

DDS 3-5 yr Special Education

Cycle 4 Employee Program and December 1 Child Count (December 15 data entry deadline)

Cycle 4 Overview

1. **DDS Programs December 1, 2009 Child Count**
2. **MySped Employee Program data entry procedures**
3. **MySped Review of December 1, 2009 data for child count and personnel in January**

Early Childhood Cycle 4 Reporting	Impact on District Annual Performance Report (APR)
1. December 1 Child Count	Indicator 6: Preschool Least Restrictive environment (LRE)
2. Educational Placement	Indicator 6: Preschool Least Restrictive environment (LRE)
3. Employee Program	Not a part of APR - Is used for November, 2010 Federal Reporting and Program Approval

Section 1: Cycle 4 December 1 Child Count reports all students (Part B 3-5yr program) being served under IDEA on December 1, 2009. Data is entered in the DDS Programs application of MySped Resource and reviewed later in the Students menu side of MySped Resource.

Reminders:

1. **Deadline:** Data should be entered into the DDS Programs application no later than December 15th, 2009 for all Special Education students being served on December 1, 2009.
2. Include all students who have an IEP (IPP) and all temporary students as of December 1st, 2009.
3. Withdraw those students who are not being served on December 1.
4. The data you enter up to December 15th, is the data that is pulled into the Student menu side of MySped Resources. Consequently, any changes you make in the DDS Programs side after December 15th will not be reflected in the data you review in the Student menu side of MySped Resources in January. When making necessary changes in MySped (review period) in January, you have to update it in the DDS Programs side also.
5. **MySped Review Period:** January 4th - 18th

More Information

Data and Research Web Page: <http://arksped.k12.ar.us/sections/dataandresearch.html> under "Supporting Documents"

1. This outline: *DDS 3-5yr Cycle 4 Outline*
2. *DDS Special Education MySped Application Training Guide* - includes:
 - *Special Education Employee/Program Approval Data Dictionary*
 - *Early Childhood Data Dictionary*
3. *DDS Early Childhood MySped Review Procedures Cycle 4*
4. **NEW:** e-Newsletter is coming back! Please email Holly Chason to receive it hlchason@ualr.edu

Cycle 4 Data Fields

DDS Programs Entry Screen

SCREEN: **Student Demographics** [Return to MySPED](#)
[Change LEA](#)

LEA: **9999 ADE - Special Education Unit**

MESSAGE:

Search

Student Status Active Inactive Referrals

Search by -- All --

Note: Last Name or First Name requires at least 3 characters.
SSN requires 9 digit numbers with no dashes.

Search

Export to Excel:

Referral Students

Active Students

Dec1 Students

[Add New Student..](#)

		<u>Last Name</u>	<u>First Name</u>	<u>Middle Name</u>	<u>SSN</u>	<u>Birth Date</u>	<u>Gender</u>	<u>Race</u>
		Student	Enrolled	B.	444444444	12/16/2005	M	B
		Test2	Test	TEst1	123456878	07/06/2005	F	B
		only	Demographics	transferYes	300000000	05/20/2005	F	AI

Page 1

Student Demographics

SPECIAL EDUC.

SCREEN: **Student Demographics** [Return](#)

LEA: **9999 ADE - Special Education Unit**

MESSAGE:

SSN *

First Name *

Middle Name

Last Name *

DOB *(mm/dd/yyyy)

Gender -- Select -- *

Race

Hispanic/Latino
 American Indian/Alaskan Native
 Asian

Black
 Native Hawaiian/Pacific Islander
 White *

Grade Pre-School

ELL -- Select -- *

Resident Lea *

Transfer -- Select -- *

When adding a student record, all of the student demographic information must be completed in order for the student information to be added in the database. A red asterisk indicates a required entry.

1. **SSN:** Enter the student's Social Security Number
2. **First Name:** Student's First Name
3. **Middle Name:** Student's Middle Name or Initial

4. **Last Name:** Student's Last Name
5. **DOB:** Student's date of birth. (mm/dd/yyyy)
6. **Gender:** Select Female or Male
7. **Race:** Check all that apply
8. **Grade:** Preschool
9. **ELL (English Language Learner):** Select "Yes" if English is either not the student's first language or not the language spoken at home. Otherwise select "NO."
10. **Resident LEA:** The LEA Number of the district that the student currently resides.

