

# ACHIEVE Progress Monitoring Enhancement Guide

## Goal Mastery • Monitoring Criteria • Multiple Data Entry

### Purpose

This guide outlines how to use the updated Progress Monitoring features in ACHIEVE, including how to set Goal Mastery criteria, what teams should consider when defining mastery, how to use the Multiple Data Entry modal, and benefits of the system enhancements.

### Overview of Progress Monitoring Enhancements

The enhancements strengthen statewide consistency, improve data integrity, and make ACHIEVE faster and easier for providers to navigate. Families benefit from clearer formatting, consistent mastery wording, and more readable progress outputs.

#### Key benefits include:

- Standardized mastery fields (At/Above vs. At/Below)
- More precise, structured mastery expectations
- Guardrails for scale-based goals to prevent incorrect entries
- A redesigned Multiple Entry modal for faster data entry
- Clearer, more consistent printed progress outputs for families
- Improved workflow with fewer clicks and greater clarity

### Goal Mastery Update

The Goal Mastery section has been updated to clearly define the specific, objective conditions under which a goal is considered met. These updates ensure mastery is a concrete, measurable criterion that supports clearer communication with families and more reliable progress monitoring statewide.

#### Teams now define mastery using three precise components:

- the direction of change (At/Above or At/Below),
- the number of data points required, and
- a measurable mastery description.

Providers also identify any needed conditions—such as consecutive sessions, independence, or generalization—so expectations are explicit and consistent across teams. These changes ensure mastery is no longer a judgment call or a long narrative that is open to interpretation, but a concrete, measurable criterion that supports clearer communication with families and more reliable progress monitoring statewide.

## Considerations for Goal Mastery

ACHIEVE provides structure, but teams will continue to make informed decisions using professional judgment. Teams may review these elements to ensure mastery decisions are grounded in the nature of the skill, the student's performance patterns, and the conditions needed for consistent, reliable demonstration of the skill. These considerations help teams select mastery criteria that are defensible and meaningful for each student.

### Items to consider:

- **Type of Skill** – Discrete/predictable vs. complex/variable
- **Variability** – Does performance fluctuate? Avoid “one good day mastery”
- **Frequency** – Daily measurement allows quicker patterns; weekly skills require longer timelines
- **Independence** – Must the skill be demonstrated without prompts?
- **Generalization** – Should the skill occur across settings, people, or materials?
- **Functional Use** – What does success look like in real life for the student?

### Two guiding questions:

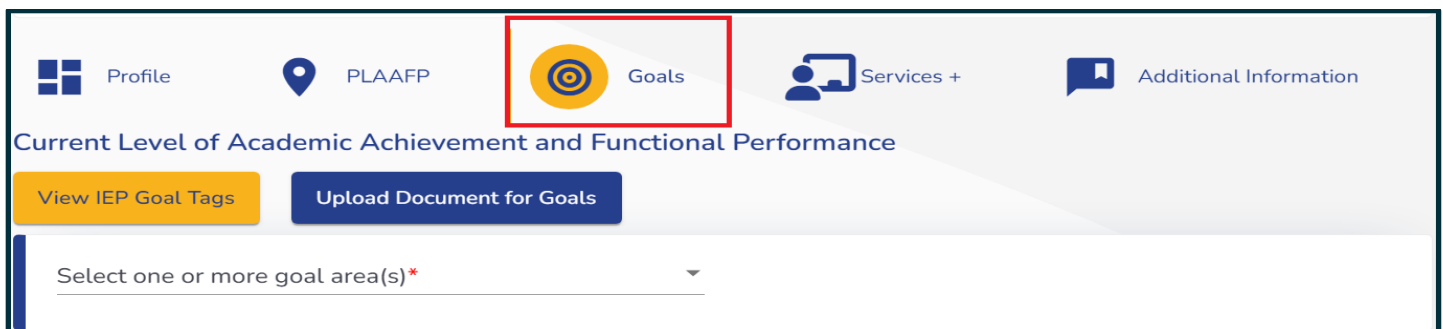
1. How many data points are needed to demonstrate a reliable pattern for this student?
2. What conditions demonstrate true mastery—not one-time success, but consistent performance?

### Defensibility checks:

- Are these expectations rigorous and reasonable for this student?
- Would another provider make the same decision from this data?

