

Early Childhood 3-5 yr program
APSCN Cycle 4 Outline for December 1 Child Count and Employee/Program Approval

Cycle 4 Overview

- 1. APSCN Data for December 1, 2011 Child Count**
- 2. APSCN Data for Employee/Program Approval**
- 3. MySped Review in January**

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

Cycle 4 December 1 Child Count reports all students being served on December 1, 2011. Co-ops and districts enter data in APSCN and review it in January in MySped Resource Application. This is the child count that will be used in the calculations for the State Performance Plan (SPP) and the Annual Performance Report (APR) submitted in February 1, 2012. (The letters you receive stating whether you ‘met requirements’ or ‘needed assistance’ using this count would be sent to you in the spring of 2012).

Reminders:

1. **Deadline for APSCN:** Data should be entered no later than December 15th, 2011 for all Special Education students being served on December 1, 2011. However, if the Early Childhood program is with a school district you may have an earlier deadline as to when the district submits Cycle 4 data.
2. Include all students who have an IEP and all temporary students as of December 1st, 2011.
3. Withdraw those students who are not being served on December 1.
4. The data you enter up to the *date of APSCN submission* is the data that is pulled into MySped Resources. Consequently, any changes you make in APSCN as of the *date of APSCN submission* will not be reflected in the data you review in MySped Resources in January. When making necessary changes in MySped in January, you have to update it in APSCN also.
5. **MySped Review Period: January 3 - 17**

Section 1: APSCN Child Count

Screen: APSCN EC - General Information Page 1 Screen:

Required Federal Fields:

1. Name (Last, First Middle)
2. SSN
3. Gender
4. Birth date
5. Race
6. District LEA – 4 digit resident district LEA number
7. Primary Disability: Drop-down menu (Press<Control T>) (<Control G> to get) Also see Early Childhood Dictionary for definitions
8. Educational Environment: Drop-down menu (Press<Control T>)(<Control G> to get)

Educational Environment Table

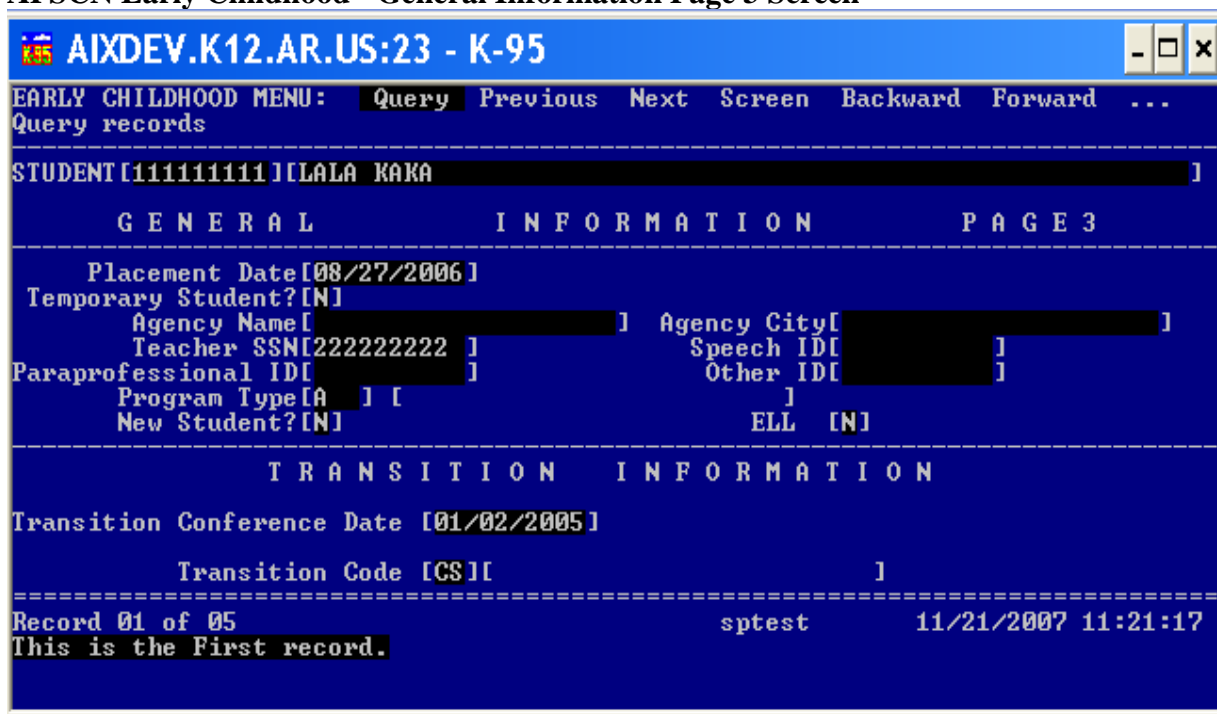
| | | | |
|----|---|----|--------------------------------|
| A1 | Reg EC program 10+ hrs a week w/majority of sped services in EC program | HM | Home |
| A2 | Reg EC program 10+ hrs a week w/majority of sped services in other location | IO | Itinerant Service Outside Home |
| B1 | Reg EC program <10 hrs a week w/majority of sped services in EC program | RS | Residential |
| B2 | Reg EC program <10 hrs a week w/majority of sped services in other location | SP | Early Childhood Special Ed |
| | | SS | Separate School |

