

# **School Age**

## **Special Education**

# **MySped Review Procedures**

## **Cycle 4**

**August, 2011**

**Student School Age Data  
Employee/Program Approval**

**School Age Special Education**  
**MySped Reviewing Procedures Cycle 4**

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## Technical Application

### Purpose in Reviewing Data

Student and employee data are entered in APSCN Special Education Module. The data which districts entered into APSCN is pulled into MySped Resource. Human errors in the programming of information and data entry occur when entering into APSCN. MySped Resource application provides the opportunity to review, verify, and make corrections to the data to ensure accurate federal reporting.

EC Coordinators and LEA Supervisors may use the following procedures to check for any errors, omissions, and/or discrepancies in their district's data. This manual provides step by step instructions and examples of various data review methods.

To efficiently review data, it is helpful to first understand the federal reporting requirements and the related data fields. For more information on the federal reporting requirements, please refer to the State Performance Plan (SPP) and the Annual Performance Review (APR) at <http://arksped.k12.ar.us/sections/policy.html>. Data Dictionaries, which contain detailed information on all of the federally required data fields, are also available on the internet at <http://arksped.k12.ar.us/sections/dataandresearch.html>.

### Possible Reasons for Making Changes in Data

1. **Updates** are needed to reconcile between the reporting period ended and APSCN submission
2. Data entry **typos** when keying in APSCN Special Education Module
3. Inaccurate **coding** when keying in APSCN Special Education Module
4. Formulas or glitches in the **programming**
5. Data not **transferring** correctly from APSCN to MySped

### Access to MySped Database for Review:

1. Go to Arkansas Special Education website: <http://arksped.k12.ar.us>
2. Click on MySped Resource near the flashing red arrow, top right corner of the screen
3. Type in User ID and Password and click on 'Sign-In'

### Tips for Navigating the Application

- Use the Tab key or the mouse to navigate through the fields
- Data entry format is mm/dd/yyyy.
- Press SAVE before Exiting. Look for message in red at top of screen (**Success! Data has been saved**) to verify data has been saved. If the data did not save, the message will state the related problem. Correct the data as indicated in the message and press SAVE before exiting the screen.

### Printing Data for Review

You may find it helpful to copy and print your district's data from MySped Resource. This allows you to work from a hard copy, distribute data for verification, and save a backup of your data. There are two different methods to extract and save data from MySped Resource: the copy and paste method and the export to Excel method.

### How to Copy and Paste Student Lists from MySped

1. Open up a blank/new Word document or Excel spreadsheet
2. Go back to MySped and sort student list as needed
3. Left click inside the blank space/column above the first student notepad.
4. Hold down left mouse button and drag arrow pointer on mouse to bottom of student list.  
All records should be highlighted.
5. Right click on mouse anywhere inside student list or highlighted area
6. Choose Copy
7. Go to open Word or Excel document (click on appropriate tab at bottom of computer screen)
8. Choose 'Edit' on menu bar at top of screen
9. Choose 'Paste'
10. Save document and distribute to desired person to verify student data

### Save, Sort, and Review in Export to Excel - School Age Data

Click on the 'Export to Excel' button at the bottom of the screen. This lists all the students and all the fields. Once you have saved and opened the Excel file on your computer, you can sort and review the data for accuracy.

### Create a List to Sort and Filter

1. Select any cell in the list.  
*The cell is selected.*
2. Select the **Data** menu.  
*The Data menu appears.*
3. Point to the **List** command.  
*The **List** submenu appears.*
4. Select the **Create a List** command.  
*Create List table appears.*
5. Click box to indicate your list has headers.
6. Click OK.  
*Arrows appear in the column label cells.*
7. Click on any arrow to sort or filter data.  
*Only records meeting the criteria appear.*
8. If you have filtered on multiple fields, you must select **(All)** from each AutoFilter list to display all records. You can clear all filters at the same time by selecting the **Data** menu, pointing to the **Filter** command, and selecting the **Show All** command.

