

DDS

**Early Childhood
3-5 year Program**

Special Education

**MySped Review
Procedures**

Cycle 4

November, 2008

**Student Data
Employee/Program Approval**

**DDS 3-5yr Early Childhood Special Education
MySped Reviewing Procedures Cycle 4**

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Technical Application

Purpose in Reviewing Data

Student data are entered in the DDS application of MySped Resource. Employee data are entered and reviewed directly into the 'Personnel' application of MySped Resource. The data you entered into the DDS application is periodically pulled into MySped Resource. MySped Resource application provides the opportunity to review, verify, and make corrections to the data to ensure accurate federal reporting.

Individuals responsible for accurate reporting may use the following procedures to check for any errors, omissions, and/or discrepancies in their center'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) <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 when the data is pulled for review.
2. Data entry **typos** when keying in DDS application of MySped
3. Inaccurate **coding** when keying in DDS application
4. Formulas or glitches in the **programming**
5. Data not **transferring** correctly

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
- Type in slashes for Dates. 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

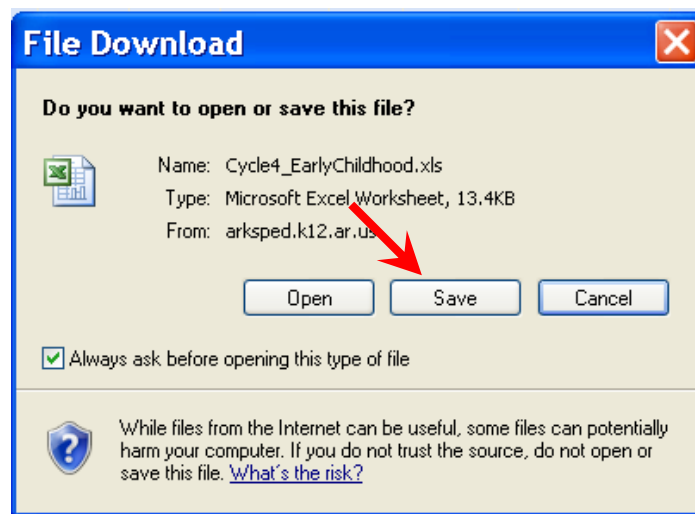
You may find it helpful to copy and print your center's data from MySped Resource. This allows you to work from a hard copy, distribute data for verification, and save a backup of your data. There are two different methods to extract and save data from MySped Resource: the copy and paste method and the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

Save, Sort, and Review in Export to Excel

1. Click on the 'Export to Excel' button at the bottom of the screen. This lists all the students and all the fields.
2. Once you have saved the Excel file to your computer, open the file. Refer to pictures on following page for further assistance.
3. Left click mouse button in the cell on Column A, Row 5 (A5). This should be ID, EmpID, or SSN header - depending what data you are exporting.
4. Press 'Ctrl A' on keyboard. This should highlight all records.
5. Select 'Data' on the menu bar above your spreadsheet (refer to picture on following page).
6. Select first option of 'Sort' on the menu.
7. Select the appropriate heading for how you want it sorted in the 'Sort by' drop-down menu. Make sure 'Header row' button is checked. Press OK.
8. Any changes that are identified need to be made in the individual student/employee data in MySped. **Making corrections in the Excel worksheet will NOT make automatic changes to MySped.**



First cell - (A5) 'ID' is selected. 'Ctrl A' highlights area in order to sort

ID	Fy	Accoun	SSN	Firs	Race	Gen	Resid	ELL	Prds cd
6	60000	2007/08	1000	111111111	Janie				
7	60000	2007/08	1000	111111111	Janie				
8	60000	2007/08	1000	111111111	Janie				
9	60000	2007/08	1000	111111111	Janie				
10	60000	2007/08	1000	111111111	Janie				
11	60000	2007/08	1000	111111111	Janie				
12	60000	2007/08	1000	111111111	Janie				
13	60000	2007/08	1000	111111111	Janie				
14	60000	2007/08	1000	111111111	Janie	Doe	10/12/2003		
15	60000	2007/08	1000	111111111	Janie	Doe	12/27/2002		
16	60000	2007/08	1000	111111111	Janie	Doe	12/7/2002		
17	60000	2007/08	1000	111111111	Janie	Doe	12/14/2002		
18	60000	2007/08	1000	111111111	Janie	Doe	11/27/2002		
19	60000	2007/08	1000	111111111	Janie	Doe	2/11/2003		
20	60000	2007/08	1000	111111111	Janie	Doe	11/4/2002		
21	60000	2007/08	1000	111111111	Janie	Doe	5/5/2003		
22	60000	2007/08	1000	111111111	Janie	Doe	1/23/2003		
23	60000	2007/08	1000	111111111	Janie	Doe	2/20/2004		
							3/7/2003		
							4/7/2003		