- 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

Codes A1, A2, B1, and B2: Regular Early Childhood Program is a program that includes a majority (at least 50 percent) of nondisabled children (i.e., children not on IEP's). This category may include, but is not limited to: Head Start; kindergartens; preschool classes offered to an eligible pre-kindergarten population by the public school system's private kindergartens or preschools/and group child development center or child care.

- A1 Reg EC program 10+ hrs a week w/majority of sped services in EC program**
The child is receiving the majority of hours of special education and related services in a Regular Early Childhood Program and the student is attending at least 10 hours per week.
- A2 Reg EC program 10+ hrs a week w/majority of sped services in other location**
The child is receiving the majority of hours of special education and related services in some other location and the child attends a Regular Early Childhood Program at least 10 hours per week.
- B1 Reg EC program <10 hrs a week w/majority of sped services in EC program**
The child is receiving the majority of hours of special education and related services in the Regular Early Childhood Program and the child attends a Regular Early Childhood Program less than 10 hours per week.
- B2 Reg EC program <10 hrs a week w/majority of sped services in other location**
The child is receiving the majority of hours of special education and related services in some other location and the child attends a Regular Early Childhood Program less than 10 hours per week.

APSCN Early Childhood - General Information Page 3 Screen



Other required fields:

- 9. **Temporary Student:** Enter Yes if student is being temporarily placed in the Special Ed program while eligibility and/or the evaluation is in progress. Temporary students are included in the December 1 Child Count. Reminder: (Exit temporary students in Entry/Withdrawal screen if student is determined not eligible and use Exit Status of "Not Placed.")

10. Program Type

| Code | Description |
|------|--------------------|
| A | ABC |
| DC | Licensed Family |
| E | Even Start |
| H | Head Start |
| HI | HIPPY |
| O | Other |
| P | Licensed Preschool |

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

11. ELL – English Language Learner

Entry/Withdrawal Screen

- 1. **Entry Date and withdrawal date** - used to determine if child was served on December 1, 2011.

| ENTRY / WITHDRAW INFORMATION | | |
|------------------------------|--------------------|-----------|
| --- ENTRY --- | --- WITHDRAWAL --- | EXIT STAT |
| ENTRY DATE | WITHDRAWAL DATE | |
| [08/01/2006] | [] | [] |
| [] | [] | [] |
| [] | [] | [] |

Section 2: Special Education Employee/Program Approval APSCN Cycle 4 Data Reporting

Cycle 4 reports all employees being served on December 1, 2011. Districts enter data in APSCN SpEd Employee module and review it in January, 2012 in MySpEd Resource Application.

Reminders:

1. **Deadline:** Data should be entered no later than December 15th, 2011 for all Special Education personnel employed on December 1, 2011. However, work with your district as to *when they submit* Cycle 4 data.
2. **Personnel in APSCN** – should reflect the data from Cycle 2 along with any other updates you have made since then.
3. **Include** the LEA Supervisor or EC Coordinator and personnel employed who were *contracted or hired for and work with students with disabilities involved in direct instructional assistance with the students*. Do not include personnel employed to work with all students with and without disabilities.
4. Clerks of any type are NOT to be reported.
5. Teachers who are **NOT** providing instruction but are providing evaluation services should be reported under a new Title Code 25 (other) and indicated as a “non teacher certified,” (status E) under the certification status.
6. The **Title Code** for Behavior Specialists that are used to conduct testing for eligibility or to meet requirements in accordance with a student’s IEP should be reported under the license held (i.e. psychologist, social worker, etc.). If the behavior specialist in question is a teacher who holds only a special education teaching license then the teacher is reported with a **Title Code** of 25 (other) and indicated as a “non teacher certified” (status E) under the certification status.
7. **No personnel can be entered more than twice for a given program.** An exception may be granted based on the circumstances, such as personnel are providing hospital/homebound services before or after the regular school day. Please review Section 17.00 and Section 30.00 of the Special Education Program Standards. **Exceptions must be submitted to the ADE Special Education Unit on or before November 30, 2011.**
8. If your district submitted waiver requests and have not received official approval by December 1, enter the data as if approved for the Cycle 4 submission; and, if necessary, update the outcome of the waiver requests in MySpEd Resources in January once you officially hear from Marcia Harding’s office.
9. **Districts with EC 3-5 programs:** Early childhood and school age personnel must be split accordingly. The grade level will distinguish the programs and **FTE must be adjusted not to exceed 1.00.**
10. **Special Education personnel entered in APSCN** – should currently reflect the data entered from Cycle 2 along with any other updates you may have made since then. Update module for December 1, 2011.

