

Arkansas Public School Computer Network

SPECIAL EDUCATION COORDINATED EARLY INTERVENING SERVICES (CEIS)

Training Guide

Revision: September, 2009

COORDINATED EARLY INTERVENING SERVICES TRAINING GUIDE

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Key Concepts and Understandings

Coordinated Early Intervening Services (CEIS) are services provided to students who are at risk of being placed in special education. As part of a district's CEIS program, the district is required to identify the students who are at risk for special education and related services and will receive CEIS. These are the students who must be entered into the CEIS module.

- 1. Only districts using VI-B set-aside money for the provision of CEIS, whether it is voluntary or involuntary, should report students in the CEIS Module. (See note below for more information)**
2. CEIS students are not entered into the referral tracking module unless they have been referred to determine eligibility for special educational services.
3. If a child was placed in CEIS as a result of a referral for special education services, there is no need to add the student to the CEIS module. Instead, QUERY the student to make any updates and add the service types.
4. In the CEIS module you will record the types of services being given to the student, when the services started and ended as well as the overall entry into CEIS and withdrawal from CEIS.
5. Refer to the Early Intervening Data Dictionary for data used in Federal reporting requirements and for definitions of codes.

Note:

A district that has been identified as having disproportionality is required under federal law to provide Coordinated Early Intervening Services to non-disabled students who are at risk of being placed in special education. Districts who are mandated must budget 15% of their new allocation for the provision of CEIS. Districts who volunteer to provide CEIS may budget up to the 15% of new allocation.

These funds must be budgeted separately from other VI-B funds. The CEIS VI-B funds can support other intervention activities (Title I, RTI) but they cannot replace those funds.

The CEIS funds are to be spent on activities that benefit the identified students. However, the activities can be offered to all students. For example, a district's intervention team may believe that JEDI would benefit the identified students at risk for special education. The district buys JEDI with part of the CEIS funds but all students in the building/district may benefit from the purchase.

Another example is a district that identified students in need of literacy tutoring and the district decided to hire extra teachers/paraprofessionals to provide literacy support. CEIS funds were used to pay for those salaries. The students identified at risk get the support needed and other students who may need support in literacy may have access as well.

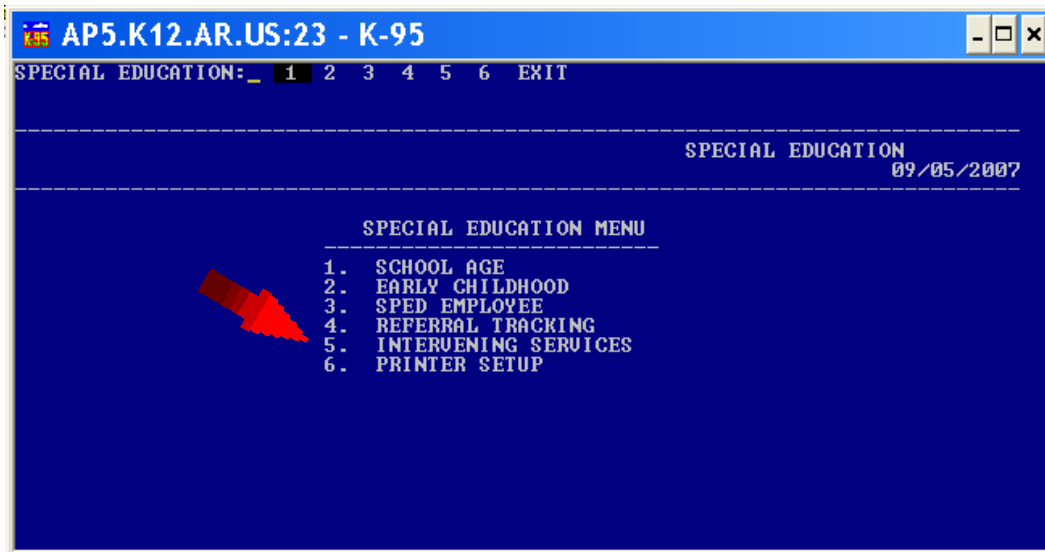
Navigating through APSCN, Special Education Modules

- Your computer mouse will not work in the APSCN special education menu. Use your arrow keys to navigate through the Ring Menu options at the top of the screen.
- You may also move to a Ring Menu option by pressing the first letter of that option.
- Your Arrow and Tab keys are used to progress to the next data field in a screen.
- You may use your back arrow key to move back to a field to correct an entry if needed.
- In general, no special characteristics such as dashes or spaces are needed with the exception of using a colon { : } when asked the 'Pay Period Range' in the Employee Program and Approval Module.
- If you make a mistake entering data, use the backspace or use the arrow key to move the cursor to the mistake and type over the mistake. Use the spacebar to delete each character contained in the field.
- To cancel an action (and not save changes) **and** move out of the current screen to the previous screen press <Control + P>.
- Once you complete a data screen, press <ESC> key to update and save the entries.
- Press <Control + T> to get options for particular codes from the drop-down menu.
- Press <Control + G> to select the particular code. It will automatically enter the code in the field.
- Check for messages at the bottom of the screen to assist you in entering the field correctly.

