

**Arkansas Public School
Computer Network**

**SPECIAL EDUCATION
REFERRAL TRACKING**

Training Guide

Revised: August, 2011

REFERRAL TRACKING USER GUIDE

Table of Contents

Key Concepts and Understandings	3
Navigating through APSCN.....	4
Referral Tracking Menu	5
Procedures to ADD a Student Record	6
General Information Field Descriptions.....	6
Due Process Field Descriptions.....	7
SAVE a Student Record	9
QUERY a Student Record	9
UPDATE a Student Record	9
DELETE a Student Record.....	10
Linkage to the Early Childhood Module	10
Linkage to the School Age Module.....	11
Linkage to Early Intervening Services.....	13
Referral Tracking Data Dictionary.....	15

KEY CONCEPTS and UNDERSTANDINGS

1. **ALL referrals to special education are to be entered.** If you receive a referral for a former special education student without a current IEP, they are considered a new referral.

Note: If you receive a referral for additional evaluation of an existing special education student, they are not a new referral and should not be entered into referral tracking.

2. If you receive a request for Coordinated Early Intervening Services (CEIS) **DO NOT** enter the student into Referral Tracking. Referral Tracking is for Special Education and Related Services Only.
3. If you have a student referred and the decision is made not to evaluate then you are only required to enter the demographic information, the referral date, Sped Placement “N”, RFC Reason (the reason the referral is complete) and referral complete “Y”.
4. A special education student who is transferring from another district (in state or out of state) is NOT a referral since they already have an IEP; this includes early childhood special education students entering kindergarten. Transferring students are indicated in the school age and early childhood modules.
5. As long as REF COMP (Referral Complete) is “N” you may make changes/update the student’s information.
6. Once you have entered REF COMP (Referral Complete) as “Y” and pressed <ESC>, the record saves and you may NO longer make changes/updates.
7. Refer to the Referral Tracking Data Dictionary for data used in federal reporting requirements and for definitions of codes.

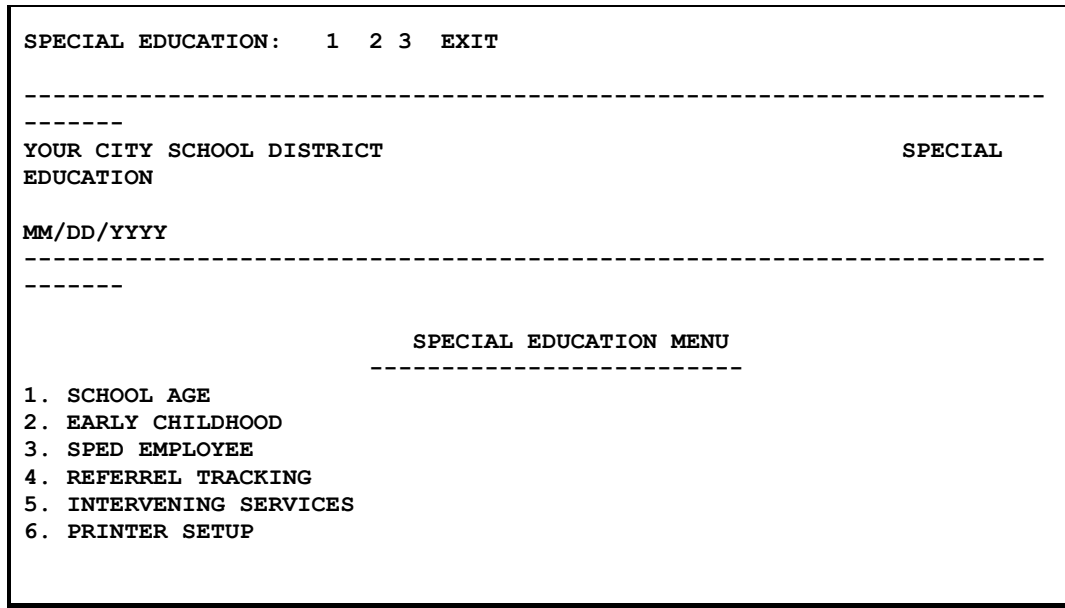
Navigating through APSCN, Special Education Modules

- 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.
- Use the Arrow and Tab keys 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 'Per 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 the 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.

