TN PULSE: Goal Progress Monitoring Manual

For Users and Administrators

Tennessee Department of Education | July 2023

TN Department of **Education**

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About Goal Progress Monitoring

Goal Progress Monitoring (GPM) is a data collection tool used to analyze the degree to which instruction is improving, document overall student outcomes, and then determine the likelihood that a student with a disability will meet the measurable annual goals and short-term objectives set in the IEP. Special education teachers and service providers use progress monitoring to evaluate the effectiveness of intervention and modify instruction in response to data.
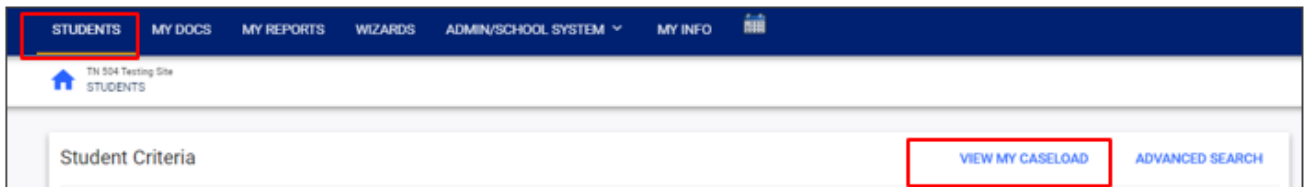
Reporting is an essential component of our progress monitoring tool. Educators will have instant access to real-time data and graphs. Each graph is based on consistently collected data with aim lines, scores, trends, and a level of mastery that help educators tell the story of the student's progress towards their IEP goals.

Please follow the steps below to set up and finalize goals and objectives for Progress Monitoring, as well as how to navigate the **IEP Progress Monitoring Wizard**.

# Setting Up Goals and Objectives for Progress Monitoring

Goals

1. If a user is not yet logged in and already working within a student's record, please log in to TN PULSE and select **View My Caseload** under the **Students Menu**. This will open a list of students assigned to the user as IEP Case Manager. Click the student's name to add a goal for progress monitoring.
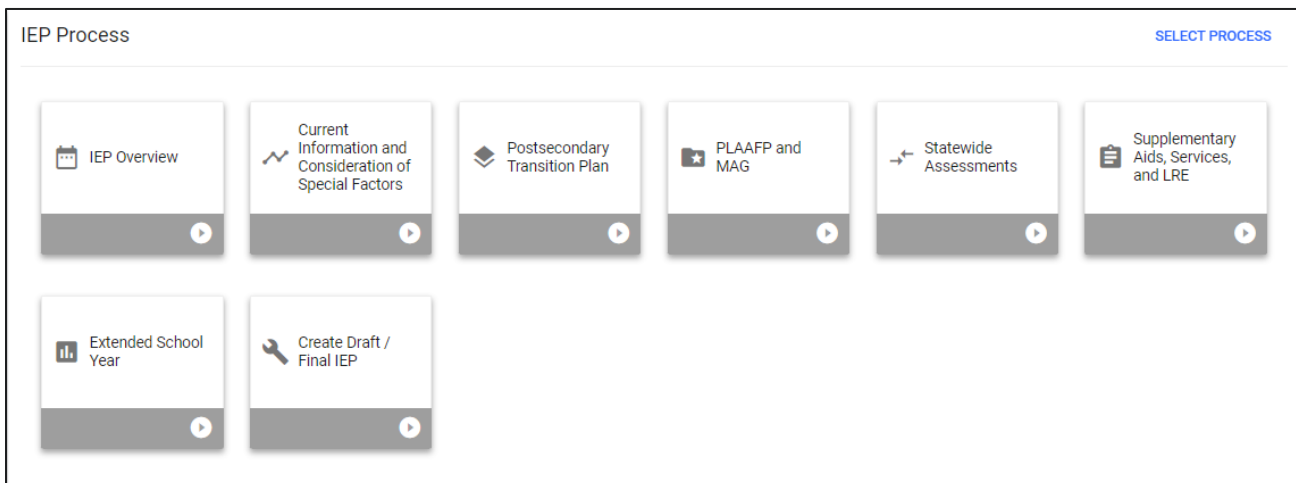
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2. After selecting a specific student from your caseload, click **IEP Process** under **Special Education Menu** in the light blue menu bar.
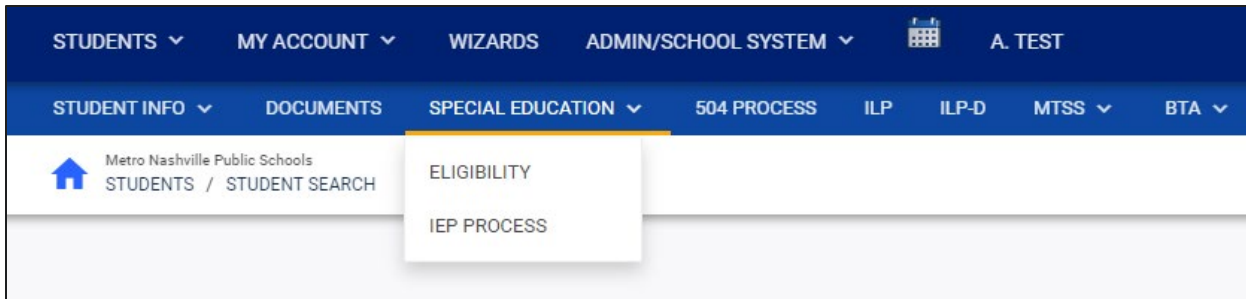
3. To set up and log goals, select the **Present Levels of Academic Achievement and Performance (PLAAFP) and Measurable Annual Goals (MAG)** tile on the **IEP Process** page.

