

School Age

Special Education

MySped Review Procedures

Cycle 4

November, 2008

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

School Age 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. Human errors in the programming of information and data entry occur when entering into APSCN. 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

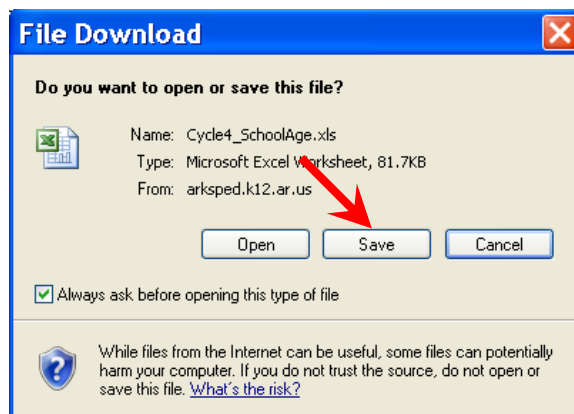
You may find it helpful to copy and print your district's data from MySped Resource. This allows you to work from a hard copy, distribute data for verification, and save a backup of your data. There are two different methods to extract and save data from MySped Resource: the copy and paste method and 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 - School Age Data

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 SchAgeID, EmpID, ID, 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 - 'SchAgeID' is selected. 'Ctrl A' Highlights area in order to sort

SchAgeID	Fy	Cycle	Account Number	Name	Birth Date	Age	Grade	Assigned Grade	Gender
765875	2007/08	4	2000	Jane	11/26/1992	16	10	10	M
765875	2007/08	4	2000	Jane	2/17/1990	17	9	9	M
765927	2007/08	4	2000	Jane	2/13/1991	16	11	11	M
765926	2007/08	4	2000	Jane	1/11/1991	16	10	10	M
765929	2007/08	4	2000	Jane	11/19/1991	16	10	10	M
765930	2007/08	4	2000	Jane	2/21/1990	17	11	11	M
765931	2007/08	4	2000	Jane	10/6/1990	17	9	9	M
765932	2007/08	4	2000	Jane	9/15/1992	15	9	9	M
765933	2007/08	4	2000	Jane	3/12/1991	16	9	9	M
765934	2007/08	4	2000	Jane	12/14/1990	16	10	10	M
765935	2007/08	4	2000	Jane	8/9/1990	17	9	9	M
765937	2007/08	4	2000	Jane	6/3/1992	15	9	9	M
765938	2007/08	4	2000	Jane	10/7/1990	17	11	11	M
765940	2007/08	4	2000	Jane	7/29/1990	17	11	11	M
765941	2007/08	4	2000	Jane	12/14/1991	15	10	10	M
765944	2007/08	4	2000	Jane	7/7/1991	16	10	10	M
765945	2007/08	4	2000	Jane	5/18/1990	17	9	9	M
765946	2007/08	4	2000	Jane	7/12/1991	16	10	10	M

Correcting the Data

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

- Update **MySped** to report accurate data;
- Update **APSCN** to maintain accurate data; and,
- Update in your own **personal file** for record keeping 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 - School Age

Overview

Special Education student data in MySped 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 15th 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, Delete, and Edit

1. Click on ‘Students’.
2. Click on drop-down menu → ‘School Age-Cycle 4’ then ‘Entry – School Age’.



The screenshot shows the MySped Resources interface. At the top, there is a header with a pencil icon and the text "SPECIAL EDUCATION". Below this is a navigation menu with five items: "Support", "Finance", "Personnel", "Students", and "Exit". The "Students" item is highlighted in yellow. A dropdown menu is open under "Students", listing various options: "Early Childhood - Cycle 4", "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", and "PEEP". The "Entry - School Age Data" option is highlighted in yellow. A red arrow points to the "Students" menu item, and another red arrow points to the "Entry - School Age Data" option. Below the dropdown menu, there is a text box with the text "to the Finance AFR amount in appropriate Object code." and a link "http://www.k12.ar.us/fms/fms.htm".