Referral Tracking Menu

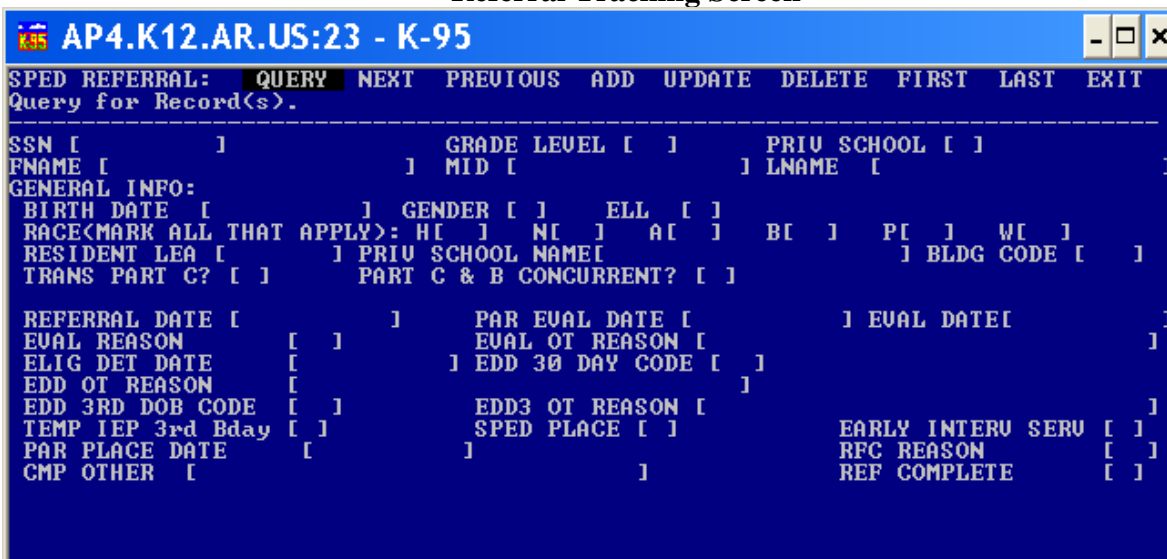
The Referral Tracking Screen

- From the APSCN Main Menu, select:
#4 - SPECIAL EDUCATION



- From the Special Education Menu, select:
#4 – REFERRAL TRACKING
#1 - RECORDS MAINTENANCE

Referral Tracking Screen



Procedures to ADD a Student Record

To add a student, select ADD from the ring menu (across the top of the APSCN screen).

ADDING a student as SCHOOL AGE

1. Enter the student’s **SSN, grade level** and **Private School (Y/N)**.
2. If the student has a school age grade level and in not in private school, the **student’s first, last and middle name, birth date, gender, race, ELL, and Building Code** will populate from Student registration.
3. Tab to Resident LEA and enter the student’s general information.

ADDING a student for PRESCHOOL:

1. Enter the student’s SSN.
2. Enter the grade level of ‘P’ - Pre-school.
3. Enter the student’s name, birth date, gender, race, ELL and the general information. Enter ‘000’ for Building Code.

General Information Field Descriptions

- **BIRTH DATE** - This required field holds the student’s date of birth. The system display is MM/DD/YYYY, for example, 09/18/2001.
- **RACE** - This required field holds the ethnic code for student. Each race defaults to ‘N.’ Tab to each race and enter ‘Y’ for all that apply.

Race Codes

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

- **GENDER** - This required field holds the student’s gender. “M” for Male or “F” for Female.
- **GRADE LEVEL** – This required field holds the grade level that will match registration.
- **ENGLISH LANGUAGE LEARNER (ELL):** Is English the students second language and is not the primary language spoken at home?
- **BUILDING CODE:** The district’s 3 digit building code administered by the district.
- **RESIDENT LEA** (7digits XXXX000): the district where the student resides.
- **PRIVATE SCHOOL (Y/N):** Does the student who is being referred attend a private school?
- **PRIVATE SCHOOL NAME:** if “yes” for private school, you must enter the name of the private school the student is attending.