4. Select **Add Goal** in the **Area of Need** section. Add the **Goal Statement**, **Anticipated Start Date**, and **Complete by Date**. Once completed, the **Progress Measurement Method** allows the user to add the goals and objectives for progress monitoring.

Goals - Academic Readiness   ADD GOAL

   ℹ️   There are currently no goals added for this Goal Area.

                                                          SAVE

⌄ Add Goal - Academic Readiness

Goal Statement	Anticipated Start Date	Complete By
this is the measurable annual goal.	07/03/2023 📅	04/23/2024 📅

Progress Measurement Methods

Progress Measurement Method	Score Type	Target Score	Target Date	Del
⌄	⌄		mm/dd/yyyy 📅	

ADD MORE

    SAVE   **ADD ANOTHER GOAL**

5. In the **Progress Measurement Method** section, users must add any data sources used to monitor the progress for the goal. Select a **Progress Monitoring Data Source** from the dropdown menu. If **Other** is selected, users will be required to describe the **Progress Monitoring Method** in the text box provided.

Progress Measurement Methods

Progress Measurement Method	Score Type	Target Score	Target Date	Del
⌄	⌄		mm/dd/yyyy 📅	
Data Collection Other				

    SAVE   **ADD ANOTHER GOAL**

6. Once you have selected a **Progress Monitoring Data Source**, users must select the **Score Type** from the dropdown menu and enter the **Target Score** and **Target Date** if the **Target Date** is different than the **IEP End Date**. If the **Target Date** is the same as the **IEP End Date**, this field can be left blank.

Progress Measurement Methods

Progress Measurement Method	Score Type	Target Score	Target Date	Del
Data Collection			mm/dd/yyyy	

Count
Score/Percent
Other

ADD MORE

SAVE   ADD ANOTHER GOAL

Objectives

1. To include short-term objectives, select the **Add Objectives and Benchmarks** button below the **Progress Measurement Methods** section.

Objectives and Benchmarks   ADD OBJECTIVES AND BENCHMARKS

ℹ Objectives and Benchmarks are required for students taking the Alternate Assessment.

