a single results page, OR not completing a results page for a rescreening.

Head Start Developmental Screening Results

Program: _Any Co._

Child's Name: _Ricky Bobby_   Child's DOB: _5/26/13_

Staff initials verify that the parent has been notified (a copy sent home) about screening results within 10 days of the date completed.

Brigance: Self-Help & Social Emotional (Teacher Report):

Self-Help	Social Emotional
☐ Below Average ☐ Average ☐ Above Average	☐ Below Average ☐ Average ☐ Above Average

Screening Completion Date: _____   Staff Initials: _____

Initial Screening	**Rescreen**

NOTE: In the "Cognitive, Motor, & Language" section, your child may have an overall score of "average" but may be rescreened in one or more areas due to a "below average" score in a specific category.

Brigance: *(Cognitive, Motor, Language)*

Initial Screen: Overall Score

☐ Above Average   ☐ Below Average

☐ Average   ☑ CNT *(Could Not Test)*

Screening Completion Date: _7/20/16_

Staff Initials: _AB; CD_

Brigance Rescreen: *within 30 days if initial screen is "Below" or "CNT"*

Cognitive: ☐ Above Average   ☐ Below Average
           ☐ Average   ☑ CNT *(Could Not Test)*

Motor: ☐ Above Average   ☐ Below Average
        ☐ Average   ☑ CNT *(Could Not Test)*

Screening Completion Date: _8/18/16_

Staff Initials: _AB; CD_

Speech: _DIAL-4_
(Tool Used)

☐ Pass ☐ Potential Delay/Fail ☑ CNT *(Could Not Test)*

Screening Completion Date: _7/20/16_

Staff Initials: _CC_

Speech Rescreen: _DIAL-4_
(Tool Used)

☐ Pass ☐ Potential Delay/Fail ☑ CNT *(Could Not Test)*

Screening Completion Date: _8/18/16_

Staff Initials: _CC_

Hearing:

Screener Signature: _____
Completed at 20db

Frequency	1000Hz	2000Hz	4000Hz
Left			
Right			

☐ Pass   ☐ Fail   ☐ CNT *(Could Not Test)*

Screening Completion Date: _____

Staff Initials: _____

Hearing Rescreen: *within 30 days if initial screen is "Below" or "CNT"*

Screener Signature: _____
Completed at 20db

Frequency	1000Hz	2000Hz	4000Hz
Left			
Right			

☐ Pass   ☐ Fail   ☐ CNT *(Could Not Test)*

☐ *Refer for further testing*

Screening Completion Date: _____

Staff Initials: _____

Vision: *(Symbols for 20 Feet Vision Chart)*

Screener Signature: _____

Right Eye	20 / ___
Left Eye	20 / ___

☐ Pass   ☐ Fail   ☐ CNT *(Could Not Test)*

Screening Completion Date: _____

Staff Initials: _____

Vision Rescreen: *(Symbols for 20 Feet Vision Chart)*

Screener Signature: _____

Right Eye	20 / ___
Left Eye	20 / ___

☐ Pass   ☐ Fail   ☐ CNT *(Could Not Test)*

☐ *Refer for further testing*

Screening Completion Date: _____

Staff Initials: _____

IEP Folder

- The IEP folder should be kept separate from the child's Head Start classroom / cumulative folder.

- The most common error was not having IEP information entered on COPA's Disability Page.

- The IEP date did not correspond with the date(s) found on COPA.

There is required information which is to be recorded on the Disability Page of COPA once an IEP has been developed for the child.

