

# **Early Childhood**

**3-5 year Program**

**Special Education**

# **MySped Review Procedures**

**Cycle 4**

**November, 2008**

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

**Early Childhood 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 you entered into APSCN 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.

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
- 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

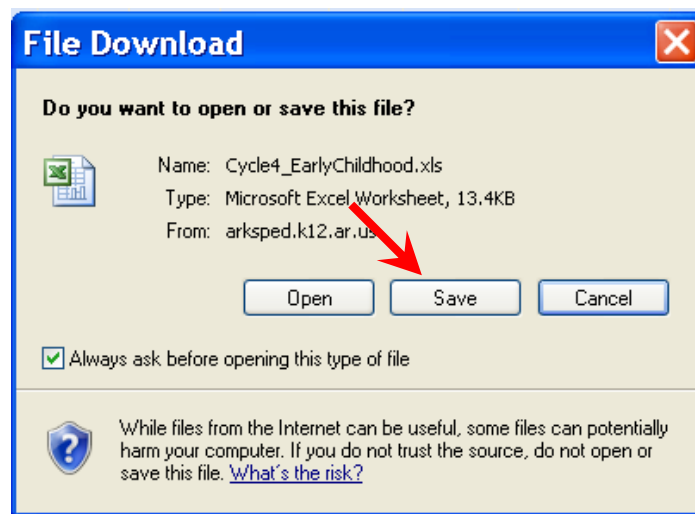
You may find it helpful to copy and print your district's data from MySped Resource. This allows you to work from a hard copy, distribute data for verification, and save a back up of your data. There are two different methods to extract and save data from MySped Resource: the copy and paste method and 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	Account	SSN	First	Last	DOB	EntryDate	Race	Gen	Resid	ELL	Prds_cd	
6	60000	2007/08	1000	1111111111	Janie			4	W	F	1000	N	SI
7	60000	2007/08	1000	1111111111	Janie			4	W	M	1000	N	PS
8	60000	2007/08	1000	1111111111	Janie			4	W	M	1000	N	PS
9	60000	2007/08	1000	1111111111	Janie			3	W	M	1000	N	PS
10	60000	2007/08	1000	1111111111	Janie			3	W	M	1000	N	PS
11	60000	2007/08	1000	1111111111	Janie			3	W	F	1000	N	PS
12	60000	2007/08	1000	1111111111	Janie			4	W	M	1000	N	SI
13	60000	2007/08	1000	1111111111	Janie			4	W	F	1000	N	PS
14	60000	2007/08	1000	1111111111	Janie	Doe	10/12/2003	4	W	F	1000	N	PS
15	60000	2007/08	1000	1111111111	Janie	Doe	12/7/2002	4	W	M	1000	N	PS
16	60000	2007/08	1000	1111111111	Janie	Doe	12/14/2002	4	W	M	1000	N	PS
17	60000	2007/08	1000	1111111111	Janie	Doe	11/27/2002	5	W	M	1000	N	PS
18	60000	2007/08	1000	1111111111	Janie	Doe	2/11/2003	4	W	M	1000	N	SI
19	60000	2007/08	1000	1111111111	Janie	Doe	11/4/2002	5	W	F	1000	N	PS
20	60000	2007/08	1000	1111111111	Janie	Doe	1/23/2003	4	W	M	1000	N	PS
21	60000	2007/08	1000	1111111111	Janie	Doe	2/20/2004	3	W	M	1000	N	PS
22	60000	2007/08	1000	1111111111	Janie	Doe	8/6/2003	4	W	F	1000	N	PS
23	60000	2007/08	1000	1111111111	Janie	Doe	7/7/2003	4	W	M	1000	N	SI

### Correcting the Data

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

- Update **MySped** to report accurate data;
  - Update **APSCN** to maintain accurate data; and,
  - Update in your own **personal file** for recordkeeping and backup. We recommend you 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 - Early Childhood

### Overview

Special Education student data in My Sped 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** (any data you entered as of December 15<sup>th</sup> is the data that is reported for December 1 Child Count).

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.