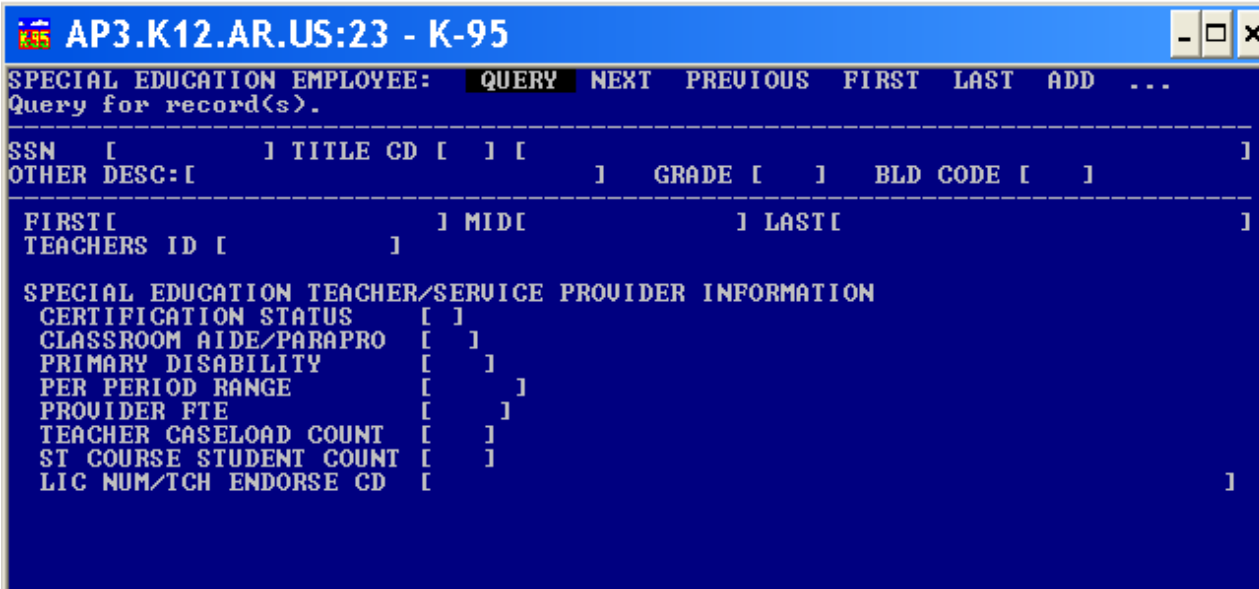
Data Entry for Cycle 4 of APSCN’s SpEd Employee Module:

- Adding employees employed on December 1, 2011
- Deleting employees not employed on December 1, 2011
- Verifying data fields on existing employees are correct
- Updating data fields – (i.e. Title code, Certification Status, License/Endorsement #, Teacher caseload)

Note: There are four key fields - SSN, Grade, Title Code, and Building Code. In order to change information in these 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.

11. Once data is submitted to APSCN, the data is pulled into MySped Resource application for review in January. The data reviewed in MySped is for program approval and for federal reporting.

