

Arkansas Public School Computer Network

Special Education Early Intervening Training Guide

September 13, 2006

Table of Contents

Key Concepts and Understanding.....	2
Add.....	3
Entering Early Intervening Services	4
Save.....	6
Query.....	6
Update.....	6
Delete	7
Withdrawing Student from Early Intervening Services.....	8
Printing Report.....	11

KEY CONCEPTS AND UNDERSTANDING

1. Please remember to refer to the data dictionary if there are any questions on field definitions.
2. If a child has been referred to early intervening through referral tracking there is no need to add them to early intervening, just QUERY the student and make updates.
3. Early Intervening students are not entered into referral tracking unless they have been referred to receive special educational services.

ADD

Early Intervening Screen

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

SPED INTERVENING SERU: QUERY NEXT PREVIOUS **ADD** UPDATE DELETE ...

SSN [REDACTED]

FIRST NAME [REDACTED] MID [REDACTED]

LAST NAME [REDACTED]

GENERAL INFO:

BIRTH DATE [REDACTED] RACE [REDACTED] GENDER [REDACTED]

GRADE LEVEL [REDACTED] ELL [REDACTED] RESIDENT LEA [REDACTED]

PRIV SCHOOL [REDACTED] PRIV SCHOOL NAME [REDACTED]

ENTRY DATE [REDACTED] EXIT DATE [REDACTED] EXIT STATUS [REDACTED]

Record 1 of 19

Add/Update cancelled

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

1. Enter the student's SSN.
2. Enter the student's name, it should match registration
3. Enter the student's general information
 - a. BIRTH DATE
 - b. RACE
 - c. GENDER
 - d. GRADE LEVEL
 - e. ENGLISH LANGUAGE LEARNER (ELL) Is English the students second language and is not the primary language spoken at home?
 - f. RESIDENT LEA (7digits XXXX000): the district where the student resides
 - g. PRIVATE SCHOOL (Y/N): Does the student attend a private school?
 - h. PRIVATE SCHOOL NAME: if "g" is yes, you must enter the name of the private school the student is attending.
 - i. ENTRY DATE

Early Intervening Screen after student information is entered

```

AIXDEV.K12.AR.US:23 - K-95
Press ESC after Add/Update
<CTRL-P> To CANCEL
-----
SSN [999999906]
FIRST NAME [JESSICA ] MID [CARE ]
LAST NAME [MOORE ]

GENERAL INFO:
BIRTH DATE [11/19/1999] RACE [B] GENDER [F]
GRADE LEVEL [K ] ELL [Y] RESIDENT LEA [0101000]
PRIV SCHOOL [Y] PRIV SCHOOL NAME [FIRST STEP ]

ENTRY DATE [11/23/2005] EXIT DATE [ ] EXIT STATUS [ ]

Record 1 of 19

Date exited the early intervening program
    
```