SPECIAL EDUCAT				
Support	Finance	Personnel	Students	Exit
<b>Entry - Early Childhood Data</b> Report - Disability X Age Report - Disability X Race/Ethnicity Report - Educational Environment X Age Report - Educational Environment X Race/Ethnicity Report - Educational Environment X Disability - Part 1 Report - Educational Environment X Disability - Part 2 Report - Educational Environment X ELL Report - Educational Environment X Gender		< <b>Early Childhood - Cycle 4</b> < School Age - Cycle 4 < Referral Tracking - Cycle 7 < Discipline - Cycle 7 < School Age Exits - Cycle 7 < Early Childhood Exits - Cycle 7 < Early Intervening Services - Cycle 7 < Early Childhood Outcomes - Cycle 7 PEEP		

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	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
	<a href="#">Add Student</a>														

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### 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.**

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

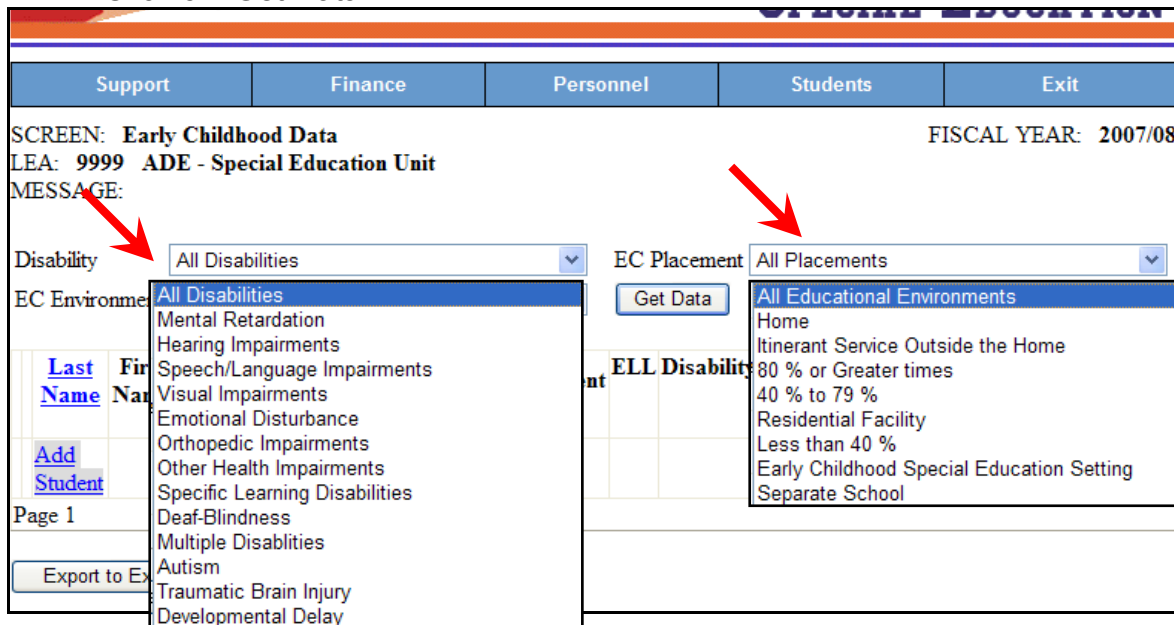
To view all students in a 'Itinerate Service Outside the Home' as of December 1.

- 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 APSCN Special Education Module *and* in MySped Resources.

### Check for Invalid Age or Invalid Birth Date

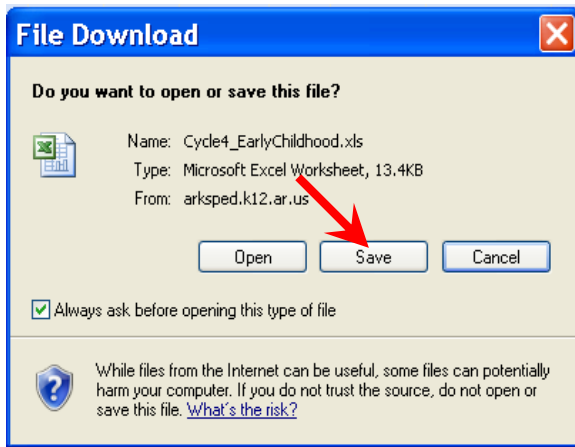
- Click on the Age heading typed in blue to sort the students by age.
- All students should be between 3 to 5 years old
- Those students, whose age is wrong, verify the birth date. Make necessary changes in APSCN and in MySped Resource.