Correcting the Data

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

- Update **MySped** to report accurate data;
- Update **DDS application** to maintain accurate data; and,

Update your own **personal file** for record keeping and backup. We recommend you use the 'Export to Excel' function to save your own 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.*

Cycle 4 – Review Student Data - Early Childhood

Overview

Special Education student data in MySped Resource is the data pulled from the DDS application of MySped Resource. The data should reflect **all students served in your center on December 1** for the fiscal year for Cycle 4 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 the DDS application of MySped Resource.** Any data you entered as of December 15th is the data that is reported for Cycle 4.

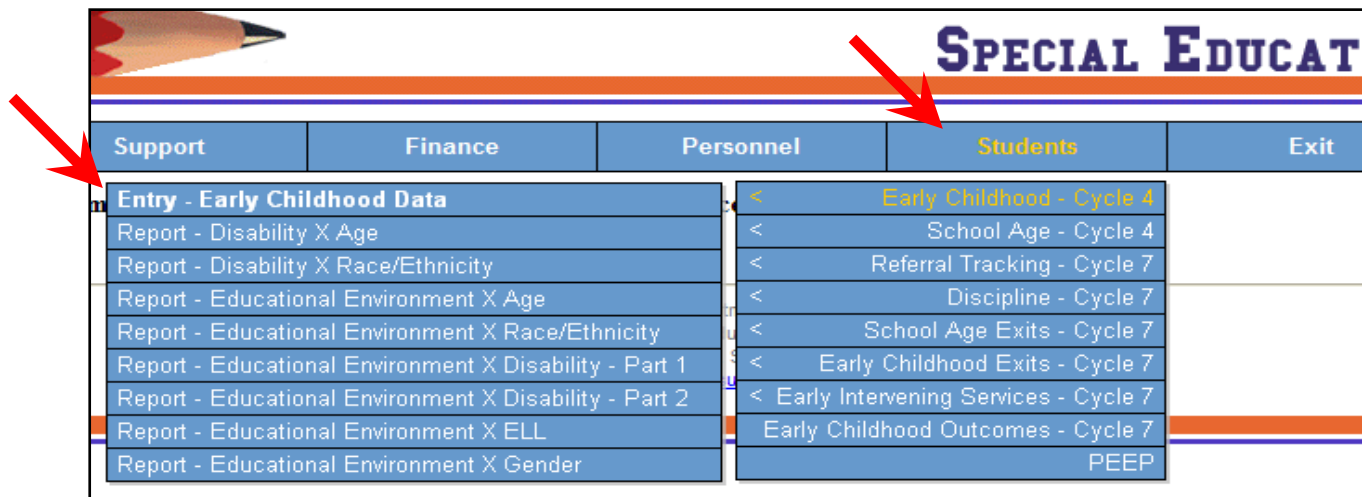
In order to ensure accurate data has been entered and pulled correctly, the following will serve as a guide to review specific areas.

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 or Delete a Student

1. Click on 'Students'.
2. Click on drop-down menu → Early Childhood-Cycle 4 then Entry – Early Childhood Data.



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: Early Childhood Data FISCAL YEAR: 2007/08
 LEA: 9999 ADE - Special Education Unit
 MESSAGE: **Successfully data have been saved.**

Disability: EC Placement:
 EC Environment:

	Last Name	First Name	M.I	SSN	Date of Birth	Age	Race	Gender	Resident Lea	ELL	Disability	Educational Environment	Educational Program Type	Entry Date	Tempora IEP
✖	Smith	Jane	F	101010111	03/01/2004	3	AI	Female	6001	No	PS	RG	H	03/01/2003	No
	Add Student														