Code	Description
EU	EVALUATIONS NOT COMPLETED IN ACCORDANCE
FC	FAMILY CANCELLED ED CONFERENCE(S)
FM	FAMILY MOVED MAKING THE CHILD
IL	CHILD OR FAMILY ILLNESS/DEATH DELAYED
OT	OTHER
PW	PARENT WITHDREW CONSENT
TR	TRANSFERRED FROM ANOTHER PROGRAM DURING

<CTRL-G> Get	<CTRL-P> Cancel
<CTRL-F> Next Page	<CTRL-B> Previous Page

- **EDD OT REASON:** If other (OT), enter the name of the other reason
- **EDD 3rd DOB CODE: (Early Childhood Only)** Eligibility Determination Date exceeds 3rd birthday. **This field is for Early Childhood only.** If the student was referred from a Part C program and eligibility determination was not made on or before the 3rd birthday, select a reason why. See pg. 19 in the data dictionary of this manual for further clarification of codes.

Code	Description
EU	EVALUATIONS NOT COMPLETED IN ACCORDANCE
IL	CHILD OR FAMILY ILLNESS/DEATH DELAYED
OT	OTHER
PC	PART C FAILED TO REFER CHILD FOR
PR	PARENT REFUSED INITIAL CONSENT
TR	TRANSFERRED FROM ANOTHER PROGRAM DURING

<CTRL-G> Get	<CTRL-P> Cancel
<CTRL-F> Next Page	<CTRL-B> Previous Page

- **EDD 3rd OT REASON: (Early Childhood Only)** If other (OT), enter the name of the other reason
- **3rd Bday TEMP IEP: (Early Childhood Only)** If Eligibility Determination Date was not met and the student is a Part C to B transition, indicate if a temporary IEP is in place.
- **SPED PLACE:** Is the student being placed into special education and related services (Y/N)? The field defaults to N.
- **EARLY INTERV SERV: Early Intervening Services (School Age Only).** (Y/N) Is the student being placed into Early Intervening Services using VI-B funds? A student cannot be placed into both special education and early intervening services. Early intervening services means a student was NOT found eligible for special education and related services but could benefit from early intervening services.
- **PAR PLACE DATE:** The date the parent consents to place their child into special education.

- **RFC REASON:** Give reason of why the referral process is complete (Use <CTRL -F> for additional reasons). See pg. 20 in the data dictionary of this manual for further clarification of codes.

Code	Description
ED	CHILD DIED
EI	PLACED INTO EARLY INTERVENING SERVICES;
FM	FAMILY MOVED MAKING THE CHILD
ME	NOT ELIGIBLE FOR SPECIAL EDUCATION
NT	IEP TEAM DETERMINED NO TESTING
OT	OTHER
RS	PARENT REFUSED SERVICES
SP	PLACED INTO SPECIAL EDUCATION
TR	TRANSFERRED TO ANOTHER PROGRAM DURING

<CTRL-G>	Get	<CTRL-P>	Cancel
<CTRL-F>	Next Page	<CTRL-B>	Previous Page

- **CMP OTHER:** If other (OT), enter the reason the referral is complete if not indicated in codes listed above.
- **REFER COMP:** Indicate if the referral is complete (Y/N). NOTE: If the referral is complete you will not be able to update any fields. You will be able to query and generate reports based on closed records, however. If you have incomplete information make sure that the REFER COMP field is marked "N". An "N" in the field will allow you to update the referral record.

SAVE a Student Record

To save the record, press the <ESC> (escape) key. **You can save at anytime, but be sure that the REFER COMP field is "N" if the record is not complete. Once you indicate "Y" you will loose the ability to update.**

QUERY a Student Record

To query a record, select query from the ring menu and select which field or fields you want to query. By selecting no fields and hitting <ESC>, all student records will pull for the query.

UPDATE a Student Record

To update, you first must QUERY a record and then select update from the ring menu. You can only update records that have an "N" in the **REF COMP** field. If you have a correction to be made on a completed referral you will need to contact the IDEA Data and Research Office at 501-683-7219.

