

Arkansas Public School Computer Network

Special Education Employee and Program Approval Training Guide

Revision: September, 2009

Employee and Program Approval Training Guide

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Navigating through APSCN, Special Education Modules

- Your computer mouse will not work in the APSCN special education menu. Use your arrow keys to navigate through the Ring Menu options at the top of the screen.
- You may also move to a Ring Menu option by pressing the first letter of that option.
- Your Arrow and Tab keys are used to progress to the next data field in a screen.
- You may use your back arrow key to move back to a field to correct the entry if needed.
- In general, no special characteristics such as dashes or spaces are needed with the exception of using a colon { : } when asked the 'Pay Period Range' in the Employee Program and Approval Module.
- If you make a mistake entering data, use the backspace or use the arrow key to move the cursor to the mistake and type over the mistake. Use the spacebar to delete each character contained in the field.
- To cancel an action (and not save changes) **and** move out of the current screen to the previous screen press <Control + P>.
- Once you complete a data screen, press <ESC> key to update and save the entries.
- Press <Control + T> to get options for particular codes from a drop-down menu
- Press <Control + G> to select the particular code. It will automatically enter the code in the field.
- Check for messages at the bottom of the screen to assist you in entering the field correctly.

Key Concepts and Understanding

1. Special education employee data are collected twice a year, Cycle 2 (October 1) and Cycle 4 (December 1). The employees listed must reflect who was employed on October 1 and December 1 respectively.
2. Include only personnel employed to work specifically with students with disabilities. Also include administrators/supervisors. Do not include employees that provide indirect services such as bus drivers or clerical staff. Do not include personnel employed to work with *all* students, with and without disabilities.
3. The Special Education Employee screen is available at all times. Please be sure to keep it updated as personnel changes arise.
4. Each person must be assigned to a building. If their work duties are district wide then the district building code of “000” must be used. Early childhood programs are to use “000” as the building code.
5. If a service provider can be classified with more than one service provider code, they should be entered for each code.
6. Additionally, a service provider can be entered more than once if they provide two distinct services as outlined in the Title codes.
7. Service providers should also be entered more than once if your school districts have an early childhood component and you utilize the same service provider for your school age program. This is also true if you have a stand-alone middle school and the service provider works in other grade levels as well.
8. All fields are required unless otherwise indicated.
9. REMEMBER: There are four key fields - SSN, Grade, Title Code, Building Code. **Warning: In order to change information in 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.**

Add an Employee Record

From APSCN Main Menu, select:

#4) SPECIAL EDUCATION

#3) SPED Employee

- To add an employee, select ADD from the ring menu at the top of the screen (use arrow key to go to ADD or type the first letter of the word ('A')).

AP5.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 [] MIDDLE [] 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	[]	[]	[]	[]	[]	[]	[]

- Enter the employee's SSN
- Use the tab key to enter the employee's title code. Type <Ctrl T> for drop-down menu of options; type <Ctrl F> for additional codes; use down arrow to select the code; type <Ctrl G> to select option and populate into field.

- | | |
|--------------------------------|--------------------------------------|
| 01- Supervisor | 17-Counselor |
| 02- Administrator | 18-Orientation and Mobility Services |
| 03- Early Childhood | 19-Educational Interpreter (Deaf) |
| 04- Occupational Therapist | 20- Speech Therapy |
| 05- Physical Therapist | 21-Speech Therapy Aide |
| 06- PE Adaptive Teacher | 22-Occupational Therapy Aide |
| 07- Recreational Therapist | 23-Physical Therapy Aide |
| 08- Psychological Examiner | 24-School Psychology Specialist |
| 09- Educational Examiner | 50-Self-Contained 1:6 |
| 10- Psychologist | 51-Self-Contained 1:10 |
| 11- Medical/Nursing Services | 52-Self-Contained 1:15 |
| 12- Audiologist | 53- Resource Room |
| 13- Teacher Aide | 54- Itinerant Instructor |
| 14- School Social Worker | 55. Consulting Teacher |
| 15- Voc. Ed Teacher- Job Coach | 56 -Hospital/Homebound |
| 16- Work Study Coordinator/CCE | 57. -Co- Teaching |
| | 58.-Indirect Teacher |

14. Enter **Total Hours** (the number of hours the teacher is engaged in special education each day including up to one allowable planning period).