Page 1

Procedures to Edit a Student Record

1. To **edit**, use small notepad at the left of the red **X** to go into individual student's data.
2. Make necessary changes in each field. Refer to the Early Childhood Data Dictionary for more detailed information on each field located at our website:
<http://arksped.k12.ar.us/sections/dataandresearch.html>
3. Click on small disk to the left of the student data to save.
4. Click on red stop symbol to exit without saving.
5. **Check message that data are saved successfully.**

SPECIAL EDUCATION

Support
Finance
Personnel
Students
Exit

SCREEN: Early Childhood Data FISCAL YEAR: 2006/07
 LEA: 9999 ADE - Special Education Unit
 MESSAGE:

Disability: EC Placement:
 EC Environment:

	Last Name	First Name	M.I	SSN	Date of Birth	Age	Race	Gender	Resident Lea	ELL	Disability	Educational Placement	Educational Environment	Program Type	Entry Date	Tempora IEP
1	f			123456789	10/02/2002	4	AI	Female	6001	No	MR	CB	HM	HI	10/01/2007	Yes
	Does	Janet	A	125252888	10/02/2002	4	AP	Male	6001	No	MR	SS	SS	H	10/05/2007	Yes

Additional Tools for Data Review

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

1. My Sped Resource Drop-down Menu

Drop-down menus located above the student list: You may view Early Childhood students and their data on the MySped screen by choosing Disability, or EC 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 Disability only - example

To find all speech only students

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

By EC Environment only - example

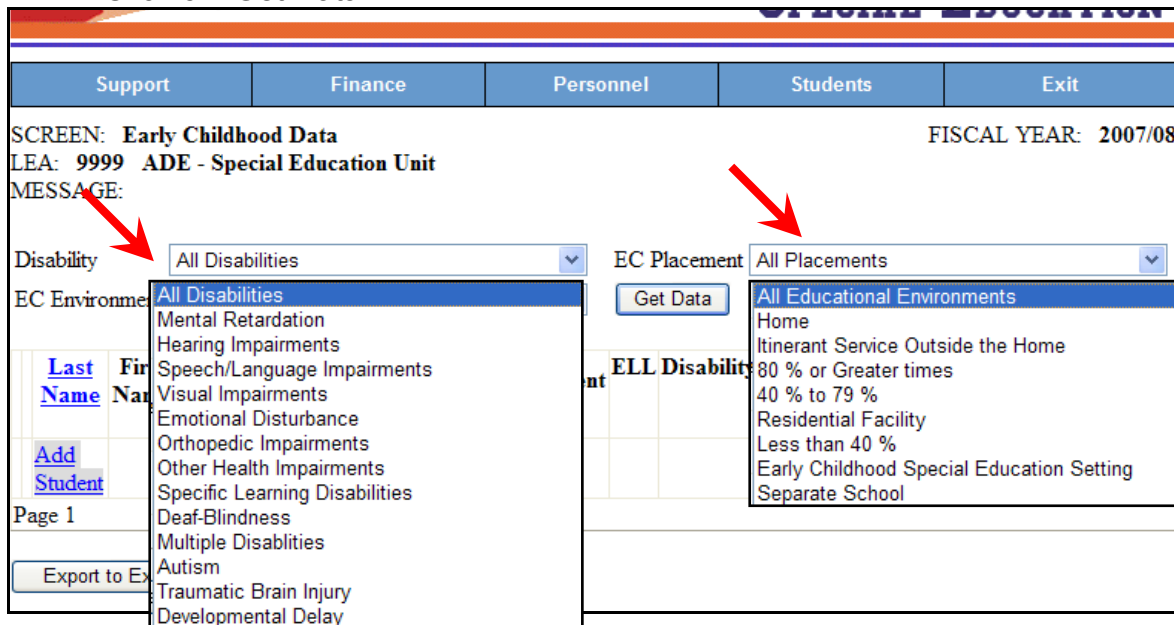
To view all students in a 'Itinerate Service Outside the Home' as of December 1.

- From 'EC Environment' tab, select 'Itinerate Service Outside the Home'
- Click on 'Get Data'

By Disability and EC Environment - example

To find all speech only students in '80% or greater'

- Sort by 'Disability' - 'Speech/Language Impairments' and 'EC Environment' - '80% or greater'
- Click on 'Get Data'



2. My Sped Resource Column Sort:

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

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 EC 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 seven 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 the DDS Applications and MySped Resources.