4. Press ESC to save new student entry

Entering Early Intervening Services

```

AIXDEV.K12.AR.US:23 - K-95
SPED INTERVENING SERU: ... FIRST LAST Screen EXIT
Select different screen.
-----
SSN [99999990]
FIRST NAME
LAST NAME
GENERAL INFO:
BIRTH DATE
GRADE LEVEL
PRIV SCHOOL
ENTRY DATE

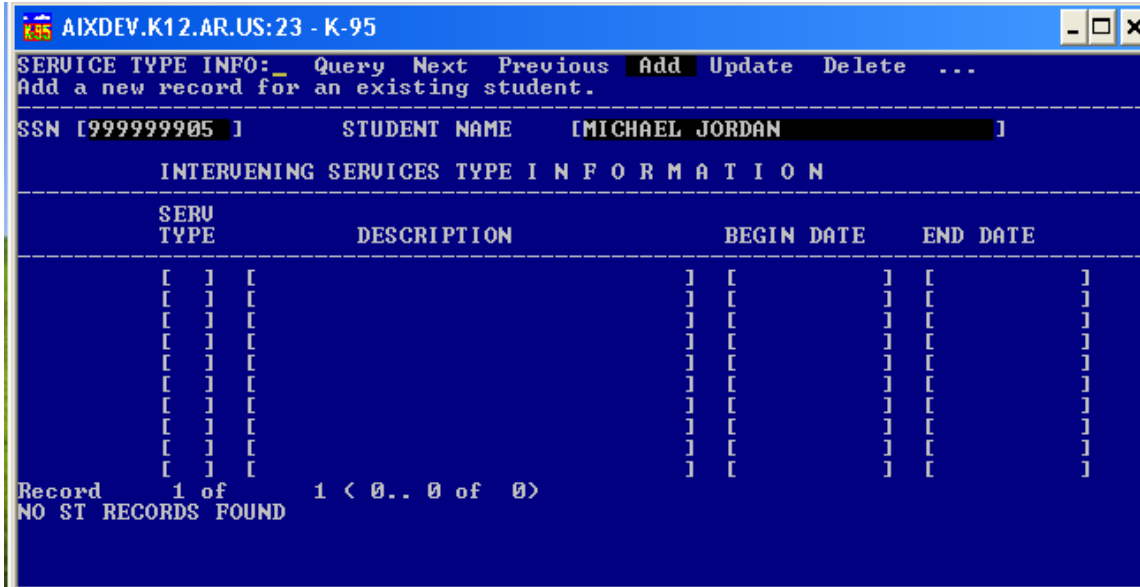
SCREEN
-----
I Early Interven Main
T Early Interven Service Type
W Early Interven Entry/Withdraw

101000]
]

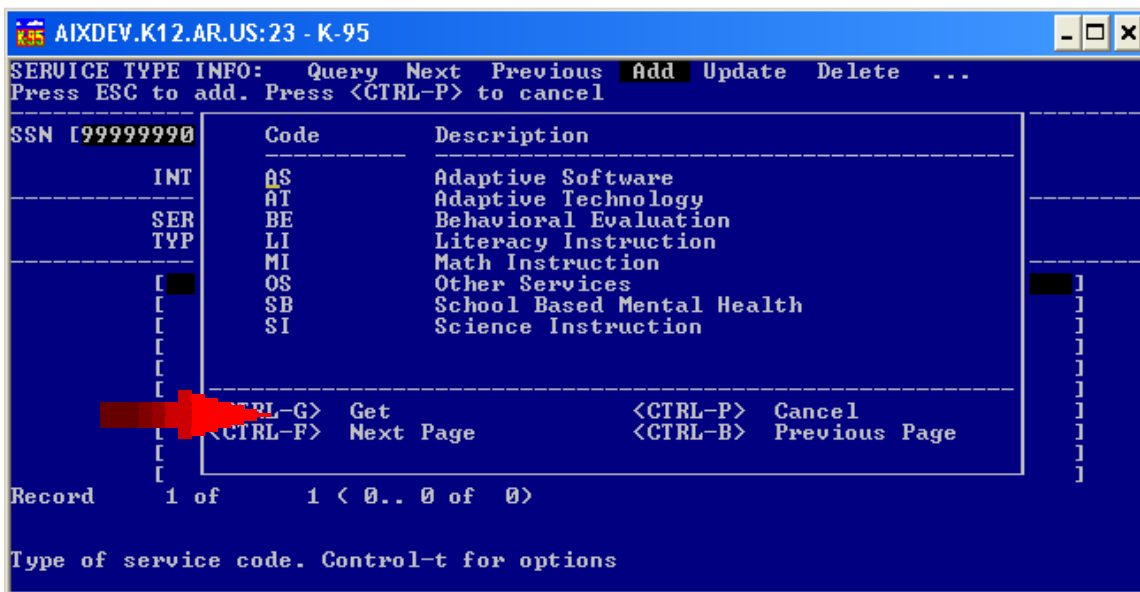
<CTRL-P> Cancel
ENTER SCREEN :

Record 1 of 1
sptest 11/23/2005 10:35:00
    
```