15. Enter **License Number\Teacher Endorsement Code** (Licensure Endorsement Code that indicates the disciplines in which they are certified).

```

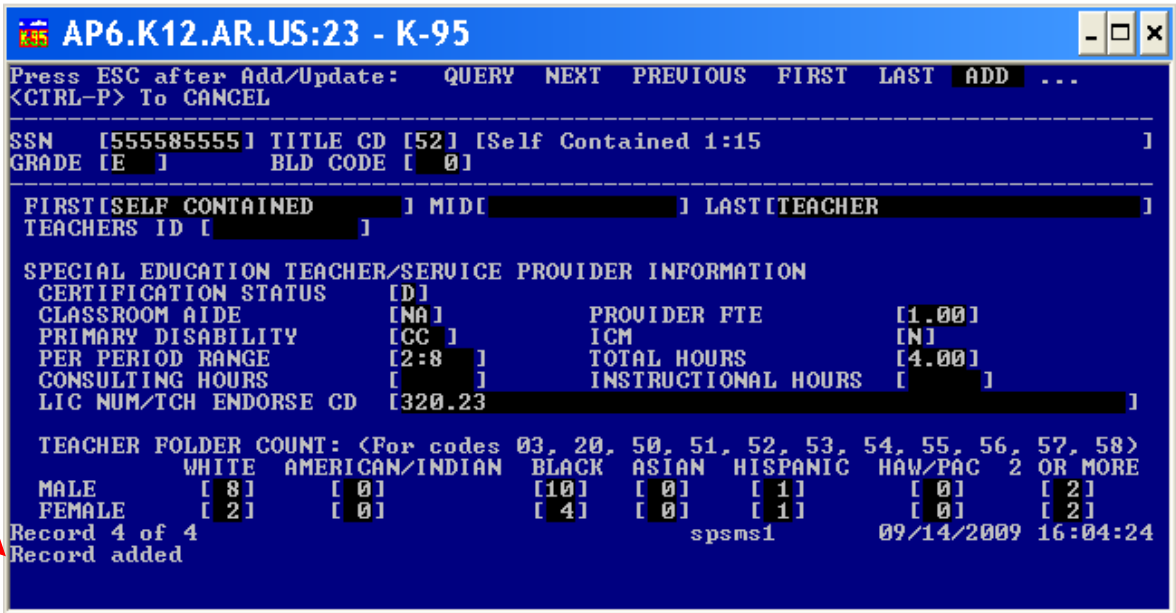
AP5.K12.AR.US:23 - K-95
Press ESC after Add/Update: ... UPDATE DELETE REPORT EXIT
<CTRL-P> To CANCEL record.
-----
SSN [123456789] TITLE CD [52] [Self Contained 1:15 ]
GRADE [E ] BLD CODE [ 0]
-----
FIRST[BEN ] MID[J ] LAST[JONES ]
TEACHERS ID [ ]
-----
SPECIAL EDUCATION TEACHER/SERVICE PROVIDER INFORMATION
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>
WHITE AMERICAN/INDIAN BLACK ASIAN HISPANIC HAW/PAC 2 OR MORE
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
    
```

16. . Enter **Teacher Folder Count**: Enter the number of students that are being served by race and gender for teacher codes and Speech Pathologists only. See the Data Dictionary in this manual on how to report the folder count.

```

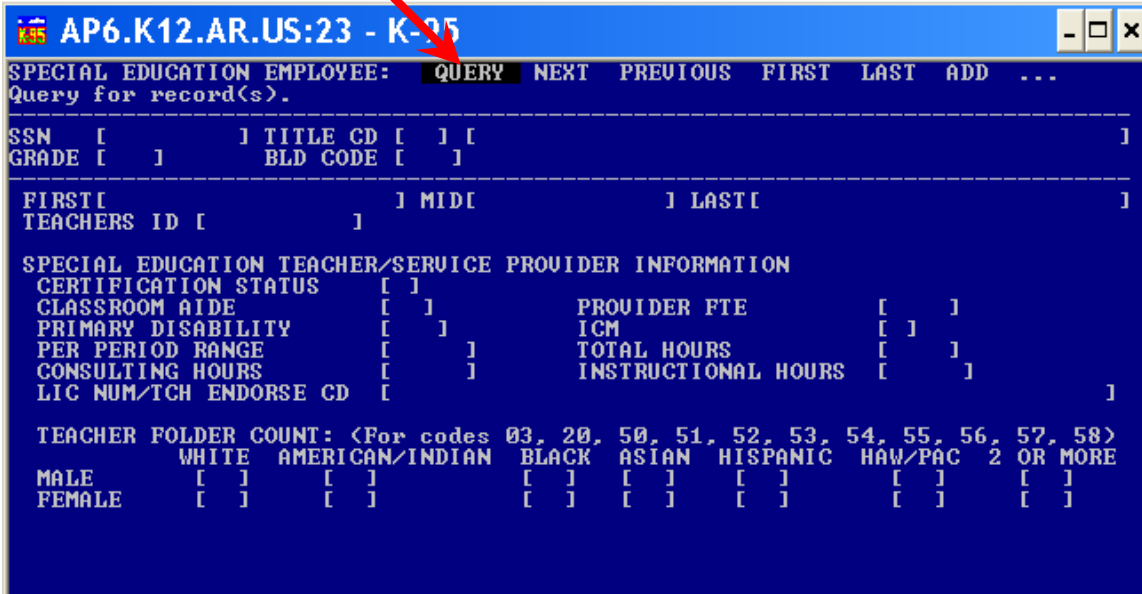
AP5.K12.AR.US:23 - K-95
Press ESC after Add/Update: ... UPDATE DELETE REPORT EXIT
<CTRL-P> To CANCEL record.
-----
SSN [123456789] TITLE CD [52] [Self Contained 1:15 ]
GRADE [E ] BLD CODE [ 0]
-----
FIRST[BEN ] MID[J ] LAST[JONES ]
TEACHERS ID [ ]
-----
SPECIAL EDUCATION TEACHER/SERVICE PROVIDER INFORMATION
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>
WHITE AMERICAN/INDIAN BLACK ASIAN HISPANIC HAW/PAC 2 OR MORE
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
    
```

