

Employee/Program Approval

1. If we are entering an employee in Early Childhood and School Age, do we still have to get a waiver if we need to enter that same employee a third time?
YES. A waiver is needed for anyone to have a third job code.
2. If we do not have an Area Supervisor, who do we direct our exceptions to in entering personnel more than twice?
All districts have an area supervisor over seeing their district even if the previous person has left. Contact Beverly Leonard at 501.682.4225 to find which Area Supervisor has been assigned to your district.
3. Do we also use caseload for Speech Pathologists?
YES. Report the unduplicated count of the number of children seen by the speech pathologists.
4. Do we report contracted services in our program approvals?
YES. All contract personnel are included, such as OT, PT, Psychological Examiners, etc.
5. Can an ICM teacher teach SPED CO-teaching and Resource and ICM all in one day as well as the ICM?
NO. An ICM teacher teaches general education classes only
6. School-based mental health (SBMH) provides contracted services throughout the week...do we include them? They serve special education and non-special education students and are paid through special education funds.
Only if a child's IEP calls for SBMH would you include them and the FTE would be based on that proportion of time serving children in accordance with their IEPs.
7. How do you update title CD, grade and building code because when you go in to update it skips over this information?
You will have to delete the employee record and reenter the information.
8. So what FTE would you do for a full time SPED teacher and after hours homebound?
Use the conversion chart for FTE by calculating, on the average, how many hours per week the teacher does homebound. Deduct that from 1.00 to include that FTE for the special education teacher. The total FTE for each employee cannot be over 1.00.
9. Can a contract SLP be assigned students/folders?
Yes, if speech is the only service being provided. The SLP is acting as an agent of the district under their purchase service agreement or contract.

Referral Tracking

1. If a referral was made 6/30/10 and the rest of due process was completed in the next fiscal year, how is it tracked?
You add them into MySped Referral Tracking during September.
2. We have a pre-referral process in place. Would I include those students in the referral tracking report?
A referral is ONLY added into referral tracking once a signed referral for special education is received.
3. What code did you say we use if the conference decision was no testing?
NT = IEP Team determined no testing required (only referral conference was held).
4. Is referral tracking for just new, first referrals or does it include re-evaluations? What about students transferring from out of state and we refer for re-evaluations to comply with AR regulations?
Referral tracking is for initial evaluations. Re-evaluations are not include even if they came from out of state for they have already been identified under Part B of IDEA by the previous state.

Other

1. What grades are considered middle school?
If your district has a designated middle school, they define the grades that are included.
2. If you update APSCN will you need to update it in MySped also?
Yes, with the exception of Referral Tracking.
3. So will ISS (In school suspension) now be monitored?
ISS is a federal reporting requirement and is always an option for monitoring staff when they are onsite.
4. You mentioned earlier that ISS days are pulled for federal reporting. Do they differentiate between students who are provided their services during ISS and those for whom services are not provided?
No. The federal report is only looking at the number of days a child is in ISS.

CEIS

1. Do we report CEIS personnel paid from required VI-B funds?
No. However, if a person does, CEIS and special education then the portion of time serving special education students would be reported.