



GOLD ENTRY CHECKLIST

PART B

This checklist pertains to children who will receive a minimum of 6 months of Part B, special education services. All children, regardless of frequency of service or service type (SC, ECSE, SLP, OT, PT, etc.), must be entered and exited in the MyTeachingStrategies™ GOLD® online system.

All initial documentation must be entered within 45 calendar days of the IEP date unless the child had exit data from Part C within the same checkpoint period they entered into Part B. In this case, the child's Part C exit will become your Part B entry data. Proceed with documentation in your district's designated checkpoint cycles.

Begin by creating a child profile record in Teaching Strategies GOLD®:

- From your opening screen, go to your dropdown navigation window (circle with your initials in the right-hand corner) and select 'Manage____ Class name'
- On the next screen, under the left-side column, select 'Add Child'

Input the following information from the *required text fields to complete the child's GOLD® profile:**

1. *Select Class
2. Class Details
 - a. *Age or Class/Grade: this determines the child's color band
 - b. *First Day in Program – date the child began in the program
3. Child Details
 - a. *Child's First and Last Name
 - b. Child's Nickname – if preferred
 - c. Identifier – only used for district purposes. For example: DISTRICT Child ID #
 - d. *Gender
 - e. *Birth Date
 - f. *Primary Language – be specific, if you are unsure, ask the family for clarification
 - g. *Ethnicity Level 1 – be specific, if you are unsure, ask the family for clarification
 - h. *Race Level 1 – be specific, if you are unsure, ask the family for clarification
 - i. Student ID # – optional, if you choose to fill this section out, student ID# refers to your district ID #
 - j. *ADVISER ID # – this is the number assigned to the child by the state when they first enter the educational system. It is required to be placed in the child's profile so that the State of Nebraska can easily access the child's GOLD® data.
4. *Funding Sources – ask your online administrator which boxes should be marked for this particular child, if unknown

5. *Custom Funding Sources – Head Start Agency
 - If the child is enrolled in Head Start, specify which program they attend
 - If the child is not enrolled in Head Start, click 'NA'
6. *IEP– mark 'Yes'
 - a. What date will this child begin to receive special education services? Enter the date the child entered into IDEA Part B, special education services. This is the child's original IEP date.
 - b. Preschool Entry Assessment Tool – should always be Teaching Strategies GOLD®
7. *Free and Reduced Lunch – Mark as appropriate
8. *Assess this child using the Spanish Language and Literacy Objectives? Mark as appropriate
9. Custom Questions: School District – Select the district providing special education services
10. If all information is accurate, click 'Save'
11. Begin documenting Entry Data into the system

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 **For further information please refer to your Results Matter Technical Assistance Document:**
<https://www.education.ne.gov/nemtss/early-childhood-special-education-services>