

## **For Teaching Strategies GOLD® Online Administrators in Nebraska!!** **End-of-Year Data Clean up Guide: May 2019**

It's hard to believe that the end of the school year is here. For administrators on *My Teaching Strategies®* online, this means it's time to start generating and saving your final reports and begin thinking about reorganizing your account to prepare for next year. The following are important steps you can take now to ensure a smooth transition:

**1. Finalize data for the May 31st checkpoint and run your final reports! Exit:** For OSEP reporting, be sure to exit children from Part C or Part B/Section 619 if they are eligible.

- Any child on an IFSP who turns 3 before August 1st should be exited by May 31st.

To ensure all eligible children are reported for OSEP, it is important to run the OSEP Federally Mandated Report (Child and Program Level for both Part C and Part B) before you transfer children. Compare your student roster with the Child Level Report to ensure all children are accounted for. **These reports are due by Friday, June 14th as NDE will begin the data verification process based on all data in the system on that day!** Remember, every report you run on *MyTeachingStrategies®* online can be downloaded and saved as a PDF document. Doing this will allow your program to save these important reports from the 2018-19 school year before reorganizing your account for 2019-20.

**Note:** You may archive children at anytime. \*Do not transfer or delete any child until the NDE data process is completed.

**2. Monday, July 1st** - Barb Jackson will send your final district report, confirm that the total number of children reported as exiting Part C and Part B match the total number of children your reports identified as exiting each program. If there is a discrepancy, you **MUST** contact Barb immediately to make corrections. **All program reports must be corrected and finalized by Tuesday, July 16<sup>th</sup>!**

**3. Clean up your children's files.** Following the verification of the district data with Barb Jackson, you may begin to archive or transfer children's records to ensure that your program has space for new children. Here's what you need to know about these options:

**Archive:** Archiving children's files will allow you to store and reactivate the data at any time. Additionally, all administrative reports can include archived files. Each school district/Head Start agency in Nebraska receives an unlimited number of archive files.

For children who have exited your program and moved on to another program or to kindergarten, you need to **archive their records for one full year after year of exit.**

### [How do I archive a child's record?](#)

**Delete:** You may **delete** all children who have been in archives **prior to this school year (2018-2019 or earlier)**. If there is a possibility of a child returning to your program, you may want to archive his or her file instead of deleting. Deleted records will be saved for only 90 days. You are able to restore any child within that time frame. After 90 days, the data will be permanently deleted.

### [How do I delete a child's record?](#)

**Transfer:** Please **do not** move children to new classrooms or request transfers to other districts/programs until **after July 16, 2019! After July 16th, and the final confirmation of the accuracy of your Year-End Reports**, children who will remain active in your program may be assigned to new classes, teachers, or sites.

### [How do I transfer a child's record?](#)

If a child is transferring to **another** district or Head Start program, please contact Becky Zessin at [becky.zessin@unmc.edu](mailto:becky.zessin@unmc.edu) and she will transfer the child's portfolio electronically. In order to complete the transfer you will need to complete the *GOLD*® Child Portfolio Transfer Request attached. [GOLD Child Transfer Form](#)

**IMPORTANT!! Do not delete any classrooms!** You rename them for the upcoming school year, but if a classroom is deleted, all Weekly Planning Forms created in that classroom will be permanently erased.

**5. Clean up your staff files AFTER JULY 16th! After July 16th, and the final confirmation of the accuracy of your Year-End Reports**, you may disable the accounts of any teachers, team members, or administrators who no longer work for your organization. This will protect the confidentiality of the children's data. **DON'T FORGET: When you delete a teacher's account, all files for the children and classrooms associated with that teacher will also be deleted.** For classrooms that have a new teacher, first enter the new staff member into the system. Then, go to the Classes Tab, select the class for the teacher you wish to change, find the Edit Class section and click on the drop-down arrow for the Teacher entry, select a new primary teacher from the list, and then click on Save at the bottom of the page. This will allow you to switch out the former primary teacher for the new one. You can then disable the former teacher's account.

## [How do I disable a user?](#)

### **6. Make sure your NEW teachers/providers complete the GOLD online professional development modules over the summer, if possible.**

If you have **new** teachers and providers who will be using the *GOLD*® system beginning in 2019-2020, it is required that they complete the *Introducing Teaching Strategies and GOLD*® *Introduction* courses under **My Courses** in the **Develop** tab on *My Teaching Strategies*® over the summer or immediately upon return in the Fall. **Remember that these two online modules must be completed by September 30<sup>th</sup> for all new GOLD users in Nebraska!** For more professional learning opportunities, staff can also go to the “Sandbox” in *My Teaching Strategies*® to practice using the teacher site. There are also several online webinars and resources that teachers may want to access over the summer.

**Teachers/practioners who have used GOLD for one year must complete Inter-rater Reliability Certification every three years.** You can find Inter-Rater Reliability under the ‘Develop’ tab.

**7. Make sure we can contact you!** Update the **Online Administrator** and **GOLD**® **Transfer** contact information for your program and your personal profile. Insist that the other users in your program (teachers, related services providers and other administrators) do the same. We don’t want you to miss important information and updates about the system or your account! The links to the Online Administrator and *GOLD*® Transfer listservs can be found here:

- [District Online Administrator Update](#)
- [GOLD Child Transfer Contact Update](#)
- [Year-End Data Verification Contact Update](#)

**8. Get support. My Teaching Strategies® can help!** There are several ways to get the support you need:

- **Contact the TS® Technical Support Team:** For *My Teaching Strategies*® technical support, call **1-866-736-5913**, or [support@teachingstrategies.com](mailto:support@teachingstrategies.com)
- **License Renewal:** call **1-800-637-3652**

### **Hours:**

- o Monday through Friday : 6:00 AM - 8:00 PM Central Time
- o Monday through Friday: 5:00 AM – 7:00 PM Mountain Time

**District Transfer Technical Assistance:** Becky Zessin, [becky.zessin@unmc.edu](mailto:becky.zessin@unmc.edu);  
402-559-8416

**Trainings/Implementation Support:** Kayla Parr, [kayla.parr@nebraska.gov](mailto:kayla.parr@nebraska.gov); 402-471-6695;  
Alyssa Anson, [alyssa.anson@nebraska.gov](mailto:alyssa.anson@nebraska.gov); 402-471-0951

**Contracts/Data Issues:** Kayla Parr, [kayla.parr@nebraska.gov](mailto:kayla.parr@nebraska.gov); 402-471-6695