Press <Esc> to save teacher information. Look for 'Record Added' message on bottom left-hand side of screen.

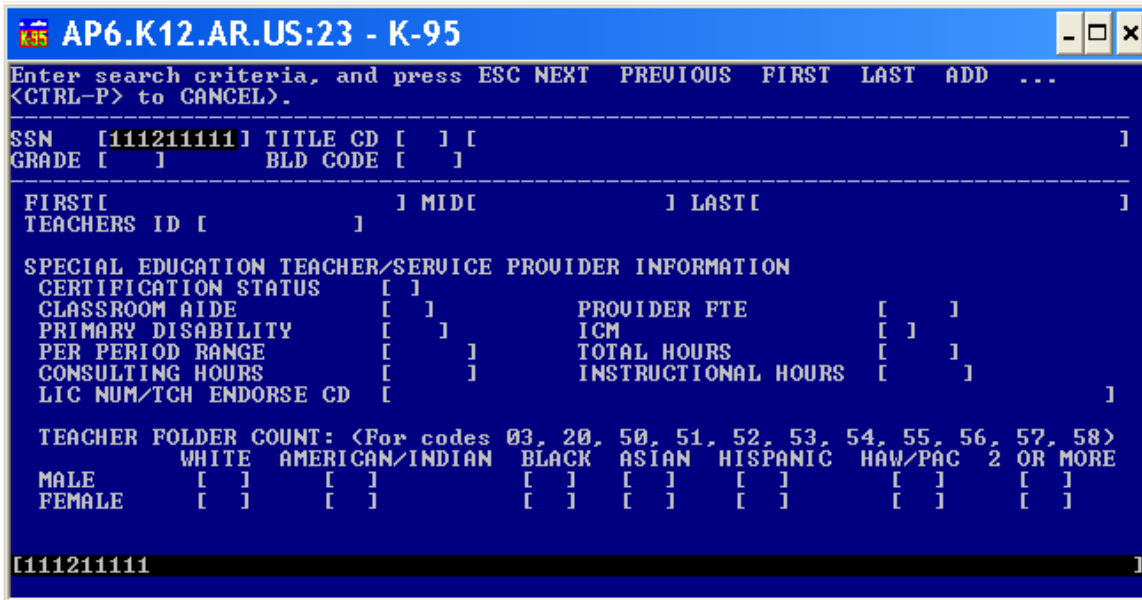


Query an Employee Record

1. To query an employee, select QUERY from the ring menu at top of page



2. Enter the employee's SSN and press <Esc>



Update an Employee Record

1. To update you must select QUERY from the ring menu as described above.
2. Select UPDATE from the ring menu.

```

AP6.K12.AR.US:23 - K-95
SPECIAL EDUCATION EMPLOYEE: _ ... UPDATE DELETE REPORT EXIT
Update an existing record.
-----
SSN [555585555] TITLE CD [52] [Self Contained 1:15]
GRADE [E ] BLD CODE [ 0]
-----
FIRST[SELF CONTAINED ] MIDDLE[ ] LAST[TEACHER ]
TEACHERS ID [ ]
-----
SPECIAL EDUCATION TEACHER/SERVICE PROVIDER INFORMATION
CERTIFICATION STATUS [D]
CLASSROOM AIDE [NA] PROVIDER FTE [1.00]
PRIMARY DISABILITY [CC ] ICM [N]
PER PERIOD RANGE [2:8 ] TOTAL HOURS [4.00]
CONSULTING HOURS [ ] INSTRUCTIONAL HOURS [ ]
LIC NUM/TCH ENDORSE CD [320.23 ]
-----
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 [ 8] [ 0] [10] [ 0] [ 1] [ 0] [ 2]
FEMALE [ 2] [ 0] [ 4] [ 0] [ 1] [ 0] [ 2]
Record 5 of 5 spsms1 09/14/2009 16:30:39
  
```

3. Use the Tab key to move to the fields to update
4. Press <Esc> save the update

Note: In order to change information in 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.

