

## Early Childhood 3-5 yr program 2009-2010 Cycles 2, 4, and 7 Overview

### Data and Research Web Page has Updated Information:

<http://arksped.k12.ar.us/sections/dataandresearch.html> under “Supporting Documents”

1. APSCN Reporting Requirements table and timeline for 2009-2010 School Year
2. Overview of Training Opportunities for School Age and Early Childhood
3. Early Childhood APSCN Data Form with Race/Ethnicity Changes and 09/10 Updates
4. Cycle 2 Employee Data Reporting WebEx Overview
5. Manual: *Early Childhood MySped Review Procedures Cycle 7*
6. Early Childhood Calculating Educational Environment
7. This document: *EC 2009-2010 Cycles 2, 4, and 7 Overview*
8. New Federal Race and Ethnicity Q & A

### 2009 Cycle 2 Employee Program (October 15, 2009 APSCN deadline)

Review *APSCN Cycle 2 Data Reporting: Special Education Employees* document

- Begin entering now for October 1 personnel. Continue to update for December 1 personnel, Cycle 4.
- Begins Program Approval through Area Supervisor, Monitoring section of ADE
- **New:** Teacher folder Count by Race has changed to reflect new federal changes:
  1. Hispanic or Latino
  2. American Indian/Alaskan Native
  3. Asian
  4. Black or African American
  5. Native Hawaiian/Pacific Islander
  6. White
  7. 2 or more

### 2009 Cycle 4 December 1 Child Count and Employee Program (December 15, 2009 APSCN deadline)

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	Not a part of APR - November, 2010 Federal Reporting

Cycle 4 Child Count - report all students served on December 1, 2009

- **New Federal Race/Ethnicity Codes:** In APSCN, check all that apply (Y/N)
  - H = Hispanic or Latino
  - N = American Indian/Alaskan Native
  - A = Asian
  - B = Black or African American
  - P = Native Hawaiian/Pacific Islander
  - W = White

**Cycle 4 (continued)**

- Student Demographics - Name, Age, Race/Ethnicity, Gender
- *Educational Placement* - Calculation as a % of instructional time of student with regular class (Calculating Educational Environment example found on web).
- Withdraw all students not served on December 1, 2009
- Verify Social Security number

**2009-2010 Cycle 7 Referrals and Exits (June 15, 2009 APSCN deadline)**

Early Childhood Cycle 7 Reporting	District Annual Performance Report (APR)
1. Completed Referrals	Indicator 11: Child Find Indicator 12: Early Childhood Transition
2. Early Childhood Exits <ul style="list-style-type: none"> <li>• Early Childhood Outcomes</li> </ul>	Indicators 7: Preschool (3-5) Outcomes
3. Kindergarten conferences	Not Applied to APR

**Referral Tracking** - complete *prior* to entering student in Special Ed Module

- Student Demographics
- Part C to B Transition
- **New Field:** 'Part C and B Concurrent' (Y/N): Is Referral to Part C < 90 days from 3<sup>rd</sup> B-day resulting in concurrent referrals for C to B.
- Follow Due Process
  - 60 day timeline from Parent Consent Date to Evaluation Date  
Reasons timelines were exceeded:  
**New**-Added AT = Additional testing determined by IEP Team  
 HV = Failed hearing/visual Screening  
**Clarified** EV = Evaluations not completed in accordance with timelines 'due to IEP Team' (includes evaluators)

- 30 day timeline from Evaluation Date to Eligibility Determination Date (EDD)  
Reasons timelines were exceeded:  
**Clarified** EV = Evaluations not completed in accordance with timelines 'due to IEP Team' (includes evaluators)
- EDD by 3<sup>rd</sup> birthday for C to B transitions  
Reasons timelines were exceeded:  
**Clarified** PR= Parent refused initial consent 'to test/place'  
**Clarified** EV = Evaluations not completed in accordance with timelines 'due to IEP Team' (includes evaluators)  
**New**-Added **CB** = Referral to Part C was < 90 days from 3<sup>rd</sup> Bday (resulting in concurrent referrals for C to B).
- Reasons for Referral Completion - help explain circumstances in referral process  
**New**-Added **NT** = IEP Team determined no testing required (only referral conference was held)

### EC Exits

- Exit status codes are particularly important as it relates to Outcomes, Kindergarten Conferences and Transition Status.

**New**-Added **MA** = Reached Maximum Age (6yrs)

**EC Outcomes** - Includes those students who are Kindergarten Eligible, No longer needed services, *and beginning 2009-2010 'Reached Maximum Age (6 yrs)'*

### Kindergarten Conferences

#### Transition Status

**Deleted** KW = Kindergarten Waiver

## 2008-2009 Cycle 7 MySped Resource Data Review

**Cycle 7 reports** all students served between July 1, 2008 and June 30, 2009. All data are entered in APSCN and reviewed in September in MySped Resource Application. This is the data that will be used in the calculations for the State Performance Plan (SPP) and the Annual Performance Report (APR) submitted February 1, 2010. The determination letters you receive spring, 2010 (state whether you 'met requirements' or 'need assistance,' etc.) will use this data.

**EC MySped Cycle 7 Review Manual** will assist Early Childhood Cycle 7 (FY 08/09) data in MySped Resource. Posted on Data and Research web page: <http://arksped.k12.ar.us/sections/dataandresearch.html>

### Why review data if it was entered and submitted to APSCN in June?

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 the fiscal year July 1, 2008 through June 30, 2009.

### Possible Reasons for Making Changes in Data

1. **Updates** are needed to reconcile between the reporting period ended and APSCN submission (i.e. late referrals)
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.
8. Submitted *after* your district had submitted.

## Applications to Review for Cycle 7

- Referral Tracking - ADD late referrals
- EC Exits - includes Kindergarten Conferences, and Transition Status
- EC - Outcomes

## Ways to View Data through MySped Resource

(Detailed instructions found in manual on web: *Early Childhood MySped Review Procedures Cycle 7*)

- Individual Student
- Drop-down Menu
- Column Sort
- Export to Excel
- Reports - Referral Tracking Reports

## Reminders for 08-09 Cycle 7 Review

### 1. Review period: MySped will be open the September 1<sup>st</sup> - 30<sup>th</sup>

- Use the 2008-2009 Early Childhood Data Dictionary for codes and their definitions

### 2. 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 (with the exception being Referral Tracking);
- **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 and possibly APSCN;* and,
- **Create and save a new Excel worksheet on your computer** once all changes have been made to serve as a backup.

### 3. Referral Tracking (Indicator 11: Child Find - Timely Evaluation)

- Major area to check: Are all birth dates valid?
- Add in any referrals that transpired from July 1, 2008 thru June 30, 2009. The date of referral is considered the date to be reported for that fiscal year. *You may have had late referrals that were not complete prior to the June 15<sup>th</sup> deadline to report in APSCN. Do not forget to include those referrals in MySped Resources.*
- Verify Reason for delays
  - If 'Other' reason was used, is it clearly explained what the other reason was?
- All referrals are entered, regardless of whether child was placed or not.

4. **Exits** - for every exit that was coded as Kindergarten Eligible or No Longer Needs Service, entry and exit outcomes should be shown for every student

5. **Kindergarten Conferences** - for every conference date, a corresponding Transition Code of Kindergarten Waiver, No Services Needed or Transition with Services to Kindergarten should be given.

### **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

If you or your staff are new to APSCN, hands-on training for data entry issues at APSCN's computer lab in Little Rock:

**Early Childhood: September 9, 9am - 2pm**

Register through [www.arswis.info](http://www.arswis.info)