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

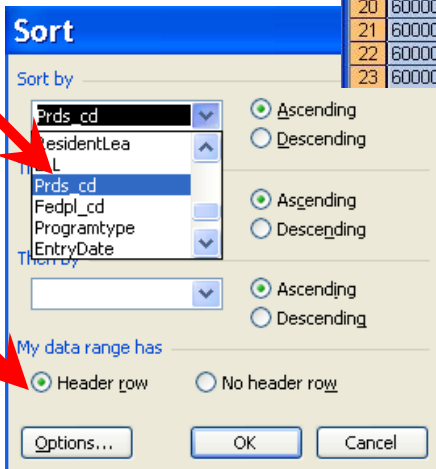
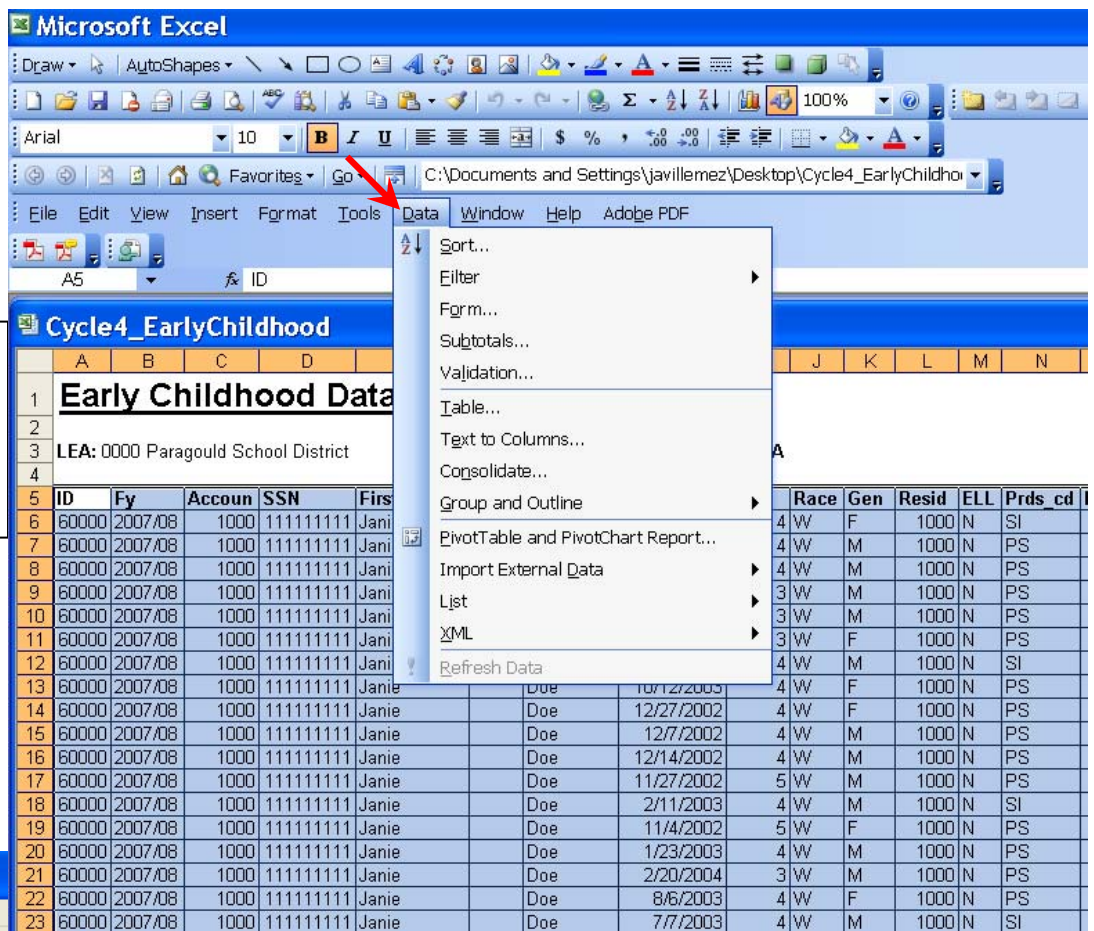
Click on the 'Export to Excel' button at the bottom of the screen. This **lists all the students and all the fields**. Sorting and reviewing by last name, SSN, and age as described above may assist you verifying accuracy. It is highly recommended you save the Excel sheet to your computer as a backup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

Support	Finance	Personnel	Students	Exit
<b>Entry - Early Childhood Data</b>		< <b>Early Childhood - Cycle 4</b>		
Report - Disability X Age		< School Age - Cycle 4		
Report - Disability X Race/Ethnicity		< Referral Tracking - Cycle 7		
Report - Educational Environment X Age		< Discipline - Cycle 7		
Report - Educational Environment X Race/Ethnicity		< School Age Exits - Cycle 7		
Report - Educational Environment X Disability - Part 1		< Early Childhood Exits - Cycle 7		
Report - Educational Environment X Disability - Part 2		< Early Intervening Services - Cycle 7		
Report - Educational Environment X ELL		Early Childhood Outcomes - Cycle 7		
Report - Educational Environment X Gender		PEEP		

#### 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 10). 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 page10, 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 10, 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 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** (any data you entered as of the date of Cycle 4 APSCN submission is the data that is reported for December 1 Child Count).

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 → 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.

