Job Target	August	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July
Update Child List. Make sure all children have school district name and ADVISER ID number. Archive children who are not returning and add new children to the appropriate class.	Х										х	
Validate special education lists using <i>Child List</i> . Compare the Child List with CONNECT Report (Part C only) or Student Records System list or ADVISER list.	Х					Х						
Update Color Bands for returning preschoolers. The blue color band is for children who are eligible for kindergarten in one year (5 years old by next July 31). The green color band is for those who can go to kindergarten in two years. Color bands for children B-3 are automatically updated on the child's birthday.	х											
Submit Gold Profile Transfer Request Form for children who previously attended a different Nebraska district. Do not create a new profile if a child is suspected to already have a GOLD profile.	Х	х	Х	х	х	Х	х	х	Х	Х	х	Х
Archive children who are not returning this year. Do not delete.	Х										Х	
Assign PD to staff NEW to GOLD: Staff must complete the GOLD online Professional Development module <i>Power of GOLD</i> by September 30.	Х	х										
Assign GOLD Inter-rater Reliability (IRR) for teachers who have used GOLD for one year or are due for recertification.  Administrator assigns IRR to teachers via TS GOLD. Teachers must complete IRR certification or recertification by December 31.	Х				х							

Job Target	August	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July
Clean Staff Files. Disable the accounts of any teacher or team member who no longer work for the school district or agency. Do not delete.	Х	х	Х	х	х	Х	Х	Х	Х	х	х	х
Use the <i>Child List</i> to monitor for appropriate class assignment, birthdate, color band, home language survey, funding source and ADVISER number (district programs) attached to child's profile.	Х	х	х	х	х	Х	Х	х	Х	х	х	х
Use the Documentation Status Report or the Documentation by Objective and Dimension Report on the teacher site to ensure observations, assigning levels, and selecting preliminary checkpoints are being entered.	Х	х	Х	х	х	X	X	х	Х	Х	х	х
Use the <i>View Documentation</i> feature under the <i>Documentation</i> tab to analyze the type and quality of documentation being entered.		х	Х	х	х	Х	Х	Х	Х	Х	х	х
<b>Generate the </b> <i>Assessment Status Report</i> under the <i>Report</i> tab to ensure children are being assessed and the checkpoints are finalized.			Х				Х			Х		
Generate the OSEP Status Report to verify all children with IEPs/IFSPs have finalized checkpoints/entry data and to ensure children who exit Part C and are continuing with services have Part B entry data. Run the Snapshot Report to verify all other children have competed data. (In most cases, the date in the Entry Date Range will need to be backdated up to three years.)		Х		х				Х		Х		

Job Target	August	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July
<b>Generate the </b> <i>Classroom Profile Report</i> from the teacher site to use when reviewing teacher lesson plans to ensure plans include intentional, appropriate activities for children.	х	х	x	х	x	Х	x	х	х	x	x	Х
Under the Reports Tab, generate two reports:  Professional Development Reportmust be completed by Sept 30 for staff new to GOLD  Inter-rater Reliability certification – must be completed by December 31 for teachers who have one year of experience using GOLD or are due for recertification.		Х			х							
<b>Generate Fall Outcome Reports.</b> Snapshot Report, Comparative Report				х								
<b>Analyze Fall Outcome Data.</b> Create an analysis that includes steps for continuous program improvement.				х								
Share Fall Outcome Data Analysis with Stakeholders					Х							
Generate Winter Outcome Reports If your program completes and finalizes winter checkpoints, the Comparative Report or Growth Report can be created/used. An Alignment Report can be created using the Snapshot Report.							Х					

Job Target	August	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July
Analyze Winter Outcome Data. If your program completes and finalizes winter checkpoints, create an analysis that includes steps for continuous program improvement.							х					
Share Winter Analysis with Stakeholders.								Х				
Generate Spring Outcome Reports. Comparative Report or Growth Report. An Alignment Report can be created using the Snapshot Report.										х		
Generate OSEP Federally-Mandated Reports for Preschool Special Education Outcomes (Part B619) and Early Intervention Outcomes (Part C): Generate both child- and program-level reports to verify that each child with an IEP or IFSP eligible to be exited on or after July 1 is included.									Х	X	Х	
Analyze Spring Outcome Reports. Create an analysis that includes a report out on school readiness for those children attending kindergarten in the fall.										Х		
Share Spring Analysis with Stakeholders.											Х	
Review and finalize OSEP Data. Make any corrections and finalize OSEP Reports (Part B and Part C) for the school district.  NDE Deadline: June 15											х	

# **Teacher** *GOLD*<sub>©</sub> **Online Assessment Monthly Job Targets**

Job Target	August	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July
<b>Teachers new to GOLD</b> complete the GOLD online Professional Development module <i>Power of GOLD</i> by September 30.	Х	х										
<b>Teachers who have used GOLD for one year</b> complete GOLD Inter-rater Reliability certification by December 31.	Х	х	Х	х	Х							
Archive children who are not returning this year. (Can be done by online administrator or teacher)	х										х	
Add new children and complete the home language survey. Home language survey to be completed for 3-5 yr. old children. Not intended for children B-3.	х											
Update the home language survey and color band for children who are returning (for 3-5 classrooms only). If a child is going to kindergarten next year, they are blue. All other children ages 3-5 are green.	х	х										
Begin to observe collect evidence/documentation on children. Create a schedule of who you will observe and when.	х	х	х	Х	х	х	Х	х	Х	Х	х	х
Enter documentation, attach objectives and select preliminary levels.	Х	Х	х	Х	Х	Х	х	х	Х	Х	х	х
Use the Documentation by Objective and Dimension Report under the Documentation tab. This report will help you see at a glance where you may need to plan experiences and focus observations.	х	х	Х	Х	Х	Х	Х	х	Х	Х	Х	х

# **Teacher** *GOLD*<sub>©</sub> **Online Assessment Monthly Job Targets**

Job Target	August	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July
Use the Classroom Profile Report under the Reports Tab to inform and support your planning for small and large group activities as well as activities for individual children.	х	х	х	х	х	х	х	х	х	х	х	х
<b>Finalize Assessment Data</b> . You have several options on how to finalizeby area, child or multiple children.			х				х			Х		
Generate a Snapshot Report and/or use the interactive reports to gain an understanding of whether the skills of the children in your classroom are meeting widely held expectations. Use the information to inform planning, needed changes in the environment or schedule.				х				х			Х	
Under the Family Tab and Reports Tab there are several reports to choose from that you can use to communicate with families about their child's development and learning. Your program administrator will identify which report to use.				х				х			Х	
When a child with an IEP or IFSP exits the program, finalize the checkpoint data and exit the child through the Request OSEP Exit button from My Children. Remember that when a child with an IFSP turns three, their Part C exit data must be completed during the checkpoint of the child's 3 <sup>rd</sup> birthday.	х	х	х	х	х	х	х	Х	х	x	Х	Х