ℹ There are currently no objectives and benchmarks added for this goal.

SAVE

2. The process for setting up objectives for progress monitoring is very similar to the process for setting up goals. The **Annual Goal** will auto-populate to use for reference. Enter the objective in the text box provided. Add the **Anticipated Start Date**. The **Complete by Date** will auto-populate from the date selected when completing the goal.

Add Objectives and Benchmarks

Annual Goal: this is the measurable annual goal. by 04/23/2024

Objective Statement	Anticipated Start Date	Complete By
this the short term objective connected to the measurable annual goal.	07/06/2023	04/23/2024

3. Follow the same process for setting up goals. Select the **Goal Progress Measurement Method**, **Score Type**, **Target Score**, and **Target Date**. If **Other** is chosen as the Progress Measurement Method, a text field will appear. Enter the type of measurement method and select the **Score Type** from the dropdown list. Click **Add More** to add more progress monitoring methods.

Note: Users can also select the **Copy** button which copies the **Goal Progress Measurement Method** details from the **Goal** associated with the objective.

If **Copy** is selected, it will populate in the list below. However, the date will not populate and will need to be entered before saving. Once completed, click **Save** or **Save and Add Another Objective Benchmark**.

Finalizing IEP Goal/Objective Progress Monitoring Set Up

Once you have completed the process for the current goal and its objectives, select **Save and Continue** at the bottom of the page and complete this process for each goal included in the student's IEP.

To continue the process of logging and finalizing goals, select the **Supplementary Aids, Services, and LRE** tile from the **IEP Process Menu**. Then scroll down to the **Special Education Services** box.
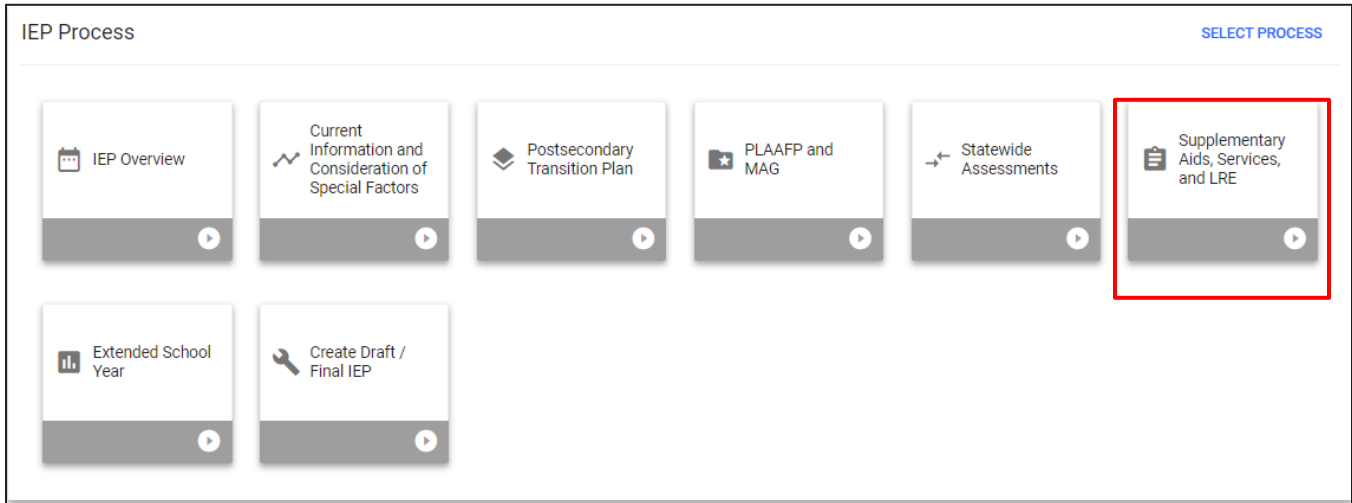
Under the **Special Education Services** or **Related Services** boxes, select **Add Special Education (or Add Related Services)** to provide details for a specific service. A pop-up window will appear. Follow the steps from the drop-down options and click **Save** to return to the previous window or **Add Another Service** to include additional services. If a service is not listed in the **Service** drop-down menu, check the box next to **Custom Special Education Service** to manually enter a service.