Any changes that are identified need to be made in the individual student or employee data in MySped. **Making corrections in the Excel worksheet will NOT make automatic changes to MySped.**

### **Correcting the Data**

Once you have completed the review process using MySped Resource, you will need to make any necessary corrections. You will need to make correction and updates in three possible places:

- Update **MySped** to report accurate data;
- Update **APSCN** to maintain accurate data; and,
- Update in your own **personal file** for record keeping and backup. Use the export to Excel function to create your own updated Excel file. This allows you to refer to your data at anytime and serves as a backup file in the event of technical difficulties. *Remember, when you are reviewing in Excel, any corrections will need to be made in the individual student or employee application in MySped and possibly APSCN.*

## CYCLE 4 – Review Student Data - School Age

### Overview

Special Education student data in MySped Resources is the data pulled from APSCN Special Education Module. The data should reflect **all students served in your co-op or district on December 1** for the fiscal year for federal reporting.

- **Review period:** MySped will be open the first two weeks in January
- **The data for review in MySped is the data you entered in APSCN** as of the date of submission by your district, or December 15 at the latest.

In order to ensure accurate data has been entered and pulled correctly, the following will serve as a guide to review specific areas.

### Student Application Quick Review

Instructions in how to view the student data and make changes are outlined below. These main instructions to add, delete, exit, and save student data apply to all applications in MySped.

#### Procedures to Add, Delete, and Edit

1. Click on ‘Students’.
2. Click on drop-down menu → ‘School Age-Cycle 4’ then ‘Entry – School Age’.

The screenshot shows the MySped Resources interface for Special Education. At the top, there is a header with a pencil icon and the text "SPECIAL EDUCATION". Below this is a navigation bar with five tabs: "Support", "Finance", "Personnel", "Students", and "Exit". The "Students" tab is currently selected and highlighted in blue. A red arrow points to this tab. Below the navigation bar, there is a dropdown menu that is open, showing a list of options. The top option is "Early Childhood - Cycle 4", and the second option is "School Age - Cycle 4", which is highlighted in blue. A red arrow points to this option. Below "School Age - Cycle 4", there is a sub-menu with the following options: "Entry - School Age Data", "Report - Disability X Age - Part 1", "Report - Disability X Age - Part 2", "Report - Disability X Age - Part 3", "Report - Disability X Race/Ethnicity", "Report - Educational Environment X Race/Ethnicity", "Report - Educational Environment X Disability - Part 1", "Report - Educational Environment X Disability - Part 2", "Report - Educational Environment X Disability - Part 3", "Report - Educational Environment X Disability - Part 4", "Report - Educational Environment X ELL", and "Report - Educational Environment X Gender". A red arrow points to the "Entry - School Age Data" option. To the right of the dropdown menu, there is a link for "DDS Programs" with a play button icon. At the bottom of the screenshot, there is a small text notice: "Please review the information provided to you. If you have any questions, please contact the Special Education Manager at hlchason@ualr.edu with C...".

3. **Add** students as necessary by clicking ‘Add Student’ located at the bottom of your student list.
4. **Delete** students not receiving services on December 1 by clicking red **X** to the left of their name.

**SPECIAL EDUCATION**

Support Finance Personnel Students Exit

SCREEN: **School Age Data** FISCAL YEAR: 2009/10  
 LEA: 9999 ADE - Special Education Unit  
 MESSAGE:

Grade: All  
 Disability: All  
 Ed Environment: All

Get Data Export to Excel

[Add Student](#)

	First Name	Last Name	SSN	Date of Birth	Age	Grade	Race	Disability	Ed Environment
X	Jane	Doe	120000000	05/09/1992	17	11	H-YNNNNY	MD	RG
X	Race	Testing	111111111	05/02/1998	11	06	H-YNNYNN	AU	RG

- To **edit**, use small notepad at the left of the red **X** to go into individual student's data.
- Make necessary changes in each field. Refer to the School Age Data Dictionary for more detailed information on each field located at our website:  
<http://arksped.k12.ar.us/sections/dataandresearch.html>

**SPECIAL EDUCATION**

Support Finance Personnel Students Exit

SCREEN: **School Age Data** FISCAL YEAR: 2009/10  
 LEA: 9999 ADE - Special Education Unit  
 MESSAGE: **Successfully data have been saved.**

