

School Age

APSCN Cycle 4 Outline for December 1 Child Count and Employee/Program Approval

Cycle 4 Overview

1. APSCN Child Count
2. APSCN Employee Program
3. MySped Review in January

School Age Cycle 4 Reporting	Impact on District Annual Performance Report (APR)	Impact on Monitoring Profile
1. December 1 Child Count	Indicator 5: School Age Least Restrictive Environment (LRE) Indicator 9 & 10: Disproportionality	Graduation Rates Dropout Rates Disproportionality
2. Educational Placement	Indicator 5: School Age Least Restrictive Environment (LRE)	School Age Least Restrictive Environment (LRE)
3. Employee Program	Not a part of APR - November, 2010 Federal Reporting	Program Approval

Reminders:

1. 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 February 1, 2011. (The letters you receive stating whether the district’s performance ‘met requirements’, ‘needs assistance’, etc. using this count will be sent to you spring, 2011).
2. **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, work with your district as to when they submit Cycle 4 data.
3. Include all students who have an IEP and all temporary students as of December 1st, 2009.
4. The data you enter *up to the date of district submission* is the data that is pulled into MySped Resources. Consequently, any changes you make in APSCN *after the date of submission* will not be reflected in the data you review in MySped Resources in January. When making necessary changes in MySped in January, updates to APSCN also need to be made.
5. The Student NAME, SSN, BIRTHDATE, BUILDING, SEX, ETHNIC CODE, GRADE, STATUS AND ELL fields come from APSCN Plus Student Registration. If changes need to be made to that information, work with the Student Management side of APSCN.
6. Districts that have residential treatment centers, please remember to code the student in student registration as “Resident: X” in Student Management and notify the districts the students came from so they can withdraw the student.
7. Districts whose students in special education have left and gone into JDC need to withdraw the student the day they leave your district. Districts with JDC’s in their boundaries would code the student as “Resident: X.” in Student Management.
8. **MySped Review Period:** January 4th - 18th

More Information for Cycle 4 Reporting: Data and Research Web Page:

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

1. This outline: *School Age APSCN Cycle 4 Outline*
2. APSCN Training Guides and Data Dictionaries: School Age and Employee Program
3. *School Age MySped Review Procedures Cycle 4* (posted November 2008)

Section 1: ASPCN Child Count

APSCN General Information Screen:

AP1.K12.AR.US:23 - K-95

SPECIAL EDUCATION: Add Exit
 Press ESC to add. Press <CTRL-P> to cancel

STUDENT ID [100000005] STUDENT NAME [ALBETH, LUCY]

GENERAL		INFORMATION	
SOCIAL SECURITY	[100-00-0005]	SEX	[F]
BIRTHDATE	[02/14/1988]	RACE	[4]
BUILDING	[1]	GRADE	[11]
MEDICAID ELIGIBLE	[]	MEDICAID #	[]
TRANSFER	[]	SECONDARY TRANS DATE	[]
STATUS	[]	ELL	[]
A-GRADE	[]	ALT_PORT	[N]
REFERRAL DATE	[]		
PERSON/AGENCY REFERRING	[]		
LAST COMPREHENSIVE EVALUATION DATE	[]		
ELIGIBILITY DETERMINING DATE	[]		
ANNUAL REVIEW DATE	[]		
TEMPORARY STUDENT	[]		

Required Federal Fields (Fields 1-9 are from APSCN Plus – Student Registration):

1. Name (Last, First Middle)
2. SSN
3. Sex
4. Status
5. Birth date
6. Ethnic code
7. ELL
8. Building
9. Grade
 - **EE, SM, and SS require a change in A-Grade field to Assigned grade to be tested at**
10. **A-Grade:** Assigned Grade level – defaults to grade from registration unless EE, SM and SS
11. **Alt_Port:** Alternate Portfolio – Defaults to No
12. **Temporary Student:** Enter ‘Yes’ if student is being temporarily placed in the Special Ed program while eligibility and/or the evaluation is in progress. Temporary students are included in the December 1 Child Count. (Exit temporary students in Entry/Withdrawal screen if student is determined not eligible and use Exit Status of “Not Placed.”)