Coordinated Early Intervening Services Module

From the APSCN Main Menu, select:

- #4 - SPECIAL EDUCATION, then select:
- #5 – INTERVENING SERVICES
- #1 – RECORDS MAINTENCE



Adding a Student

To add a student, select ADD from the ring menu (across the top of the APSCN screen).

1. Enter the student's SSN and hit the <Tab> key.
2. The following demographic fields will automatically populate with data from student registration:
 - a. LAST, MIDDLE, AND FIRST NAME
 - b. STATE UNIQUE IDENTIFIER if available (*the unique 10-digit Triand identifier generated for the student by the state*).
 - c. BIRTH DATE
 - d. RACE
 - e. GENDER
3. Enter the following information by tabbing through to the following fields:
 - a. ENGLISH LANGUAGE LEARNER (ELL) (Y/N) The student has limited English proficiency. English is not the student's first language or the language spoken at home.
 - b. RESIDENT LEA (7digits XXXX000): the district where the student resides. Add 3 zeros (0's).
 - c. ENTRY DATE

4. Press <Esc> key to save the data. Look for 'Record Added' in the bottom left-hand corner of the screen. The student is now entered in the CEIS. Next you will need to query the student and enter the service types.

Note: The Exit Date and Exit Status fields are for review only. To withdraw a student, go to the Entry/Withdrawal screen (see page 9 for instructions).

CEIS Main Screen after student information is entered:

```
AP2.K12.AR.US:23 - K-95
Press ESC after Add/Update
<CTRL-P> To CANCEL
-----
SSN [200000023]
FIRST NAME [BARRY] MID [A ]
LAST NAME [SANDERS]
STATE UNIQUE ID [ ]
GENERAL INFO:
BIRTH DATE [12/25/1989] GENDER [F]
RACE<MARK ALL THAT APPLY>: H[N] N[N] A[N] BI[Y] PI[N] W[N]
GRADE LEVEL [11] ELL [N] RESIDENT LEA [6001000]
ENTRY DATE [09/01/2009] EXIT DATE [ ] EXIT STATUS [ ]

Record 1 of 44 spsms1 09/21/2009 15:05:02

Student's SSN
```

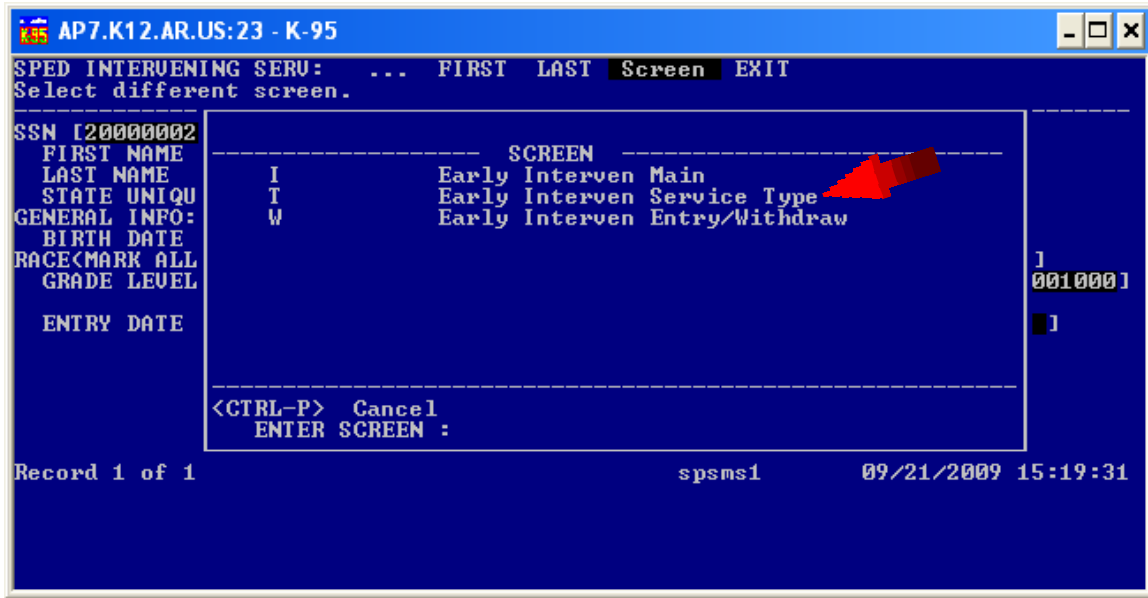
Querying a Student Record

To query a record, select query from the ring menu. Enter the student's SSN or name into the appropriate field and press escape. The query function is used to pull up individual students in order to edit/update information, to add services types, and to withdraw the student.

```
AP7.K12.AR.US:23
SPED INTERVENING SERU: _ QUERY NEXT PREVIOUS ADD UPDATE DELETE ...
Query for Record(s).
-----
SSN [ ]
FIRST NAME [ ] MID [ ]
LAST NAME [ ]
STATE UNIQUE ID [ ]
GENERAL INFO:
BIRTH DATE [ ] GENDER [ ]
RACE<MARK ALL THAT APPLY>: H[ ] N[ ] A[ ] BI[ ] PI[ ] W[ ]
GRADE LEVEL [ ] ELL [ ] RESIDENT LEA [ ]
ENTRY DATE [ ] EXIT DATE [ ] EXIT STATUS [ ]
```