Last Name: Doe \* First Name: Jane \*  
 Middle Name: L SSN: 120000000 (123456789)  
 State ID: Building Code: 008  
 DOB: 05/09/1992 (mm/dd/yyyy) Gender: Male \*  
 Race:  Hispanic/Latino  American Indian/Alaskan Native  Asian  
 Black  Native Hawaiian/Pacific Islander  White \*  
 Grade Level: 11th Grade \*  
 Assigned Grade: 11th Grade Alt Port: --Select--  
 Charter School: --Select-- ELL: --Select--  
 Disability: Multiple Disabilities \* Ed Environment: Regular Class \*  
 Provider Name: Resident Lea:  
 Private Provider LEA:  
 School Choice General outside district: No  
 School Choice Outside District: No  
 School Choice Prior LEA: Temporary Student: No  
 Entry Date: 09/02/2000 (mm/dd/yyyy)

Save Exit

- Save any updates before **Exiting**
- Check Message that data is **saved successfully**.
- Exit takes you back to the list of students.

## Additional Tools for Data Review

Four options are available for you to sort and/or review data for accuracy: the MySped Resource Drop-down Menus, the Column Sort, the 'Export to Excel', and the MySped Resource Student Reports.

### 1. MySped Resource Drop-down Menus

Drop-down menus located above the student list: You may view School Age students and their data on the MySped screen by choosing Grade, Disability, or Ed Environment. Click 'Get Data.'

**Note:** Set tabs to 'All' in drop-down menu before beginning a new sort. Otherwise the sort will include the previous way it was organized.

#### By Grade only - example

To find all special education students in 10<sup>th</sup> grade

- From 'Grade' tab, select '10<sup>th</sup> grade'
- Click on 'Get Data'

#### By Disability only - example

To find all speech only students

- From 'Disability' tab, select 'Speech/Language impairments'
- Click on 'Get Data'

#### By Ed Environment only - example

To view all students placed in a correctional facility (as of December 1)

- From 'Ed Environment' tab, select 'Correctional Facility'
- Click on 'Get Data'

#### By Grade and Disability - example

To find all speech only students in 10<sup>th</sup> grade

- Sort by 'Grade'- 10<sup>th</sup> Grade *and* 'Disability' - 'Speech/Language Impairments'
- Click on 'Get Data'

#### By Grade and Ed Environment - example

To view all 10<sup>th</sup> grade students in regular classroom

- Sort by 'Grade' 10<sup>th</sup> Grade and 'Ed Environment' - 'Regular Class'
- Click on 'Get Data'

#### By Grade, Disability and Ed Environment - example

To view all 10<sup>th</sup> grade speech students in the regular classroom

- Sort by 'Grade' - '10<sup>th</sup> Grade'
- Sort by 'Disability' - 'Speech/Language Impairments'
- Sort by 'Ed Environment' - 'Regular Class'
- Click 'Get Data'

### 2. MySped Resource Column Sort

Click on the heading you want to sort all students by (Last Name, SSN, or Age) and export to Excel

#### Check student's Last Name for possible duplicate records

- Make sure Disability and EC Environment tabs are set to 'All'.
- Click on the last name heading typed in blue to sort the students by last name.

- Check for any students with the same last name and confirm there are not duplicate entries.

#### Check the Social Security Numbers in your Co-op or District

- Make sure Disability and Ed Environment tabs are set to 'All'.
- Click on the SSN heading typed in blue to sort the students by SSN. Check for:
  - Any students with the same SSN
  - Any SSN's that are not nine digits or look unusual
- Make corrections by verifying the social security numbers. This may involve contacting the parent or checking the child's file to see a copy of the social security card. Make necessary changes in APSCN Special Education Module– student registration and MySped Resources.

#### Check for Invalid Age or Invalid Birth Date

- Click on the Age heading typed in blue to sort the students by age.
- All students should be between 5 to 21 years old. Age is as of December 1.
- Those students, whose age is wrong, verify the birth date. Make necessary changes in APSCN and MySped Resource.