School Age: Calculating Educational Environment/Placement

Calculations

Step 1: Percent of instruction time *not* spent with non-disabled peers = (minutes per week spent outside of regular classroom **divided by total available minutes in a school 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.

Look at the number of minutes a student is removed from the general education classroom to receive special education instruction. This does not include OT or PT but it does include speech.

RG = >80% in regular school program with non-disabled peers

RR = 40% to 79.99% in the regular school program with non-disabled peers

SC = <40% in the regular preschool program with non-disabled peers

Example 1

Speech 1 hr/wk	60 minutes
Resource Math	250 minutes
PT	60 minutes
Total	310 minutes outside the regular classroom for instruction (PT not included)
310/2100	14.76% of time outside the regular classroom for instruction
100-14.76 = 85.24%	Code: RG

Example 2

Speech 2 hr/wk	120 minutes
Resource Math	300 minutes
Resource Lit	250 minutes
Total	670 minutes outside the regular classroom for instruction
670/2100 = 31.90%	of time outside the regular classroom for instruction
100-31.90 = 68.1%	Code: RR

Example 3

Co-taught minutes per week	250.00
Speech 2 hr/wk	120 minutes
Total	120 Minutes outside the regular classroom for instruction (Co-taught minutes are with non-disabled peers and would not be counted as time not spent with non-disabled peers).
120/2100	5.71% of time outside the regular classroom for instruction
100-5.71 = 94.29%	Code: RG