Referral Tracking | **Early Childhood Enrollment** | Early Childhood Outcomes | Early Childhood Exit | Early Childhood Review

Early Childhood Enrollment:

Entry Date: 12/27/2007 *(mm/dd/yyyy)

Primary Disability: Preschool Disabled (Non-Categoric) ▼

Education Environment: Separate School ▼

Program Type: Other ▼

Temporary Student: No ▼

Note: If Entry Date is modified; Then Early Childhood Exit information data will automatically be cleared. So please click Save button to save entry date, before Enter & Save Early Childhood Exit information.

Save | Exit

11. **Entry Date:** Date services began

12. **Primary Disability:** see Early Childhood Dictionary for definitions

Note: Do not automatically code 'PS' - for developmental delay in Preschool Disabled. If the child has an actual Medical Diagnosis, code accordingly. Examples:

- a. Developmental Delay in **Autism - Code AU** - Autism
- b. Developmental Delay in **Cerebral Palsy - Code OI** - Orthopedic Impairments
- c. Developmental Delay in **Epilepsy - Code OHI** - Other Health Impairments

13. **Education Environment:** Click on the drop down arrow and select the location and amount of time a student receives services with their non-disabled peers. (For definition of each education environment classification, go to DDS Application Training Guide, pg. 20). Also, see attachment: "Calculating Education Environment for coding percentage of time spent in regular classroom"

- 80% or greater amount of time (spent in regular classroom)
- 40% to 79% (spent in regular classroom)
- Less than 40% (time spent in regular classroom)
- Early Childhood Special Education Setting
- Separate School
- Residential Facility
- Home
- Itinerant Service Outside the Home

14. Program Type

- ABC
- Even Start
- Head Start
- HIPPIY
- Licensed Family Day Care Home
- Licensed Preschool
- Other

Note: Most DDS Centers will be 'Other'

(Note: Withdraw those not served on Dec 1)

Referral Tracking | Early Childhood Enrollment | Early Childhood Outcomes | **Early Childhood Exit** | E

Early Childhood Exit:
Exit Date (mm/dd/yyyy)
Exit Status -- Select --
Kindergarten Transition Status -- Select --
Kindergarten Conference Date (mm/dd/yyyy)
Note: Please make sure to complete Early Childhood Outcomes data.

Save Exit

15. Temporary Student

(as of December 1)

EC: Calculating Educational Environment

If the student is in a classroom with more than 50% of his or her peers being non-disabled, calculating the time is necessary to determine the % of time the child is with their non-disabled peers (time spent in the regular class).

Calculations

Step 1: Percent of instruction time not spent with non-disabled peers = (hours per week spent outside of regular classroom divided by total hours of instruction per week) times 100.

Step 2: Percent of instruction time spent with non-disabled peers = 100% minus percent of instruction time not spent with non-disabled peers

Note: Every child's time is based on a 30 hour instructional week for Early Childhood. School Age uses District's amount of instructional time per week.

Calculation:

If a child receives speech for 30 minutes two times a week outside the regular class the time is equal to 1.00.

Step 1: (1.0 divided by 30) X 100 = 3.3%

Step 2: 100% - 3.3% = 96.7%

96.7% of the child's day is with their non-disabled peers. Educational Environment would be coded 'RG'.

If the % of time in the regular school program is 80% or greater then the new placement code is **RG**.

If the % of time in regular school program is between 40 to 79.99% the new placement code is **RR**.

If the % in regular school program is less than 40% the new placement code is **SC**.

RG = >80% in regular school program

RR = 40% to 79.99% in the regular school program

SC = <40% in the regular preschool program

Section 2: Special Education Employee/Program Approval Outline **DDS 3-5yr Program, Cycle 4 Data Reporting**

Cycle 4 reports all employees on December 1, 2009. Data is entered and reviewed in MySped Resource Application. Please call IDEA at 683-7219 or Ben Wiley (Program Approval) at 682-8041 if you have any questions.

Reminders:

1. Refer to Employee section in *DDS MySped Application Training Guide*, pg. 25.
2. **NEW:** Enter **all** personnel data – Add all *new and existing* employees employed on **December 1, 2009**.
3. **Deadline:** Data should be entered between December 1st and December 15th and reviewed January 4th - 18th, 2009 for all Special Education personnel employed on December 1, 2009.
4. The data reviewed January 4- 18th in MySped is for program approval and for federal reporting.
5. **Include** the Administrator and Supervisors and personnel employed who were *hired for and work with students with disabilities involved in direct instructional assistance with the students*. (Note: Drivers and clerical are not entered.)
6. Enter employee more than once if they provide more than one service. Verify the total FTE is not greater than 1.0.
7. **Actions to MySped Program Approval**
 - Adding employees employed on December 1, 2009
 - Verifying data fields on existing employees are correct
 - Updating data fields – (pay special attention to Teacher Folder Count)
8. See *DDS 3-5 yr MySped Review Procedures for Cycle 4* (posted November 2008) manual beginning on page 13 for complete instructions on *reviewing* data.
9. See Ben Wiley's email regarding Program Approval procedures on following page.

