



GOLD ENTRY CHECKLIST

PART C

For rules around entry and exit for Part C/Part B, please reference the Results Matter TA document.

Create a child profile in GOLD® for children who are at least 6 months of age and will receive a minimum of 6 months of Part C early intervention services:

- 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. *IFSP– mark 'Yes'
 - a. What date will this child begin to receive IFSP services? Entry into IDEA Part C should be the original IFSP 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 early intervention services
10. If all information is accurate, click 'Save'
11. Begin documenting Entry Data into the system
 - All initial documentation must be entered within 45 calendar days of the IFSP date.



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



GOLD EXIT CHECKLIST

PART C

For rules around entry and exit for Part C/Part B, please reference the Results Matter TA document.

Steps to exit from Part C, early intervention services:

1. From your opening screen, go to your dropdown navigation window (circle with your initials in the right-hand corner) and select 'Manage ____ Class name'
2. Click on the 'Children' Tab on your GOLD® Account
 - a. Select 'Exit Children from OSEP' from the menu on the left side of your screen
 - b. Select 'Program' and 'Site' from the drop down menu and click 'submit'
 - A list of students who have an IFSP will appear.

Next, complete the information below from the *required drop-down menus:

1. For the child record you are exiting:
 - a. *Exit Date
 - b. *Exit Tool — Select 'Teaching Strategies Gold®'
 - c. *Exit Reason — mark as appropriate
 - d. *Mark the Checkbox
 - e. *Click 'Check Eligibility'
 - Once you check for eligibility, the status column will update
 - If the status column shows 'exit', change check for eligibility to 'Exit' and click 'submit'. **If the status column does not say 'exit' proceed to item 1 below.**

Teachers are able to fill in the information above but do not have the ability to finalize a child's exit. The final step of exiting a child must be completed by a GOLD® Online Administrator. Once the GOLD® Online Administrator exits the child, the child will no longer appear on the Request OSEP Exit list.

1. Children Requiring Additional Data
 - a. If the status column doesn't say 'exit', it will prompt you in identifying the issue.
 - b. Troubleshoot the issue.
 - Ensure that the child's entry and exit dates are at least six months apart
 - Ensure that the child has finalized entry and exit checkpoints in all required domains
 - Ensure that the entry and exit tools are listed as Teaching Strategies GOLD®
 - c. If you are unable to determine the reason why the child is not eligible for exit, contact MyTeachingStrategies™ GOLD® technical support team by submitting a case in the Support Portal or calling 866-736-5913. If the exit issue is not resolved with GOLD® technical support team within 72 hours, contact your NDE representative.
2. Once you've notified your GOLD® Online Administrator that all children eligible for exit have sufficient data and the text fields above are filled in, you have reached the end of your responsibilities.



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



GOLD ENTRY CHECKLIST

PART B

For rules around entry and exit for Part C/Part B, please reference the Results Matter TA document.

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

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.

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



GOLD EXIT CHECKLIST

PART B

For rules around entry and exit for Part C/Part B, please reference the Results Matter TA document.

Steps to exit from Part B special education services:

1. From your opening screen, go to your dropdown navigation window (circle with your initials in the right-hand corner) and select 'Manage ____ Class name'
2. Click on the 'Children' Tab from the top menu bar
 - a. Select 'Exit Children from OSEP' from the menu on the left side of your screen
 - b. Select 'Program' and 'Site' from the drop down menu and click 'submit'
 - A list of students who have an IEP will appear.
3. For the child record you are exiting:
 - a. *Exit Date
 - b. *Exit Tool — Select 'Teaching Strategies Gold®'
 - c. *Exit Reason — mark as appropriate
 - d. *Mark the Checkbox
 - e. *Click 'Check Eligibility'
 - Once you check for eligibility, the status column will update
 - If the status column shows 'exit', change check for eligibility to 'Exit' and click 'submit'. **If the status column does not say 'exit' proceed to item 4 below.**

Teachers are able to fill in the information above but do not have the ability to finalize a child's exit. The final step of exiting a child must be completed by a GOLD® Online Administrator. Once the GOLD® Online Administrator exits the child, the child will no longer appear on the Request OSEP Exit list.

4. Children Requiring Additional Data
 - a. If the status column doesn't say 'exit', it will prompt you in identifying the issue.
 - b. Troubleshoot the issue.
 - Ensure that the child's entry and exit dates are at least six months apart
 - Ensure that the child has finalized entry and exit checkpoints in all required domains
 - Ensure that the entry and exit tools are listed as Teaching Strategies GOLD®
 - c. If you are unable to determine the reason why the child is not eligible for exit, contact MyTeachingStrategies™ GOLD® technical support team by submitting a case in the Support Portal or calling 866-736-5913. If the exit issue is not resolved with GOLD® technical support team within 72 hours, contact your NDE representative.
5. Once you've notified your GOLD® Online Administrator that all children eligible for exit have sufficient data and the text fields above are filled in, you have reached the end of your responsibilities.



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