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: Co-teachers not hired specifically for Special Education would not be entered. Drivers and clerical are not entered nor RTI nor EI employees)
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

```

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[J ] 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	Uoc.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 these types of employee title codes.
 Remember to include services under contract.

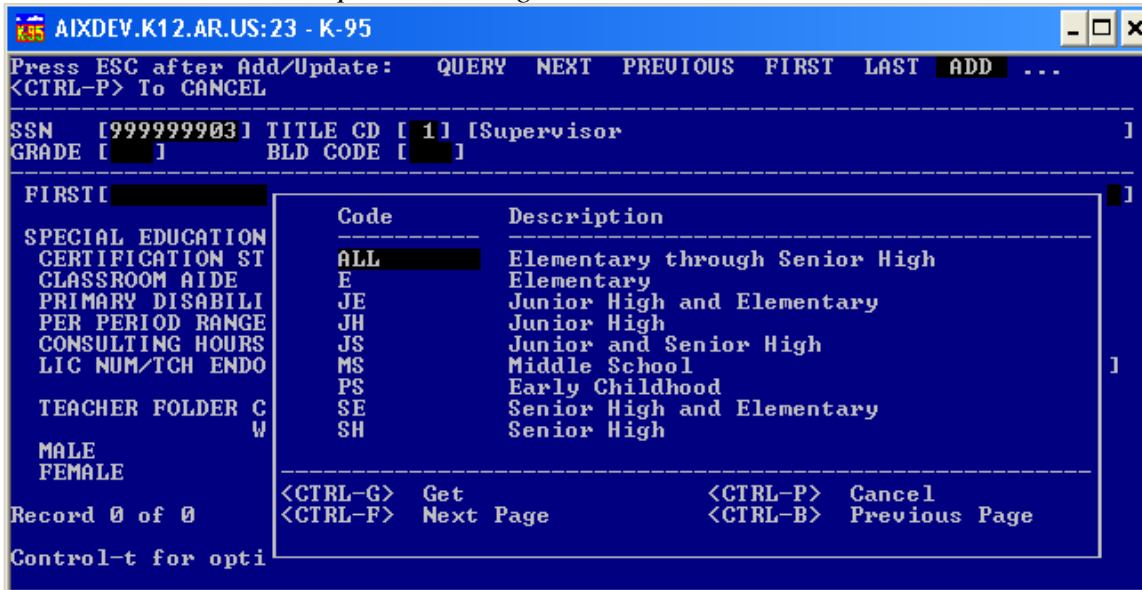
9
8
14
17
24

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

- 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)
- 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:

1. Teacher provides service to Junior High (JH) grade level and to the (MS) Middle School.

Name	SSN	Provider Code	License No.	Certification Status	Grade Level	FTE
Drew, Nancy	112-11-1111	53	320.321	D	MS	.15
Drew, Nancy	112-11-1111	53	320.321	D	JH	.85

2. 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'

Note to School Age: Enter the building code that the teacher is primarily assigned to. Enter '000' for non-teachers that work in more than one building. Do not enter employee twice if the only reason would be due to working in different buildings.

5. **Employee Name** (First, Middle, Last)
6. **Certification Status: Teacher/Provider**

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AIXDEV.K12.AR.US:23 - K-95
Press ESC after Add/Update:  QUERY NEXT PREVIOUS FIRST LAST ADD ...
<CTRL-P> To CANCEL
-----
SSN  [999999903] TITLE CD [ 1] [Supervisor]
GRADE [E ] BLD CODE [123]
-----
FIRST [DIANE]
SPECIAL EDUCATION
CERTIFICATION ST
CLASSROOM AIDE
PRIMARY DISABILI
PER PERIOD RANGE
CONSULTING HOURS
LIC NUM/TCH ENDO
TEACHER FOLDER C
W
MALE
FEMALE
-----
Code      Description
-----
A         1st Year Teaching SPED, Not Fully
B         2nd Year Teaching SPED, Not Fully
C         3rd Year Teaching SPED, Not Fully
D         Fully certified Sped, appropriate
E         Non-Teacher-certified
F         Private Provider-certified
G         Non Teacher- Not Certified
H         Private Provider-Not Certified
-----
<CTRL-G> Get           <CTRL-P> Cancel
<CTRL-F> Next Page    <CTRL-B> Previous Page
-----
Record 0 of 0
Must be A, B, C, D
    
```

```

AIXDEV.K12.AR.US:23 - K-95
Press ESC after Add/Update:  QUERY NEXT PREVIOUS FIRST LAST ADD ...
<CTRL-P> To CANCEL
-----
SSN  [010101111] TITLE CD [ 1] [Supervisor]
GRADE [ALL] BLD CODE [123]
-----
FIRST[MELBA] MID[A] LAST[TOAST]
TEACHERS ID [1254525121]
-----
SPECIAL EDUCATION TEACHER/SERVICE PROVIDER INFORMATION
CERTIFICATION STATUS [D]
CLASSROOM AIDE [F ] PROVIDER FTE [0.25]
PRIMARY DISABILITY [CC ] ICM [N]
PER PERIOD RANGE [2:8 ] TOTAL HOURS [6.00]
CONSULTING HOURS [ ] INSTRUCTIONAL HOURS [ ]
LIC NUM/TCH ENDORSE CD [320.231]
-----
TEACHER FOLDER COUNT: <For codes 03, 20, 50, 51, 52, 53, 54, 55, 56>.
WHITE AMERICAN/INDIAN BLACK ASIAN HISPANIC
MALE [ 0] [ 0] [ 0] [ 0] [ 0]
FEMALE [ 0] [ 0] [ 0] [ 0] [ 0]
-----
Record 0 of 0
sptest 09/12/2007
    
```

7. **Classroom Aide** - Does teacher/speech path have a paraprofessional? If so, are they Part-time or Full-time? Use Drop down menu (NA, P, F,).
8. **Provider FTE** – if employee entered more than once, verify FTE totals 1.0.
9. **Primary Disability** being served by the special education teacher or provider (Drop-down menu available)
10. **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.**

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 in December?

You want to be able to ensure the data for your district was submitted properly and that it accurately reflects the reporting requirements of all students served 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:** January 4th - 18th
2. ***School Age Cycle 4 MySped Review Procedures (posted November 2008)***. It is 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,

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