2010 Updated Screen: APSCN SPED Employee



1. SSN
2. Title Code – Service Provider (<Control T> for options, <Control G> to select)

| Teachers: The selection is to be based on teacher assignment as well as Section 17.00 and Section 30.00 of the Special Education Program Standards. | Related Service Providers |
|---|---------------------------------------|
| 03 – Early Childhood Teacher (Early Childhood only) | 04 – Occupational Therapist |
| 50 – Self-Contained 1:6 Teacher (School Age only) | 05 – Physical Therapist |
| 51 – Self-Contained 1:10 Teacher (School Age only) | 06 – PE Adaptive Teacher |
| 52 – Self-Contained 1:15 Teacher (School Age only) | 07 – Recreational Therapist |
| 53 – Resource Room Teacher (School Age only) | 08 – Psychological Examiner |
| 54 – Itinerant Instructor (school age and/or early childhood) | 09 – Educational Examiner |
| 55 – Consulting Teacher (School Age only) | 10 – Psychologist |
| 56 – Hospital/Homebound (School Age only) | 11 – Medical/Nursing Staff |
| 57 – Co-Teaching Teacher (School Age only) | 12 – Audiologist |
| 58 – Indirect Teacher (School Age only) | 14 – School Social Worker |
| 59 – Integrated Classroom Model Teacher (School Age only) NEW CODE | 17 – Counselor |
| 20 – Speech Therapist (school age and/or early childhood) | 18 – Orientation and Mobility Service |
| Paraprofessional | 19 – Educational Interpreter (Deaf) |
| 13 – Classroom Instructional Aide/Paraprofessional | 24 – School Psychology Specialist |

| Other Providers | |
|--|---|
| 01 – Special Education Supervisor (LEA Supervisor/ EC Coordinator ONLY) | 21 – Speech Language Assistant/Aide |
| 02 – Other Special Education Administrators (non-clerical) NEW CODE | 22 – Occupational Therapy Assistant/Aide |
| 15 – Voc. Ed. Teacher – Job Coach | 23 – Physical Therapy Assistant/Aide |
| 16 - Work Study Coordinator/CCE /Secondary Transition | 25 – Other : NEW CODE See below |

Notes for Title Code of Service Provider

- Enter Title code based on job assignment. All providers may be entered up to twice for a given program. No provider can have more than two title codes.
 - An exception may be granted if personnel are providing hospital/homebound services before or after the regular school day.
 - Other exceptions may be granted based on the situation.
 - Any request for an exception must be in writing and submitted to the LEA’s State Special Education Area Supervisor for consideration. **Exceptions must be granted by the ADE Special Education Unit prior to submission of the data.**
- The use of **Other Special Education Administrators (02)** includes special education coordinators who work directly under the LEA Supervisor. This title is for special education administrative personnel, **NOT** clerical staff (data entry or due process clerks) or principals/assistant principals.
- Other:** This field is for the following personnel who are actively involved in providing services including evaluations but their credentials/licensure does not match one of the related service provider codes. Examples for this title code include behavior specialists that hold a teacher license only or teachers who conduct evaluations but do not provide direct instruction.

This code may NOT be used for clerical staff, including due process clerks, of any type even if the clerical staff holds a valid teacher license.

FIELD: Licensure Endorsement/Teacher 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).
- For those providers working on an additional licensure plan, type “ALP” plus the correct endorsement code in this field.
- All related service providers required by law to have a certification/license **MUST** have a current certification/license. The LEA should have a copy of the license on record and be prepared to produce the certification/license when requested.

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 Special Education, Not Highly Qualified

B. 2nd Year Teaching Special Education, Not Highly Qualified

C. 3rd Year Teaching Special Education, Not Highly Qualified

- Any teacher coded as A-C must have an ALP on file. The LEA should be prepared to submit the documentation upon request.

D. Fully Certified/Highly Qualified Special Education Teacher/Speech Pathologist

- Teachers must have ADE license endorsement for special education.
- Speech Pathologists must be licensed by the Arkansas Board of Examiners - Speech-Language Pathology and Audiology or an ADE teacher licensure endorsement code of 198 or 317

E. Non-Teacher Certified - Include all district employees whose function is non-instructional, requires certification, and employee is certified.

- All paraprofessionals must have completed the special education core modules to be considered certified
- This code includes special education supervisors, early childhood coordinators, and special education administrators who meet the minimum qualifications of the job (Title Code 01)
- This status also includes “Other Special Education Administrators (Title Code 02).

F. Private Provider Certified

- Contract Personnel who hold a Certification/License for their job assignment
- This includes contracted teachers not employed by the district

G. Non-Teacher Not Certified - Include all district employees whose function is non-instructional but the position requires certification and the employee is not certified.

- This includes all paraprofessionals who have NOT completed the special education core module.
- This includes LEA special education supervisors and early childhood coordinators who do not meet the minimum qualifications of a LEA Supervisor or EC Coordinator. There should be an ALP on record (Title Code 01).
- This status also includes “Other Special Education Administrators (Title Code 02).

