

Cycle 4, 2009 WebEx Session Q & A

**Transfer versus Transition:**

If they are coming from a 0-2 program, moving into a 3-5 program would they would NOT be listed as Transfer. The child would be a C to B transition which is considered a referral and should be entered into Referral Tracking.

**Question:** What if a child has transferred from one center to another in the same organization?

**Answer:** If the child has been receiving services in the 3-5 program and is moving from one LEA number to another LEA number/account, it is a transfer and would not be entered as a new referral in Referral Tracking.

**Question:** If a child is coming into our 3-5 from our 0-2 program, and has IPP ready on 3rd birthday, is this a transfer?

**Answer:** No, it is a C to B transition and is considered a new Referral to the Part B 3-5 program and should be entered into Referral Tracking prior to being placed into the 3-5 program.

**Employee/Program Approval**

**Question:** So all of the employees we have entered previously will no longer be in MySped Personnel/Program Approval from the previous fiscal year?

**Answer:** No, all new and existing personnel will have to be entered in MySped Resources as outlined in the Cycle 4 Outline presented in the WebEx session.

**Question:** How do I get the Paraprofessional Training Summary section to print off and fax to Ben Wiley?

**Answer:** Go to Personnel on the Menu of Mysped Resource webpage, then go to Paraprofessional in the drop-down menu, then go to Training Summary on the drop-down menu.

**Question:** If paraprofessionals are continuing classes to keep their CDA's current does that take the place of the one Module per year? Also, if we have not had the module training for this fiscal year and it is scheduled after Dec 1 but before June 30, 2010 is that ok or does it need to be completed before Dec 1?

**Answer (Ben Wiley):** Paraprofessionals with a CDA must still take an ADE designed Module annually. This can be included in the 20 annual hours required by DDS for Paraprofessionals. The continuing classes for maintaining the CDA does not take the place of an ADE designed Module, unless the classes contain an ADE designed Module.

This has been sent out and all 3-5 DDS Providers are held accountable for this since July, 2008. Therefore, all Paraprofessionals should have an ADE designed Module for FY July 2008-June 2009, and one for FY July 2009-June 2010.

During Program Approval the DDS Program must enter and submit what is current at the time. This can be updated during the Review by submitting updated information to this office. Submit information during the Employee/Program Approval data entry and review period into MySped only.

**Question:** Would a staff person who acts as initial service coordinator bringing kids into the program, but does not maintain an ongoing caseload be entered?

**Answer:** If the service coordinator is actively involved in due process - ensuring timely evaluations, etc, then you would enter them with a Title Code of 'Supervisor'

**Question:** Do contract employees include all therapists that are contracted with the centers?

**Answer:** Yes. Enter all personnel that provided direct services for the students in special education.

**Question:** Are you saying that all satellite locations must have a certified teacher?

**Answer:** Yes. For program approval, if two physical locations are listed under one MySped LEA number, each location must have a teacher. The programs may have a teacher that splits their time between two locations, but they must be represented in each program with the appropriate FTE and job title.

### **License/Endorsement Codes**

All services that require licenses, enter the appropriate license and endorsement codes (i.e. certified teachers, Speech paths. PTs and OTs, etc.)

Only certified teachers and speech pathologists will have a folder count/caseload. Assistants and other indirect services will have '0's' in the folder count fields.

The case limit for a full time (100%) teacher is 30

### **Other:**

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