

Early Childhood 3-5 yr program
APSCN Cycle 4 Outline for December 1 Child Count and Employee/Program Approval

Cycle 4 Overview

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

Early Childhood Cycle 4 Reporting	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 Approval	Not a part of APR - impacts Program Approval November, 2010 Federal Reporting

Section 1: 2009 Cycle 4 December 1 Child Count reports all students being served on December 1, 2009. Data is entered in APSCN and reviewed in January in MySped Resource Application. This is the child count that will be used in the calculations for the State Performance Plan (SPP) and the Annual Performance Report (APR) submitted in February 1, 2011. (The letters you receive stating whether you ‘met requirements’ or ‘needed assistance’ using this count would be sent to you in the spring of 2011).

Reminders:

1. **Deadline for APSCN:** Data should be entered no later than December 15th, 2009 for all Special Education students being served on December 1, 2009. However, your district may have an earlier deadline as to when they submit Cycle 4 data.
2. Include all students who have an IEP 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 the *date of APSCN submission* is the data that is pulled into MySped Resources. Consequently, any changes you make in APSCN as of the *date of APSCN submission* will not be reflected in the data you review in MySped Resources in January. When making necessary changes in MySped in January, you have to update it in APSCN 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: *Early Childhood APSCN Cycle 4 Outline*
2. APSCN User Guides and Data Dictionaries: Early Childhood and Employee Program
3. *Early Childhood MySped Review Procedures Cycle 4* (posted November 2008)

Screen: APSCN EC - General Information Page 1 Screen:

Required Federal Fields:

1. Name (Last, First Middle)
2. SSN
3. Gender
4. Birth date
5. Race
6. District LEA – 4 digit resident district LEA number
7. **Primary Disability:** Drop-down menu (Press<Control T>) (<Control G> to get) Also see Early Childhood Dictionary for definitions
8. **Educational Environment:** Drop-down menu (Press<Control T>)(<Control G> to get) (See “Calculating Educational Environment for codes RG, RR, SC”)

Code	Description
HM	Home
IO	Itinerant Service Outside Home
RG	80% in regular preschool progr
RR	40% to 79.99% in regular presc
RS	Residential
SC	< 40% in regular preschool pro
SP	Seperate Class
SS	Seperate School

<CTRL-G>	Get	<CTRL-P>	Cancel
<CTRL-F>	Next Page	<CTRL-B>	Previous Page

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: $(1.0 \text{ divided by } 30) \times 100 = 3.3\%$

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 APSCN Cycle 4 Data Reporting

Cycle 4 reports all employees being served on December 1, 2009. Data is entered in APSCN SpEd Employee module, pulled, and reviewed in January, 2010 in MySpEd Resource Application.

Reminders:

1. **Personnel in APSCN** – should reflect the data from Cycle 2 along with any other updates you have made since then.
2. **Deadline:** Data should be entered no later than December 15th, 2009 for all Special Education personnel employed on December 1, 2009. However, work with your district as to *when they submit* Cycle 4 data.
3. Once data is submitted to APSCN, the data is pulled into MySpEd Resource application for review in January. The data reviewed in MySpEd is for program approval and for federal reporting.
4. **Include** the LEA Supervisor or EC Coordinator and personnel employed who were *hired for and work with students with disabilities involved in direct instructional assistance with the students*. Do not include personnel employed to work with all students with and without disabilities.
(Note: Drivers and clerical are not entered).
5. **Actions to APSCN's SpEd Employee Module:**
 - Adding employees employed on December 1, 2009
 - Deleting employees not employed on December 1, 2009
 - Verifying data fields on existing employees are correct
 - Updating data fields – (pay special attention to Teacher Folder Count)

Note: There are four key fields - SSN, Grade, Title Code, and Building Code. In order to change information in these key fields you have to QUERY and DELETE employee record and add them back in the employee module. You cannot update information in the four key fields.

Screen: APSCN SPED Employee

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AP5.K12.AR.US:23 - K-95
Press ESC after Add/Update: ... UPDATE DELETE REPORT EXIT
<CTRL-P> To CANCEL record.
SSN [123456789] TITLE CD [52] [Self Contained 1:15]
GRADE [E ] BLD CODE [ 0]
FIRST [BEN ] MID [ ] LAST [JONES ]
TEACHERS ID [ ]
SPECIAL EDUCATION TEACHER/SERVICE PROVIDER INFORMATION
CERTIFICATION STATUS [D]
CLASSROOM AIDE [P ] PROVIDER FTE [1.00]
PRIMARY DISABILITY [AU ] ICM [N]
PER PERIOD RANGE [2:8 ] TOTAL HOURS [4.00]
CONSULTING HOURS [ ] INSTRUCTIONAL HOURS [ ]
LIC NUM/TCH ENDORSE CD [320.]
TEACHER FOLDER COUNT: <For codes 03, 20, 50, 51, 52, 53, 54, 55, 56, 57, 58>
MALE [ 8] [ 1] [10] [ 0] [ 0] [ ] [ 2]
FEMALE [ 3] [ 0] [ 3] [ 0] [ 4] [ ] [ 2]
Record 3 of 3 spsms1 09/14/2009 11:43:40
    
