Results Matter Assessment Checkpoint Calendar 2021-2022

COLORADO Department of Education

Checkpoint Period	Documentation Window	Assessment Rating Window	Online Assessment Ratings Finalized NO LATER THAN
	During this window, providers observe, document, and assign preliminary ratings. Use documentation report to monitor documentation added for each objective.	During this window, providers make final determinations about how to rate the child on each of the assessment indicators. Continue observations and documentation. Use checkpoint completion report to monitor finalized ratings.	
Fall	Aug 16 (or first program day) – Oct 17	Oct 18 – Oct 29	**October 29, 2021**
Winter	Oct 30 – Jan 23	Jan 24 – Feb 4	**Feb 4, 2022**
Spring	Feb 5 – Apr 24	Apr 25 – May 6	**May 6, 2022**
Summer *(optional)*	May 7 – July 24	July 25 – Aug 5	**August 5, 2022**

Special Instructions and Notes:
- Observation and Documentation Always Begin When the Child Enters Your Program. See First Checkpoint as a Baseline for more information.
- Wait at Least Six Weeks from Date of Entry to Finalize Assessment Ratings.
- Finalize Online Data in the **Current** Checkpoint Period

Entering Documentation Online: In order to help teachers get the most out of the online assessment system, providers are expected to enter documentation online.

Self-Monitoring: Providers should use documentation reports and checkpoint completion reports throughout the checkpoint window to monitor their use of the assessment system and ensure they are on track to meet the checkpoint deadline. CDE staff also monitor these reports and will follow up with providers to provide support.

What to Do When Children Enter Mid-Checkpoint

It is important to enter a baseline rating for children as soon as initial evidence for each objective becomes available. This is especially important for children on IEPs. If teachers and other staff assigning checkpoint ratings truly do not have enough documentation for all objectives, our guidance is to wait to enter and finalize the checkpoint at the subsequent checkpoint deadline. Note: If teachers and other staff assigning checkpoint ratings finalize any baseline ratings with "not observed," it will interfere with the OSEP baseline calculation during the OSEP exit season. **Please do not select "Not Observed."**

Attendance Issues

- If a child is absent from your program or does not receive services for an extended period, you may archive the record after the end of the current checkpoint. Complete assessment ratings and OSEP exits where applicable before archiving. You can always reactivate later.

- If a child attended your program or received services for fewer than 30 total days of programming/services in a checkpoint period, it is still important to enter a baseline rating for that child as soon as initial evidence for each objective becomes available. This is especially important for children on IEPs. However, if teachers and other staff assigning checkpoint ratings truly do not have enough documentation for all objectives, our guidance is to wait to enter and finalize the checkpoint at the subsequent checkpoint deadline.

- If a child returns and his/her record was previously archived, reactivate the existing record. If it has been 90 or more consecutive calendar days since a preschooler on an IEP was last in your program/receiving services—including standard two-day weekends but not including holiday or summer breaks—treat this as a new OSEP entry and change the IEP entry date to the first day the child returned. Ninety days is the state-determined threshold beyond which the baseline data need to be reset for the purpose of OSEP Preschool Outcomes reporting. Any effect from services is likely to have diminished by this point. Do not change the IEP entry date if it has been fewer than 90 days. If it has been fewer than 90 days and the record was OSEP-exited previously, "un-exit" the OSEP record (reactivate record first, then view Site details for Site where child record is located, then click Action>Manage Exited Children from OSEP Part B).