

Using the Goals Developer

All goals should be developed in the Goals Developer. If you wish to start working on goals before the meeting has been started on the IEP Manager, the Goals Developer can be accessed under Student Info/ Goals Developer. Once you have opened a new meeting in SIRAS, the Goals Developer can also be accessed from the IEP Manager in the right column next to the goals form. The program defaults to the Annual Goals page. If you need the Goals and Objectives page, click on Benchmarks. Be sure to do this before opening the Goals Developer. **Do not open the IEP goals forms** until you have completed developing your goals in the Goals Developer.

There are several reasons for developing goals in the Goals Developer rather than directly on the forms. For one thing, you could time out of the program while working on the goals form and lose all of your work. Using the Goals Developer will ensure that they are saved and put into the form correctly. Also, the Goals will go directly from the Goals Developer into the Progress Report form.

Once you are in the Goals Developer, you have two choices:

1. Create New Goal with Wizard - accesses the goals bank
2. Create New Blank Goal - allows you space to write a goal from scratch

Before selecting either of the above choices, look just to the right on the same bar to make sure that it shows the correct choice in terms of Goals Only or Benchmarks (gives you both goals and objectives). Once you have verified that you are writing goals only or goals and objectives, you can select the way you want to develop your goals.

If you switch back and forth between goals only and benchmarks, you may end up with both the Annual Goals page and the Annual Goals and Objectives page. If this happens you can delete the page that you do not want by clicking on the X to the far right of the form on the IEP Manager.

Using the Goals Wizard

If you choose to develop a goal with the Wizard you will be taken directly to the screen where you develop the goal. As you develop your goal, you will be guided to include all of the required elements. Begin at the top of the screen and work down. The first field is the **Target Date** for the goal. When you open the calendar, it will default to one year from the IEP date. If you have not yet set a date for the IEP, the target date will default to one year from today's date. If the IEP date is changed or entered after the goals have been developed, the case manager needs to go into each goal and correct the date.

Once you have your target date, select the **Setting/Condition** for the goal. Global Setting will give you a list of "places" or settings where you might want the student to demonstrate the goal. Choosing one of the domains or subjects on the list will give you specific settings and conditions pertinent to that subject area under which the student might perform the goal.

The next step is to select the **Domain** (and Category and/or grade level) for the goal. If you selected one of the domains for your condition above, the domain will already be entered for you. Skills/Behaviors will be listed with 10 per page; use the green arrows at the bottom to scroll back and forth between pages. To select a goal, click on the hand to the left of the goal (Remember, "Talk to the hand."). As soon as you select a behavior, the goals list will collapse out of the way. If you made a mistake on your selection, click on "Choose a different behavior" and the behavior list will come back up.

Once you have selected your behavior for the goal, you need to choose the **Accuracy** (how well the student will perform the skill) and **Consistency** (how frequently or how long over time) as well as the **Measurement Instrument** to be used. The program automatically enters the same behavior and Measurement Instrument for both the baseline and the goal. It also brings up the same Accuracy and Consistency terms, but both of these can be modified while developing the goal when appropriate. It is important to state Accuracy in the same terms for baseline and goal (e.g. # of errors, # of prompts, # correct, percentages) so that comparisons of progress to baselines are logical. In most cases Consistency will be stated in the same or similar terms as well, although the period for the baseline may be shorter than for the annual goal.

As you add information, you will see the goal and baseline being developed at the top of the page. Once you are finished, select Assemble Goal. That puts the elements of the goal together and takes you to the Edit Goal screen where you can make any changes you want to the goal. To replace any of the blank lines with a number, just double click on the line and then type in the number and click on the space bar. After you have made the changes you want to the goal and benchmarks, click SAVE, and it will take you back to the Goals Developer. Then you can develop your next goal the same way.

If you are developing goals with benchmarks (called objectives on the IEP page), be sure you list the benchmarks in the order that you would expect them to be achieved. The benchmark to be mastered first should be at the top of the list and the benchmark to be mastered just before the goal should be at the bottom. Otherwise, the Progress Report for the goal will be very confusing to the reader. Be sure to include a separate benchmark for each reporting period so that there is a place to report toward that goal at each reporting period. If you do not have benchmarks corresponding to the progress report dates, you will not be able to do a progress report on that goal. If you find that you it appears you will need more than 4 benchmarks for a student, then you need to decide which reporting period to skip (either the one just after the IEP or the one just before the next IEP. Use the line next to Progress Reports on the Agreement and Attendance page to indicate that either (1) there will be no progress report at the next reporting period because it is too soon after the IEP to report progress or (2) there will be no progress report at the reporting period just before the next IEP if it is too close to the IEP date. There are actually two options in the drop down menu that can be used to indicate this:

- No report in (month) too soon after IEP date
- No report for (quarter) will report at IEP in (month)

Do not mark anything in the Action column to the right of any goal at this time. That is to be used only after the final Progress Report has been developed, and after you have indicated whether or not the goal has been met. .

