



**POLICIES AND PROCEDURES  
NEW JERSEY EARLY INTERVENTION SYSTEM**

No:  <p style="text-align: center;"><b>NJEIS-11</b></p>	Subject:  <p style="text-align: center;"><b>Battelle Developmental Inventory, 2<sup>nd</sup> edition (BDI-2) Administration</b></p>
Effective Date:  <p style="text-align: center;"><b>April 1, 2017</b></p>	Responsible Party:  <p style="text-align: center;"><b>Part C Coordinator</b></p>

**I. Purpose**

To ensure the administration of the BDI-2 is conducted according to required state procedures.

**II. Policy**

- A. The Battelle Developmental Inventory, 2<sup>nd</sup> edition (BDI-2) is the mechanism by which the Department of Health (DOH) collects, aggregates and reports federally required data on the developmental progress children make while participating in the New Jersey Early Intervention System (NJEIS).
- B. Prior written notice must be given and parental consent obtained before any administration of the BDI-2.
- C. The BDI-2 must be administered as part of the determination of initial and continuing eligibility for the NJEIS.
- D. Administration of any BDI-2 must be at no cost to the parents and independent of any regularly scheduled service. Children with an Individualized Family Service Plan (IFSP) in suspension are to be evaluated with the BDI-2.
- E. The BDI-2 must be administered by an evaluator qualified in evaluation methods and who has received training specifically in the administration of the BDI-2.

**III. Procedures**

- A. Results from a BDI-2 are considered valid for determining continuing eligibility, developing an IFSP development, and/or federal reporting up to four (4) months after an evaluation.
- B. As used in these procedures, “Specialist” is defined as the following NJEIS personnel categories: Behavior Specialist, Child Development Specialist, Family Therapist, Nurse, Social Worker, Special Educator, Special Educator-Visually Impaired, Special Educator-Hearing Impaired or Orientation & Mobility Specialist.
- C. When administering the BDI-2, the TET evaluator(s) must:
  - 1. Provide prior written notice and obtain parental consent prior to the administration;
  - 2. Administer all age-appropriate domains and sub-domains;
  - 3. Complete the NJEIS required evaluation summary forms with information from the BDI-2;
  - 4. Utilize the electronic scoring (Mobile Data Solution) and storing systems (BDI-2 DataManager) when administering and recording BDI-2 results for each child;

5. Provide a copy of and discuss the child's BDI-2 results with the parent;
  6. Access and review the child's initial BDI-2 scores from the BDI-2 Data Manager prior to administering any subsequent BDI-2;
  7. Inform the SPOE Service Coordinator (initial evaluation) or the on-going Service Coordinator that the results of the BDI-2 are available in the BDI-2 Data Manager; and
  8. Participate in IFSP meetings to share results of the BDI-2 when initial or continuing eligibility will be discussed.
- D. The responsibilities of the primary TET agency(s) in each county include:
1. Administration of the BDI-2 for initial determination of eligibility which is conducted by two (2) evaluators.
    - a) The evaluators must include one identified with expertise in the child's primary area of concern and one Specialist qualified in early childhood development.
  2. Administration of the BDI-2 at six (6) months following initial eligibility for any child whose developmental delay was established through informed clinical opinion and not established by a standardized tool.
    - a) The administration of the BDI-2 must be completed prior to the 6-month IFSP periodic review by one (1) evaluator.
    - b) The evaluator may be a professional with expertise in the child's original area of primary concern or an evaluator who is a Specialist in the NJEIS.
    - c) The six month IFSP periodic review must establish continuing eligibility through:
      - (1) The BDI-2 results; or
      - (2) Confirmation of a high probability condition.
    - d) If continuing eligibility is not confirmed, the parent must be provided with prior written notice that the child is no longer eligible for NJEIS. The child is exited at the conclusion of the active authorizations.
  3. Administration of the BDI-2 for an annual evaluation which is completed by one (1) evaluator prior to the Annual IFSP review.
    - a) The evaluator is a Specialist in the NJEIS or may be an evaluator with expertise in a newly identified area of concern for the child.
    - b) The administration of the BDI-2 at annual evaluation must not be completed by a current practitioner providing early intervention direct services under the IFSP.
  4. The administration of the BDI-2 for children identified by the service coordinator as being considered for exit due to achievement of outcomes.
    - a) Is completed by one evaluator who is a Specialist in the NJEIS.
- E. The responsibilities of the designated Exit Targeted Evaluation Team in each county include:
1. Utilizing the NJEIS monthly report available at [www.njeikids.com](http://www.njeikids.com) to identify the children in need of an exit BDI-2 for each county.
  2. Scheduling and conducting the BDI-2 for children exiting the NJEIS at age 3 who have participated in the program for at least 6 months by one (1) evaluator who is a Specialist in the NJEIS.
- F. The responsibilities of the designated Back-up Targeted Evaluation Team in each county include:

1. Assisting both the Primary and Exit TET agency in the timely administration of the BDI-2;
  2. Adhering to the evaluator requirements identified above (discipline, specialist).
- G. The responsibilities of Service Coordination Unit in each county include:
1. Working with the Primary TET agency to ensure that children identified in need of a six-month BDI-2 are scheduled prior to a periodic IFSP review;
  2. Informing families of the purpose of the sixth-month and annual BDI-2 evaluation, including determination of continuing eligibility;
  3. Notifying the TET of a need for the administration of a BDI-2 for children being considered for exit due to achievement of outcomes;
  4. Explaining to families the purposes of the Exit BDI-2 evaluation, including understanding their child's developmental status, transition planning, and federal and state reporting.
  5. Working with the primary TET agency to ensure the annual BDI-2 is scheduled prior to an annual IFSP;
  6. Providing parents with prior written notice of the discontinuation of services if parent declines to consent to evaluation;
  7. Maintaining documentation of contacts with parents regarding scheduling of and/or a parent's decline to consent to evaluation with BDI-2;
  8. Notifying the TET agency prior to closing any child's record to ensure that the exit BDI-2 evaluation has been completed or is scheduled to be completed; and
  9. Retrieving child BDI-2 results from the BDI-2 DataManager prior to a child's IFSP meeting.
- H. The BDI-2 Mobile Data Solution must be used for the administration of the BDI-2:
1. The BDI-2 Data Manager is the reliable and valid official repository for BDI-2 results;
  2. Evaluators are assigned access to these systems by DOH upon completion of training;
  3. Evaluators must abide by NJEIS-17 to safeguard NJEIS issued hardware and software and Personally Identifiable Information (PII) when accessing the BDI-2 data systems;
  4. TET agency administrators are responsible to notify DOH within 1 week when an evaluator will no longer be conducting evaluations so that BDI-2 system access can be terminated;
  5. TET evaluators are responsible to upload completed evaluations to the BDI-2 Data Manager within 2 days of the evaluation; and
  6. TET evaluators are responsible to ensure the child's demographic information (name, spelling, date of birth etc.) are accurate in the BDI-2 electronic system.

**Related Policies**

- NJEIS-02 Eligibility
- NJEIS-07 Initial Evaluation/Assessment & Determination
- NJEIS-13 Conducting Periodic Reviews
- NJEIS-17 Computers and Electronic Records
- NJEIS-19 Annual Evaluation & Eligibility /IFSP review
- NJEIS Form 010 Parent Prior Written Notice