2019-20 Calendar
Pre-Kindergarten Exceptional Student Education Program
(Suggested activities and dates to remember in support of Indicators 6, 7, & 12)

Supporting documents can be found at: www.tats.ucf.edu in Administrators' Resources
Color coded below:
Indicator 7-Child Outcomes   Indicator 6- Inclusion/LRE   Indicator 12- Transition

DATE	TO DO	NOTES
August	Enter all new examiners into Data manager; schedule initial and refresher trainings; BDI2 Data Purge (previous years' data already used) – not the same as the Data Pull for Child Outcomes Review process for identifying and entering Environmental Codes	
September	Run a macro/error report; fix errors; provide TA for data entry as needed	
October	Review procedures for shared data point with LES Indicator 6 (LRE) data collected during Survey 2	
December	Run an macro/error report; fix errors; provide TA as needed ** Any children entering Pre-K ESE after Dec. 1 who will go to K will not need an entry or exit** **Indicator 12 (Transition):** Verification activity with DOE begins	
January	Begin preparing for exits (macro/error report, class lists); plan trainings as needed; Ensure reliable method for shared data point with LES **Indicator 12 (Transition):** Verification activity ends mid-month	
February	Plan to attend TATS Statewide Pre-K Conference; Review Child Outcomes data	
March	Exit window opens (newer children into the program should be evaluated last); Run macro/error report; fix errors; provide TA as needed	
April-May	Make sure all children have completed exits; Run macro/error report every 2 weeks and correct errors – make sure all children who require BDI2 exit receive it by May 31st *Suggested Practice: Give staff a deadline near mid-May for completing and entering BDI-2 data for COM exits.* *Suggested Goal: Complete data corrections before June (before teachers and students leave for summer break)*	
June	Run final macro/error report; make sure all corrections are complete *Suggested Goal: Complete corrections early in June*	
August	Data clean-up closes around the 15 *(see above for suggested timelines for correcting data)* BDI2 Data Purge (previous years' data already used) – not the same as the Data Pull for Child Outcomes	

Links to Resources:

A sampling of some of the most-used resources is listed below. More resources can be accessed on the Administrators' Resources page at the TATS website: https://tats.ucf.edu/administrators-resources/

Indicator 6: Inclusion

Administrators' Resources - https://tats.ucf.edu/administrators-resources/state-indicator-6-inclusion/

Decision Tree: https://tats.ucf.edu/wp-content/uploads/sites/9/2019/12/new-decision-tree-12.19.pdf

Environment Codes: https://tats.ucf.edu/wp-content/uploads/sites/9/2019/03/FLDOE-IDEA-Educational-Environment-Codes-2018-19.pdf

DOE letter (Jan 2017) related to inclusion: https://tats.ucf.edu/wp-content/uploads/sites/9/2017/11/preschool-lre-dcl-1-10-17.pdf

Indicator 7: Child Outcomes

Administrators' Resources - https://tats.ucf.edu/administrators-resources/state-indicator-7-child-outcomes/

Decision Flowchart: https://tats.ucf.edu/administrators-resources/wp-content/uploads/sites/9/2017/08/PreschoolOutcomesFlowChart05-01-09-1.pdf

BDI-2 Data Manager Guide (The guide is applicable for the updated BDI-2 with Normative Update): https://tats.ucf.edu/administrators-resources/wp-content/uploads/sites/9/2017/08/DataManager_Guide_for_the_Florida_Birth-to-Five_Child_Outcomes_Measurement_System-1.pdf

TIP Sheets for Macro and Data Correction: https://tats.ucf.edu/wp-content/uploads/sites/9/2019/09/TipSheetsLEA2019-20Working-copy-1.pdf

Protocol for Purging Data (to complete in August): https://tats.ucf.edu/administrators-resources/state-indicator-7-child-outcomes/

Indicator 12: Transition

Florida Transition Project: http://www.floridatransitionproject.ucf.edu/

Administrators' Resources - https://tats.ucf.edu/administrators-resources/state-indicator-12-transition/

Transition Planning Timeline: https://tats.ucf.edu/wp-content/uploads/sites/9/2018/01/Transition-Planning-Timeline.pdf

Transition Planning Flowchart: https://tats.ucf.edu/administrators-resources/wp-content/uploads/sites/9/2017/08/TransitionTimelineFlowChartAPR-Indicators.pdf

Verification Codes – Guiding Questions: https://tats.ucf.edu/administrators-resources/wp-content/uploads/sites/9/2017/08/GuidingQuestionsfortheAnalysisofVerificationCodes.pdf

Indicator 12 OSEP Guide: https://tats.ucf.edu/administrators-resources/wp-content/uploads/sites/9/2017/08/INDICATOR-12-OSEP-Guide.pdf