



# Louisiana Believes

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## Teaching Strategies GOLD® OSEP Administrator Getting Started Checklist

# Agenda

- Login and Create Account
- Managing Existing Account
  - Transfer and/or Archive Children
  - Disable Users
  - Create and Add Additional Users
  - Demo
- Additional Setup
  - Setup Classes for New Case Managers
  - Create Child Records
  - Demo
- Additional Resources



### Administrator Getting Started Checklist

Each LEA should determine a district or charter Early Childhood Special Education Supervisor/Director to manage the responsibility of the TS GOLD® OSEP license. LDOE staff will assist LEA's in setting up accounts in GOLD® for administrators who will be responsible for setting up accounts for their staff. The LEA administrator is also responsible for:

- Ensuring all teachers and service providers have a GOLD® OSEP account and have been trained on GOLD®;
- Determining who will create and manage children's GOLD® OSEP portfolios (only one portfolio per child is allowable);
- Overseeing the data entry and exit process to ensure that reliable and valid information is provided by teachers and other practitioners.

Below is a step by step process for TS GOLD OSEP Administrators to create user accounts, disable users, and set up new classes for case managers. Links embedded will direct you to the Teaching Strategies Portal for additional support.

[Step 1: Login and Create Account](#)  
[Step 2: Transfer and/or Archive Children](#)  
[Step 3: Disable Users](#)  
[Step 4: Create and add additional users](#)  
[Step 5: Set up classes for new case managers](#)  
[Step 6: Create child records](#)

**Step 1: Login and create account**  
Login to [MyTeachingStrategies®](#). Follow the instructions in your welcome email and set your password. Your login should follow the format `firstname.lastname.osep`.

**Step 2: Transfer end/or archive children**

- Transfer children who moved to a new school system over the summer.
  - Notify the new school system administrator that the child has moved over the phone so that you do not share PII over email.
  - Email [brittany.braun@le.gov](mailto:brittany.braun@le.gov) requesting that the child's TS GOLD® OSEP record be transferred to the new school system. Use this exact verbiage when requesting the transfer so that no PII is shared (do not add any other student information):
    - "As the person authorized by the superintendent of my school system to request TS Gold data assistance from the Louisiana Department of Education, I request that you transfer student <INSERT LAST NAME> from my school system to <INSERT RECEIVING SCHOOL SYSTEM HERE>."
  - Once the transfer is complete, both the sending and receiving school systems will receive an email noting that the requested transfer has been completed.
  - The student will be placed in the receiving school system's OSEP default class, and the TS GOLD® OSEP administrator will need to move him/her to the appropriate teacher's class.

# Login and Create Account

The screenshot displays the MyTeachingStrategies user interface. At the top left is the logo "MyTeachingStrategies™". To its right are navigation icons for "Teach", "Assess", "Develop", "Report", and "Family". In the top right corner, there is a user profile icon labeled "BB" with a notification badge showing the number "3".

Below the navigation bar is a blue header with the text "Welcome, Brittany!".

The main content area features a "QUICK LINKS" section with four buttons: "View Documentation Status", "View Assessment Status", "View Snapshot", and "Users". Each button includes a small bar chart icon.

Below the quick links is a "MESSAGES" section. It contains a message with a red dot icon, the date "07/21", and the text "Scheduled Maintenance - July 31<sup>st</sup>".

To the right of the messages is a section titled "FROM THE TEACHING STRATEGIES TEAM". It features a photograph of two young girls and a blue box with the text "Written Kindergarten Transition Plans:".



# Managing Existing Account

# Managing Existing Account Transfer Request

Transfer children who moved to a new school system over the summer. Notify the new school system administrator that the child has moved over the phone so that you do not share PII over email.

- Email [brittany.braun@la.gov](mailto:brittany.braun@la.gov) requesting that the child's TS GOLD® OSEP record be transferred to the new school system. Use this exact verbiage when requesting the transfer so that no PII is shared (do not add any other student information):

“As the person authorized by the superintendent of my school system to request TS GOLD® data assistance from the Louisiana Department of Education, I request that you transfer student <INSERT LASID HERE> from my school system to <INSERT RECEIVING SCHOOL SYSTEM HERE>.”

Once the transfer is complete, both the sending and receiving school systems will receive an email noting that the requested transfer has been completed. The student will be placed in the receiving school system's OSEP default class, and the TS GOLD® OSEP administrator will need to move the child to the appropriate teacher's class.

# Managing Existing Account

## Archiving Children

Archive children:

- that move out of your school system over the summer that you are unsure of where to transfer; and
- after LDOE runs the federally-mandated year-end report (all administrators will be notified by LDOE when children who have been exited can be archived).

Please note, a TS GOLD® record should never be deleted unless authorized by the LDOE.

# Managing Existing Account

## Disable Users

[Disable](#) users who are no longer working in your program (i.e. all teachers and related service providers who have resigned or retired from your school system).

- Remove and relocate any children previously assigned to the user by transferring the children to the current case manager's class or the OSEP default class until you are ready to assign the child to a new case manager.
- If a user has resigned or retired, [follow these instructions](#).

In order to maintain records of professional development certification in anticipation of a user returning or transitioning to another school system, users should never be deleted, only disabled.



# Managing Existing Account Demo



# Additional Setup

# Additional Setup

## Create and Add Additional Users

OSEP Administrators should [add additional administrators](#) to your license, if appropriate. For security purposes, be sure to use a unique email address for each new user.

Any standard administrator can [add teachers](#) to the OSEP license. Any provider or specialist that is responsible for finalizing the assessment of a child should be set up as a teacher type user.

Use the following naming convention for all user types: **firstname.lastname.osep**

If you receive an error while creating the user name, please email [brittany.braun@la.gov](mailto:brittany.braun@la.gov) as a user may have been entered in another Louisiana school system and their account may need to be transferred.

# Additional Setup

## Setup Classes for New Case Managers

**This step should be completed by the TS GOLD® OSEP Administrator.** In the OSEP license, a class will potentially include a user's whole caseload, not just a group of children at one school or another.

Assign teachers appropriate user roles within the class: [primary teacher, co-teacher, assistant teacher, or team member](#).

- The folder holder or case manager is the primary teacher.
- Related service providers who are not the case manager should be assigned as either co-teachers or with team member access, depending on the level of access you want them to have.
- Multiple providers (SLT, OT, PT) can be linked through the Team Member feature.

# Additional Setup

## Create Child Records

**This step should be completed by the TS GOLD® OSEP Administrator.** Follow the directions to [create child records](#) for children who are new to your system.

### Required Items to Review:

1. The child's LASID and GOLD ID must be entered.
2. Check "yes" for IEP. Note: the self-care dimensions will not show up unless this is checked off.
3. The first day in the program should be the day the child begins receiving Part B services.
4. Note the primary disability under the 'custom question' drop-down.



# Additional Setup Demo



## Additional Resources

# Additional Resources

[TS GOLD OSEP® Administrator Contact List](#)

[LDOE TS GOLD® OSEP Guidance and Support](#)

[GOLD® Guidance 2020-2021](#)

## **TS GOLD® OSEP Webinars:**

- [TS GOLD® OSEP Webinar Background Information](#)
- [TS GOLD® OSEP Webinar Administrator Getting Started Checklist](#)
- [TS GOLD® OSEP Webinar Managing and Monitoring the OSEP License](#)

For additional questions, contact [brittany.braun@la.gov](mailto:brittany.braun@la.gov)