

Early Childhood 3-5 yr program 2010-2011 Cycles 2, 4, and 7 Overview

Data and Research Web Page: <http://arksped.k12.ar.us/sections/dataandresearch.html> under “Supporting Documents”

Useful Resources:

1. APSCN Reporting Requirements table and timeline for 2011-2012 School Year
2. Early Childhood APSCN Data Form
3. *Cycle 2 Data Reporting - Sp Ed Employees WebEx Overview*
4. *2011-2012 Employee Program Approval User Guide and Data Dictionary*
5. *2011-2012 Early Childhood User Guide and Data Dictionary*
6. Prior EC Cycle 7 WebEx Session (May 2011) document
7. Manual: *Early Childhood MySped Review Procedures Cycle 7*
8. *EC MySped Cycle Review Using Excel - easy tips*
9. This document: *EC 2011-2012 Cycles 2, 4, and 7 Overview*

2011 Cycle 2 Employee Program (October 15, 2011 APSCN deadline)

Review Changes in *APSCN Cycle 2 Employee Data Reporting Webex Overview* document

- Entering for October 1 personnel. Continue to update for December 1 personnel, Cycle 4.
- Begins Program Approval through Area Supervisor, Monitoring section of ADE

2011 Cycle 4 December 1 Child Count and Employee Program (December 15, 2011 APSCN deadline)

Early Childhood Cycle 4 Reporting	District Annual Performance Report (APR)
1. December 1 Child Count	Indicator 6: Preschool Least Restrictive environment (LRE)
2. Educational Environment	Indicator 6: Preschool Least Restrictive environment (LRE)
3. Employee Program	Not a part of APR - November, 2011 Federal Reporting

Cycle 4 Child Count - report all students served on December 1, 2011

- Student Demographics - Name, Age, Race/Ethnicity, Gender
- Educational Environment
 - **A1** - Receiving 10+ hours in the Regular EC Program
 - **A2** - Receiving 10+ hours in other location, in Regular EC Program
 - **B1** - Receiving < 10 hours in the Regular EC Program
 - **B2** - Receiving < 10 hours in other location, attends Regular EC Program
- Withdraw all students not served on December 1, 2011
- Verify Social Security numbers are correct

2011-2012 Cycle 7 Referrals and Exits (June 15, 2012 APSCN deadline)

Early Childhood Cycle 7 Reporting	District Annual Performance Report (APR)
1. Completed Referrals	Indicator 11: Child Find Indicator 12: Early Childhood Transition
2. Early Childhood Exits • Early Childhood Outcomes	Indicators 7: Preschool (3-5) Outcomes
3. Kindergarten conferences	Not Applied to APR

Referral Tracking - complete *prior* to entering student in Special Ed Module

- Student Demographics
- Part C to B Transition
- Part C and B Concurrent (Y/N): Is Referral to Part C < 90 days from 3rd B-day resulting in concurrent referrals for C to B.
- Follow Due Process
 - 60 day timeline from Parent Consent Date to Evaluation Date
Reasons timelines were exceeded.
 - 30 day timeline from Evaluation Date to Eligibility Determination Date (EDD)
Reasons timelines were exceeded.
 - EDD by 3rd birthday for C to B transitions
Reasons timelines were exceeded.

EC Exits

- Exit status codes are particularly important as it relates to Outcomes, Kindergarten Conferences and Transition Status.
-KW added back in

EC Outcomes - Includes those students who are Kindergarten Eligible, No longer needed services, *and* Reached Maximum Age (6 yrs)

Kindergarten Conferences

Transition Status

Still tracking KW = Kindergarten Waiver

2010-2011 Cycle 7 MySped Resource Data Review - September 1 - 30, 2011

Cycle 7 reports all students served between July 1, 2009 and June 30, 2010. All data are entered in APSCN and reviewed in September in MySped Resource Application. This is the data that will be used in the calculations for the State Performance Plan (SPP) and the Annual Performance Report (APR) submitted February 1, 2012. The determination letters you receive spring, 2012 (state whether you 'met requirements' or 'need assistance,' etc.) will use this data.

EC MySped Cycle 7 Review Manual and **EC MySped Cycle Review Using Excel** will assist Early Childhood Cycle 7 (FY 10/11) data in MySped Resource posted on Data and Research web page:
<http://arksped.k12.ar.us/sections/dataandresearch.html>

Why review data if it was entered and submitted June 15?

You want to be able to ensure the data for your district or co-op was submitted properly and that it accurately reflects the reporting requirements for the fiscal year July 1, 2010 through June 30, 2011.

Possible Reasons for Making Changes in Data

1. **Updates** are needed to reconcile between the reporting period ended and APSCN submission (i.e. late referrals)
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
6. **Blank fields** may exist that should be completed
7. Problems may occur with reports not generating the accurate count. For example, if age is invalid, the program for the report will not include it in the count.
8. Submitted *after* your district had submitted.

Applications to Review for Cycle 7

- Referral Tracking - ADD late referrals
- EC Exits - includes Kindergarten Conferences, and Transition Status
- EC - Outcomes

Ways to View Data through MySped Resource

(Detailed instructions found in manual on web: *Early Childhood MySped Review Procedures Cycle 7 and the MySped Cycle Review Using Excel*)

- Individual Student
- Drop-down Menu
- Column Sort
- Export to Excel
- Reports - Referral Tracking Reports

Reminders for 10-11 Cycle 7 Review

1. Review period: MySped will be open the **September 1st - 30th**

- Use the **2010-2011** Early Childhood Data Dictionary for codes and their definitions

2. Correcting the Data

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

- **Update MySped** to report accurate data (**'Save' before Exiting**);
- **Update APSCN** to maintain accurate data (with the exception being Referral Tracking);
- **Update your own personal file** for record keeping and backup. We recommend you use the export to Excel function to save your own 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, corrections will need to be made in the individual student or employee application in MySped and possibly APSCN;* and,
- **Create and save a new Excel worksheet on your computer** once all changes have been made to serve as a backup.

3. Referral Tracking (Indicator 11: Child Find - Timely Evaluation)

- Major area to check: Are all birth dates valid?
- Add in any referrals that transpired from July 1, 2010 thru June 30, 2011. The date of referral is considered the date to be reported for that fiscal year. *You may have had late referrals that were not complete prior to the June 15th deadline to report in APSCN. Do not forget to include those referrals in MySped Resources.*
- Verify Reason for delays
 - If 'Other' reason was used, is it clearly explained what the other reason was?
- All referrals are entered, regardless of whether child was placed or not.
- Read any notices on MySped webpage. Communication from the IDEA office is important to respond to in a timely manner.

4. Exits - for every exit that was coded as Kindergarten Eligible or No Longer Needs Service, or Reached Maximum Age, entry and exit outcomes should be shown for every student

5. Kindergarten Conferences - for every conference date, a corresponding Transition Code of Kindergarten Waiver, No Services Needed or Transition with Services to Kindergarten should be given. An LEA District number is also required for whom the EC program had a conference with for the student.