

APSCN School Age Data Entry Questions
11-7-11

School Age Module

Q1. If a student is at a correctional facility (county jail) that is refusing to provide services, do you exit the student?

A1. A county jail does not provide services; they have no educational program. The district would have to make arrangements with the county jail to send a teacher to provide services. If the jail is not willing to work with the district, then the district would exit the student as DO (dropout).

Q2. The training guide says you only complete the Name of Provider field for placement codes of DI, RI, DB, and HH. The APSCN module screen says that you have to enter a Name of Provider for DI, RI, DB, HH, RB, CF, and PP. Which one is correct?

A2. The APSCN screen is correct. You should enter a Name of Provider for all placements outside the district: DI – Private Day School, RI – Private Residential, DB – Public Day School, HH – Hospital Homebound, RB – Public Residential, CF – Correctional Facility, and PP – Parentally Placed in Private School.

Q3. For the Resident LEA field, the training guide says this field should only be completed if the student has an educational environment of PP (parentally placed in private school). Will it cause any harm if we enter in the Resident LEA for all students?

A3. The Resident LEA field should only be completed if the student's educational environment is PP (parentally placed in private school). It will not cause any harm if you enter it in for all students, but don't waste your time. We only look at look at this field for students with a code of PP.

Q4. Is the Lead Teacher SSN field for internal district use or is it required? Does it need to be updated each year as a student's lead teacher changes each year?

A4. The Lead Teacher SSN field refers to the teacher who holds the Due Process file. It should be updated each year as that teacher changes.

Q5. Does student demographic information transfer from district to district?

A5. No. The demographic data is entered by Student Management, from information the parents provide when registering the student in each district.

Q6. If a student with a transition plan moves into my district, I am to enter the date the transition plan was finalized in my district and not the original transition plan date, correct?

A6. Correct.

Q7. For which students do I need to report a secondary transition plan date? If I have a student that turned 16 and then moved 2 weeks later, would he/she need to have a secondary transition plan date?

A7. Yes, you would need to have a plan date for the student. Secondary transition is about serving children ages 16-21, whether or not they were active at the end of the

school year. So, all students age 16-21 that were in your district at any point during the school year should have transition plan dates. Students parentally placed in a private school students are not required to have a secondary transition plan date UNLESS the LEA addressed secondary transition in the service plan.

Q8. In the resident LEA field, that is the charter schools LEA number, correct?

A8. No, the resident LEA is the public school district in which the student resides.

Referral Tracking Module

Q9. In the Reason Evaluation Exceeded 60-day Timeline field, should the code PR (parent refused initial consent) be used when parents did not consent to evaluations?

A9. No, this field is only used if you exceeded the 60 day evaluation timeline (60 days or less between the parent consent to evaluate date and the evaluation date). If the parents never consented to evaluate, this timeline would not apply and you would therefore leave the field blank.

Employee/Program Approval Module

Q10. Do we enter sped supervisors into the APSCN Employee/Program Approval module? If so, what do we put for their caseload number?

A10. Yes, you should enter sped supervisors into the module (code 01). The system shouldn't require a caseload number. If it does, you may use zero (0).

Q11. How should I code indirect instruction for FTE?

A11. Full Time Equivalency (FTE) indicates the proportional amount of time a teacher is employed under a particular job code. To calculate FTE for indirect instruction (code 58), consider the proportion of time a teacher spends providing indirect services. For example, a full caseload of indirect students is 40 and would result in a full-time FTE of 1. However, if a teacher provided indirect services only a portion of the work day, the FTE will be less than one. For example, a caseload of 20 indirect students may have a FTE of .5.

Q12. If we don't know the Teacher ID, may we leave it blank?

A12. Yes. If the teacher has a Teacher ID number, enter it. If not, leave the field blank. Gradually, as licenses are being renewed, teachers who originally did not have a Teacher ID will be issued one.

Q13. If a teacher visits multiple buildings do I need to enter the teacher into the module for each building? Instead may I put a building code of 000 (district wide) and enter the teacher once?

A13. You may enter the teacher once, provided they have the same title code at each building. In this case, the building code should be the teacher's primary building (NOT 000). If a teacher provides services under more than one of the 59 title codes (located in

the personnel data dictionary), then the teacher will need to be entered into the module for each applicable title code.

Q14. When therapist – speech, OT, and PT are contracted or purchased services, are they added to the Employee screen individually or through the company's name?

A.14. Contracted therapists are entered to the Employee Module individually.

Q15. Under what circumstances would a waiver be required for employee approval?

A.15. If a district is going to exceed the self-contained caseload maximums (1:6 and 1:10) by the 10% upward variance allowed with a waiver, the district needs to submit a waiver for approval.

In other cases (e.g. more than 2 title codes for 1 teacher), if the district requested a waiver in 2010-2011, the waiver stands for the 2011-2012 year. Districts should use the Arkansas Regulations on Special Education to determine caseload maximums (Section 17 – Program Standards) and do their best to stay within program standards. Any questions about specific situations should be addressed to the district's special education area supervisor.

Additional Questions

Q16. If a student was referred for special education services on June 10, 2011 and placed in special education on July 2011, is it considered a 2010/11 or 2011/12 referral?

A16. The referral date dictates in which school year referral are counted. Therefore, all referrals received before July 1, 2011 would be considered 2010/2011 referrals.

Q17. We hold our annual review in May. Is it okay to update the educational placement field for next year then?

A17. No, you should wait until the new school year to change the educational placement (July 1). If you make a change prior to July 1, you are actually changing the educational placement for the current school year.