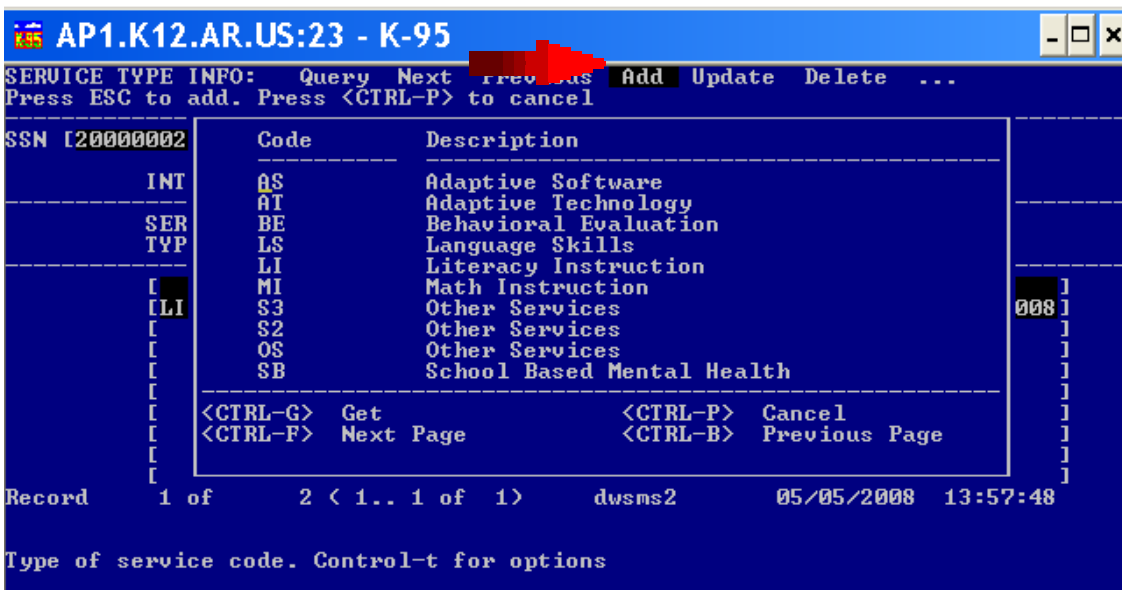
Entering Service Types

1. Query student by SSN.
2. Select SCREEN from ring menu.
3. Enter T to select the Early Intervening Service Type screen.



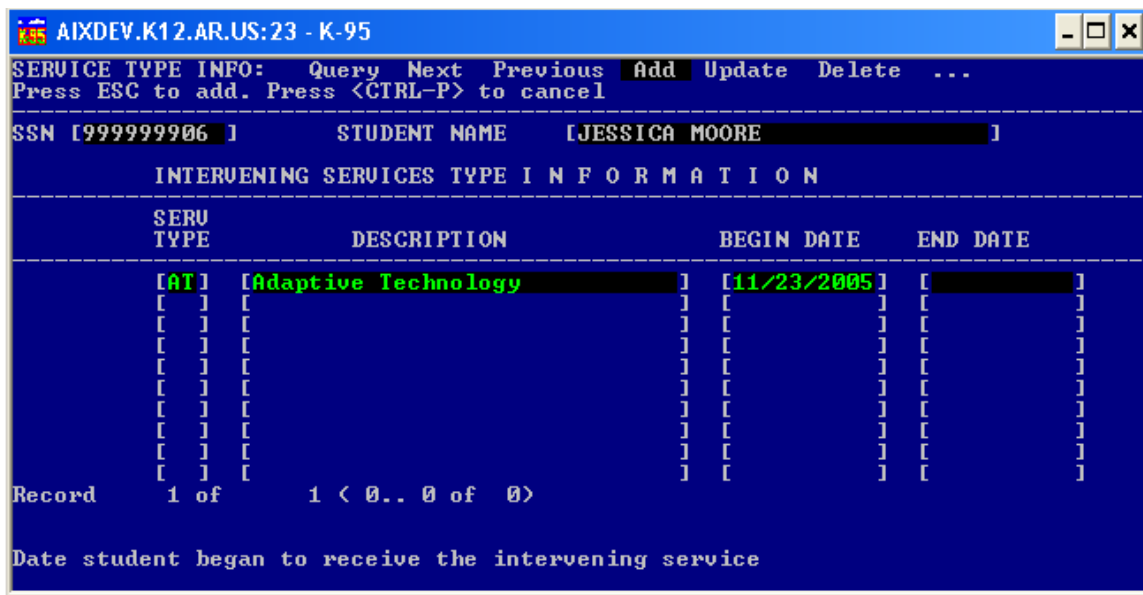
Next, add each service the student is receiving:

1. Select ADD from ring menu.
2. Go to SERV TYPE. Press <CTRL + T> for options.
3. Select <CTRL + F> to view additional service type options.