PROGRAM APPROVAL UPDATE/CHANGE FROM WED 9/2/2009.

Change in Program Approval Submissions for MySped & the DDS Office for all DDS 3-5 Programs.

Reporting to begin in MySped December/2009.

Submissions to this office should begin at the same date for the following information.

After submitting staff information into MySped:

- Mail (or fax) copies to the address or number below to this DDS Office:
 1. All Teachers Licenses, including those not carrying a caseload
 - a) For all teachers carrying a caseload not certified with Endorsement Codes 231 or 246:
A dated copy of the current ADE Letter granting Waiver to Teach Outside of Licensed Area (these Waivers have to be renewed annually)
 2. All Speech Licenses
 3. Number of Paraprofessionals who completed an ADE Module during the year current to when you enter the information
(Year being July 1, 2009 to June 30, 2010)
 4. Copy of MySped Personnel/Paraprofessional/Training Summary
(Check to be sure it is updated & accurate)

Include your ADE LEA (MySped User ID) number on all correspondence & submissions.

Attention: Ben Wiley
Program Approval
PO Box 1437 – Slot N504
Little Rock, AR 72203-1437

Fax: 501-682-1332

This will streamline the Program Approval process for all of us.

For information on the ADE Teacher Waiver Program, contact:

Darrick Williams
Public School Program Advisor
Professional Licensure Unit
Arkansas Department of Education
#4 State Capitol Mall, Room 106B
Little Rock, AR 72201
501-682-4342

DDS 3-5 yr Program, Employee Program Approval MySped Application Procedures

Login

Program Approval Application

1. Go to Arkansas Special Education web site: <http://arksped.k12.ar.us>
2. Click on MySped Resources near the flashing red arrow
3. Type in User ID (9***) and Password and click on “Sign-In”
4. Click on Personnel and Program Approval in the drop down menu as indicated below.

Support Finance **Personnel** Students Exit

SCREEN: Program Approval FISCAL YEAR: 2006/07
LEA: 9999 ADE - Special Education Unit
MESSAGE:

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

[Add Employee](#)

Page 1

Export to Excel

Tips for Navigating the application

- Use the Tab key or the mouse to navigate to the fields
- Press “Save” to save all changes or additions. 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.”
- Press Exit to go back to list of students.

Add an Employee

1. Click on ‘Add Employee’
2. Enter the required fields as indicated in the *DDS MySped Application Training Guide* beginning on pg 31 (Employee and Program Approval Data Dictionary section).
3. Click on ‘Save’ to save data changes and then click ‘Exit’ to return to list of Employees

Support	Finance	Personnel	Students	Exit
SCREEN: Program Approval		FISCAL YEAR: 2009/10		
LEA: 9999 ADE - Special Education Unit				
MESSAGE:				
Last Name	<input type="text"/>	First Name	<input type="text"/>	
Middle Name	<input type="text"/>	SSN	<input type="text"/>	
Teachers ID	<input type="text"/>	Title/Service Prov Code	<input type="text" value="--Select--"/>	
License/Endorsement#	<input type="text"/>			
Cert Status	<input type="text" value="--Select--"/>			
Grade Level	<input type="text"/>	SPED Aide	<input type="text"/>	
FTE	<input type="text"/>	Building Code	<input type="text"/>	
Consulting	<input type="text"/>	Instruction	<input type="text"/>	
WM	<input type="text"/>	WF	<input type="text"/>	
BM	<input type="text"/>	BF	<input type="text"/>	
HM	<input type="text"/>	HF	<input type="text"/>	
AM	<input type="text"/>	AF	<input type="text"/>	
NM	<input type="text"/>	NF	<input type="text"/>	
PM	<input type="text"/>	PF	<input type="text"/>	
TM	<input type="text"/>	TF	<input type="text"/>	
Total Children	<input type="text"/>	Pr.Dis. Served	<input type="text"/>	
ICM	<input type="text" value="School Age Only"/>	Period Range	<input type="text" value="School Age Only"/>	
Total Hrs	<input type="text"/>			
<input type="button" value="Save"/>		<input type="button" value="Exit"/>		

