Results Matter Assessment Checkpoint Deadlines for 2013-14

Checkpoint Season	Documentation Window During this window, providers observe, document and, depending on the assessment system, complete preliminary ratings based on what is observed.	Assessment Rating Window During this window, providers make final determinations about how to rate the child on each of the assessment indicators. Observation and documentation continue.	Online Data Finalized NO LATER THAN
Fall	August 15 (or 1st program day) – October 16	October 17 – November 1	**November 1, 2013**
Winter	November 2 – January 14	January 15 – February 7	**February 7, 2014**
Spring	February 8 – April 21	April 22 – May 16	**May 16, 2014**
Summer *(optional)*	June 3 – July 27	July 28 – August 15	**August 15, 2014**
Special Instructions: Children Entering Midyear	**Observation and Documentation Always Begin When the Child Enters Your Program**	**Wait at Least 6 Weeks from Date of Entry to Begin the Assessment Ratings** **Special Case 1 – Fewer than 6 Weeks Remain**: If there are fewer than six weeks left in the checkpoint period when the child enters, postpone the assessment rating until the next checkpoint period. In this situation, please do **not** use "Not Observed" as an assessment rating. If there are fewer than six weeks remaining, simply refrain from making any ratings at all until the following checkpoint. *Example: Child enters October 14. Postpone initial assessment ratings until Winter checkpoint.* **Special Case 2 – Pause/Break in Programming:** If the child enters at a point when there are fewer than 6 weeks of programming and/or services remaining, but the child will resume participation, postpone the assessment until program and/or services resume. *Example: Child enters on April 7 and summer break begins on May 20. Postpone the initial assessment ratings until Fall checkpoint.* **Special Case 3 – Fewer than 6 Weeks Remain, Child Not Resuming:** If the child enters when there are fewer than 6 weeks of programming and/or services remaining and the child will **not** be resuming participation, exclude the child from Results Matter assessment. *Example: Child enters April 7 and summer break begins on May 20. The child will transition to kindergarten in the fall. Exclude the child from Results Matter assessment.*	**Finalize Online Data in the Current Checkpoint Period** _____ **Exception:** If there are fewer than six weeks left in the checkpoint period when the child enters, postpone rating until the next checkpoint period.