4. Select service by scrolling down using arrow keys and type <CTRL + G> at desired service code.
5. Enter in BEGIN DATE (date student began to receive the specific intervening service).
6. Press <ESC> to save new service code entry.
7. To add an additional intervening service types for the same student repeat steps 1-6.
8. When each service type is complete, select Update on Ring menu and enter the appropriate service end date. Press <ESC> to save end date.

Caution: All service types must have an end date prior to withdrawal of the student from the CEIS module.



Updating a Student Record

1. Query the student record you need to update/edit.
2. If you are updating the main screen, select UPDATE from ring menu.
3. If you are updating the service type screen, select screen, then select the service type screen (option T).
4. Make corrections or updates.
5. Press <Esc> to save updates.

Deleting a Student Record

Caution: Only use delete if you entered a student by mistake. Use the Entry/withdrawal Screen to exit students from CEIS.

1. Query the student (see page 6 for query instructions).
2. Then select Delete from ring menu.

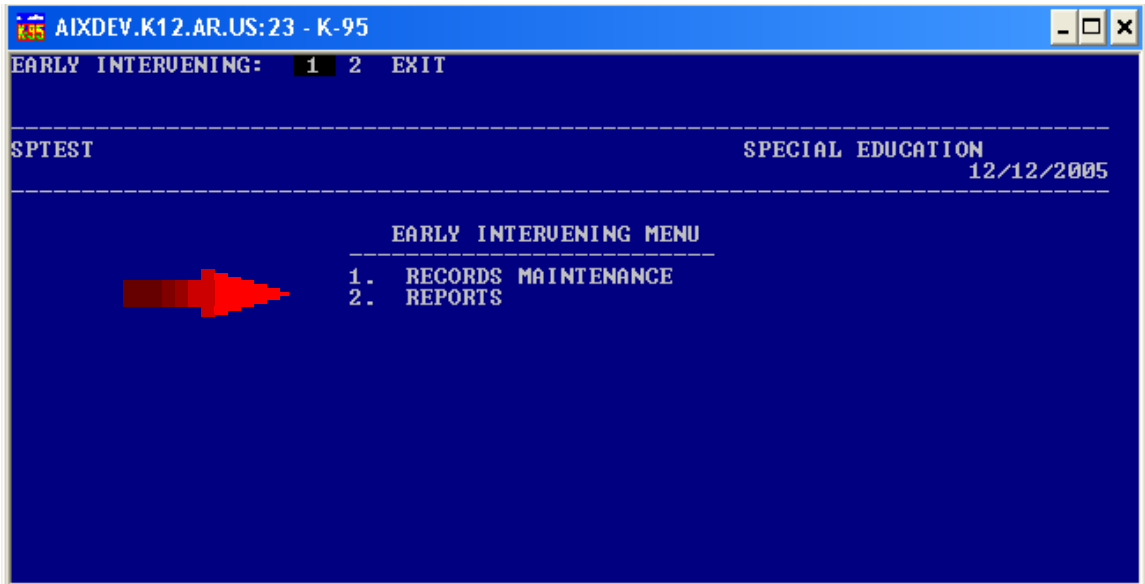
Completed CEIS Entry/Withdrawal screen:

The screenshot shows a terminal window titled "AIXDEV.K12.AR.US:23 - K-95". The main menu includes "Query", "Next", "Previous", "Add", "Update", and "Delete". The current record is for student SSN [999999904] and name [MELANIE GRIFFIN]. The screen displays "ENTRY / WITHDRAW INFORMATION" with columns for "ENTRY DATE", "WITHDRAWAL DATE", and "EXIT STATUS". The entry date is [09/13/2005], the withdrawal date is [11/28/2005], and the exit status is [D0]. The bottom status bar shows "Record 1 of 1 < 1.. 1 of 1> sptest 11/29/2005 11:29:47".