### **3. Save, Sort, and Review Using Export to Excel**

Click on the 'Export to Excel' button at the bottom of the screen. This **lists all the students and all the fields**. Save the Excel sheet to your computer as a backup for December 1 Child Count. Once you have saved and opened the Excel file on your computer, you can sort and review the data for accuracy.

#### **Create a List to Sort and Filter**

1. Select any cell in the list.  
*The cell is selected.*
2. Select the **Data** menu.  
*The Data menu appears.*
3. Point to the **List** command.  
*The List submenu appears.*
4. Select the **Create a List** command.  
*Create List table appears.*
5. Click box to indicate your list has headers.
6. Click OK.  
*Arrows appear in the column label cells.*
7. Click on any arrow to sort or filter data.  
*Only records meeting the criteria appear.*
8. If you have filtered on multiple fields, you must select **(All)** from each AutoFilter list to display all records. You can clear all filters at the same time by selecting the **Data** menu, pointing to the **Filter** command, and selecting the **Show All** command.

Any changes that are identified need to be made in the individual student or employee data in MySped. **Making corrections in the Excel worksheet will NOT make automatic changes to MySped.**

Once you have saved the Excel file to your computer, open the file. Verify the required fields have data. Use the following sort and filter options:

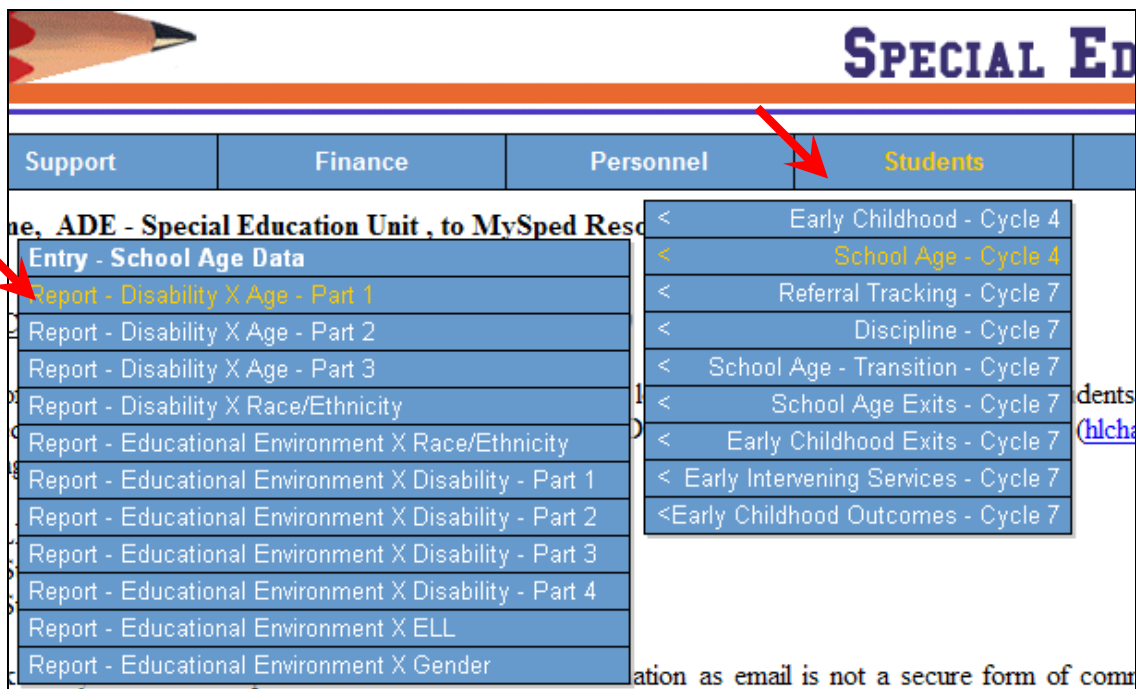
1. Sort by **Last Name** for possible duplicate records.
2. Sort by **SSN** for possible duplicate SSNs.
3. Sort by **Ed Environment**  
-Filter by Ed Environment codes and verify
4. Sort by **Age** and verify 5-21years of age
5. Sort by **Grade** and verify Non-graded codes have an Assigned Grade.