While you are developing your goals in the Goals Developer you will have the opportunity to enter the following fields:

Area of Need Select the area from the present levels and/or transition page that is addressed by the goal. You may also type in your own area, if desired. All English learners must also have an ELD goal based on ELD standards. If the goal addresses more than one area it is possible to indicate both. (e.g. Transition & Writing or ELD & Reading).

Responsible Discipline(s) You may list all persons who are responsible for implementing the goal, but the first discipline listed is the one responsible for collecting data and completing the scheduled Progress Reports for that goal. Multiple persons may be collaborating to help the student achieve the goal and collecting data, but only one person is responsible for compiling the data and completing the Progress Report. For this reason, the parent or student must never be listed first under Responsible Discipline. This also helps the parent know whom to contact if they have questions about the student's progress on a particular goal.

Reason for goal: Describe the student's current needs in this area in terms the parents can understand. Be specific in terms of the behavior selected for the goal and why that skill is important. Explain how this area of need impacts the student's progress in the general curriculum or other educational area. If the student had a goal in this area on the previous IEP, report the progress or lack of progress and why it continues to be a need. It is not sufficient to write "New goal". This does not explain the reason for selecting this particular behavior as being important for the student's educational benefit.

Filling Out the Goals (or Goals and Objectives) Pages

After you have finished developing all of your goals and/or goals and objectives in the Goals Developer, you must still go to the actual goals page of the IEP.

You will need to mark **Language of Instruction** for all English learners and check the box to indicate if the goal **Enables student to be involved/progress in general curriculum** and/or **Addresses other educational needs resulting from the disability**. If you check the latter, indicate the **Domain** for the goal. If you used the Goals Wizard the Category and Standard number will be entered automatically for all academic goals. If you use the Edit Goals feature to write your own goals you will also need the put in the **Category** and **Number** for all academic goals.

While working on the Annual Goals form, if you notice any blank goals, go back to the Goals Developer to delete them. Click on the word Delete at the bottom of the empty goal box. If you leave blank goals in the developer you will have extra/empty goals on the goals page and in the progress report.

Developing the Goals for the Next IEP

If you have goals already in the system from the previous IEP, you will develop the goals for the new IEP under Next Year's Goals tab rather than under Current Goals. This feature allows you to start to develop new goals before having to report the student's progress on the current goals. Once you have entered Next Year's Goals and have printed the Progress Report for the Current Goals, you will be able to Archive and Advance Goals which will move the Current Goals into the Archived Goals section and the goals for next year will become the Current Goals.

Prior to moving the new goals into current goals, use the Action Column to indicate whether or not the goal was met. It is actually best to enter this information on the Progress Report screen as you are completing the report, but it does come over into the Goals Developer as a reminder to develop new goals or address any goals that were not met in some other way.

If you indicated that the goal was not met, you will be given the option to "Keep & Revise" under Action. If you check this box, a copy of the goal will remain in the Current Goals for the next IEP. If you choose to use this feature, be sure to go back into that goal and revise the reason for the goal, the baseline, and the goal itself.

Then after you have printed your Progress Report for the current goals, click on Archive and Advance Goals. Your newly developed goals (Next Year's Goals) will move into the Current Goals along with the goals you "Kept," and the goals that were listed under Current Goals will move to a new tab called Archived Goals.

Remember: Do not click on Archive and Advance Goals unless you are certain that the Progress Report has been completed and printed for the current IEP.

Also do not open the Goals pages until after you have archived your goals or you will get an error message telling you that "You cannot archive goals while there is an active meeting with a submitted goals form. Please finalize the meeting." The program is assuming that you want to keep the submitted goals page for the open meeting. If this occurs you need to delete the goals form with the old goals using the 'X' in the Action column. Then you will be able to Archive and Advance the goals after which you can reopen the goals page, and the new goals will come in.