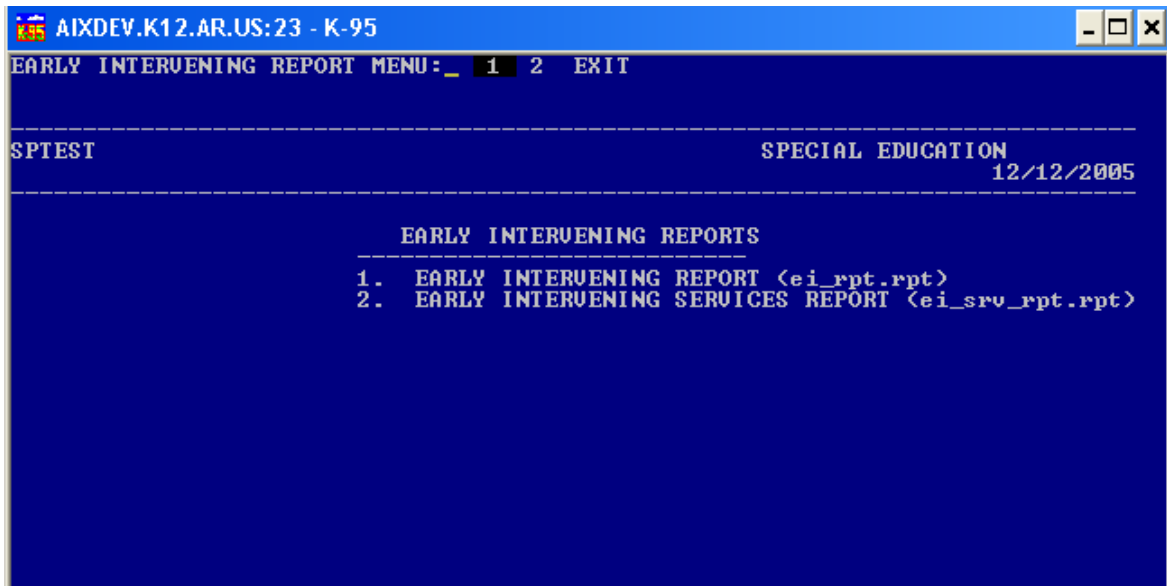
ENTRY DATE	WITHDRAWAL DATE	EXIT STATUS
[09/13/2005]	[11/28/2005]	[D0]
[]	[]	[]
[]	[]	[]
[]	[]	[]
[]	[]	[]
[]	[]	[]
[]	[]	[]
[]	[]	[]
[]	[]	[]
[]	[]	[]

Printing Reports

1. Go to Early Intervening Main Menu
2. Select 2 (Reports)



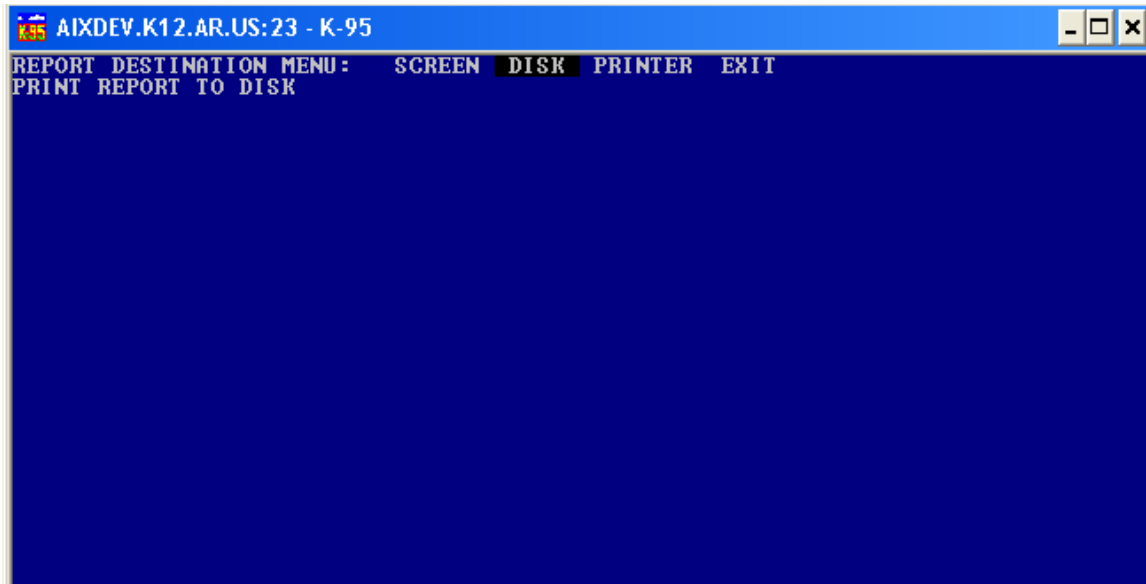
3. Select which type of report you want printed.
Option 1 prints reports by grade, SSN, and Name. Option 2 prints reports by type of services.