## How to complete Goal Mastery in ACHIEVE

**STEP 1:** Navigate to in-progress IEP → select Goal stepper → select Goal area → scroll to Goal Mastery

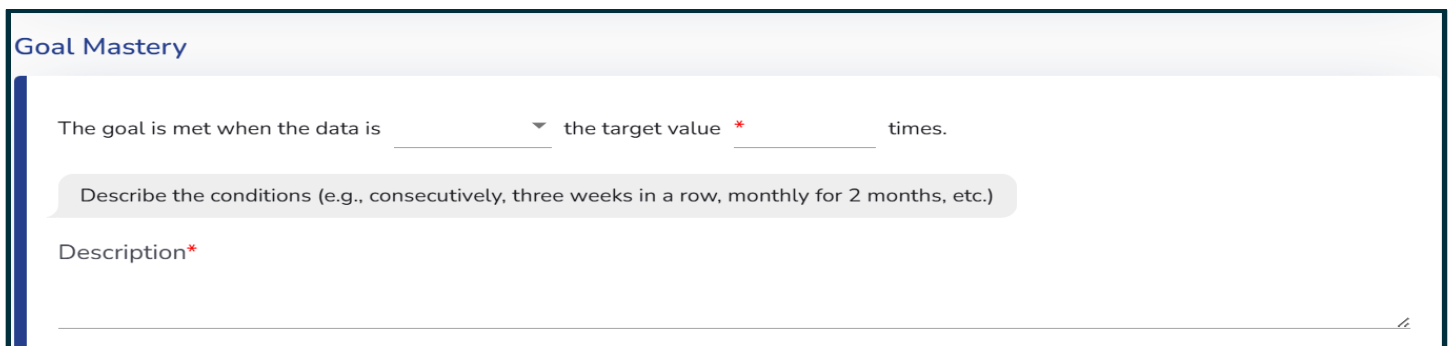


Profile PLAAFP **Goals** Services + Additional Information

Current Level of Academic Achievement and Functional Performance

View IEP Goal Tags Upload Document for Goals

Select one or more goal area(s)\*



Goal Mastery

The goal is met when the data is \_\_\_\_\_ the target value \_\_\_\_\_ times.

Describe the conditions (e.g., consecutively, three weeks in a row, monthly for 2 months, etc.)

Description\*

**STEP 2:** Choose the direction of change: Increase (At/Above) or Decrease (At/Below).

### Goal Mastery

The goal is met when the data is ▼ the target value \* \_\_\_\_\_ times.

Describe the conditions (e.g., consecutive, three weeks in a row, monthly for 2 months, etc.)

Description\*

At / Below

At / Above

**STEP 3:** Enter the number of data points required to verify mastery.

### Goal Mastery

The goal is met when the data is At / Below ▼ the target value 3 ▲▼ times.

Describe the conditions (e.g., consecutive, three weeks in a row, monthly for 2 months, etc.)

Description\*

**STEP 4:** Describe mastery conditions (e.g., consecutive, independent, across settings).

### Goal Mastery

The goal is met when the data is At / Below ▼ the target value 3 \_\_\_\_\_ times.

Describe the conditions (e.g., consecutive, three weeks in a row, monthly for 2 months, etc.)