Growth & Nutrition	Immunization & TB	Disability	Medical Record	Developmental	Mental Health	Health History	Referral	Sp. Case	Child Assessment
User Defined	Funding	Emergency	Transportation	Checklist	Notif.Letter	Case Notes	Goals	Visits	Child Reports

Agency: COPA Co.	Site: Bean Town	Class: A		Size= 13

Child Disability ❓

Child Name: Ricky Bobby	Child ID: 109275	DOB: 08-01-2011	Age: 5y / 6m / 16d	Gender: Male

Primary Disability

Professional Diagnosis to Determine Eligibility:		Diagnosis Date:	02-27-2017
Primary Condition - Broad Category:	Speech/Language	Disability Status:	Certified IEP (Qualified)
Specific Problem:		Previous Disability Status:	No
Child receive Special Education Services with LEA / Public School:		Parents Receiving Special Services:	
Child receive Part C Services of IDEA:		Parent Consent for Services:	
Disability/Dual Enrollment:			

Secondary Disability

None Indicated

Special Education/Related or Part C Services Received

IEP - School District/Public School:	
IFSP - School District/Regional Center or CFC:	
Head Start/Early Head Start attended IEP/IFSP Meeting:	

		Start Date	Expiration Date	Hr:Min	Transition / Status	Referrals
IEP Dates:	⊘					
IFSP Dates:	⊘					
IEP/IFSP Service Plan/Implementation Plan Dates:	⊘					
Occupational Therapy Dates:	⊘					
Physical Therapy Dates:	⊘					
Educational Therapy Dates:	⊘					
Speech/Language Therapy dates:	⊘					
504 Plan Dates:	⊘					

		Case Mgmt Date	Type	Status	Comments
Case Management/Conference Dates:	⊘				
Comments:					

Development and Learning Report

- Excellent progression of in-depth observation notes posted on TSG this year!

    ** They're Looking BETTER!!

- The Objective/Dimension Report showed at least one note per dimension. YAY!!!

TeachingStrategies®

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Dashboard

DOCUMENTATION	CHECKPOINT	PLANNING	COMMUNICATION	REPORTS	CHILDREN

Add Documentation

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Forms ▶

On-the-Spot Observation Recording Tool

Documentation by Objective / Dimension

to sample portfolios so you can practice using all of the features of *Teaching*
g data about the children in your class. Just like a real sandbox, you don't have to
You can explore and learn!

planning for children by using these sample portfolios and by creating additional
dbox is a great place to practice adding children to a class, adding documentation,
eliminary levels.

practice and the children will not become part of your *Teaching Strategies GOLD®*

Parent/Teacher Conference and Education Home Visit Forms

- The most common problems were: durations not being entered on the form; names of all participants not being recorded on the form; forms missing from the child's folder, although the information was entered on COPA.

- Duration requirements for these visits: at least 25 minutes for an Education Home Visit and 15 minutes for a Parent / Teacher Conference.

All Participants Not Listed/Duration Missing

Head Start Conference Form

☑ **Parent Teacher Conference**   ☐ **Education Home Visit**

Child's Name: _Ricky Bobby_   Center: _Bean Town-A_

Conference Participants: _Ms. Laura Bean, Ms. Debbie Lynn, Robert Bobby_ ⬅
(Staff & Parents)

Meeting Information

Date: _8/15/16_   Time: _9:05_   Duration: _15 min._ ⬅

Location of Meeting: ☐ Home   ☑ School   ☐ Other _____

Parent-Teacher Conferences should occur at school. Ed. Home Visits should occur in the home. If this meeting was held at a different location, please explain:

Child Visits Recorded on COPA

The most common errors were:

- Date of the visit posted on COPA did not match the date on the form.

- The duration of the visit was left blank on COPA or didn't match the form.

- AM/PM

Parent Curriculum Input Form

- These forms are much improved in content / completeness in comparison to previous years.

- If all blocks are left blank, then this is a definite problem.

- The most common concern was having the signature of either the staff person or parent left blank, as well as the date.

Travel Field Trip Form

- The purpose for the trip was present on ALL forms. YAY!!

- The most common error was not having the "Yes/No" response giving parent permission circled on the form.

Examples of Child's Work (Art)

- It is suggested that comments recorded on their work be scripted: capturing the child's comments regarding their work verbatim (exactly what the child said).

- Artwork missing from the child's folder

Observation Notes

- Excellent! Significant improvement from previous years' reviews.

- The most common error was having a group note written as individual notes for several children. **Example