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.

Support	Finance	Personnel	Students	Exit
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SCREEN: **School Age Data** FISCAL YEAR: 2006/07
 LEA: 9999 ADE - Special Education Unit
 MESSAGE:

Grade: Disability: Placement:

	Last Name	First Name	M.I	SSN	Date of Birth	Age	Grade Level	Race	Disability	Placement
 X	Doe	Jane	S	012000500	01/20/2000	6	EE	AP	MD	RG
 X	1	f		012345674	01/01/1989	17	01	AI	AU	HH

[Add Student](#)

Page 1

- To **edit**, use small notepad at the left of the red **X** to go into individual student's data.
- Make necessary changes in each field. Refer to the School Age Data Dictionary for more detailed information on each field located at our website:
<http://arksped.k12.ar.us/sections/dataandresearch.html>

SPECIAL EDUCATION

Support	Finance	Personnel	Students	Exit
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SCREEN: **School Age Data** FISCAL YEAR: 2007/08
 LEA: 9999 ADE - Special Education Unit
 MESSAGE: **Successfully data have been saved.**

Last Name	First	First Name	Student
Middle Name		SSN	100000000 (123456789)
State ID		Building Code	000
DOB	05/09/1990 (mm/dd/yyyy)	Gender	Male
Race	American Indian/Native	Grade Level	12th Grade
Assigned Grade	12th Grade	Alt Port	No
Charter School	No	ELL	No
Disability	Multiple Disabilities	Ed Environment	Regular Class
Provider Name		Resident Lea	6001
Private Provider LEA		School Choice Outside District	No
School Choice General outside district	No	Temporary Student	No
School Choice Prior LEA			

- Save any updates before Exiting**
- Check Message that data is saved successfully.**
- Exit takes you back to the list of students.

Additional Tools for Data Review

Three options are available for you to sort and review data for accuracy: the MySped Resource Drop-down Menu, the Column Sort, the 'Export to Excel', and the MySped Resource Student Reports.

1. MySped Resource Drop-down Menu

Drop-down menus located above the student list: You may view School Age students and their data on the MySped screen by choosing Grade, Disability, or Placement. 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 Grade only - example

To find all special education students in 10th grade

- From 'Grade' tab, select '10th grade'
- Click on 'Get Data'

By Disability only - example

To find all speech only students

- From 'Disability' tab, select 'Speech/Language impairments'
- Click on 'Get Data'

By Placement only - example

To view all students placed in a correctional facility (as of December 1)

- From 'Placement' tab, select 'Correctional Facility'
- Click on 'Get Data'

By Grade and Disability - example

To find all speech only students in 10th grade

- Sort by 'Grade'- 10th Grade *and* 'Disability' - 'Speech/Language Impairments'
- Click on 'Get Data'

By Grade and Placement - example

To view all 10th grade students in regular classroom (i.e. to verify the teacher folder count)

- Sort by 'Grade' 10th Grade and 'Placement' - 'Regular Class'
- Click on 'Get Data'

By Grade, Disability and Placement - example

To view all 10th grade speech students in the regular classroom

- Sort by 'Grade' - '10th Grade'
- Sort by 'Disability' - 'Speech/Language Impairments'
- Sort by 'Placement' - 'Regular Class'
- Click 'Get Data'

2. MySped Resource Column Sort

Click on the heading you want to sort all students by (Last Name, SSN, or Age) and export to Excel

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– student registration and MySped Resources.