DELETE a Student Record

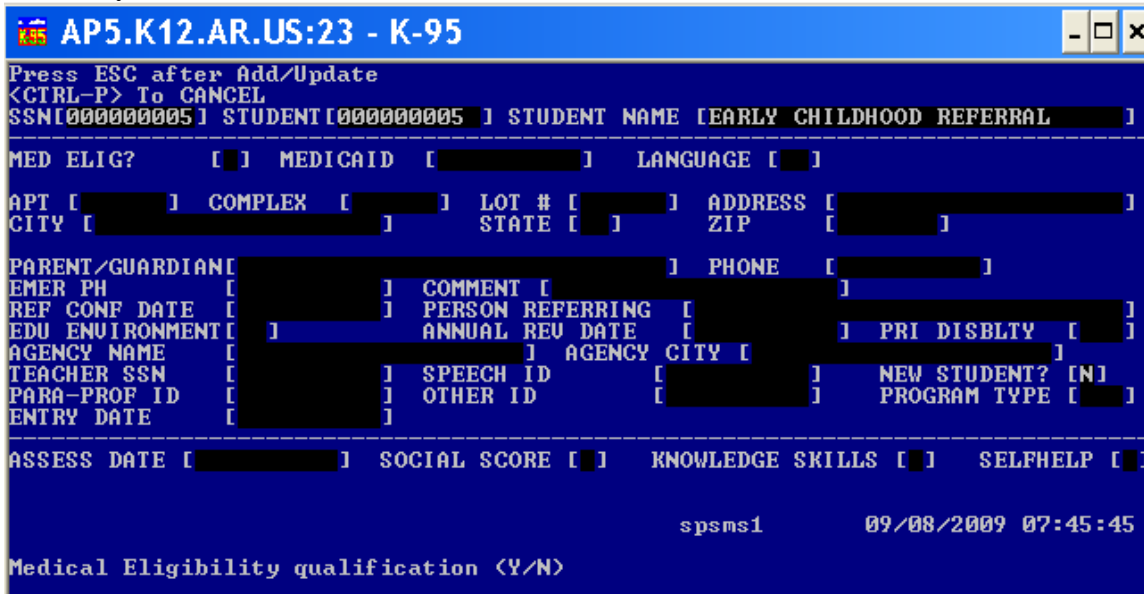
To delete a record, select QUERY from the ring menu for the record of choice and then select DELETE.

LINKAGE TO EARLY CHILDHOOD

If the student is being placed (**SPED PLACE field = Y**) into special education and the referral is complete (**REF COM field = Y**), upon hitting the <ESC> key, the following screen appears notifying you that the next screen to be entered is the required information for early childhood.



The Early Childhood Screen



Refer to the Early Childhood User Guide and Data Dictionary for complete information in entering data.

The student SSN, ID number, and student name are populated from the referral tracking system. All other fields are part of the early childhood module and were not collected in referral tracking.

All date formats are mmddyyy.

If you need a to locate a code, such as disability, placement, program type or transition code, when you get to the field press “Control T” and a menu will drop down with the options.

After entering the required information press<ESC>. The information is saved to the early childhood module and you are returned to referral tracking to continue your data entry.

NOTE: If there is an error the information will not be saved to the early childhood module; however, the referral tracking is saved, but not completed. You will need to go query and update the REF COMP to “Y” and then complete the process with the correct information.

LINKING TO SCHOOL AGE

If the student is being placed (**SPED PLACE field = Y**) into special education and the referral is complete (**REF COM field = Y**), upon hitting the <ESC> key, the following screen appears notifying you that the next screen to be entered is the required information for school age.

```

Next set of data is for School Age

Press Enter to continue _

```

The school age information screen linked to referral tracking requests the following information. Follow the School Age Data Dictionary when completing these fields.

School Age Screen

AP5.K12.AR.US:23 - K-95

Press ESC after Add/Update
 <CTRL-P> To CANCEL
 SSN[200000033] STUDENT [200000033] STUDENT NAME [KIM KELLY]

