samegoal

Year One Amendments

Your first year on SameGoal, you may have "stub" documents that were populated with basic program information. If you need to amend "stub" documents your first year on SameGoal, there is a specific workflow you can follow.

Amending stub documents

Steps *To amend a stub document:*

1. Navigate to the document you need to amend, click on the lock icon in the toolbar, and select **Amend**.
2. Check the **State reporting only** box at the top right of the cover page.
    - This will remove most validation checks, leaving only those for state reporting. Since most of the document will be blank, you will need to input the required state reporting information in order to mark the document complete again.
3. On the bottom of the cover page, click **add Amendment** and fill out the table.
4. Click on the checkmark icon in the toolbar to enter into Validation Mode and use the arrows that appear to jump to each field that must be filled out for state reporting. Once all validation checks are satisfied, the checkmark will turn green.
5. Document any other relevant information such as accommodations and related services.
6. If you had a meeting to discuss the changes, add additional signatures.
7. Mark the document complete again.

Tip If related services were included for a student in a Key Program Data load when the district onboarded, ensure that you add all the required data for those services. If related services were not included in the data load, ensure that you add all of the student's related services to ensure accurate state reporting.

Amending accommodations with TestHound

If your district uses TestHound, if you need to update accommodations your first year on SameGoal, there are a few things you should consider.

Any existing accommodations sent to TestHound from your previous system will remain unaffected in TestHound until you add accommodations in SameGoal (by creating a new plan document or amending a stub document).

You do not need to update accommodations in SameGoal unless:

- New accommodations are being added
- Existing accommodations are being updated or removed
- All accommodations are being updated (such as with an annual plan review)

Steps *To update accommodations during an amendment:*

1. While amending a stub document, navigate to the accommodations section in the document.
2. Add accommodations as needed:
    - To change existing accommodations, list all current accommodations with any updates.
    - To remove an accommodation, list only the accommodations that the student will still have.
    - To add a new accommodation, list all existing accommodations plus the newly added accommodation.
3. Finish amending the document and mark it complete when you are finished.

Tip To update accommodations while amending a "stub" document in SameGoal, include ALL current accommodations, not just the ones that are changing. Once you add accommodations in SameGoal, they will be sent to TestHound and will replace the accommodations sent by your previous system. If you only add the accommodations that are changing, only those accommodations will appear in TestHound.