```

Required Fields:

1. **SSN**
2. **Title Code – Service Provider** (<Control T> for options, <Control G> to select)
 Enter employee for *each* service they provide which requires a different license - along with a total FTE allocation equaling 1.0 or less (If full-time at school *and* provides additional Hospital/Homebound enter .99 FTE at school and .01 for Hospital/Homebound).

Code	Description
1	Supervisor
2	Administrator
3	Early Childhood
4	Occupational Therapist
5	Physical Therapist
6	PE Adaptive Teacher
7	Recreational Therapist
8	Psychological Examiner
9	Educational Examiner
10	Psychologist

11	Medical/Nursing Svcs
12	Audiologist
13	Teacher Aid
14	School Social Worker
15	Voc.Ed.Tchr - Job Coach
16	Work Study Coord./CCE
17	Counselor
18	Orientation and Mobility Svcs
19	Educational Interpreter <Deaf>
20	Speech Therapy

21	Speech Therapy Assistant
22	Occupational Therapy Assistant
23	Physical Therapy Assistant
24	School Psychology Specialist
50	Self Contained 1:6
51	Self Contained 1:10
52	Self Contained 1:15
53	Resource Room
54	Itinerant Instructor <Braille>
55	Consulting Teacher

56	Hospital/Homebound
57	Co-Teaching
58	Indirect Teacher

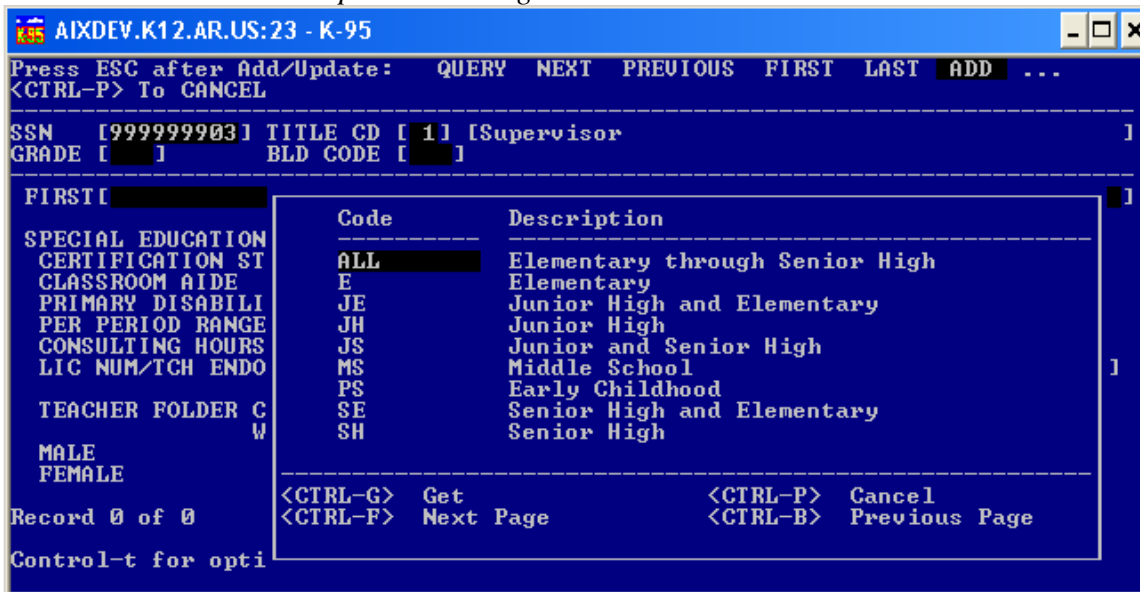
Reminder:
 Please include services under contract.
 Primary EC Title Codes are:
 3
 20
 54

Example:

Name	SSN	Title Code	License No.	Certification Status	Grade Level	FTE
Smith, Bill	111-11-1111	57	320.321	D	SH	.25
Smith, Bill	111-11-1111	53	320.321	D	E	.75

3. Grade Level - Applies to School Age

- o Enter employee data twice if the service is provided at a grade level not indicated in the drop down menu. (<Control T> for options, <Control G> to select)
- o Enter employee data twice if the service is also provided if your district has an Early Childhood 3-5 Pre-k Special Ed Program.



Example:

Professional provides service to the district's Early Childhood 3-5 year program (PS) and Elementary school (E).

Name	SSN	Provider Code	License No.	Certification Status	Grade Level	FTE
March, June	101-12-1561	20	320	F	PS	.50
March, June	101-12-1561	20	320, 321	F	E	.50

4. **Building Code** - EC programs building code is '000'
5. **Employee Name** (First, Middle, Last)

Employee Program Training Guide (Data Dictionary section pg. 23):

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

11. **Teacher Folder Count***: **School Age**: Number of children served by the teacher– *based on due process folders, teacher is responsible for not number of children taught.* For Speech Pathologists – *report the caseload – number of children seen.*

Early Childhood: *report caseload for teachers and Speech Pathologists*

EC Only: *Please call your area EC Monitor if you have any questions (682-4225)*

12. Early Childhood **Consulting Hours**

13. Early Childhood **Instructional Hours**

School Age Only:

14. **ICM** -Integrated Classroom Model

15. **Per Period Range*** -minimum and maximum number of students throughout the day (i.e. 2:8).

16. **Total Hours** - # of hours employee is engaged in special ed *each* day.

***Fields in Red apply only to the following Title Codes for Speech and Teaching Services:**

Early Childhood Title Codes	School Age Title Codes
20	20
03	50
54	51
	52
	53
	54
	55
	56
	57
	58

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 and submitted to APSCN?

You want to be able to ensure the data for your district or co-op 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.

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
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. **Manual**: *Early Childhood Cycle 4 MySped Review Procedures*. They are 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** to report accurate data (**'Save' before Exiting**);
- **Update APSCN** 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 or employee application in MySped for federal reporting.*
- **Create and save a new Excel worksheet on your computer** once all changes have been made to serve as a backup; and,
- Update APSCN to reflect the corrections you made in MySped.

Need More Detailed Information?

Refer to the updated **APSCN Training Guides and Data Dictionaries** located on the Special Education website: <http://arksped.k12.ar.us> . Click on **Data and Research** under **'Supporting Documents'** or call our office: 683-7219