



Results Matter: Improving Preschool Outcomes for Children with Disabilities

General Procedures Assurance

This document outlines assurances and agreements that participating Results Matter programs make to CDE and vice versa about general system procedures.

Participating Program Assurances to Results Matter

When a program, or a network of collaborating programs, participates in Results Matter by subscribing to one of the approved online assessment systems and signing a contractual agreement with the vendor that falls under the Results Matter license, they must agree to adhere to the following assurances:

1. Subscribe to and pay for the online version of the chosen assessment system under the appropriate Results Matter organizational license.
2. Adhere to the [Results Matter Policies & Procedures](#) as posted on the CDE website and as articulated in the [Results Matter Handbook](#). These are also reviewed with programs at the time of enrollment and are communicated in writing via email at that time.
3. Post observation notes, documentation, and assessment ratings to the online system according to the [checkpoint calendar](#) identified each year. Complete, submit, and finalize checkpoint data per the posted checkpoint calendar.
4. Ensure that official contact information as well as provider, site, and program online profiles are up-to-date so that all users receive communications and organization-level staff have current and appropriate program contacts.
5. Follow [Results Matter procedures for archiving and transferring child records](#). **Do not delete any child records that contain assessment data** unless explicitly instructed to do so by Results Matter/CDE staff.
6. Follow [Results Matter procedures for disabling and transferring teacher accounts](#). **Do not delete any teacher accounts** unless explicitly instructed to do so by Results Matter/CDE staff.
7. Require staff who have not been previously trained in observation-based assessment to complete Professional Development Information System (PDIS) Courses on Child Assessment or the The Heart of Authentic Assessment Module. [Learn more about each of these courses on our website.](#)
8. Employ strategies to support reliable and valid assessment implementation such as supervision and monitoring, coaching, informal training, and technical assistance. This includes requiring the inter-rater reliability certification for any educator that is entering ratings into an online assessments system. [Learn more about this requirement in the Results Matter Handbook.](#)
9. Allow Results Matter/CDE staff to access your online accounts for training, monitoring and reporting purposes.
10. Disseminate the policies outlined in this document to teachers, paraprofessionals, and other team members involved in the *Results Matter* observation, documentation, and assessment rating process.
11. *For programs using Teaching Strategies GOLD®*: All teachers and administrators must complete the

online Basic Professional Development Courses (Modules 1-4). In addition, all lead teachers and other primary assessors (i.e. anyone responsible for finalizing assessment ratings) must complete [Inter-rater Reliability \(IRR\) Certification](#). In both cases, the courses/certification must be completed by the first checkpoint after the date of hire, unless there are fewer than six weeks remaining before the checkpoint – in which case, the deadline is the following checkpoint. IRR Certification is valid for three years from date of completion and must be renewed on or before the date of expiration. Programs may choose to require one or both trainings of other staff, e.g., itinerant staff and paraprofessionals, at their own discretion. Both trainings are offered as part of the subscription through GOLD online. Program-level administrators agree to employ strategies to support and monitor staff completion of required trainings.

12. *For programs serving children on IEPs:* You agree to follow procedures for Office of Special Education Programs (OSEP) reporting, including but not limited to completing IEP entry and exit information within the online system. [Learn more about these requirements in the Results Matter Handbook](#)

Results Matter Assurances to Participants

Results Matter and the Colorado Department of Education provide assurances to participants using an approved assessment under the *Results Matter*/CDE license. They agree to:

1. Maintain an organizational level license with each publisher that permits access to all programs' accounts for the purpose of assisting programs with their accounts as well as reporting.
2. Work with assessment publishers to:
 - a. Negotiate discounted subscription pricing for *Results Matter* participants
 - b. Identify, recommend, and support customizations for Colorado's online system licenses
 - c. Identify and recommend needed improvements in the online systems including ideas for innovations in technology for faster and easier use
 - d. Identify and recommend changes to the assessment tools based on provider feedback and what is learned through ongoing analysis of Colorado's data
 - e. Develop and support an automated system for converting assessment results to global outcomes ratings
3. Provide affordable professional development opportunities including:
 - a. Training and/or training-of-trainers on specific assessment instruments
 - b. Training for teacher and administrators in the use of the online systems
 - c. Basic assessment skills such as observation and documentation
 - d. Use of assessment data for a variety of purposes
 - e. Use of technology to support assessment
4. Assist programs and their partners in producing customized reports when needed in a reasonable amount of time.
5. Maintain secure methods for archiving, exporting, and linking data for longitudinal analysis.

