

APSCN Cycle 2 Data Reporting Special Education Employees

Need More Detailed Information?

1. Refer to the **APSCN Employee Training Guide and Data Dictionary** located on the Special Education website: <http://arksped.k12.ar.us> . Click on **Data and Research** under ‘**Supporting Documents**’ or call our office at 683-7219 or **Monitoring at 682-4221**

Reminders:

1. **Deadline:** Data should be entered no later than October 15th, 2009 for all Special Education personnel employed on October 1, 2009. However, work with your district as to *when they submit* Cycle 2 data.
2. Include only personnel employed who were *hired for and work with students with disabilities*. This includes the LEA Supervisor or EC Coordinator. Do not include personnel employed to work with all students with and without disabilities. Co-teachers not hired specifically for Special Education would not be entered. (Note: Drivers and clerical are not entered nor RTI nor EI employees).

Do not forget to account for services under contract or services such as Psych Examiners, social workers, Counselors, etc., if applicable.

3. Actions to APSCN’s SpEd Employee Module:
 - Adding employees employed on October 1, 2009
 - Deleting employees not employed on October 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.**

4. After October 15th, APSCN sends Cycle 2 data directly to Monitoring to begin the program approval process.

Screen: APSCN SPED Employee

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AIXDEV.K12.AR.US:23 - K-95
SPECIAL EDUCATION EMPLOYEE:  QUERY  NEXT  PREVIOUS  FIRST  LAST  ADD  ...
Query for record(s).
-----
SSN [      ] TITLE CD [  ] [      ]
GRADE [  ] BLD CODE [  ]
-----
FIRST [      ] MID [      ] LAST [      ]
TEACHERS ID [      ]
SPECIAL EDUCATION TEACHER/SERVICE PROVIDER INFORMATION
CERTIFICATION STATUS [  ]
CLASSROOM AIDE [  ] PROVIDER FTE [      ]
PRIMARY DISABILITY [  ] ICM [  ]
PER PERIOD RANGE [  ] TOTAL HOURS [  ]
CONSULTING HOURS [  ] INSTRUCTIONAL HOURS [  ]
LIC NUM/TCH ENDORSE CD [      ]
TEACHER FOLDER COUNT: <For codes 03, 20, 50, 51, 52, 53, 54, 55, 56, 57, 58>
WHITE AMERICAN/INDIAN BLACK ASIAN HISPANIC HAW/PAC 2 OR MORE
MALE [  ] [  ] [  ] [  ] [  ] [  ] [  ]
FEMALE [  ] [  ] [  ] [  ] [  ] [  ] [  ]
    
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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

Primary EC codes: 03, 54, 20
 SA Teacher codes: 50 - 56

11	Medical/N
12	Audiologi
13	Teacher A
14	School So
15	Uoc.Ed.Tc
16	Work Stud
17	Counselor
18	Orientati
19	Education
20	Speech Th

Reminder:
 Please include these employee title codes if the services are under contract.
 9
 8
 14
 17
 24

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

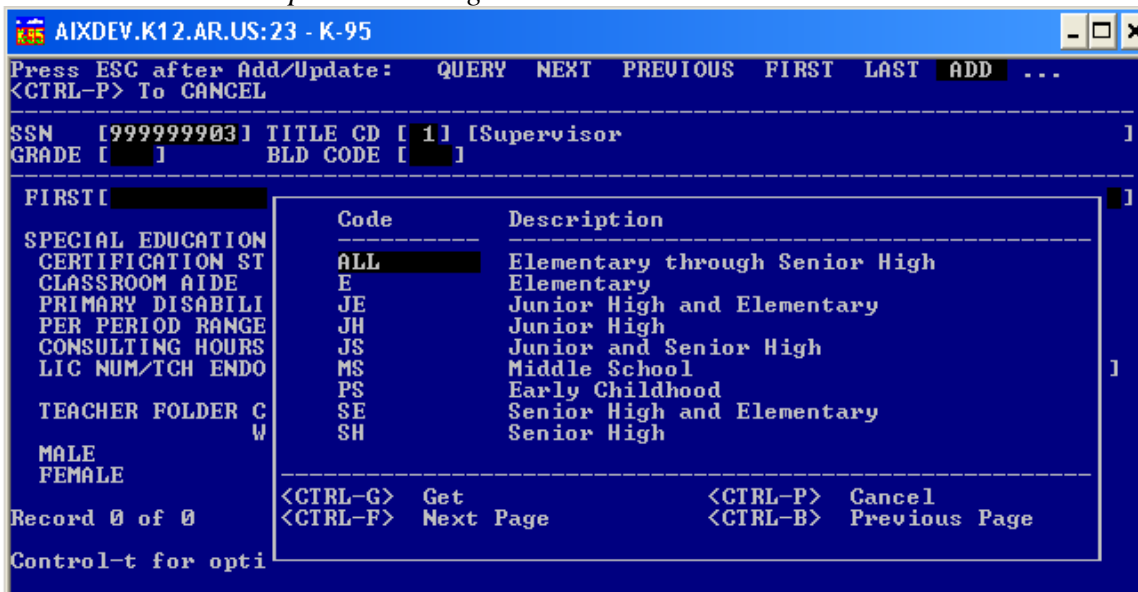
56	Hospital/Homebound
57	Co-Teaching
58	Indirect Teacher

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 designated Middle School and another 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

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 by Race and Gender***: **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

New Federal Race/Ethnicity Codes:

- H = Hispanic or Latino
- N = American Indian/Alaskan Native
- A = Asian
- B = Black or African American
- P = Native Hawaiian/Pacific Islander
- W = White

12. **Primary Disability** being served by the special education teacher or provider (Drop-down menu available)

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

- 13. Early Childhood **Consulting Hours**
- 14. Early Childhood **Instructional Hours**

School Age Only:

- 15. **ICM** -Integrated Classroom Model
- 16. **Per Period Range*** -minimum and maximum number of students throughout the day. (2:8)
- 17. **Total Hours*** - # of hours employee is engaged in special ed *each* day (including planning period)

***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