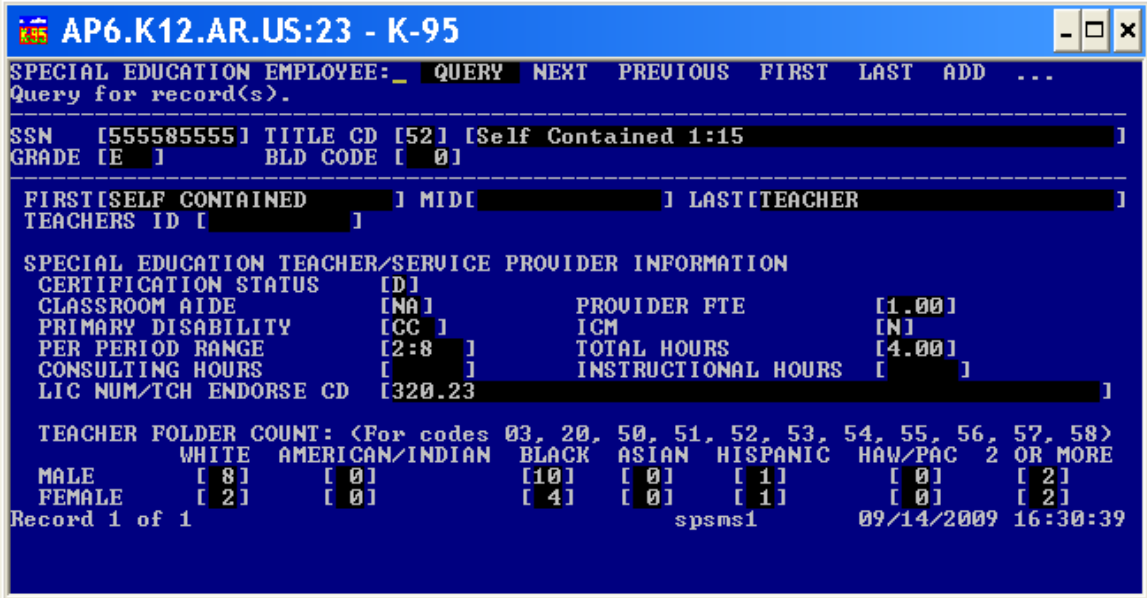
Delete an Employee Record

1. To delete an employee select QUERY from the ring menu at top of page

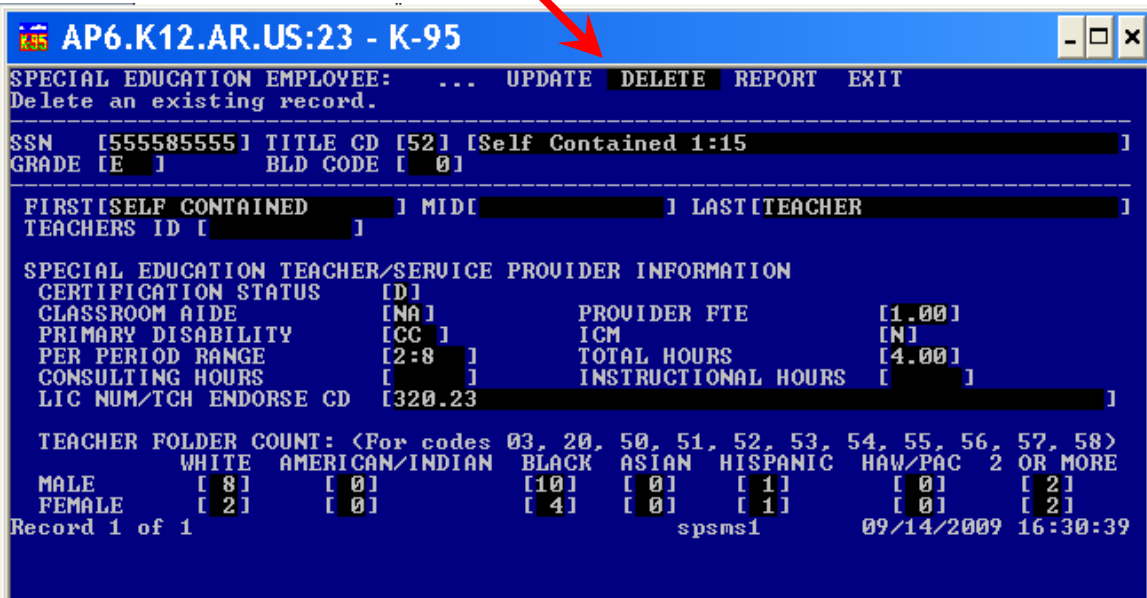
```

AP6.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[ ] MIDDLE[ ] 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 [ ] [ ] [ ] [ ] [ ] [ ] [ ]
  