Fields:

1. **Employee Name** (First, Middle, Last)
2. **SSN**
3. **Title Code – Service Provider**

- | | |
|--------------------------------|--------------------------------------|
| 1. Supervisor | 17-Counselor |
| 2. Administrator | 18-Orientation and Mobility Services |
| 3. Early Childhood | 19-Educational Interpreter (Deaf) |
| 4. Occupational Therapist | 20-Speech Therapy |
| 5. Physical Therapist | 21-Speech Therapy Aide |
| 6. PE Adaptive Teacher | 22-Occupational Therapy Aide |
| 7. Recreational Therapist | 23-Physical Therapy Aide |
| 8. Psychological Examiner | 24-School Psychology Specialist |
| 9. Educational Examiner | 50-Self-Contained 1:6 |
| 10. Psychologist | 51-Self-Contained 1:10 |
| 11. Medical/Nursing Services | 52-Self-Contained 1:15 |
| 12. Audiologist | 53-Resource Room |
| 13. Teacher Aide | 54-Itinerant Instructor |
| 14. School Social Worker | 55-Consulting Teacher |
| 15. Voc. Ed Teacher- Job Coach | 56-Hospital/Homebound |
| 16. Work Study Coordinator/CCE | 57-Co- Teaching |
| | 58-Indirect Teacher |

4. **License Number/ Teaching Endorsement Code - for those providers working on an additional licensure plan, type "ALP" plus the correct endorsement code in this field. If you have not done so**

already, send any additional licensure plans and copies of transcripts to your State Area Supervisor by December 15th submission.

5. Certification Status: Teacher/Provider

- A – 1st Year Teaching SPED, Not Highly Qualified
- B – 2nd Year Teaching SPED, Not Highly Qualified
- C – 3rd Year Teaching SPED, Not Highly Qualified (including ALP)
- D – Highly Qualified -SPED/Appropriate Licensure
- E – Non-Teacher – Certified (this includes HQ Paraprofessionals)
- F – Private Provider – Certified
- G – Non-Teacher Not Certified (this includes NOT HQ Paraprofessionals)
- H - Private Provider Not Certified

6. Grade Level =PS

7. Sped Aide = NA, P, F

8. FTE = Provider Full-Time Equivalency (FTE) of individuals providing special education services in decimal format. Do not enter the actual number of instructional hours. List the appropriate FTE for the services for the 3-5 programs.

Employee/ Program Approval Data Dictionary pg. 5:

Hour	FTE	Hour	FTE	Hour	FTE	Hour	FTE
0.5	0.01						
1	0.02	11	0.27	21	0.52	31	0.77
2	0.05	12	0.30	22	0.55	32	0.80
3	0.07	13	0.32	23	0.57	33	0.82
4	0.10	14	0.35	24	0.60	34	0.85
5	0.12	15	0.37	25	0.62	35	0.87
6	0.15	16	0.40	26	0.65	36	0.90
7	0.17	17	0.42	27	0.67	37	0.92
8	0.20	18	0.45	28	0.70	38	0.95
9	0.22	19	0.47	29	0.72	39	0.97
10	0.25	20	0.50	30	0.75	40	1.00

9. Building Code - EC programs building code is '000'

10. Early Childhood Consulting Hours – The number of hours per week Early Childhood teachers (title codes 03, 20, 54) spend on consulting.

11. Early Childhood Instructional Hours – The number of hours per week Early Childhood teachers (title codes 03, 20, 54) spend on instruction.

12. License Number/ Teaching Endorsement Code - for those providers working on an additional licensure plan, type “ALP” plus the correct endorsement code in this field. If you have not done so already, send any additional licensure plans and copies of transcripts to your State Area Supervisor by December 15th submission.

13. New: Teacher folder Count by Race will change to reflect new federal changes:

- Hispanic or Latino = HM or HF
- American Indian/Alaskan Native = NM or NF
- Asian = AM or AF
- Black or African American = BM or BF
- Native Hawaiian/Pacific Islander = PM or PF
- White = WM or WF
- 2 or more = TM or TF

14. Primary Disability Served

Update an Employee

1. Click on the small notebook to the left of the employee's name to access their detailed information.
2. Make any necessary changes in the fields. *Use the Employee Data Dictionary (pg.31) of the DDS Training Guide for clarification on fields.*
3. Click Save and Exit to return to list of Employees.