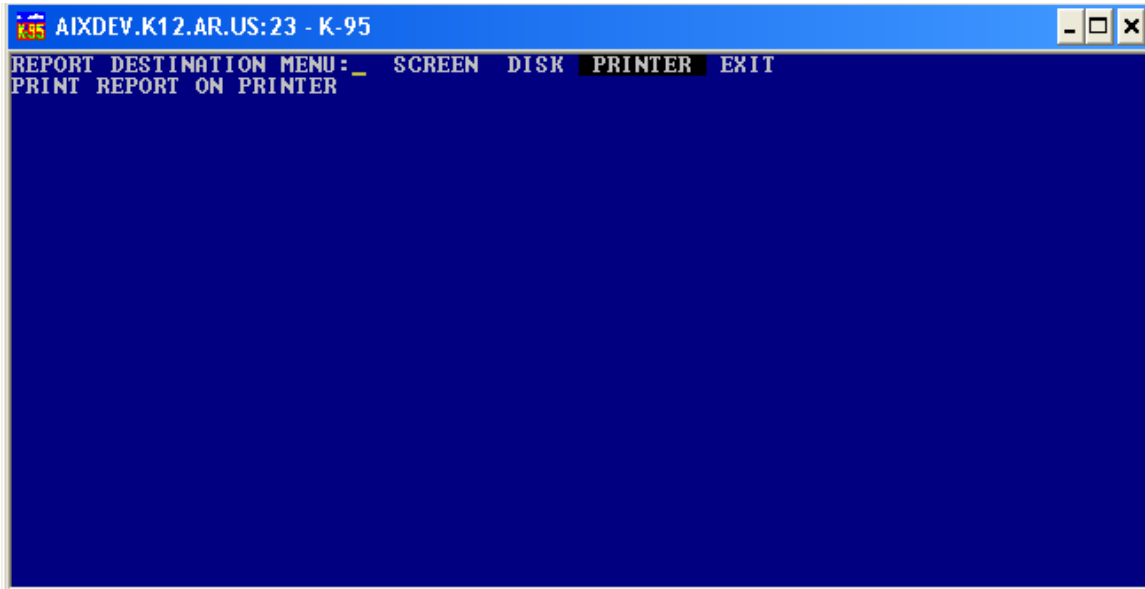
4. You will have three options to view the report select Screen from ring menu



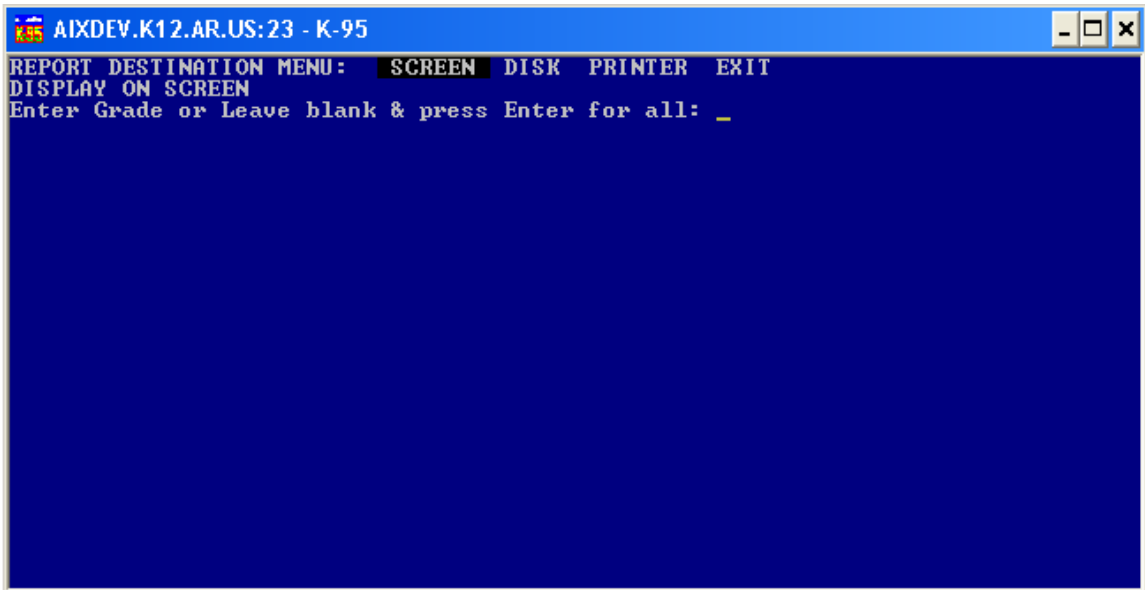
5. To save report to a disk select DISK from ring menu



