Louisiana Believes

Teaching Strategies GOLD® OSEP
Administrator Getting Started Checklist

DEPARTMENT of EDUCATION

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

Login and Create Account

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 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 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: <u>primary teacher, co-teacher, assistant teacher, or team member</u>.

- 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