1. Query student by SSN.
2. Select SCREEN from ring menu
3. Enter T (Early Intervening Service Type)

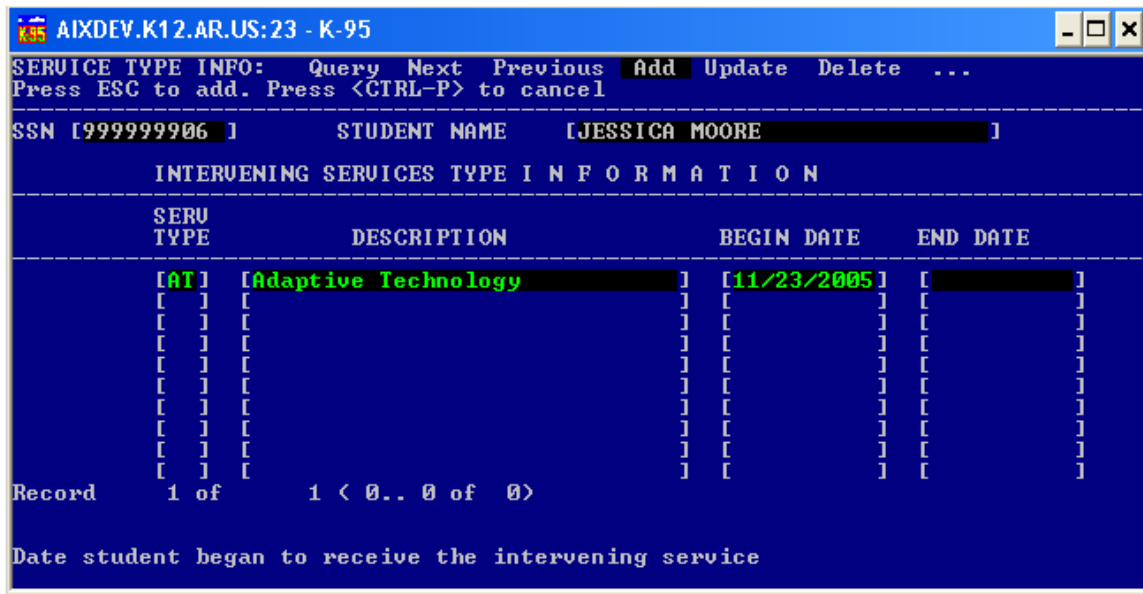


4. Select ADD from ring menu



5. Go to SERV TYPE. Hit Control- t for options

6. Select service by scrolling down and type CTRL- G at specific service code



7. Enter in BEGIN DATE (date student began to receive the specific intervening service).
8. Press ESC to save new service code entry.
9. To add an additional intervening service type for the same student repeat steps 4-8.

SAVE

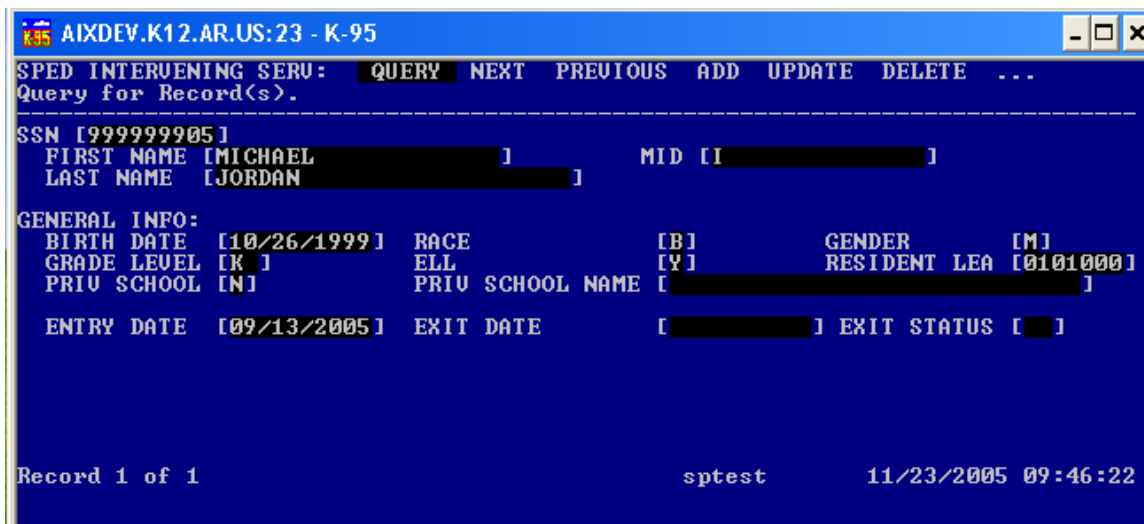
To save the record, press the ESC (escape) key. You can save at anytime, but be sure that the key fields in each record are complete.