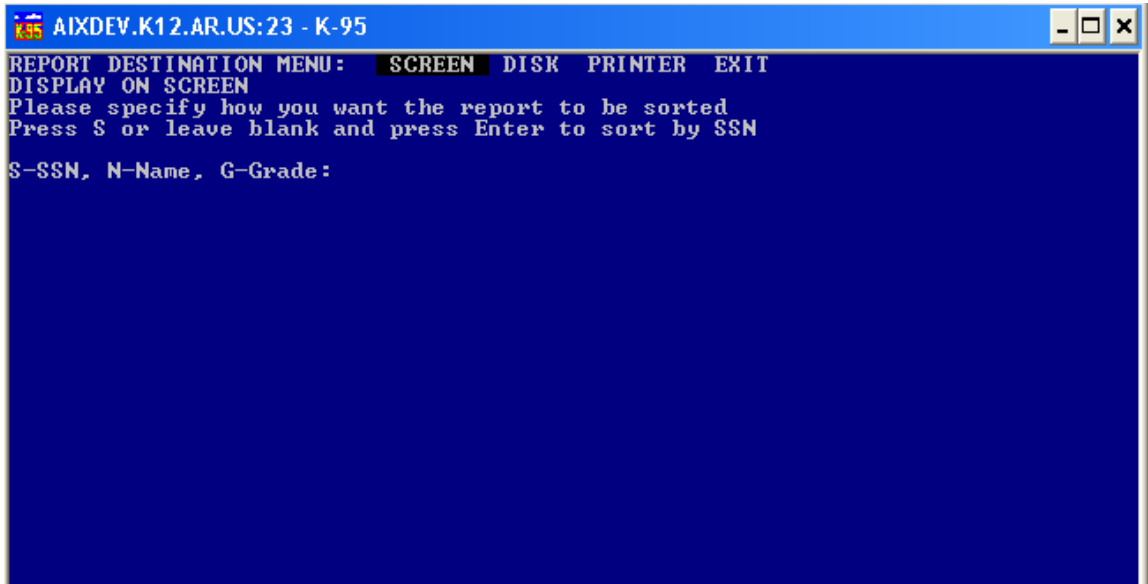
6. To print report select PRINTER from ring menu.



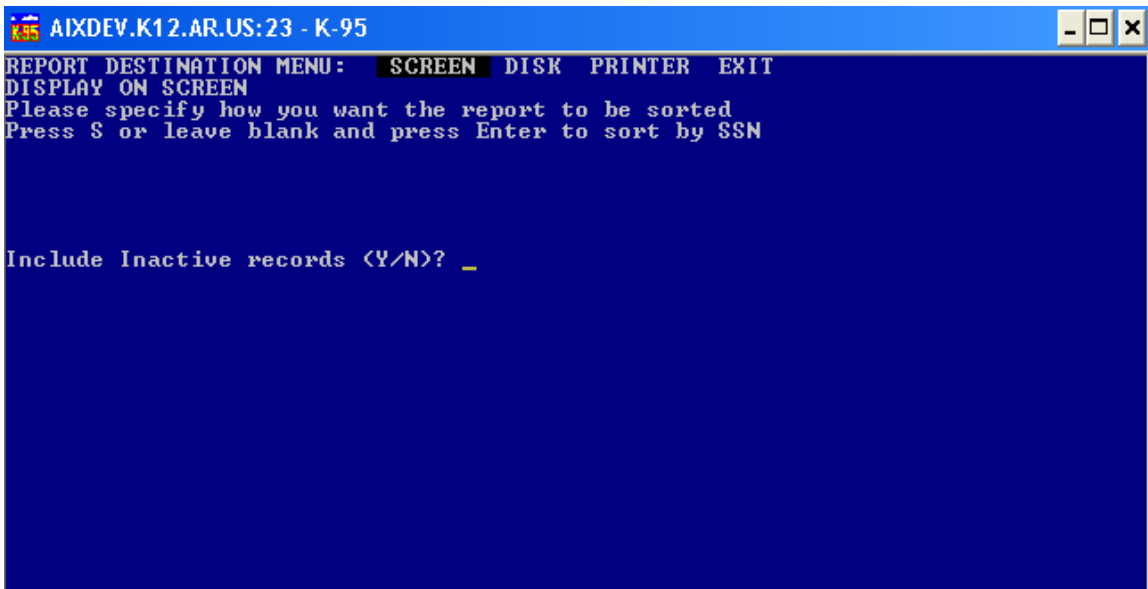
7. After selecting the report destination enter grade or press enter for all



8. Select if you want it sorted by SSN, Name, or Grade



9. Select if you want to include inactive records



10. Your report will display on SCREEN, DISK, or PRINTER (whichever you selected)

AIXDEV.K12.AR.US:23 - K-95									
999999931	J, J J			05/05/2002	B	M	03	N	0101
000 N		04/21/2005							
999999902	JACKSON, MICHAEL D			10/04/1999	B	M	K	N	0101
000 N		09/03/2005	11/28/2005	DO					
999999905	JORDAN, MICHAEL I			10/26/1999	B	M	K	Y	0101
000 N		09/13/2005							
999999901	KHAN, CHAKA L			10/03/1999	W	F	K	N	0101
000 N		09/01/2005							
999999905	MARKHAM, ASHLEY N			04/26/1997	W	F	03	N	0101
000 N		05/01/2005	03/03/2005	SN					
999999913	MCGAHA, MICKEY O			04/06/1998	W	M	01	N	0101
000 N		01/02/2005							
999999916	MONTENARO, RALPH M			02/02/1995	H	M	05	Y	1203
000 N		06/01/2005	08/03/2005	MD					
999999906	MOORE, JESSICA C			11/19/1999	B	F	K	Y	0101
000 Y	FIRST STEP	11/23/2005							
999999903	MOORE, SHANTE Z			11/02/1999	B	F	K	N	0101
000 N		09/04/2005							
999999999	TEST, TEST			01/01/2002	N	M	01	N	0101
000 N		01/01/2005							
100000001	TEST, TEST			01/01/2000	N	M	03	N	0101
000 N		01/07/2005	01/06/2005	DO					
444444444	TEST, TEST			01/01/1998	B	F	03	N	0101
000 N		06/01/2005							
Press RETURN or ENTER to continue ...									