Check for Invalid Age or Invalid Birth Date

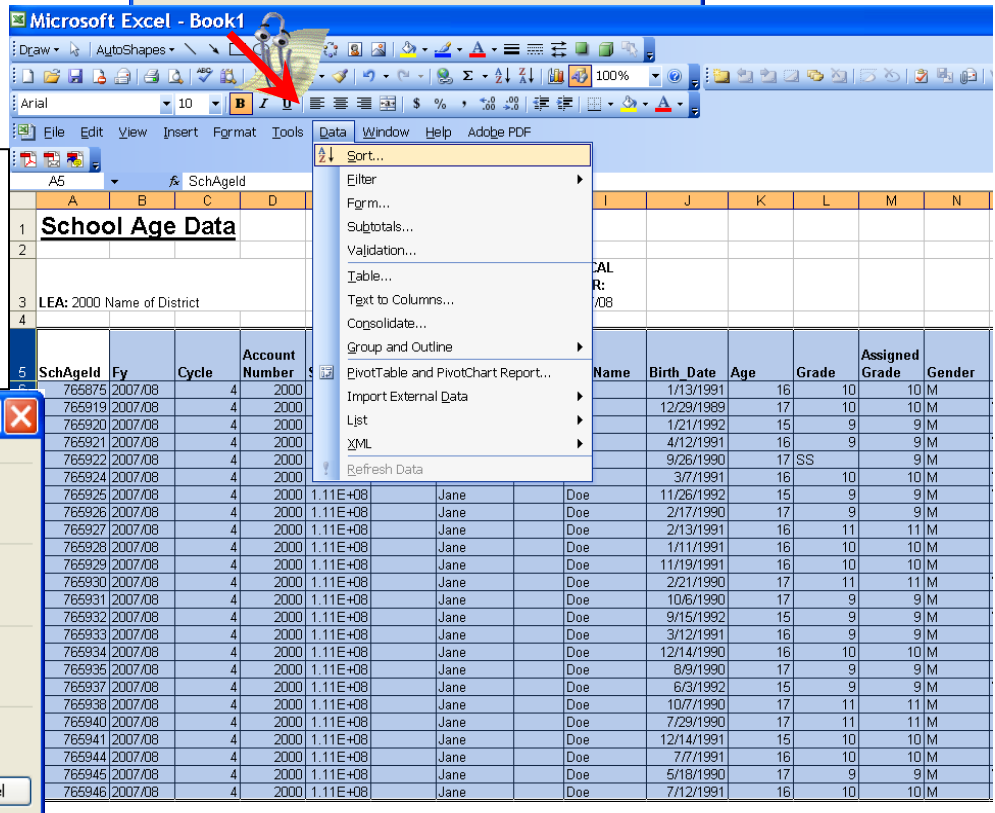
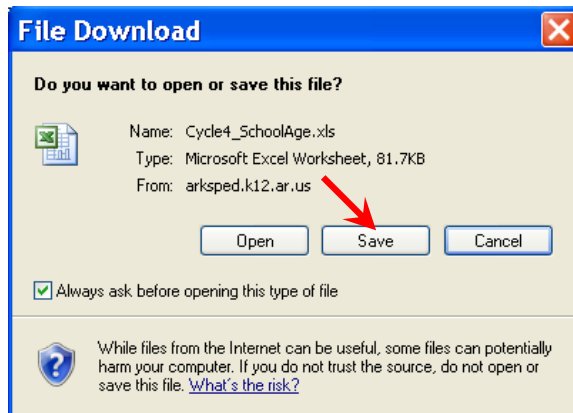
- Click on the Age heading typed in blue to sort the students by age.
- All students should be between 3 to 5 years old
- Those students, whose age is wrong, verify the birth date. Make necessary changes in APSCN and MySped Resource.

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

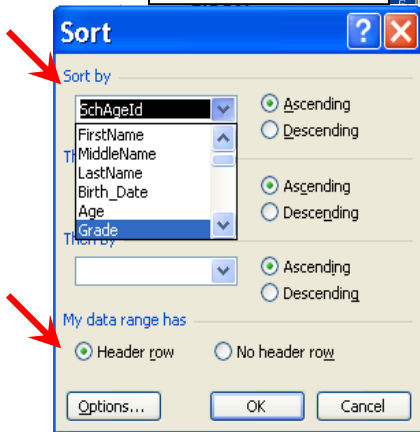
Click on the 'Export to Excel' button at the bottom of the screen. This lists all the students and all the fields. It is highly recommended you save the Excel sheet to your computer as a backup for December 1 Child Count.