Check for Invalid Age or Invalid Birth Date

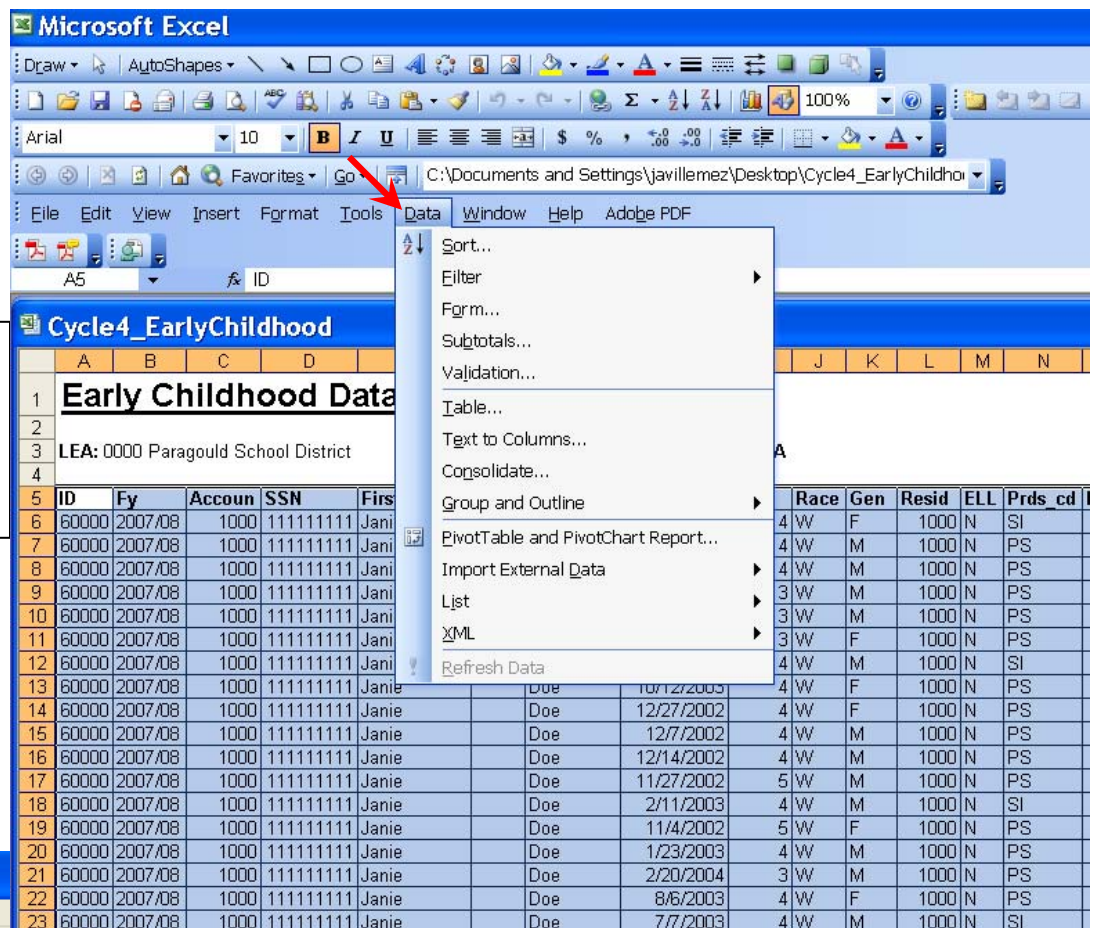
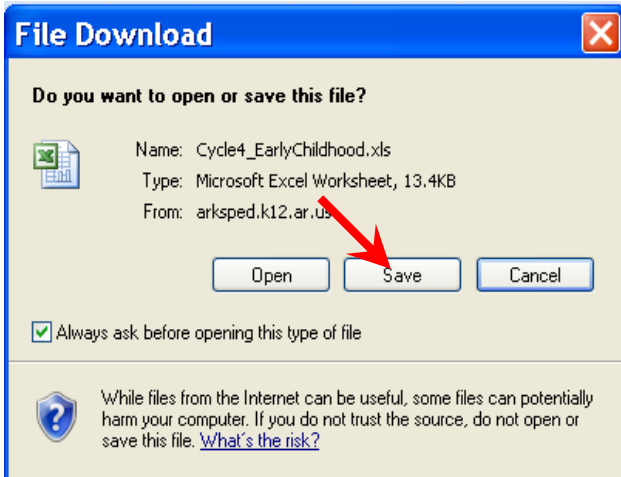
- Click on the Age heading typed in blue to sort the students by age.
- All students should be between 3 to 5 years old
- Those students, whose age is wrong, verify the birth date. Make necessary changes in DDS Applications and MySped Resource.