Once you have Archived and Advanced the Goals, you still need to go into the Goals pages and add the language of instruction (for ELs) and indicate whether the goal "Enables student to be involved/progress in general curriculum" and/or "Addresses other educational needs resulting from the disability". If you select the former, the Category and standard number will be automatically entered when appropriate. If you select the latter, you will need to enter the Domain.

Goals Developer Flinstone, Fred [Unlock] [Refresh] Admin Active SDC

Current Goals | Next Year's Goals | Archived Goals

English | Spanish

Tab appears when goal has been archived.

Develop goals ahead of the IEP.

1. **Language/Communication** (Sentence Structure)
 Baseline: Currently, Ashley can analyze by clarifying main idea at a 2.8 grade level with a rating of "satisfactory" or better. By 3/25/15, in the speaking requests, with 60% correct for 3 out of 4 opportunities as measured by observation record.
 Edit Goal Text | Develop w/Wizard | Delete

2. **Academic-R**
 Baseline: Currently, Ashley can analyze by clarifying main idea at a 2.8 grade level with a rating of "satisfactory" or better.
 Click 'Archive and Advance Goals' after the last Progress Report has been completed and you are ready to replace the old Current goals with Next years goals. This will automatically move all current goals in the 'Archive Goals' tab; and move next years goals into the 'Current Goals' tab to be placed on the new IEP Goals form.
 Create New Goal with Wizard | Create New Blank Goal | Goals Only | Benchmarks

Action

Goal Met? Yes No

Move To: (Dropdown: Current Goals, Next Year's Goals, Archived Goals)

Goal Met? Yes No

Move To: (Dropdown: Current Goals, Next Year's Goals, Archived Goals)

Order: 2

Archive and Advance Goals

Use 'Move To:' to move one goal at a time to the above tabs.

Never delete the goal by highlighting the text and overwriting/deleting the text.

Customizing the GoalsWizard

The GoalsWizard can also be customized to meet the needs of the user. To customize your goals bank you will need to select a student, and start a goal using the GoalWizard. Once you select a 'Domain' and 'Category', read through the goals and pick out the ones you like by clicking on "Add to Favorites" on the far right side of each goal. After you get to the end of the category, click on "Find Favorites" checkbox. You will now have your own personalized goal bank within the program that contains only the goals you selected in that category.

If there are additional goals you want to add, click on "Custom Behavior" (at the bottom of the goal list) and type in your own goal stem. Begin with the verb (not "will") and type in the behavior or skill. If it is an academic goal, you need to put in the standard number as well. Then click on 'Save', and you have added your own goal to your personal goal bank. You can always access all of the goals in that domain again by unchecking "Find Favorites" and "Find Custom". That way you can continue to add favorites and/or "remove" a goal from the favorites. You can also delete a custom goal if it is no longer needed.

Once you have finished customizing the goals bank, you can just click on 'Cancel' goal so that you have not created an unwanted goal in the Goals Developer.

Brief Overview of the Process for Preparing for an IEP Meeting (Annual or Triennial)

1. Develop new goals on the Next Year's Goals tab in the Goals Developer---never delete any current or archived goals goal, ever.

2. At the same time, enter the progress for the annual review on the progress report for the meeting (under Student Info/ Data Collection & Progress / Progress Report) and mark met/not met for each goal in Action Column to the right of the goal. You may also check the Keep/Revise box for goals that have not been met if desired. This feature will save your progress report for that goal and also keep a copy of the goal in the Current goals after you Archive & Advance the goals. If you check the Keep/Revise box be aware that the program will save all of the information attached to that goal. Be careful to revise all components of the goal for the new IEP, particularly the **reason** for the goal and the **baseline**, as well as the **goal** itself.

If you want to revise a goal that was met, wait until after you have archived the goals, then go under archived goals in the Goals Developer and copy that goal. Then create a new blank goal in the Current Goals section and paste the old goal there.

3. After you have printed the progress report and marked met/not met, then you can open the Goals Developer and Archive and Advance Goals.

All of the above steps can be done under Student Info/Goals Developer and Student Info/Data Collection and Progress/Progress Report before you even select a meeting purpose.

4. After you have done this you can then open the goals page.

Rules:

- Never open goals page until after you have Archived and Advanced Goals. It will bring in the old goals.
- Never Archive and Advance goals until after you have printed the progress report.
- Always develop new goals in the Next Year's Goals section.
- Never delete any current or archived goals.