Description

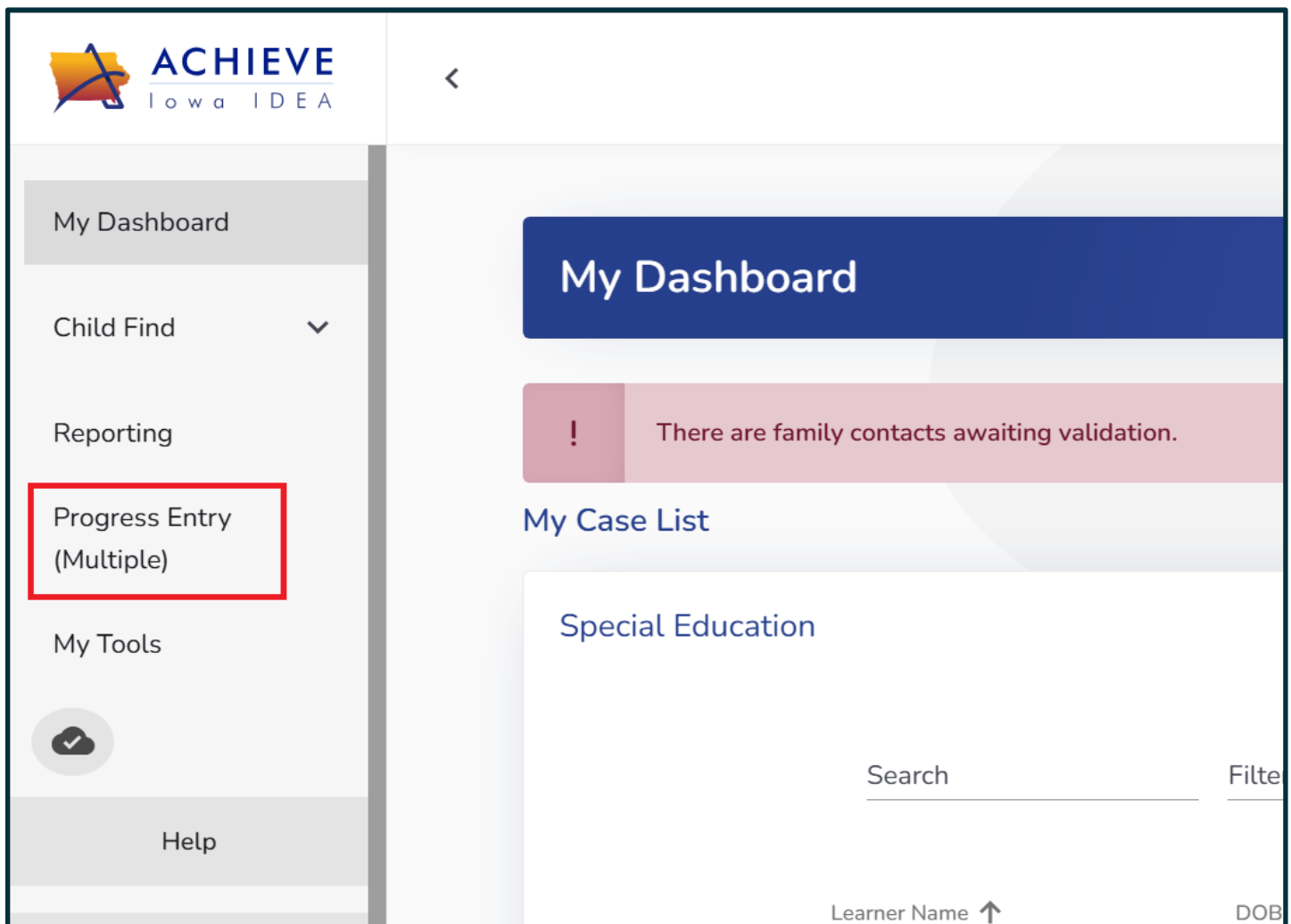
consecutively for two months.

## Multiple Data Entry – Update

The Multiple Data Entry enhancements streamline how providers enter frequent or repeated data points. Instead of entering values one at a time, providers can now add multiple dates, multiple values, and notes in a single modal designed for speed and accuracy. Rows save independently, guardrails prevent invalid scale entries, and the Last Entered column improves accuracy during team reviews. These updates significantly reduce clicking and time spent entering data, especially for goals that require daily or high-frequency progress monitoring, while improving clarity and consistency across providers.

### Using the Multiple Data Entry Modal

**STEP 1:** Navigate to Progress Entry (Multiple) tool in the left navigation menu.



**STEP 2:** Click the “Multiple Entry” icon to open the modal.

Monitoring for Progress

To alter the display of learners and goals, use the filter feature. You may filter by district, building, grade, goal area or use a keyword to search by goal nickname. You may also use the radio button to toggle between all goals and goals that you have been assigned to monitor.