MEDICAID ELIGIBLE	[]	MEDICAID #	[]
ALT PORT	[]		
PERSON/AGENCY REFERRING	[]		
ANNUAL REVIEW DATE	[]		
CORRECTIONAL FACILITY	[]	PRIMARY DISABILITY	[]
SPEECH	[]	INCL IN DEC.1 CHILD CNT	[]
DATE SPEECH ENTERED	[]	DATE SPEECH TERMINATED	[]
EDUCATIONAL PLACEMENT	[]	EDU PLACEMENT LAST YEAR	[]
PRIVATE PROVIDER NAME	[]		
TIME SERVED-UNIT	[]	TIME SERVED-AMT	[]
LEAD TEACHER SSN	[]	EXTENDED SCH YR	[]
SCHOOL CHOICE	[]	CHARTER SCHOOL	[]
		ERLY CHLDHD PROGR	[]
		SCHOOL IMPRU	[]
		SCHOOL CHOICE LEA	[]
SPECIAL ED TEACH	[]	THERAPIST<SPEECH/OTH>	[]
PLACEMENT DATE	[]	ENTRY DATE	[]

spsms1 09/08/2009 08:09:19

Must = Y or N

Refer to the School Age User Guide and Data Dictionary for complete information in entering data.

All fields are required except Special Ed Teach and Therapist. Additionally, the Medicaid number is NOT required if the student is not Medicaid eligible. If Speech is “N” then date speech entered is NOT required.

LEAD TEACHER SSN is REQUIRED: This is the teacher/speech pathologist that holds the due process folder.

When you complete a referral and the student previously received special education services and is currently **inactive** in the school age module, the following message screen appears.

Next set of data is for School Age
 This student already exists in School Age
 Existing Data will be populated in next screen.
 Modify data per current requirement.

Press Enter to continue ■

You will then be asked to update the information.

After entering the required information press ESC. The information is saved to the school age module and you are returned to referral tracking to continue your data entry.

NOTE: If you do not have the needed student data in updating the school age information screen, the information to re-activate the student in the special education module will not be saved to the school age module; however, the referral tracking will be saved, but not completed. You will need to query and update the REF COMP to “Y” and then complete the process of re-activating the student in the school age module.

After pressing ESC you may also receive the following message...

Student active in School Age...Inactivate before completing referral.

If the student has an active record in School Age, you will be informed to inactivate the student, so you can complete the referral. However, if the student was receiving special education services **prior to the referral**, you should delete the referral for the evaluation was actually a re-evaluation not a new referral.

If the student information was entered into school age before the referral information, you will need to inactivate the student in school age, so you can complete the referral and then update the school age entry withdrawal screen to reflect the correct information.

LINKAGE TO Coordinated EARLY INTERVENING SERVICES SCHOOL AGE only

If the student is NOT being placed (**SPED PLACE field = N**) into special education but would benefit from Coordinated Early Intervening Services (CEIS) and the referral is complete, upon hitting the <ESC> key, the following screen appears notifying you that the next screen to be entered is the required information for Early Intervening Services.

Note: Only enter students into CEIS if using VI-B monies.



All of the general information required for the first screen of early intervening is gathered in referral tracking except for the entry date. Enter the entry date. After entering the Entry Date press ESC. The information is saved to the Early Intervening Services module and you are returned to referral tracking to continue your data entry.

NOTE: You will have to go to Early Intervening Services to enter the services being delivered.

```
Next set of data is for Intervening Services
```

```
Enter Entry Date <MM/DD/YYYY> OR E for Exit:
```

After pressing ESC you may also receive the following message

Student active in Early Intervening Services...Inactivate before completing referral.

If the student has an active record in CEIS, you will be informed to inactivate the student, so you can complete the referral. However, if the student was receiving CEIS **prior to the referral**, and the decision is made to place into special education you need to be sure to exit the student from CEIS.

If the student received Coordinated Early Intervening Services previously, you will be asked to provide the new entry date.

```
Next set of data is for Intervening Services
This student already exists in Intervening Services
Existing record will be updated with current data.
Enter Date or E to Cancel
```

```
Enter Entry Date <MM/DD/YYYY> OR E for Exit: █
```

Refer to the Coordinated Early Intervening User Guide and Data Dictionary for complete information in entering data.



SPECIAL EDUCATION

SPECIAL EDUCATION REFERRAL TRACKING DATA DICTIONARY School Year 2011\12

The purpose of this handbook is to provide guidance to early childhood and school district special education staff on coding and entering special education student referral data into APSCN. The special education early childhood and school age referral tracking data is 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.