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

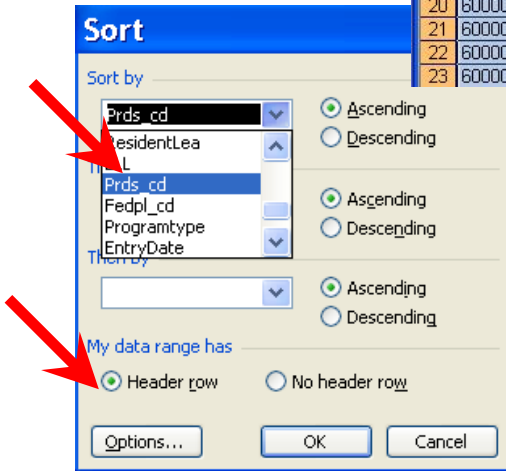
Click on the 'Export to Excel' button at the bottom of the screen. This **lists all the students and all the fields**. Sorting and reviewing by last name, SSN, and age as described above may assist you verifying accuracy. It is highly recommended you save the Excel sheet to your computer as a backup for December 1 Child Count.

Once you have saved the Excel file to your computer, open the file. Refer to pictures on the following page for further assistance.

1. Left click mouse button in the cell on Column A, Row 5 (A5). This should be 'ID', header.
2. Press 'Ctrl A' on keyboard. This should highlight all records.
3. Select 'Data' on the menu bar above your spreadsheet
4. Select first option of 'Sort' on the menu.
5. Select the appropriate heading for how you want it sorted in the 'Sort by' drop-down menu. Make sure 'Header row' button is checked. Press OK.
6. Any changes that are identified need to be made in the individual student/employee data in MySped. **Making corrections in the Excel worksheet will NOT make automatic changes to MySped.**

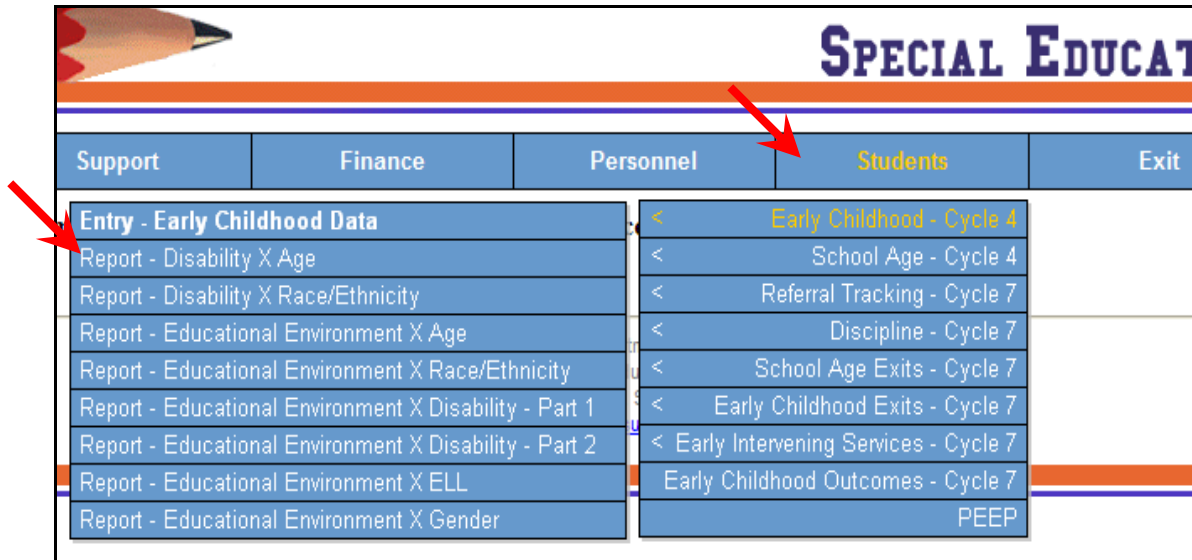


First cell - (A5) 'ID' is selected. 'Ctrl A' highlights area in order to sort



4. My Sped Resource Early Childhood Reports

In addition to sorting in MySped and through 'Export to Excel', reports may be reviewed and cross-checked to verify accurate child count and accurate student data for each student. The reports are located at the Early Childhood menu under Students (see picture below). The reports assist in verifying and cross-referencing with the number of children for the various areas listed in the reports.