```

- 2. Enter the employees SSN and press <Esc>



- 5. Select DELETE from ring menu from top of page



6. Select YES to delete employee screen from the module.

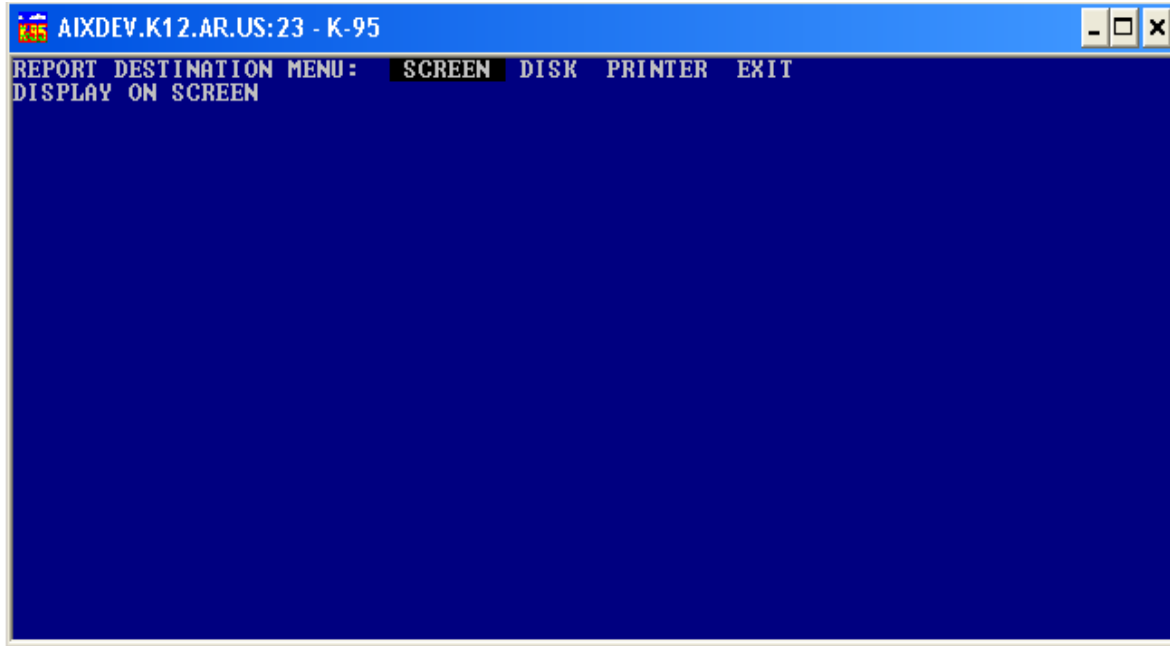
```
AP6.K12.AR.US:23 - K-95
DELETE ? :_ NO YES
-----
SSN [555585555] TITLE CD [52] [Self Contained 1:15 ]
GRADE [E ] BLD CODE [ 0]
-----
FIRST[SELF CONTAINED ] MIDL[ ] LAST[TEACHER ]
TEACHERS ID [ ]
-----
SPECIAL EDUCATION TEACHER/SERVICE PROVIDER INFORMATION
CERTIFICATION STATUS [D]
CLASSROOM AIDE [NA] PROVIDER FTE [1.00]
PRIMARY DISABILITY [CC ] ICM [N]
PER PERIOD RANGE [2:8 ] TOTAL HOURS [4.00]
CONSULTING HOURS [ ] INSTRUCTIONAL HOURS [ ]
LIC NUM/TCH ENDORSE CD [320.23 ]
-----
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 [ 8] [ 0] [10] [ 0] [ 1] [ 0] [ 2]
FEMALE [ 2] [ 0] [ 4] [ 0] [ 1] [ 0] [ 2]
Record 1 of 1 spsms1 09/14/2009 16:30:39
```