Add Special Education Service   ✕

☐ Custom Special Education Service

Service
Academic Readiness ⌄

Session Length
30

◉ minutes
◯ hours

Frequency (# sessions)
3

Per (time period)
week ⌄

☐ Consultation

Start Date
06/14/2023 📅

End Date
10/26/2023 📅

Provider
Other ⌄

If Other
Emma Test

Location
General Education ⌄

Serving School
Sample School ⌄

CLOSE   SAVE   ADD ANOTHER SERVICE

Once services are added, select the **link icon** to the right of the designated service. This button allows users to associate goals and objectives with the selected service. **This step is** essential in successfully setting up **Goal Progress Monitoring**.

Note: If goals and services are being updated for an existing IEP, return to the previous window, and click **Log Progress Monitoring Changes for Existing IEP**. Users do not need to select this button If creating a new IEP. The goals will be logged and updated when the IEP is finalized on the **Create Draft/Final IEP** page.

The list of goals and objectives added on the **PLAAFP and MAG** page will appear. Check the box(es) next to the goals you wish to associate with the selected service. Click **Save** once completed.

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IEP Progress Monitoring Wizard

1) To log progress for the goals previously entered in the **IEP Process**, select **Wizards** from the **Main Menu**.
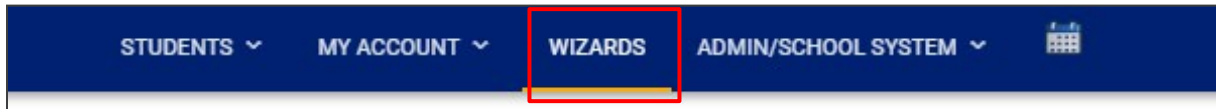
2) Click **IEP Progress Monitoring Wizard**.

3) A list of students who have goals established with a finalized IEP will appear. Choose **Check All** to select all students or check the boxes next to the appropriate student(s). Select **Continue**.
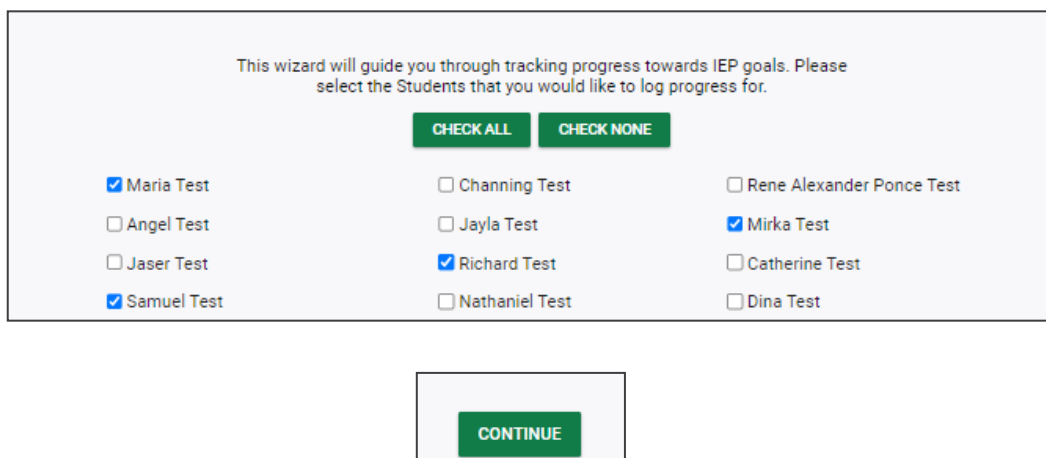
4) One student will display at a time along with his/her goals. Select **Expand Everything**, **Expand All Goals**, or the **square button** to expand the goals. Select **Log Scores** to begin adding data points for the designated goal.

