

December 1, 2010 Child Count

1. Is the child count only for those children in the 3-5 year program?
 Correct. IDEA reports only those students being served under Part B, 3-5yrs.

2. What if the student comes in after their 3rd birthday?
 If the student is referred and placed, the child is counted if the child began services on or before December 1, 2010.

3. So if we have a child who did not qualify, we need to delete him?
 No. If a child was referred, enter the child in the Referral Tracking tab, regardless of whether the child was placed in Special Education. If they were found to not qualify, you would not be entering the student in the EC Enrollment tab of the DDS Programs application of MySped. Only those children being served are enrolled.

4. The end date is Dec 1. What is the beginning date? All students served from ??? to Dec 1, 2010?
 The begin date is also December 1, 2010. Child count is based on all students served in your program on that particular day, December 1st.

5. Do we include children who are being referred from part C who have been referred but not completed the referral process?
 No. The student would still be in the referral process, not receiving Part B services until it was determined the student is eligible, the parent has signed consent to place, and the child enters the program and receives services.

6. If a child has a cleft palate/lip what would be his primary disability?
 Review the DDS MySped Application Training Guide, pages 18 - 20. Primary disability is based on the reason for the child's developmental delay. If it is determined the medical condition is the primary reason for the delay, code appropriately. In this case, you may be coding OHI - Other health impairment. Otherwise, code PS - Preschool Disabled (Non-Categorical).

7. Our program uses % or greater non-disabled, so I've been putting Licensed Preschool. Is this correct?
 The Educational Environment code is based on the individual child's instructional environment and is independent of the type of program. Type of program is the overall setting of the services provided for the children. If the facility has a preschool license from DHS Division of Childcare, the code may be Licensed Preschool. If the facility is licensed only under DDS, the program type may be Other.

Personnel Reporting

1. Last year all staff had been deleted from the previous year and we had to re-enter everyone. Are you going to do that this year?
 No. When you go into Personnel in MySped beginning December 1, all personnel from the previous year reporting (09/10) will be listed. You will have to review each employee, verify and edit fields for that employee to reflect only those serving on December 1, 2010.

2. Is the core training list for paraprofessionals up-to-date?
 It is as up-to-date as the changes that your program has sent to Martha Kay Asti at ADE's Special Education Unit.

3. What if they have taken the core trainings but have not taken the exam yet?
Please contact Ben Wiley for qualifications required for paraprofessionals.

4. Waiver Requests - if your program does not receive official approval by December 1, please note:

For DDS Program Approval:

Send in a copy of the application and proof that it has been submitted to & received by Marcia Harding's office.

This should be included with all other DDS information submitted for Program Approval. Since the deadline is so near, it will be ok to assume the waiver is approved until you hear otherwise.

Send a final copy of the approval to the DDS Children's Service office.

5. It was said if you are a special education teacher that your case load changes. What is that talking about?

Teacher caseload may change from the time you entered (possibly last year at this time) to the time December 1, 2010 comes. It should reflect the caseload on December 1, 2010.

6. I have children who will turn 3 in a classroom after Dec 1, but before Dec 31, so the teacher will be teaching 3 year olds, but not to anyone on the child count. Should I include them on program approval?

If the teacher is not providing a service on December 1, 2010, you would not include that teacher. You will want to let Ben Wiley know in this case that she will be teaching 3 year olds shortly after December 1 and provide all the necessary information he has requested for program approval.

7. What if our ALP is finished on 12/18/10?

Personnel certification and license is reported as of December 1, still indicate "ALP" and the endorsement code.

8. I have a teaching certificate but act as service coordinator and administrator. What Title Code do I use?

Enter the title code of 02 - Other Special Ed Administrator. Only report the FTE for the time you function, on the average per week as administrator of the 3-5 program only. Certification status is based on whether or not you are certified in Special Education, so code accordingly: E = Non-teacher, Certified or G = Non-teacher, Non-certified.

9. Our OT works at 2 different sites for our program. Do we have to divide out her case load and FTE?

You would only enter the OT once since it is within the same program (with no other account number). NOTE: Caseload for OTs, PTs - Related providers - is NOT reported. Report caseload for certified teachers and Speech Pathologists only.

10. You mentioned that all teacher certification codes need to be listed. Will the data site let us list more than 1? Many teachers have multiple areas of certification.

Certification relates to areas of special education only. List only those that apply to the special education service the employee provides. More than one certification code may be listed.

11. What does Ben's statement mean "without a FT Teacher Asst it might cut your caseload in half"?

If the certified teacher does not have a Full-time paraprofessional working under them, it may cut the maximum caseload of children the teacher can serve by half.

12. So using the Supervising Teacher Model, classroom teachers (parapros) are considered assistants?

Yes. Use Title code 13 - Classroom Instructional Aide/Paraprofessional.

13. We don't enter Program Coordinators?

Only if the Program Coordinator's job function serves as a certified teacher involved in testing or evaluation services OR they are acting as the administrator overseeing the program.

14. Do you include classroom paraprofessionals in this?

Yes. Include classroom paraprofessionals - Title code 13. They are providing services that are part of a child's IPP. However, they are not considered a certified teacher, so you would enter 0's in teacher caseload and their certification status is Non-teacher (Certified or Not Certified).

15. If your program director is a certified teacher what would her code be?

Enter the title code of 02 - Other Special Ed Administrator. Only report the FTE for the time you function, on the average per week as administrator of the 3-5 program only. Certification status is based on whether or not you are certified in Special Education, so code accordingly: E - Non-teacher, Certified or G - Not-teacher, Not-certified.

16. What if the administrator of the center is ADE Administration certified but not Special Education certified?

Enter the title code of 02 - Other Special Ed Administrator. Only report the FTE for the time you function, on the average per week as administrator of the 3-5 program only. Certification status is based on whether or not you are certified in Special Education, so code G - Non-teacher, Not-certified.

17. Which code do you use for a certified teacher working on an ALP for the certification status?

Code A, B, or C (1st, 2nd, or 3rd year teaching Special Education). Refer to the DDS MySped Application Training Guide, pgs 33-34.

18. Regarding a 'Not HQ Parapro' - could you give an example of that for "G" just previously mentioned?

A paraprofessional (Title Code 13) who has not completed the core paraprofessional training. See Ben Wiley's notes for Program Approval Procedures. Contact Martha Kay Asti at ADE to update or reconcile the Paraprofessional Training Summary.