Printing Reports

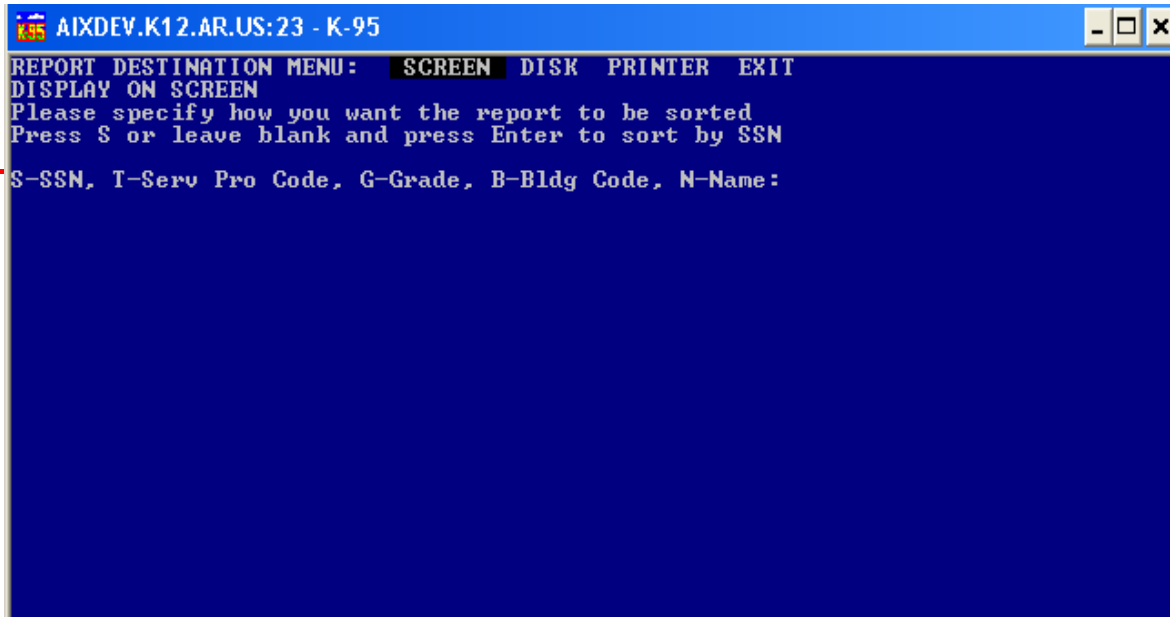
1. Select Reports from ring menu

```
AP6.K12.AR.US:23 - K-95
SPECIAL EDUCATION EMPLOYEE:_ ... UPDATE DELETE REPORT EXIT
Print Report based on the query criteria.
-----
SSN [ ] TITLE CD [ ] [ ]
GRADE [ ] BLD CODE [ ]
-----
FIRST[ ] MIDL[ ] 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 [ ] [ ] [ ] [ ] [ ] [ ] [ ]
Record 1 of 1 spsms1 09/14/2009 16:30:39
No records found
```

2. Select location of where you want the report printed SCREEN, DISK, or PRINTER



3. Specify how you want the report sorted.



- The report should print at the desired location

AIXDEV.K12.AR.US:23 - K-95																	
SSN	Name				Code				Status								
Lvl	Cod	Aide	FTE	PRDS	ICM	Rnge	Hrs										
430259598	ANDERSON,HOPE				Teacher Aide				Non Teacher-					Not Cer			
E	99	NA	1.00	Not Applicable	N	0:00	6.00										
EARLY CHILD HRS				LICENSURE NUMBER				TEACHER FOLDER COUNT									
CONSULT	INSTRUCT			TCHER ENDR CODE				WM	WF	NM	NF	BM	BF	AM	AF	HM	HF
00.00	00.00							00	00	00	00	00	00	00	00	00	00
429119961	BATCHELOR,JAMES				Consultant				<HI,UI,BI					Non-Teacher-certifie			
ALL	99	NA	0.63	Not Applicable	N	0:0	6.00										
EARLY CHILD HRS				LICENSURE NUMBER				TEACHER FOLDER COUNT									
CONSULT	INSTRUCT			TCHER ENDR CODE				WM	WF	NM	NF	BM	BF	AM	AF	HM	HF
00.00	00.00							00	00	00	00	00	00	00	00	00	00
Press RETURN or ENTER to continue ...																	

**SPECIAL EDUCATION**

SPECIAL EDUCATION EMPLOYEE & PROGRAM APPROVAL DATA DICTIONARY School Year 2009/10

The purpose of this handbook is to provide guidance to school district special education staff on coding and entering special education student data into APSCN for the purpose of Federal reporting and program approval. The special education school age data are collected through APSCN and are a component of the special education module. In the guide we attempt to be as inclusive as possible as it relates to Federal reporting requirements; however, not all situations will be covered here. If there are questions about how to code a student after consulting this data dictionary, please contact the Arkansas IDEA Data & Research Office at 501-683-7219.