Support	Finance	Personnel	Students			
SCREEN: Program Approval				FISCA		
LEA: 9999 ADE - Special Education Unit						
MESSAGE:						
	Last	First	Middle	SSN	Title/Service Prov Code	Grade Level
	X Just	Learning	aboutthis	141414141	03	PS
	X Montenaro	Chris	M	456789123	20	PS
	X Montgomery	Karyn		274652569	03	PS
	Add Employee					
Page 1						
<input type="button" value="Export to Excel"/>						

Delete an Employee

Click the red X to the left of the name of the employee you wish to delete.

Sort Functions

You may sort the employees by clicking on the headings in blue. These include sorting by last name or by Service Provider Code.

Excel Report

To review all saved employee data, you may export it into an excel format by clicking on "Export to Excel"

Log Out of Program Approval

1. From the Program Approval screen, click on Exit at the top of the screen.
2. Click on the drop-down menu, Sign Out.

SPECIAL EDUCATION				
ce	Personnel	Students	Exit	
Unit				
e	SSN	Title/Service Prov Code	Grade Level	
s	141414141	03	PS	
	456789123	20	PS	
	274652569	03	PS	
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto;"> Home Sign Out Sign In Change LEA </div>				

Section 3: 2009 December 1 Cycle 4 MySped Resource Data Review: January 4-18

- Student Child Count
- Personnel Program

Why review data if it was entered in the DDS application?

You want to be able to ensure the data for your center was submitted properly and that it accurately reflects the reporting requirements for all students being served and all special education employees hired on December 1, 2009. *Data is reported via the review side of MySped so it is crucial it is analyzed for accuracy.*

Sections to Review for Cycle 4

“Students” → Early Childhood - Cycle 4

The screenshot shows the MySped Resource application interface. At the top, there is a header for 'SPECIAL EDUCATION'. Below this is a navigation bar with tabs for 'Support', 'Finance', 'Personnel', 'Students', and 'Exit'. The 'Students' tab is selected. A dropdown menu is open under 'Students', listing various options: 'Early Childhood - Cycle 4', 'School Age - Cycle 4', 'Referral Tracking - Cycle 7', 'Discipline - Cycle 7', 'School Age - Transition - Cycle 7', 'School Age Exits - Cycle 7', 'Early Childhood Exits - Cycle 7', 'Early Intervening Services - Cycle 7', and 'Early Childhood Outcomes - Cycle 7'. A red arrow points to the 'Early Childhood - Cycle 4' option. To the right of the dropdown, there is a link for 'DDS Programs'. The background of the application shows some text, including 'e, ADE - Special Education Unit , to MySped Reso' and 'CASH ON HAND SCREEN - 10/20/2008'.

Personnel under “Program Approval”

The screenshot shows the MySped Resource application interface. At the top, there is a header for 'SPECIAL EDUCATION'. Below this is a navigation bar with tabs for 'Finance', 'Personnel', 'Students', and 'Exit'. The 'Personnel' tab is selected. A dropdown menu is open under 'Personnel', listing various options: 'Inservice Training Needs', 'LEA Supervisor Quarterly Report', 'Personnel Needed', 'Program Approval', and 'Paraprofessional'. A red arrow points to the 'Program Approval' option. To the right of the dropdown, there is a link for 'DDS Pr'. The background of the application shows some text, including 'Education Unit , to M' and 'ND SCREEN - 10/20'.

Possible Reasons for Making Changes in Data

1. **Updates** are needed to reconcile between the reporting period ended and submission deadlines
2. Data entry **typos** when keying
3. Inaccurate **coding** when keying
4. Formulas or glitches in the **programming**
5. Data **not transferring** correctly from DDS application to MySped Resource for review
6. **Blank fields** may exist that should be completed
7. Problems may occur with reports not generating the accurate count. For example, if age is invalid, the program for the report will not include it in the count.

Reminders

1. **MySped Review period:** MySped will be open the January 4th - 18th
2. Refer to *DDS Early Childhood Cycle 4 MySped Review Procedures manual* posted on Data and Research web page: <http://arksped.k12.ar.us/sections/dataandresearch.html>

3. 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 Resource Review application** to report accurate data (**'Save' before Exiting**);
- **Update the DDS application** to maintain accurate data;
- **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, corrections will need to be made in the individual student screen of DDS Programs Application also.*
- **Create and save a new Excel worksheet on your computer** once all changes have been made to serve as a backup.