

## Results Matter Assessment Checkpoint Calendar 2019-2020

<b>Checkpoint Period</b> 	<b>Documentation Window</b>  During this window, providers observe, document, and assign preliminary ratings. Use documentation report to monitor documentation added for each objective.	<b>Assessment Rating Window</b>  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.	<b>Online Assessment Ratings Finalized NO LATER THAN</b> 
<b>Fall</b>	Aug 10 (or first program day) – Oct 13	Oct 14 – Oct 25	<b>Oct 25, 2019</b>
<b>Winter</b>	Oct 26 – Jan 26	Jan 27 – Feb 7	<b>Feb 7, 2020</b>
<b>Spring</b>	Feb 8 – May 3	May 4 – May 15	<b>May 15, 2020</b>
<b>Summer (optional)</b>	May 16 – Aug 2	Aug 3 – Aug 14	<b>Aug 14, 2020</b>
<b>Special Instructions: Children Entering Mid-Checkpoint</b>	<b>Observation and Documentation Always Begin When the Child Enters Your Program</b>	<b>Wait at Least Six Weeks from Date of Entry to Finalize Assessment Ratings</b> In general, if there are fewer than six calendar weeks/30 program days remaining in a checkpoint when a child enters your program, do not finalize assessment ratings until the following checkpoint. Refer to the next page for specific instructions on what to do when children start your program with fewer than six weeks remaining in the checkpoint. <u>Do NOT select “Not Observed” for all ratings.</u> Just skip the checkpoint ratings (or set preliminary ratings if desired).	<b>Finalize Online Data in the Current Checkpoint Period</b> <b>Exception:</b> If there are fewer than six calendar weeks/30 program days left in the checkpoint period when the child enters—including standard two-day weekends but <u>not</u> including holiday breaks—postpone ratings until the next 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

1. **Fewer than 6 Weeks Remain, Child Will Continue in Your Program:** If there are fewer than 30 days of programming/services left in the checkpoint period (six calendar weeks not including holiday breaks) when a child enters, do not finalize assessment ratings until the next checkpoint period. Please do not select “Not Observed” for every objective. Just skip checkpoint ratings until the following checkpoint (although you may set preliminary ratings if desired). However, you should begin collecting documentation immediately.

*Example: Child enters October 14. Postpone initial assessment ratings until Winter checkpoint.*

2. **Fewer than 6 Weeks Remain, Pause/Break in Programming:** If there are fewer than 30 days of programming/services left in the checkpoint period (six calendar weeks not including holiday breaks) when a child enters but the child will resume participation afterward, do not finalize ratings until after your program/services resume. Documentation should begin immediately. You may set preliminary ratings if desired.

*Example: Child enters on April 29 and summer break begins on May 20. Postpone the initial assessment ratings until Fall checkpoint.*

3. **Fewer than 6 Weeks Remain, Child Will Not Return to Your Program** If there are fewer than 30 days of programming/services left in the checkpoint period (six calendar weeks not including holiday breaks) when a child enters and the child will not be resuming participation, exclude the child from *Results Matter* assessment.

*Example: Child enters April 29 and summer break begins on May 20. The child will transition to kindergarten in the fall. Exclude the child from preschool assessment.*

### Attendance Issues

1. If a child is absent from your program or does not receive services for an extended period of time, you may archive the record after the end of the current checkpoint. Finalize assessment ratings and complete OSEP exits where applicable before archiving. You can always reactivate later.
2. If a child attended your program or received services for fewer than 30 total days of programming/services in a checkpoint, do not finalize any assessment ratings in that checkpoint. Preliminary ratings are OK.
3. 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. 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).