

APSCN Data Entry Questions & Answers  
Early Childhood  
11-7-11

Referral Tracking Module

Q1. A student was referred for special education services. The student was placed in special education for 2010-2011 and then exited US (Unknown Status). Now the student is back for the 2011-12 SY. Is this student a new referral? What if the IEP is still valid?

A1. No it is not a new referral. Hold a separate programming conference and activate the child in the entry/withdrawal screen with a new (second) entry date. The original assessment scores remain in place. The team will review the IEP at the programming conference, determine if any additional services are needed, review the evaluation to determine if additional testing is needed, and determine if the goals, objectives, and least restrictive environment as indicated by the IEP is still appropriate.

Q2. When may I start entering referrals for the current SY into APSCN? Could we have started entering referrals for the 2011-12 SY as they occurred after July 1, 2011?

A2. Yes, you may start entering new 2011-12 referrals as they occur after July 1, 2011. Just remember to wait for the APSCN roll-over (typically occurs by the first week of July, if not earlier).

Q3. If a student was mistakenly referred to our co-op and should have been referred to another co-op, what should I do? Can I just forward the referral to the correct co-op?

A3. Forward the referral and the parents to the correct co-op.

Q4. A student is referred from an agency and the parent(s) do not think the child should be referred. What do I do for data entry purposes?

A4. Assuming the parent will not give consent to evaluate, enter the student into referral tracking module with referral date. In the Referral Complete field, mark Y for yes. Then in the RFC Reason field, select RS – Parent Refused Services.

Early Childhood Module

Q5. What is the definition of the Language field? Is it the primary language spoken at home?

A5. Yes, it is the primary language spoken at home.

Q6. Is the Placement Date field the date of the initial placement in special education or the date a student begins in your district/co-op? What date do we use for transfer students?

A6. This field is related to the initial referral process. It is the date that parent consented to the child's initial placement in special education (IDEA Part B). For students referred in your district/co-op, this field will populate with the date entered in the referral tracking

module. This field is not required for special education students that transfer into your district/co-op.

In contrast, the Entry Date (found on the Entry/Withdrawal screen) is the date the child entered the special education program (IDEA Part B) in your district/co-op.

Q7. Does the Early Childhood Placement Date have to be on the third birthday? Can it be before?

A7. No, the Placement Date does not have to be on the third birthday. However, the entry date must be on or after the child's third birthday (see Q6).

Q8. Is there any limit on the number of temporary placed students a district may have? Is it permissible to initially mark all transfer students as temporary to aid in internal record keeping?

A8. No, transfer students should not be marked as temporary students. Temporary students are by definition, not transfer students. Instead, temporary students are a specific category of newly referred students who need immediate intervention or differential diagnostic data gathering. Temporary students are subject to a separate 60 day timeline, must have written parental consent for temporary placement, and an interim IEP in place.

See § 4.05 of State Procedural Requirements and Program Standards for more information.

Q9. Does the data (Y/N) in the New Student field roll over from last year? Do I need to change all my new students from last year from Y to N this year?

A9. No, the New Student field does not roll-over. Yes, you would need to manual change all the students from Y to N. However, this field is for district/co-op use only. If your district/co-op does not use the field, there is no need to make the manual changes.

Q10. A student exited as KE (Kindergarten Eligible) last SY. Now it is the start of the current school year and the child is back with a kindergarten waiver. What do I do?

A10. In the APSCN Early Childhood Module, go to the Entry/Withdrawal Screen and enter the new entry date. Do not remove the original entry/withdrawal information. If the child is included in the data for the Cycle 7 review in My Sped Resources (in September), then the child may be deleted from the exits and outcomes sections of My Sped Resources.