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) 'SchAgeID' is selected. 'Ctrl A' highlights area in order to sort



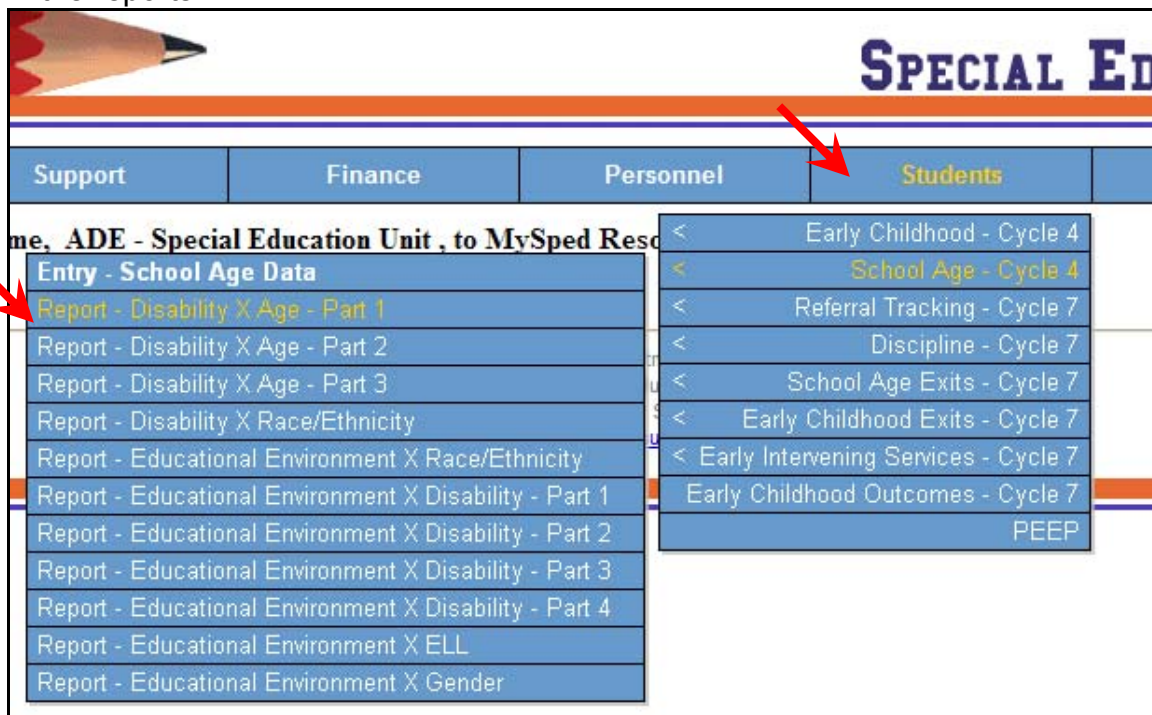
Verify the required fields have data. Verify the 'Grade' field containing Non-graded codes (EE, SM, SS) have an 'Assigned Grade'.

Any students whose fields are inaccurate will need to be corrected by going back into the student data in MySped Resources and APSCN.

Note: The IDEA office may check for SSN's duplicated across districts. If this occurs, you will be notified by email and asked to verify your student's SSN and asked if they were being served by your district on December 1. Failure to respond to IDEA's email and/or telephone contacts may result in a trigger in 'Timely and Accurate Data' in your district's determination reports.

4. MySped Resource School Age Reports

In addition to sorting in MySped and through Export to Excel, reports need to be reviewed and cross-checked against your own records to verify accurate child count and accurate student data for each student. The reports are located at the school age menu under Students (see picture below). The reports assist in verifying and cross-checking with the number of children for the various areas listed in the reports.