Cross-Reference Reports and look for Discrepancies

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

For example:

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

- Go into the 'Entry – Early Childhood Data' and sort all students by 'Age' column (see page 9). Scroll down to verify all students are 3-5 years of age. Correct birth date or delete child from MySped if appropriate. Make individual student corrections by going back into MySped Entry for Early Childhood Data.
- Go into the 'Entry – Early Childhood Data' and sort all students by 'Disability' heading in Export to Excel (see page 9). Check that all students have a valid disability code. Make individual student corrections by going back into MySped Entry for Early Childhood Data.

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

Note: Report-Educational Environment X Disability - Part 1 includes the levels of % of time in the regular classroom. The Report-Educational Environment X Disability - Part 2 includes the remaining codes (Separate Class, Separate School, Residential Facility, Home, or Service Provider Location).

- Go into Early Childhood Data and sort all students by 'Disability' heading (see page 9, 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.
- Check individual categories of Educational Environment and verify any potential discrepancies.
- Go into Early Childhood Data and sort all students by 'Educational Environment' heading (See page 9, Sorting Data in Export to Excel, by Educational Environment). Check that all students have a valid Educational Code. Make individual student corrections by going back into MySped Entry for School Age Data.

Cycle 4 - Reviewing Employee Data

Overview

Special Education personnel data in My Sped Resources should reflect **all employees employed on December 1** for the fiscal year.

- **The data entry and review period:** MySped will be open the first two weeks in January

Personnel Application

1. Click on 'Personnel'
2. On drop-down menu click → 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.

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

	Last	First	Middle	SSN	Level
X	a	b	c	741852963 03	PS
X	Just	Learning	aboutthis	141414141 03	PS
X	ka	latrice	l	456789123 03	PS
X	Montenaro	Chris	M	456789123 20	PS
X	Montgomery	Karyn		274652569 03	PS

Page 1

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**.

6. Save any updates before Exiting.
7. Exit takes you back to the list of employees.

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.

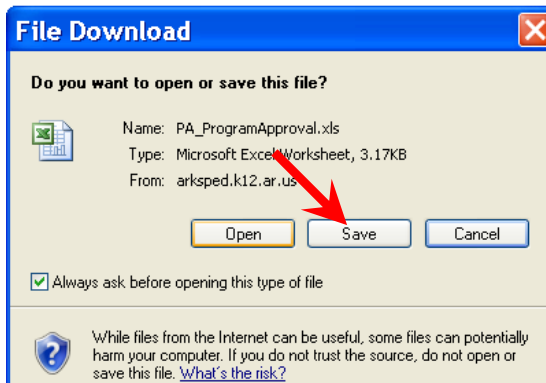
1. MySped Resource Column Headings: Click on the blue headings in order to sort all employees by Last name or by Title/Service Provider Code. This will assist you in getting a quick visual of employees in order of their last name or Title Code.