Any students whose fields are inaccurate will need to be corrected by going back into the student data in MySped Resources and APSCN.

**Note:** The IDEA office may check for discrepancies. You may be notified and asked to resolve the issue. Failure to respond to IDEA’s requests may result in a trigger in ‘Timely and Accurate Data’ in your district’s determination reports.

#### 4. MySped Resource School Age Reports

In addition to sorting in MySped and through Export to Excel, reports need to be reviewed and cross-checked against your own records to verify accurate child count and accurate student data for each student. The reports are located at the school age menu under Students (see picture below). The reports assist in verifying and cross-checking with the number of children for the various areas listed in the reports.



#### Report - Disability X Age - Part 1, Part 2, and Part 3

Print all three reports to analyze the total number of students in each category.

Report - Educational Environment X Disability - Part 1, Part 2, Part 3, and Part 4

Print all four reports to analyze the total number of students in each category.

Troubleshoot and cross-reference reports

Check that the grand totals in the reports for School Age Cycle 4 are all equal to the number of students to report for students being served December 1. If they are not equal, check individual reports and compare each category to troubleshoot why the numbers are not adding up to be the same.

Examples:

The Report – Disability X Age has a different number of students than the Report – Disability X Race/Ethnicity

- a. Go into the Entry – School Age Data and sort all students by age. Scroll down to verify all students are 5-21 years of age. Correct birth date or delete child from MySped if appropriate. Make individual student corrections by going back into MySped Entry for School Age Data.
- b. Go into the Entry – School Age Data and sort all students by Disability in Export to Excel. Check that all students have a valid disability code. Make individual student corrections by going back into MySped Entry for School Age Data.

The Report - Educational Environment X Race/Ethnicity has a different number of students than the Report – Educational Environment X Disability

- c. Go into School Age Data and sort all students by Disability (Sorting Data in Export to Excel, by Disability). Check that all students have a valid disability code. Make individual student corrections by going back into MySped Entry for School Age Data and in APSCN.
- d. Check individual categories of Educational Environment and verify any potential discrepancies – are the students in a Correctional Facility or Residential Facility accounted for?
- e. Go into School Age Data and sort all students by Educational Environment (Sorting Data in Export to Excel, by Educational Environment). Check that all students have a valid Educational Environment Code. Make individual student corrections by going back into MySped Entry for School Age Data and in APSCN.

## Cycle 4 Reviewing Employee Data

### Overview

Special Education personnel data in MySped Resources is the data pulled from APSCN Special Education Module. The data should reflect **all employees employed on December 1** for the fiscal year.

- **Review period:** MySped will be open the first two weeks in January
- **The data for review in MySped is the data you entered in APSCN** as of the date of submission by your district, or December 15 at the latest.

In order to ensure accurate data has been entered into APSCN Special Ed Module and pulled correctly in MySped Resources, the following will serve as a guide to review specific areas.

### Personnel Application Quick Review

1. Click on 'Personnel'
2. On drop-down menu, Click on Program Approval to review data:
3. Delete any employees that were not employed on December 1, by clicking on the red **X**.
4. Add employees as necessary by clicking 'Add Employee' located at the bottom of the list of all employees. See the Employee Data Dictionary for more details on reporting fields.

FISCAL YEAR: 2006/07

	Last	First	Middle	SSN		
	Montenaro	Chris	M	456789123	20	PS
	Montgomery	Karyn		274652569	03	PS
	Smith	Jane	D		16	ALL

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Export to Excel

5. Click on small notepad to go into Employee Screen and verify data is correct. Make any necessary adjustments and **SAVE before exiting.**

Support	Finance	Personnel	Students
---------	---------	-----------	----------

SCREEN: **Program Approval** FISCAL YE  
 LEA: **9999 ADE - Special Education Unit**  
 MESSAGE:

**Employee Screen**

Last Name  \*

First Name  \*

Middle Name

SSN

Teachers ID

License/Endorsement#

Title/Service Prov Code  \*

Other

Cert Status  \*

Grade Level  \*

FTE

SPED Aide  \*

Building Code


Pr.Dis. Served  \*

Period Range

Teacher Case Load

S.T. Course Student Count

OT. Non-Credit Course Student Count



6. Save any updates before Exiting.
7. Exit takes you back to the list of employees but does not automatically save.

### Additional Tools for Data Review

Two options are available for you to sort and review data for accuracy. Any corrections can be made for each employee by using the notebook icon that edits existing employee data.