DATA FIELDS required for Federal reporting**Field: Social Security (Cycle 7)**

The nine-digit Social Security number of the student. If a student's SSN cannot be obtained, then the ADE assigned number as required by Arkansas Code Ann. 6-18-208 should be used. This number should remain the same throughout the student's school career.

Field: First Name (Cycle 7)

The student's legal first name, as printed on the student's birth certificate, social security card, or other legally binding documentation.

Field: Middle Name (Cycle 7)

The student's legal middle name, as printed on the student's birth certificate, social security card, or other legally binding documentation.

Field: Last Name (Cycle 7)

The student's legal last name, as printed on the student's birth certificate, social security card, or other legally binding documentation.

Field: Birth date (Cycle 7)

The student's date of birth.

Note: Please make sure that the student's birth date is accurate. Some common errors include using the current year as the student's year of birth and entering years such as '2093' or '0993' instead of '1993.'

FIELD: Race (Cycles 4, 7)

Select all that apply.

H Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

N American Indian or Alaskan Native: A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.

A Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, including, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

B Black or African American: A person having origins in any of the black racial groups of Africa.

W White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

P Native Hawaiian/Pacific Islander: A person having origins in any of the original people of Hawaii, Guam, Samoa or other Pacific Islands.

Field: Gender (Cycle 7)

M **Male**
F **Female**

Field: Grade (Cycle7)

P **Preschool**
K **Kindergarten**
01 **1st Grade**
02 **2nd Grade**
03 **3rd Grade**
04 **4th Grade**
05 **5th Grade**
06 **6th Grade**
07 **7th Grade**
08 **8th Grade**
09 **9th Grade**
10 **10th Grade**
11 **11th Grade**
12 **12th Grade**
EE **Non-Graded Elementary**

This category should only be used in extreme situations in which the student's grade cannot be appropriately determined. Where possible, use the grade that will be used for purposes of assessment.

SM Non-Graded Middle/Jr.

This category should only be used in extreme situations in which the student's grade cannot be appropriately determined. Where possible, use the grade that will be used for purposes of assessment.

SS Non-Graded Secondary

This category should only be used in extreme situations in which the student's grade cannot be appropriately determined. Where possible, use the grade that will be used for purposes of assessment.

Field: Resident LEA (Cycle 7)

Indicate the resident LEA of the student being referred to special education. Enter the four digit district number in which the student lives and 3 zero's (000).

Field: Private School (Cycle 7) (School Age Only)

Y **Yes** – student being referred was parentally placed in a private school and not placed or referred to the private school by public agencies
N **No**

Field: Name of Private School (Cycle 7) (School Age Only)

Enter the name of the private school if indicated 'Yes' above.

Field: Building Code (Cycle 7)

Enter the 3 digit building code the student is assigned by your school district

Field: Trans Part C (Early Childhood only)**“Part C” to “Part B” Transition (Cycle 7)**

- Y** Yes – student is being transitioned from a “Part C” IDEA program to a “Part B” Early childhood Program.
- N** No

Field: Part C & B Concurrent (Cycle 7) (Early Childhood only)

- Y** Yes - referral to Part C was < 90 days from 3rd Bday resulting in concurrent referral for C to B. Enter due process information, bypassing 3rd birthday eligibility timelines.
- N** No

Note: If student is entered as Y as a Part C to Part B transition, Part C & B is not concurrent.

Field: Referral Date (Cycle 7)

The date that the referral was received

Field: Par Eval Date**Parent Consent to Evaluate Date (Cycle 7)**

Date that the parent/guardian consented to evaluation

Field: Eval Date**Evaluation Date (Cycle 7)**

Date that the evaluation process was complete. The completion date is the date the *last* evaluation is completed. For example, if a battery of tests takes is given over two days, 9/22/11 and 9/23/11, the Evaluation Date would be 9/23/11.

The timeline between the parent consent date and the evaluation completion dates should not exceed 60 days.

Field: Eval Reason Exceeded (Cycle7)**Reason Evaluation Exceeded 60-day Timeline**

- AT** Additional testing determined by IEP Team
- IL** Child or family illness/death delayed evaluations
- TR** Transferred from another program during the due process
- EV** Evaluations not completed in accordance with timelines due to IEP Team (includes evaluators)
- FM** Family moved making the child unavailable
- HV** Failed hearing/visual screening (i.e. waiting for glasses)
- PR** Parent Refused Initial consent
- EC** Family cancelled evaluations date(s) requiring it to be rescheduled
- PW** Parent withdrew consent
- OT** Other - please clearly specify other reason timeline was not met

Field: Eval OT Reason**Evaluation Other Reason (Cycle 7)**

If other (OT) selected above, enter the reason the evaluation exceeded the 60-day timeline as clearly as possible.