KEY CONCEPTS

1. **Special education employee data are collected twice a year, Cycle 2 (October 1) and Cycle 4 (December 1).** The employees listed must reflect who was employed on October 1 and December 1, respectively.
2. **Include only personnel employed to work specifically with students with disabilities.** DO NOT include personnel employed to work with all students with and without disabilities.
3. The Special Education Employee screen is available at all times. Please be sure to keep it updated as personnel changes arise.
4. Each person must be assigned to a building. If their work duties are district wide then the district building code of "000" must be used. Early childhood programs are to use "000" as the building code.
5. If a service provider can be classified with more than one service provider code, they should be entered for each code. For example:

Name	SSN	Provider Code	License No.	Certification Status	Grade Level	FTE
Driver, Bill	111-11-1111	58	320.321	D	SH	.25
Driver, Bill	111-11-1111	53	320.321	D	E	.75

Note: The total FTE cannot be greater than 1.0

6. Service providers should also be entered more than once, if your school district utilizes the same service provider in different grade levels which are not combined with the Grade Level Codes indicated on page 22.
For example, if your school district has an early childhood component and you utilize the same service provider as your school age program, the entry would be as follows:

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

Note: The total FTE cannot be greater than 1.0

Another example might be if you used the same service provider in Junior High and Elementary *and* Middle School):

Name	SSN	Provider Code	License No.	Certification Status	Grade Level	FTE
March, June	101-12-1561	20	320	F	JE	.50
March, June	101-12-1561	20	320, 321	F	MS	.50

Note: The total FTE cannot be greater than 1.0

7. **ALL fields are required unless otherwise indicated.**

**DATA FIELDS REQUIRED FOR FEDERAL REPORTING
AND PROGRAM APPROVAL**

Cycle 2 and Cycle 4

FIELD: Special Education Employee Name

First
Middle
Last

FIELD: Teacher Licensure ID- The Unique identification number assigned by ADE teacher licensure (10-digit number)

FIELD: SSN – The nine-digit Social Security number of the staff member being identified. DO NOT enter license/certification information..

FIELD: Title Code - Service Provider – The qualifying job description of the special education provider (including teachers).

01 – Supervisor	17 – Counselor
02 – Administrator	18 –Orientation and Mobility Service
03 – Early Childhood	19 – Educational Interpreter (Deaf)
04 – Occupational Therapist	20 – Speech Therapy
05 – Physical Therapist	21 – Speech Therapy Assistant/Aide
06 – PE Adaptive Teacher	22 – Occupational Therapy Assistant/Aide
07 – Recreational Therapist	23 – Physical Therapy Assistant/Aide
08 – Psychological Examiner	24 – School Psychology Specialist
09 – Educational Examiner	50 – Self-Contained 1:6
10 – Psychologist	51 – Self-Contained 1:10
11 – Medical/Nursing Staff	52 – Self-Contained 1:15
12 – Audiologist	53 – Resource Room
13 – Teacher Aide	54 – Itinerant Instructor
14 – School Social Worker	55 – Consulting Teacher
15 – Voc. Ed. Teacher – Job Coach	56 – Hospital/Homebound
16 - Work Study Coordinator./CCE	57 – Co-Teaching
	58 – Indirect Teacher

NOTE: If a service provider can be classified with more than one service provider code, the employee should be entered for each code. (See Key Concepts, pg. 20, #5)

FIELD: Licensure Endorsement/Teach Endorsement Code– The appropriate licensure endorsement or certification number for the teacher or provider.

Teachers have a set of codes for their license indicating the disciplines in which they are certified. For example 230 (sped P-4), 231 (4-12).

Note: For those providers working on an additional licensure plan, type “ALP” plus the correct endorsement code in this field. Also, send any additional licensure plans and copies of transcripts to your State Area Supervisor by Cycle 2 submission.

FIELD: Certification Status: Teacher/Provider – The certification status of the special education teacher or provider. This is personnel who have met SEA-approved or SEA-recognized certification, licensing, registration or other comparable requirements that apply to the area in which the individuals are providing special education or related services.

- A** – 1st Year Teaching SPED, Not Highly Qualified
- B** – 2nd Year Teaching SPED, Not Highly Qualified
- C** – 3rd Year Teaching SPED, Not Highly Qualified (including ALP)
- D** – Highly Qualified -SPED/Appropriate Licensure
- E** – Non-Teacher – Certified (this includes HQ Paraprofessionals)
- F** – Private Provider – Certified
- G** – Non-Teacher Not Certified (this includes NOT HQ Paraprofessionals)
- H** - Private Provider Not Certified

FIELD: Building Code – The building code, that the teacher (03, 20, 50, 51, 52, 53, 54, 55, 5, 57, 58) is assigned. Early childhood programs should use the district code (000).

FIELD: Grade Levels – Indicate the grade level(s) the teacher is assigned.