5) The pop-up window below will appear. Include the **Date** and **Score** for each session. The score text box should only include a score. If notes are necessary, please include them in the **Comments** section next to the **Score** field. These comments can be included in **the IEP Goal Progress Monitoring Document**. Click **Submit** when complete.

Note: Users can select **No Score** if the student was absent or unable to provide a score during the session. Selecting **No Score** will exclude the score from the graph instead of plotting a zero.

6) Once scores are submitted, a graph will populate showing progress and trends for the student for each goal and objective. This graph will appear on the **IEP Goal Progress Monitoring** document.
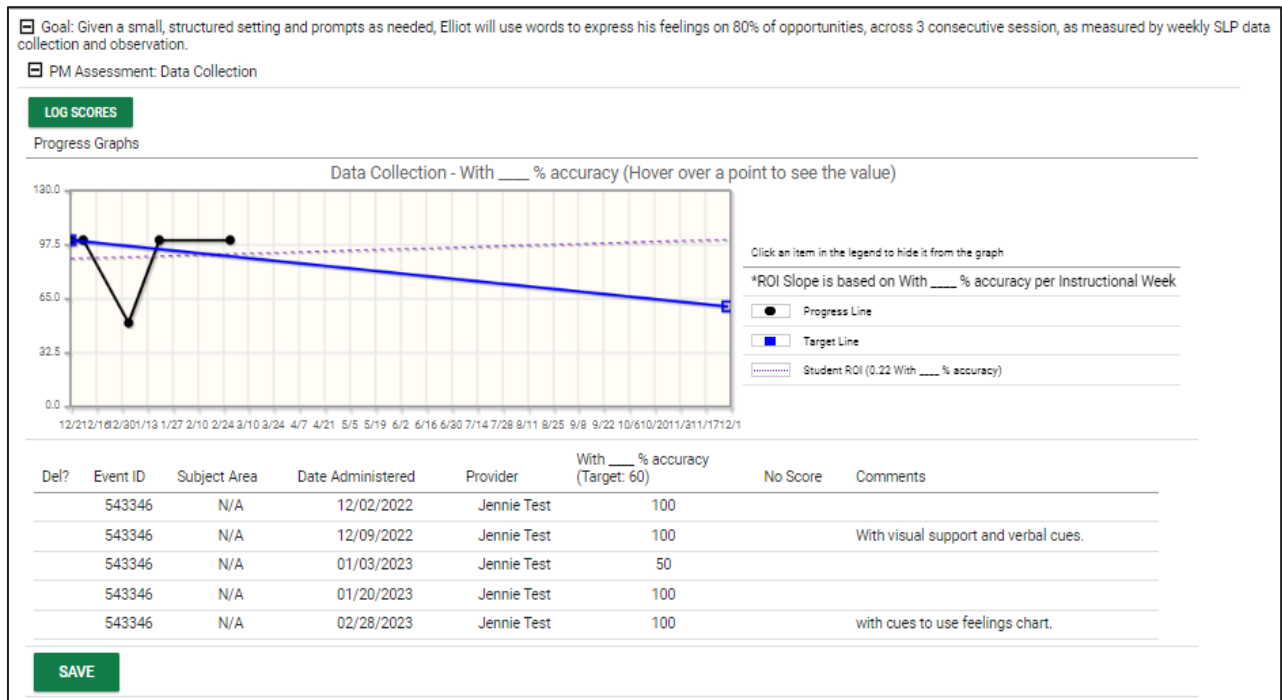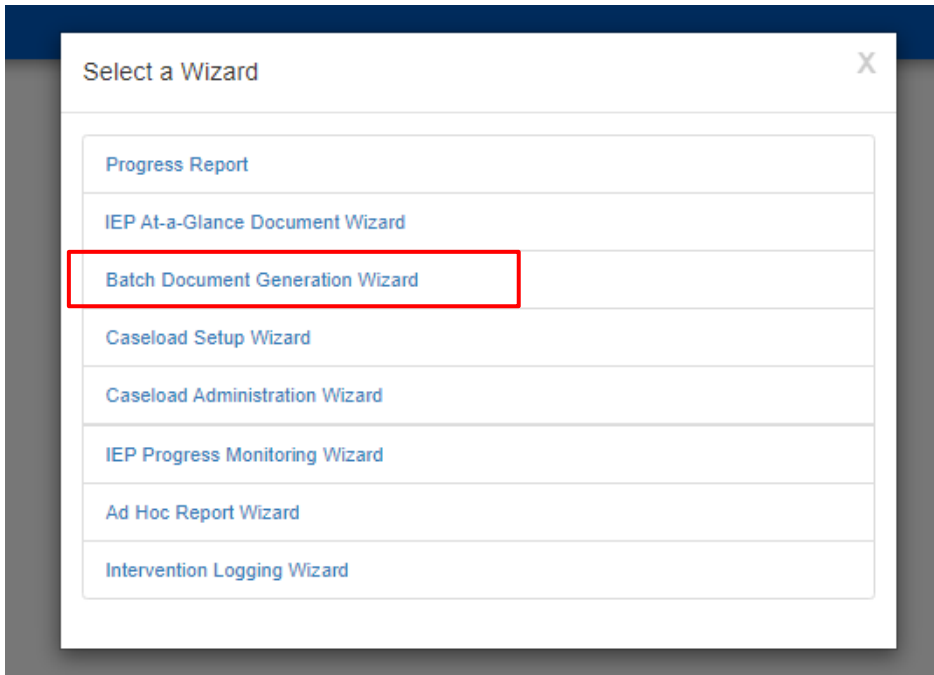