Field: Elig Det Date**Eligibility Determination Date (EDD) (Cycle 7)**

The date which eligibility was determined. This is usually the evaluation conference date. This date should not exceed 30 days from the date of evaluation.

Field: EDD Reason Exceeded**Reason EDD Exceeded 30-day timeline (Cycle 7)**

- IL** Child/Family illness delayed due process or family was unavailable for meeting
- TR** Transferred from another program during due process
- EV** Evaluation not completed in accordance with timelines due to IEP Team (includes evaluators)
- FM** Family moved making the child unavailable
- FC** Family cancelled ED conference(s) requiring it to be rescheduled
- PW** Parent withdrew consent
- OT** Other- please clearly specify other reason timeline was not met

Field: EDD OT Reason (Cycle 7)

If other (OT), enter the reason the Eligibility Determination Date exceeded the 30-day timeline from the date of evaluation as clearly as possible.

Field: EDD 3RD DOB Code (Early Childhood only)**Reason EDD Exceeded 3rd Birthday (Cycle7)**

- PR** Parent refused initial consent to test/place
- IL** Child/Family illness delayed due process or family was unavailable for meeting.
- TR** Transferred from another program during due process
- EV** Evaluation not completed in accordance with timelines due to IEP Team (includes evaluators)
- PC** "Part C" failed to refer child for transition within timelines
- OT** Other – clearly explain if the reason was not listed above

Field: EDD 3RD OT Reason

If other (OT) selected above, enter the reason the Eligibility Determination Date exceeded 3rd birthday.

Field: 3rd Temp IEP (Cycle7) (Early Childhood only)**Temporary IEP if EDD Exceeded 3rd Birthday**

The Temporary IEP field is linked specifically to the Part C to B 3 year old transition child. When a child is a Part C (early intervention 0-3) participant, 90 days prior to turning three, Part C is required to make a referral to Part B (3-5 early childhood special education programs) for eligibility determination. Federal law requires Part B to have an IEP in place for the child's 3rd birth date, so services can begin at age 3 with no interruptions.

The State allows a district to develop a temporary IEP, for the provision of services while the due process for eligibility is being completed, where the program has deemed the service needs are immediate. However, the temporary IEP cannot be used to delay due process eligibility decisions and must not exceed 60 calendar days.

If the eligibility determination is not finalized by the 3rd birth date, the Temporary IEP field notifies the State that a child was being served on the 3rd birth date, with no interruption of services, even though the determination is not finalized.

- Y** Yes – the student who turned 3 years old and is in the process of Eligibility Determination is being served with a temporary IEP.
- N** No

Field: Sped Place

Special Education Placement (Cycle 7)

- Y** Yes – the student was determined eligible for special education services and was placed
- N** No

Field: Early Interv Serv (School Age only)

Early Intervening Services (Cycle 7)

- Y** Yes – the student was placed into coordinated early intervening services in accordance with ADE guidelines (services are paid for by the 15% set-aside for early intervening services in accordance with IDEA Section 612).
- N** No

Field: PAR Placement

Parent Consent to Place in Special Education Date (Cycle 7)

Date that the parent/guardian consented to placement in special education

Field: Ref Complete

Referral Process Complete (Cycle7)

- Y** Yes – the referral due process for this student is complete
- N** No

Field: RFC Reason

Reason for Completion

- SP** Placed into special education
- NE** Not eligible for special education
- NT** IEP Team determined no testing required (only referral conference was held)
- EI** Placed into coordinated early intervening services using VI-B funds
- FM** Family moved making the child unavailable
- TR** Transferred to another program during the due process
- RS** Parent refused services
- ED** Child died
- OT** Other - please clearly specify the reason the referral is complete if not indicated above

Field: CMP Other

Completion Other

If other (OT), enter the reason the referral is complete as clearly as possible