Filter By

District

Building

Grade

Goal Area

Clear Filters

Search

Goals I am assigned to monitor

All

Learner	Goal Nickname	Target Value	Measurement	Date	Value	Monitoring Notes		Last Entered
	Communication	85	%	Date*	Value*	Monitoring Notes	<div><div></div><div></div><div></div></div>	12/2/2025
	Communication	85	%	Date*	Value*	Monitoring Notes	<div><div></div><div></div><div></div></div>	
	Math	89	points on math assessment	Date*	Value*	Monitoring Notes	<div><div></div><div></div><div></div></div>	12/3/2025
	Reading Comprehension	8	points	Date*	Value*	Monitoring Notes	<div><div></div><div></div><div></div></div>	11/25/2025

**STEP 3:** Enter multiple dates. ACHIEVE will auto-generate additional rows if needed.

Enter More

Date

11/17/2025

Value\*

Monitoring Notes\*

Date

11/18/2025

Value\*

Monitoring Notes\*

Date

11/18/2025

Value\*

Monitoring Notes\*

Date

11/19/2025

Value\*

Monitoring Notes\*

Date

Value

Monitoring Notes

Close

Save

**STEP 4:** Enter values for each date. Scale guardrails prevent invalid entries.

**STEP 5:** Add Monitoring Notes for absences, refusals, breaks, etc., as applicable.

Enter More

Date	11/17/2025	Value	2	Monitoring Notes	Student struggled with multi-step math problems	✕
Date	11/18/2025	Value	4	Monitoring Notes	Increased Instructional time	✕
Date	11/19/2025	Value	5	Monitoring Notes	Fire Alarm interrupted assessment	✕
Date	11/20/2025	Value	6	Monitoring Notes	Wonderful effort	✕
Date*		Value*	Field is required	Monitoring Notes*		✕
Date		Value		Monitoring Notes		

Close

Save

**STEP 6:** Save all rows to avoid data loss.

Monitoring for Progress

To alter the display of learners and goals, use the filter feature. You may filter by district, building, grade, goal area or use a keyword to search by goal nickname. You may also use the radio button to toggle between all goals and goals that have you have been assigned to monitor.

Filter By

District

Building

Grade

Goal Area

Search

Goals I am assigned to monitor

All

Clear Filters

Goal Nickname	Target Value	Measurement	Date	Value	Monitoring Notes	Last Entered	
<a href="#">Communication</a>	85	%	Date 11/25/2025	Value 9	Monitoring Notes Notes entry	12/2/2025	<div>Save</div>
<a href="#">Communication</a>	85	%	Date* Field is required	Value*	Monitoring Notes		<div>Save</div>
<a href="#">Math</a>	89	points on math assessment	Date*	Value*	Monitoring Notes	12/3/2025	<div>Save</div>
<a href="#">Reading Comprehension</a>	8	points	Date*	Value*	Monitoring Notes	11/25/2025	<div>Save</div>
<a href="#">Math Skills</a>	10	Points	Date*	Value*	Monitoring Notes	12/2/2025	<div>Save</div>
<a href="#">Reading - letters/sounds/CVC</a>	88	points	Date*	Value*	Monitoring Notes	11/25/2025	<div>Save</div>
<a href="#">articulation</a>	60	points	Date*	Value*	Monitoring Notes	11/25/2025	<div>Save</div>

Save All

6

**STEP 7:** Use the “Last Entered” column to verify recency.

### Monitoring for Progress

To alter the display of learners and goals, use the filter feature. You may filter by district, building, grade, goal area or use a keyword to search by goal nickname. You may also use the radio button to toggle between all goals and goals that have you have been assigned to monitor.

Filter By

District

Building

Grade

Goal Area

Search

☐ Goals I am assigned to monitor ☒ All

Clear Filters

Learner	Goal Nickname	Target Value	Measurement	Date	Value	Monitoring Notes	Last Entered
	<a href="#">Communication</a>	85	%	Date 12/01/2025	Value 2	Monitoring Notes <a href="#">Notes, Notes, Notes</a>	12/2/2025
	<a href="#">Communication</a>	85	%	Date 11/26/2025	Value 3	Monitoring Notes <a href="#">Notes Entered here</a>	
	<a href="#">Math</a>	89	points on math assessment	Date 12/01/2025	Value 2	Monitoring Notes <a href="#">Enter info here</a>	12/3/2025

## Why These Enhancements Matter

- More defensible mastery criteria that are clear and consistent statewide.
- Fewer errors and stronger data integrity.
- Faster, streamlined data entry for high-frequency progress monitoring.
- Providers gain a more predictable workflow with better structure and guidance.