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

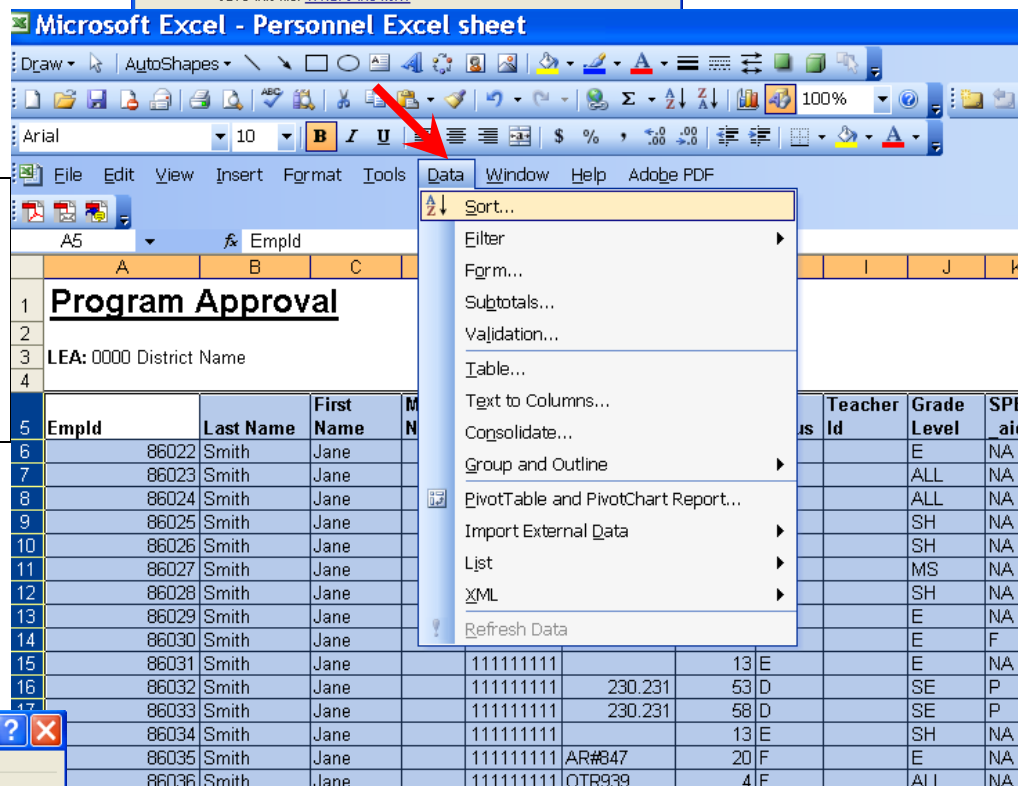
Click on the 'Export to Excel' button at the bottom of the screen. This lists all data fields for you to view. It is highly recommended you save the Excel sheet to your computer as a backup of December 1 Child Count. Choose the 'Save' option to create a working copy on your own computer.

Once you have saved the Excel file to your computer, open the file. Refer to pictures on following page for further assistance.

1. Left click mouse button in the cell on Column A, Row 5 (A5). This should be EmplD header.
2. Press 'Ctrl A' on keyboard. This should highlight all records.
3. Select 'Data' on the menu bar above your spreadsheet.
4. Select first option of 'Sort' on the menu.
5. Select the appropriate heading for how you want it sorted in the 'Sort by' drop-down menu. Make sure header row button is checked. Press OK.
6. Any changes that are identified need to be made in the individual employee data in MySped. **Making corrections in the Excel worksheet will NOT make automatic changes to MySped.**



First cell - (A5) 'Empld' is selected. 'Ctrl A' highlights area in order to sort



Sort and Review by Service/Title Code ('Svpr_cd'):Paraprofessionals (Title code 13)

- Service/Title Code should be 13 only
- Certification Status should be coded as E, F, G, or H
- Licensure Endorsement Code (License #) reported if Cert. Status is E or F
- SpEd Aide should be N/A
- Folder Count by Race and Gender should be 0's (i.e. WM, BF, etc.)
- 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 – 58)

- Service/Title Codes for teachers should only be 3, 20, and 50 – 58
- Certification Status should be coded as A, B, C, D and sometimes F. They should never be coded as E, G, or H.
- Licensure Endorsement code (License #) reported for each teacher?
- SpEd Aide should be P, F, or N/A (not applicable OR No – the teacher does not have an aide.
- For title codes 3, and 50 – 58 - are the number of due process folders each teacher is responsible for (given the type of service they provide for that child) coded WM, BM, HM, AM, AIM, WF, BF, HF, AF, AIF?
- Period range (Per Range) complete for each teacher?
- FTE reflects proportion of time employed in your district and is less than or equal to 1.0.

Speech Pathologists (Title code 20)

- Folder count is the Speech Pathologists *caseload* (number of children seen) reported by race and gender. Check under heading codes WM, BM, HM, AM, AIM, WF, BF, HF, AF, and AIF.

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.

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 (i.e. Professional services the Elementary and district's 3-5yr Early Childhood program).
- Verify the total FTE is proportioned out among services and is equal to 1.0 or less when added together.

Sort and Review by 'SSN'Social Security Numbers

- Visually verify accuracy
- Are there 7 digits?
- Is the pseudo SSN for contract employees consistent with what you have used in the past? (Keep the same pseudo number in your records).