- PS** = Early Childhood/Preschool
- E** = Elementary
- JE** = Junior High and Elementary
- MS** = Middle School
- JS** = Junior and Senior High
- JH** = Junior High
- SE** = Senior High and Elementary
- SH** = Senior High
- ALL** = Elementary through Senior High

FIELD: Special Education Classroom Paraprofessional – Indicate if the teacher (title code for teacher **03, 20, 50, 51, 52, 53, 54, 55, 5, 57, 58**) has an aide assigned to the classroom.

Note: ONLY the title codes provided above should be used to answer this question. All other title codes require NA to be entered. Code 13 (Teacher Aide) should NEVER be used as a title code for this question

P=Part-time
F=Full-time
NA=Not Applicable

FIELD: Provider FTE (Cycle 4) – Provider Full-Time Equivalency (FTE) of individuals providing special education services in decimal format. Do not enter the actual number of instructional hours. List the appropriate FTE of each person based on a 40-hour workweek (i.e., 1.0, .5). An individual providing 9 hours of services would use an FTE of 0.22. If an employee is considered full-time, but does not work 40 hours, indicate them as full-time (1.0). For example, a teacher works 36 hours a week, which is considered fulltime, indicate the teacher’s FTE as 1.00. (See Key Concepts, pg 18, #5, #6 for examples).

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

FIELD: Number of Children Served by the teacher or speech therapist

For School Age teachers (title codes 50, 51, 52, 53, 55, 56, 57 and 58): Report the number of children by race based on the due process folders the teacher is responsible.

For School Age Speech Pathologists (title code 20): Report the number of children by race based on the number of children seen (case load).

For Early Childhood teachers and Speech Pathologists (Primary title codes 03, 54, 20): Report the number of children by race based on the number of children seen (caseload).

Race/Ethnicity categories are as follows:

Ethnicity:

- Hispanic or Latino... A person of Cuban, Mexican Puerto Rican, South or Central American or Spanish culture regardless of race.

Race:

- American Indian/Alaskan Native... A person having origins in any of the original people of North or South America and who maintain tribal affiliation or community attachment.
- Asian... A person having origins in any of the original people of the Far East, Southeast Asia or the Indian subcontinent including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- Black or African American... A person having origins in any of the black racial group of Africa.
- Native Hawaiian/Pacific Islander... A person having origins in any of the original people of Hawaii, Guam, Samoa or other Pacific Islands.
- White... A person having origins in any of the original people of Europe, the Middle East or North Africa.

After the collection of data through APSCN and the MySped DDS Application, the racial data are aggregated into 7 categories as displayed on screen for the Teacher folder count fields.

Hispanic - Any respondent who selected an ethnicity of Hispanic will go into the Hispanic category regardless whether another race was selected.

American Indian/Alaskan Native

Asian

Black

Native Hawaii

White

2 or more races - Any respondent who selected multiple races and is not Hispanic will go into the 2 or more races category.

FIELD: Primary Disability being served by the special education teacher or provider – The type of disability of the students the person is teaching.

MR – Mental Retardation

SI – Speech/Language Impairments

ED – Serious Emotional Disturbance

OHI – Other Health Impairments

DB – Deaf-Blindness

AU – Autism

CC – Cross Categorical

NA – Not Applicable

HI – Hearing Impaired

VI – Visual Impairments

OI – Orthopedic Impairments

SLD – Specific Learning Disabilities

MD – Multiple Disabilities

TBI – Traumatic Brain Injury

PS – Noncategorical for Preschool

EARLY CHILDHOOD ONLY

FIELD: Early Childhood Consulting Hours – The number of hours per week Early Childhood teachers (title codes 03, 20, 54) spend on consulting.

FIELD: Early Childhood Instructional Hours – The number of hours per week Early Childhood teachers (title codes 03, 20, 54) spend on instruction.

SCHOOL AGE ONLY

FIELD: Integrated Classroom Model (ICM) – Integrated classroom means a general education classroom in which instruction is provided to general and special education students for the entire instructional day by a teacher dually licensed in general and special education. The maximum classroom composition is limited to 2/3 general education students and 1/3 students with disabilities. This classroom must have a half-time paraprofessional.

ICM – Is the teacher (title codes 03, 20, 50, 51, 52, 53, 54, 55, 56, 57, 58) teaching in an Integrated classroom setting? Y/N

FIELD: Per Period Range – The minimum number of special education students a teacher has in the classroom and the maximum number of students a teacher has in the classroom *throughout a day*.

For example: In period 2, a teacher has 2 students but in period 5 the same teacher has 8 students. Therefore, the range would be 2-8.

FIELD: Total Hours – The number of hours the staff member is engaged in special education **each day** including up to one allowable planning period.

For example: A teacher engaged for six hour per day would be 6.

A physical therapist that is engaged for 16 hours a week averages 3.2 hours per day (16hrs/5days).

A psychological examiner who is engaged for 16 hours every 9 weeks averages (16hrs/45 days) .36 hours per day.