H. Private Provider Not Certified

- Contract Personnel who do NOT hold a Certification/License for their job assignment.

I. Other Certification Status, Not Fully Certified NEW CODE

- This code is specifically for **student interns**. These students are conducting testing, providing services, and reviewing records under the direct supervision of a certified/licensed speech pathologist or psychological examiner in preparation of receiving their license. Student interns in the area of speech pathology may have a pending certification/license number which should be provided.
- If a district believes they have another situation for which this code can be used, their State Special Education Area Supervisor should be consulted prior to its use.
- Anyone identified with this code is considered not fully certified.

FIELD: Building Code – Each personnel must be assigned to a building. This is the primary building of their job assignment and must be the *valid three (3) digits following the LEA number in the ADE School District directory.*

For example, Alma School district is 1701000 and Alma Primary School is 1701004. Therefore the 3 digit building code is 004.

- School age: If work duties are district wide and are not assigned to a specific building the district code of “000” must be used.
- Early childhood programs are to use “000” as the building code.

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

- Enter employee data twice if the service is also provided if your district has an Early Childhood 3-5 Pre-k Special Ed Program.

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

Example: Entering same employee serving in different grade levels and different services

| Name | SSN | Title Code | License No. | Certification Status | Grade Level | FTE |
|-------------|-------------|------------|-------------|----------------------|-------------|-----|
| Smith, Bill | 111-11-1111 | 57 | 320.321 | D | SH | .25 |
| Smith, Bill | 111-11-1111 | 03 | 320.321 | D | PS | .75 |

FIELD: Special Education Classroom Paraprofessional – Indicate if the teacher/speech pathologist (title code for teachers are 03, 20, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59) has an aide assigned to him/her.

- A Speech Pathologist with a Speech Language Assistant/Aide (SLA) selects SP or SF codes. Only title code 20 should use SP or SF

- P = Part-time aide
- F = Full-time aide
- NA = Not Applicable
- SP = Part-time SLA **NEW CODE**
- SF = Full-time SLA **NEW CODE**

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 (Classroom Instructional Aide/ Para-professional) should NEVER be used as a title code for this question.

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 as full-time, but does not work 40 hours, indicate him/her 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.

| 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: Teacher Caseload Count - The number of children served by the teacher or speech pathologist. Provide the unduplicated count of students by teacher served in accordance with their IEPs throughout the school day.

NOTES:

- Teacher caseloads for the services delivery models set forth in this document must be adhered to, consistent with Special Education Program Standards, Section 17.00 and Early Childhood standards in Section 30.00. Waiver requests relative to adjusting caseload caps must be submitted in writing, with appropriate justification, to the LEA’s State Special Education Area Supervisor and be approved by the Associated Director of Special Education, ADE, in order to be in compliance.

How to determine caseload (See Section 30.00 Early Childhood standards for details)

Speech Pathologists:

An unduplicated count of children, up to 45, served in accordance with their IEPs. Children receiving speech services and additional special education services will be coded on both a teacher and a speech pathologist’s caseload.

Early Childhood:

An unduplicated count of children served in accordance with their IEPs by a teacher. See Section 30.03 of the Special Education Early Childhood standards for specifics on caseloads for center-based programs and itinerant/home teachers.

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

MR – Intellectual Disability

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 – Non-categorical for Preschool/
developmental delay

Section 3: 2011 December 1 Cycle 4 MySped Resource Data Review January 3-17

- **Student Child Count**
- **Personnel Program**

Why review data if it was entered and submitted to APSCN?

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 all students being served and all special education employees hired on December 1, 2011.

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
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.

Reminders

1. **MySped Review period**: MySped will be open January 3 - 17.

2. **Manual and Cycle 4 Review using Excel**: *Early Childhood Cycle 4 MySped Review Procedures*. They are posted on Data and Research web page: <http://arksped.k12.ar.us/sections/dataandresearch.html>

3. 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;
- **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 for federal reporting.

- **Create and save a new Excel worksheet on your computer** once all changes have been made to serve as a backup; and,
- Update APSCN to reflect the corrections you made in MySped.

More Information

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

1. This outline: *Early Childhood APSCN Cycle 4 Outline*
2. APSCN User Guides and Data Dictionaries: Early Childhood and Employee Program
3. *Early Childhood MySped Review Procedures Cycle 4*
4. *Early Childhood MySped Review using Excel*