Report - Disability X Age - Part 1, Part 2, and Part 3

Print all three reports to analyze the total number of students in each category.

Report - Educational Environment X Disability - Part 1, Part 2, Part 3, and Part 4

Print all four reports to analyze the total number of students in each category.

Note: Educational Environment is equivalent to 'Placement' in MySped and in Excel.

Troubleshoot and cross-reference reports

Check that the grand totals in the reports for School Age Cycle 4 are all equal to the number of students to report for students being served December 1. If they are not equal, check individual reports and compare each category to troubleshoot why the numbers are not adding up to be the same.

Examples:

The Report – Disability X Age has a different number of students than the Report – Disability X Race/Ethnicity

- a. Go into the Entry – School Age Data and sort all students by age (see page 3, Sorting Data, Option 2). Scroll down to verify all students are 5-21 years of age. Correct birth date or delete child from MySped if appropriate. Make individual student corrections by going back into MySped Entry for School Age Data.
- b. Go into the Entry – School Age Data and sort all students by Disability in Export to Excel (see page10). Check that all students have a valid disability code. Make individual student corrections by going back into MySped Entry for School Age Data.

The Report - Educational Environment X Race/Ethnicity has a different number of students than the Report – Educational Environment X Disability

- c. Go into School Age Data and sort all students by Disability (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 and in APSCN.
- d. Check individual categories of Educational Environment and verify any potential discrepancies – are the students in a Correctional Facility or Residential Facility accounted for?
- e. Go into School Age Data and sort all students by Educational Environment (See page 10, Sorting Data in Export to Excel, by Educational Environment). Check that all students have a valid Educational Environment Code. Make individual student corrections by going back into MySped Entry for School Age Data and in APSCN.

Cycle 4 Reviewing Employee Data

Overview

Special Education personnel data in MySped 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 December 15th 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 on Program Approval to review data:
3. Delete any employees that were not employed on December 1, 2007 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.

SPECIAL EDUCATION

Support	Finance	Personnel	Students	Exit
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SCREEN: **Program Approval** FISCAL YEAR: 2006/07
 LEA: 9999 ADE - Special Education Unit
 MESSAGE:

	Last	First	Middle	SSN		
X	Montenaro	Chris	M	456789123	20	PS
X	Montgomery	Karyn		274652569	03	PS
X	Smith	Jane	D		16	ALL

[Add Employee](#)
 Page 1

5. Click on small notepad to go into Employee Screen and verify data is correct. Make any necessary adjustments and **SAVE before exiting.**

SPECIAL EDUCATION

Support Finance Personnel Students Exit

SCREEN: **Program Approval** FISCAL YEAR: 2006/07
 LEA: 9999 ADE - Special Education Unit
 MESSAGE:

Employee Screen

Last Name First Name
 Middle Name SSN
 Teachers ID Title/Service Prov Code --Select--
 License/Endorsement#
 Cert Status
 Grade Level SPED Aide
 FTE Building Code
 Consulting EC only Instruction EC only
 WM WF
 BM BF
 HM HF
 AM AF
 NM NF
 Total Children Pr.Dis. Served
 ICM Period Range School Age Only
 Total Hrs School Age Only