#### 1. MySped Resource Column Sort

Click on the blue headings in order to sort all employees by Last name or by Title/Service Provider Code. This will assist you in getting a quick visual of employees in order of their last name or Title Code.

#### 2. Save, Sort, and Review using Export to Excel

Click on the 'Export to Excel' button at the bottom of the screen. This lists all data fields for you to view. Save the Excel sheet to your computer as a backup of December 1 Child Count. Choose the 'Save' option to create a working copy on your own computer. Once you have saved and opened the Excel file on your computer, you can sort and review the data for accuracy.

### Create a List to Sort and Filter

1. Select any cell in the list.  
*The cell is selected.*
2. Select the **Data** menu.  
*The Data menu appears.*
3. Point to the **List** command.  
*The **List** submenu appears.*
4. Select the **Create a List** command.  
*Create List table appears.*
5. Click box to indicate your list has headers.
6. Click OK.  
*Arrows appear in the column label cells.*
7. Click on any arrow to sort or filter data.  
*Only records meeting the criteria appear.*
8. If you have filtered on multiple fields, you must select **(All)** from each AutoFilter list to display all records. You can clear all filters at the same time by selecting the **Data** menu, pointing to the **Filter** command, and selecting the **Show All** command.

Any changes that are identified need to be made in the individual student or employee data in MySped. **Making corrections in the Excel worksheet will NOT make automatic changes to MySped.**

### Sort and Review by Service/Title Code ('Svpr\_cd')

#### Paraprofessionals (Title code 13)

- Service/Title Code should be 13 only
- Certification Status (Cert Status) should be coded as E, F, G, or H
- SpEd Aide should be N/A
- Teacher Caseload Count should be 0's
- Per Period range should be blank or 0:0
- FTE reflects proportion of time employed in your district – cannot be greater than 1.0.

#### Teachers (Title codes 03, 20, 50 – 59)

- Service/Title Codes for teachers should only be 3, 20, and 50 – 59
- Certification Status (Cert Status) should be coded as A, B, C, D and sometimes F. They should never be coded as E, G, H, or I.
- Licensure Endorsement Code (License #) reported for each teaching type of service
- SpEd Aide should be P (part-time), F (full-time), or N/A (not applicable OR No – the teacher does not have an aide).
- Teacher Caseload Count: Make sure the number of students the teacher serves is correctly listed. This is for teacher codes 3, and 50 - 59 (For code 20, see next section).
- Per Period Range for each teacher should be completed.
- FTE reflects proportion of time employed in your district and is less than or equal to 1.0.

#### Speech Pathologists (Title code 20)

- Teacher Caseload Count is number of children seen by the Speech Pathologist.
- SpEd Aide field should be SP (SLA part-time), SF (SLA full-time), or N/A (No-not applicable – the Speech Pathologist does not have a Speech Language Assistant).

Occupational and Physical Therapists (Title codes 4 and 5)

- FTE reflects the proportion of time employed in your district and is less than or equal to 1.0.
- SpEd Aide should be N/A
- Teacher Caseload Count should be 0's
- Per Period range should be blank or 0:0
- Certification Status should be coded E, F, G, or H

**Sort and Review by 'Last Name'**

Duplicate Employees

- If employees are listed more than once, verify they have a different Service/Title code and/or they are providing different services in a different grade level for each individual listing (Professional services the Elementary and the district's 3-5 year Early Childhood Program).
- Verify the total FTE is proportioned out among services and is equal to 1.0 or less when added together.

**Sort by Heading 'SSN'**

Social Security Numbers

- Visually verify accuracy of the SSNs
- Are there 9 digits?
- If the contract employees needed a pseudo SSN, is it consistent with what you have used in the past? (Keep the same pseudo number in your records).