FURTHER CLARIFICATION OF EACH DATA FIELD CAN BE FOUND IN THE SPECIAL EDUCATION EARLY INTERVENING DATA DICTIONARY.



SPECIAL EDUCATION

SPECIAL EDUCATION EARLY INTERVENING SERVICES DATA DICTIONARY School Year 2009/10

The purpose of this handbook is to provide data entry guidance to school districts that provide Coordinated Early Intervening Services (CEIS). The CEIS data are a component of the special education module in the Arkansas Public School Computer Network (APSCN). This data dictionary explains the APSCN data fields and codes that are required for federal reporting. In this guide, we attempt to be as inclusive as possible. However, not all situations will be covered here. If after consulting this data dictionary you still have questions about data entry and coding, please contact the Arkansas IDEA Data & Research Office at 501-683-7219.

DATA FIELDS required for Federal Reporting

FIELD: Social Security (Cycle 7)

The nine-digit Social Security number of the student. If a student's SSN cannot be obtained, then the ADE assigned number as required by Arkansas Code Ann. 6-18-208 should be used. This number should remain the same throughout the student's school career.

FIELD: First Name (Cycle 7)

The student's legal first name, as printed on the student's birth certificate, social security card, or other legally binding documentation.

FIELD: Middle Name (Cycle 7)

The student's legal middle name, as printed on the student's birth certificate, social security card, or other legally binding documentation.

FIELD: Last Name (Cycle 7)

The student's legal last name, as printed on the student's birth certificate, social security card, or other legally binding documentation.

FIELD: State Unique Identifier

The unique 10-digit Triand identifier generated for the student by the state.

FIELD: Birth date (Cycle 7)

The student's date of birth.

* Please make sure that the student's birth date is accurate. Some common errors include using the current year as the student's year of birth and entering years such as '2093' or '0993' instead of '1993.'

FIELD: Race (Cycle 7)

H Hispanic or Latino

A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

N American Indian or Alaskan Native

A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.

A Asian

A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, including, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

B Black or African American

A person having origins in any of the black racial groups of Africa.

W White

A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

P Native Hawaiian/Pacific Islander

A person having origins in any of the original people of Hawaii, Guam, Samoa or other Pacific Islands.

FIELD: Gender (Cycle 7)

M Male

F Female

FIELD: Grade (Cycle 7)

K Kindergarten

01 1st Grade

02 2nd Grade

03 3rd Grade

04 4th Grade

05 5th Grade

06 6th Grade

07 7th Grade

08 8th Grade

09 9th Grade

10 10th Grade

11 11th Grade

12 12th Grade

EE Non-Graded Elementary

This category should only be used in extreme situations in which the student's grade cannot be appropriately determined. Where possible, use the grade that will be used for purposes of assessment.

SM Non-Graded Middle/Jr.

This category should only be used in extreme situations in which the student's grade cannot be appropriately determined. Where possible, use the grade that will be used for purposes of assessment.

SS Non-Graded Secondary

This category should only be used in extreme situations in which the student's grade cannot be appropriately determined. Where possible, use the grade that will be used for purposes of assessment.

FIELD: ELL English Language Learner (Cycle 7)

Y Yes – The student has limited English proficiency. English is not the student's first language or the language spoken at home.

N No

FIELD: Resident LEA (Cycle 7)

The LEA number of the district in which the student resides. The formatting requires the 4 digit LEA number followed by 3 zeros.

FIELD: Entry Date (Cycle 7)

The date that the student was placed in coordinated early intervening services

FIELD: Exit Date (7 Cycle)

The date that the student's coordinated early intervening services ended

FIELD: Exit Status (Cycle 7)

Indicate the reason the student withdrew or exited Coordinated Early Intervening Services

SN Services no longer needed

SP Placed into Special Education

MD Moved

RP Reached Program Eligibility (i.e. child moved to another grade level or building where no CEIS program is available)

DO Dropped out of school

DP Services discontinued at parent's request

GR Graduated

FIELD: Type of Coordinated Early Intervening Services (Cycle 7)

Indicate the type of coordinated early intervening services the student is receiving

SB School Based Mental Health

AT Adaptive Technology

LI Literacy Instruction

MI Math Instruction

SI Science Instruction

AS Adaptive Software

BE Behavior Evaluation

LS Language Skills

S3 Other Services

S2 Other Services

OS Other Services

SI Science Instruction

RH Section 504 of Rehab Act

FIELD: Other Services (Cycle 7)

Three options for 'other' are provided. If other (OS, S2, or S3) enter the name(s) of the service(s) being provided.

FIELD: Begin Date of Service (Cycle 7)

The date that Coordinated Early Intervening Services began

FIELD: End Date of Service (Cycle 7)

The date that Coordinated Early Intervening Service ended