

GOLD® Data Protocols

I. Naming Protocol

The Louisiana Department of Education operates the Early Childhood **GOLD®** license. To avoid duplication of program or site names, please refer to the below naming conventions when completing site level and user level entries:

- A. **Program Level Networks** should be named after the community network it encompasses (e.g. *Acadia Community Network*)
 - If your program is not a school system but acts as the lead agency, please name the network with the parish alphabetically first, as below:
Richland Parish Community Network- Children’s Coalition
Orleans Parish- Agenda for Children
- B. **Site level-** Please use the full legal name of the child care center. There are many similar named centers throughout the state, so it is important to use correct spelling and title.
 - e.g. Little One’s Daycare, Lil One’s Child Development Center, etc.
- C. **Users**
Users regardless of type, including lead agencies or program administrators, should maintain **only one** account. The exception is for teachers/assistants with classes at multiple sites as noted below.

Three types of roles exist for user accounts:

Administrator Role - Administrators are typically the lead agency contact, school system coordinator/staff, center director, or principal. Decide which level of permissions the individual user requires, using the guidance below:

- **Standard Administrator**-*can see all program and child-level data; are able to add and edit users, classes; can run reports on class data and individual children; can emulate users.*
 - **NOTE:** *Lead Agencies should have Standard Administrator access for the public schools within their network, while child care directors can be assigned this access for their individual sites.*
- **View-only access (can see child-level data)** - *can view child-level data; are able to run program, site, and class level reports, as well as individual child reports; can make some changes to user accounts.*
 - **NOTE:** *Program or site level coaches may be assigned this level of access.*
- **View-only access (cannot see child-level data)**- *cannot see child-level data; are able to run program or site level reports; can make some changes to user accounts.*
 - **NOTE:** *lead agency and program users should have View-only access for child care centers within their network, per state privacy requirements.*

Teacher Role - This type of role is intended for lead or co-teachers in a school or child care center, and are assigned a specific class and set of children. This role also can be used for paraprofessionals or instructional aides who assist in collecting documentation. Create an account, using the individual’s email, full name, and level of certification (if applicable).

- Use school or site based email addresses, if available. If a user does not have a work email, a personal email address may be used.
- Please note that a teacher account can only be associated with a single site. If a teacher needs access to classes in multiple sites, they will need to have multiple accounts created
- Additionally, each teacher/assistant in a classroom should have their own account

Team member Role- Team members are typically specialists (i.e., speech pathologists, physical therapists, occupational therapists, social workers, etc.) who may require access to a specific caseload of children, instead of the entire class. Create an account, using the individual's email, full name, and level of certification (if applicable).

- Use school or site based email addresses, if available. If a user does not have a work email, a personal email address may be used.
- A team member account can associated with multiple sites, however they have limited capabilities. This role should only be used for users who will be adding documentation as they are not able to complete checkpoints or generate reports.
 - *NOTE: users setup as team members cannot be added to a class as a primary teacher, co-teacher, or assistant teacher*

Additional information regarding [account access](#) levels for teachers and administrators is available.

- D. **Class Level-** use the teacher's last name or room name to name the class but avoid using years or age-levels.
- *e.g. Ms. Smith, Bumblebees, Blue Room*
 - **NOT** *Pre-K 4's, Ms. L 2018-2019, etc.*

II. Deleting Protocol

In order to maintain accurate records, the state's *GOLD*® license must be regularly updated in order to ensure it reflects the current year's data, including active users, and open and operating sites, as well as appropriate aged children.

While users and children may be archived for a period of time to allow for school/site transfers, or a leave of absence, typically 30 days or less, please follow the below guidelines for deleting a record.

Users may be deleted in the event of:

- user retired from their place of employment
- user has resigned or is no longer employed by the site/school/program

Child records may be deleted in the event of:

- child ages out of the *GOLD*® system (that is, the child is older than Kindergarten age)
- child moves out of the state of Louisiana

Additionally, the timeline below provides a framework for each program to complete throughout the calendar year to support data hygiene:

III. Timeline

Timeframe	Summer Prior to the School Year	Beginning of Year	Throughout the Year	End of Year
User	<p>Create new user accounts for any new site, teacher or program administrators.</p> <p>Review all program-level and site-level administrators and their permissions.</p>	<p>Create new user accounts for any new teachers, and assign to a class, using Protocol A-3 (above).</p>	<p>Maintain current rosters. To do this, check that all current teachers have an active account; access GOLD to ensure there are no out-of-date accounts listed under the program.</p>	<p>Disable any users who are not returning for the following school year.</p>
Classroom	<p>Delete all classes for the previous year.</p>	<p>Add in all classes for a site or school, using Protocol A-3 (above).</p>	<p>For users who are no longer active (i.e. teachers who transfer, retire), delete the user account. In order to do so, all children and classes associated with the user must first be moved or deleted.</p>	<p>Print and/save any necessary reports, including but not limited to Individual Child report, Snapshot, etc.</p>
Child	<p>Delete all children who have matriculated to Kindergarten or above. (*do not archive)</p>	<p>Add in all children, using their enrollment details, and assign to a specific class.</p>	<p>When a child leaves the program or site during the school year, archive the child until a transfer request can be completed.</p>	<p>Archive children who are remaining in your program or are, repeating pre-Kindergarten.</p> <p>Delete any children who are matriculating into Kindergarten.</p>