Support	Finance	Personnel	Students	Exit
SCREEN: Program Approval			FISCAL YEAR: 2006/0	
LEA: 9999 ADE - Special Education Unit				
MESSAGE:				
Last	First	Middle	SSN	PS
<input checked="" type="checkbox"/> X a	b	c	741852963	03 PS
<input checked="" type="checkbox"/> X Just	Learning	aboutthis	141414141	03 PS
<input checked="" type="checkbox"/> X ka	latrice	l	456789123	03 PS
<input checked="" type="checkbox"/> X Montenaro	Chris	M	456789123	20 PS
<input checked="" type="checkbox"/> X Montgomery	Karyn		274652569	03 PS
<a href="#">Add Employee</a>				

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.

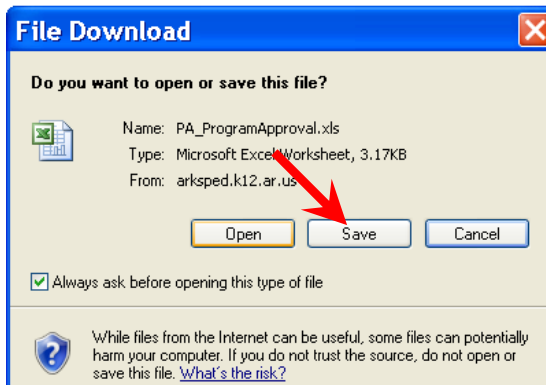
**1. MySped Resource Column Headings:** Click on the blue headings in order to sort all employees by Last name or by Title/Service Provider Code. This will assist you in getting a quick visual of employees in order of their last name or Title Code.

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

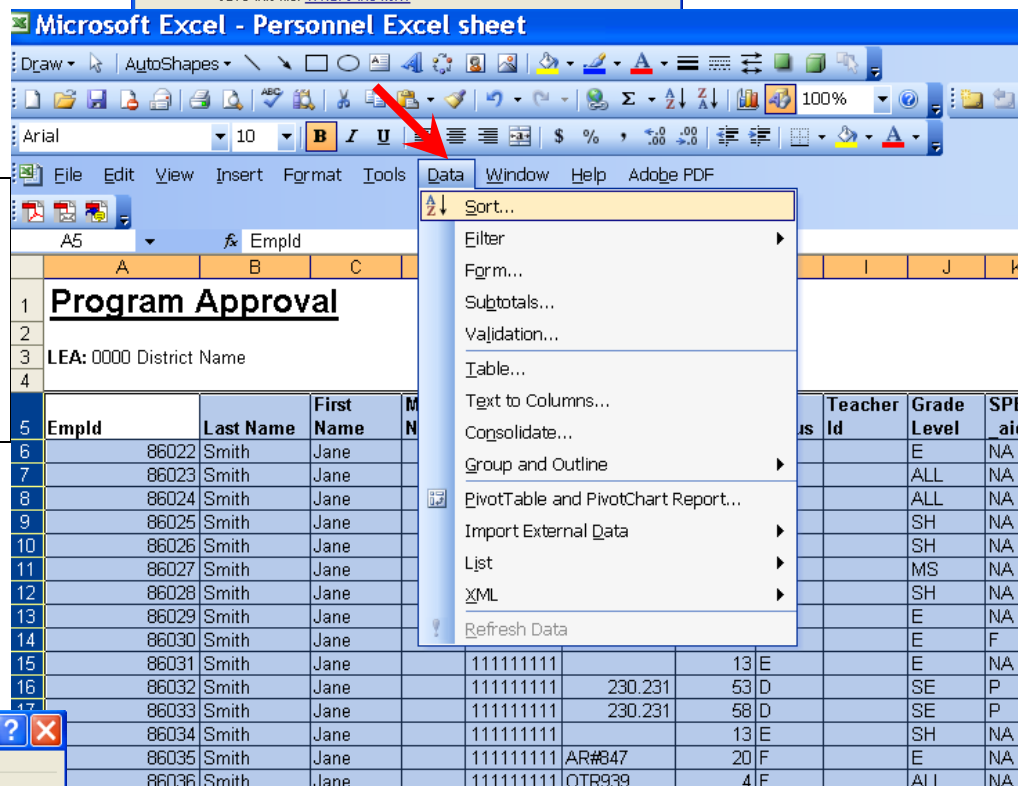
Click on the 'Export to Excel' button at the bottom of the screen. This lists all data fields for you to view. It is highly recommended you save the Excel sheet to your computer as a backup of December 1 Child Count. Choose the 'Save' option to create a working copy on your own computer.

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



Suggestions to review using 'Export to Excel':

### 1. 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.

### 2. 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.

### 3. 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).