6. Save any updates before Exiting.
7. Exit takes you back to the list of employees but does not automatically save.

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 Sort

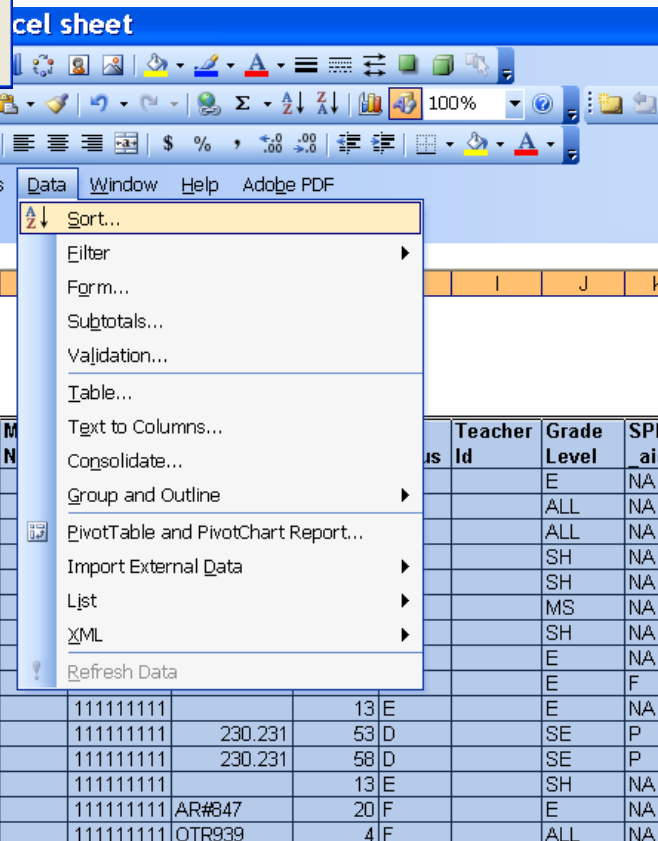
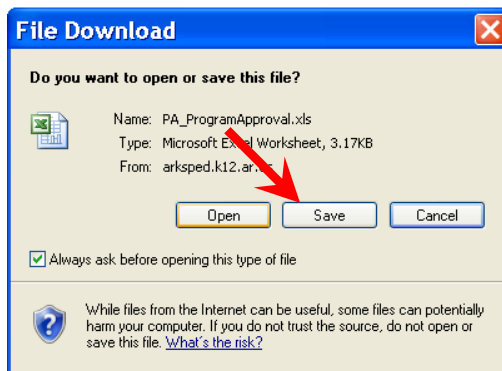
Click on the blue headings in order to sort all employees by Last name or by Title/Service Provider Code. This will assist you in getting a quick visual of employees in order of their last name or Title Code.

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

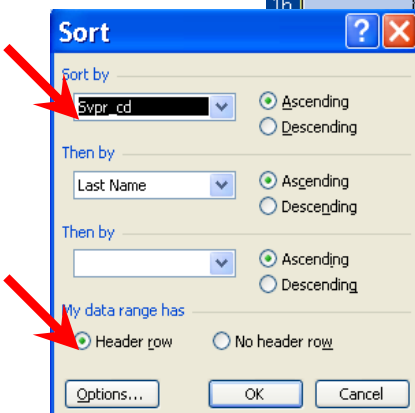
Click on the 'Export to Excel' button at the bottom of the screen. This lists all data fields for you to view. It is highly recommended you save the Excel sheet to your computer as a backup of December 1 Child Count. Choose the 'Save' option to create a working copy on your own computer.

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 'EmpID' header.
2. Press 'Ctrl A' on keyboard. This should hi-light 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) 'EmpID' is selected. 'Ctrl A' highlights area in order to sort



Sort and Review by Service/Title Code ('Svpr_cd')Paraprofessionals (Title code 13)

- Service/Title Code should be 13 only
- Certification Status (Cert 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 (i.e. WM, WF, BM, BF...) should be 0's
- Period range (Per 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 (Cert 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 (part-time), F (full-time), or N/A (not applicable OR No – the teacher does not have an aide).
- Folder count by race and gender (WM, BM, HM, AM, NM, WF, BF, HF, AF, and NF): Make sure the number of due process folders the teacher is responsible for is correctly listed. This is for teacher codes 3, and 50 - 58 (For code 20, see next section).
- Period range (Per Range) for each teacher should be completed.
- 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, NM, WF, BF, HF, AF, and NIF.

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.

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.

Sort by Heading '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).