How to Batch Generate GPM Documents

1) From the **Main Menu**, click the **Wizards** Tab

2) Click the **Batch Document Generation Wizard**

Select a Wizard   X

Progress Report

IEP At-a-Glance Document Wizard

Batch Document Generation Wizard

Caseload Setup Wizard

Caseload Administration Wizard

IEP Progress Monitoring Wizard

Ad Hoc Report Wizard

Intervention Logging Wizard

3) Search for specific students using the search criteria or scroll to the bottom of the page and select, **View My Caseload** to batch print for students assigned to your caseload. To view students previously searched for, click **Display Previous Search Results.**

4. A list of students will appear. Select individual students or click the **Check All** button to select every student listed below. To undo the **Check All** option, select **Check None.** Next to documents, click **IEP Goal Progress Monitoring Graphs Document**. Once completed, click **Create Draft** or **Create Final**. If a draft is generated it will be saved for 30 days.

5. Check the box to include data point details and comments beneath each graph on the pdf. Next, select a **date range** or **progress report period** (if applicable) of the data points you wish to provide.

Fill out the information below and click the 'Create Draft Document' button to schedule a batch generation of the IEP Goal Progress Monitoring Graphs Document for the selected Students. The document will be generated for all 8 selected Students based upon the information in their records and entered below.

IEP Goal Progress Monitoring Graphs Document

Check here to include the data points details and comments beneath each graph ☑

Select one of the following:

The date range for which comments will display:

Start Date: ▦

End Date: ▦

Or, the Progress Report Period: *No reporting periods available*

CREATE DRAFT DOCUMENT

Note: Only one option is required. Select **Create Draft Document.**

Important reminder: When batch generating, the system will begin generating documents at 6 p.m..

Your Draft IEP Goal Progress Monitoring Graphs Document batch has been scheduled to be generated at 6 PM.

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