QUERY

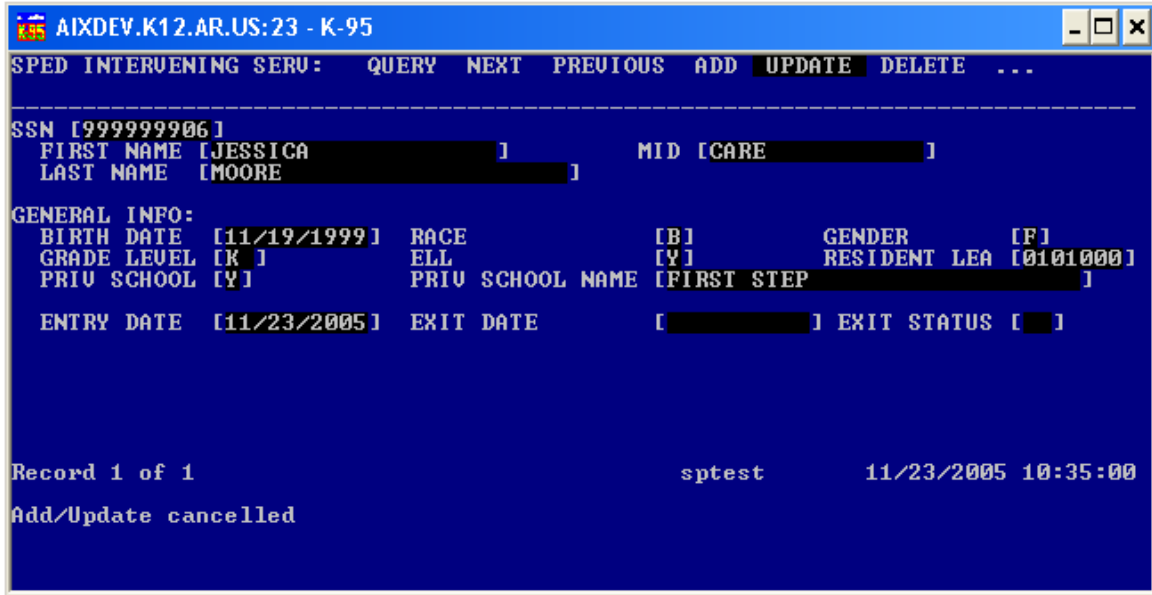
To query a record, select query from the ring menu and enter in the specific SSN for the student.

UPDATE

1. To update you must select query from ring menu
2. Enter SSN and press Esc.



5. Select UPDATE from ring menu



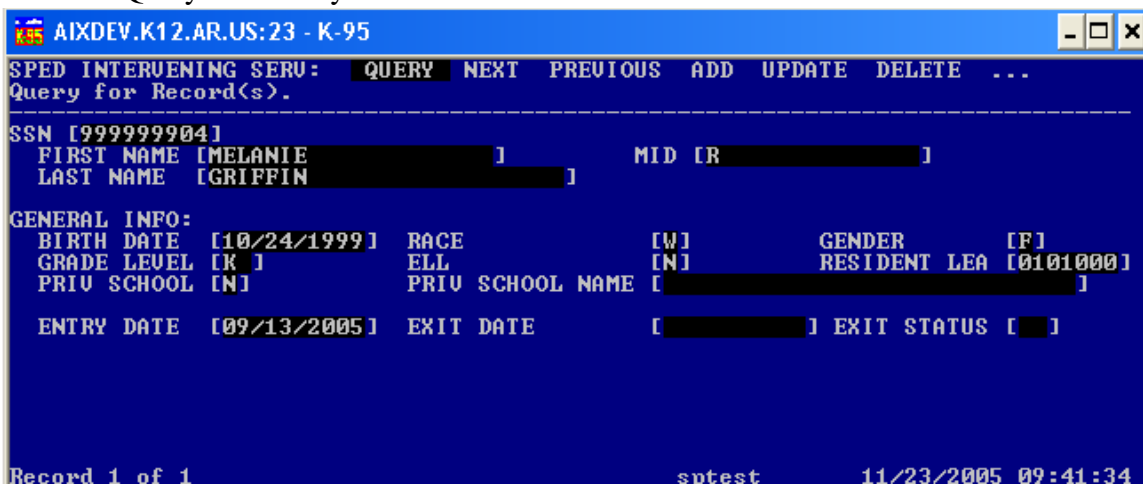
DELETE

1. To delete a record, select query from the ring menu.
2. Enter student SSN.
3. Then select Delete from ring menu

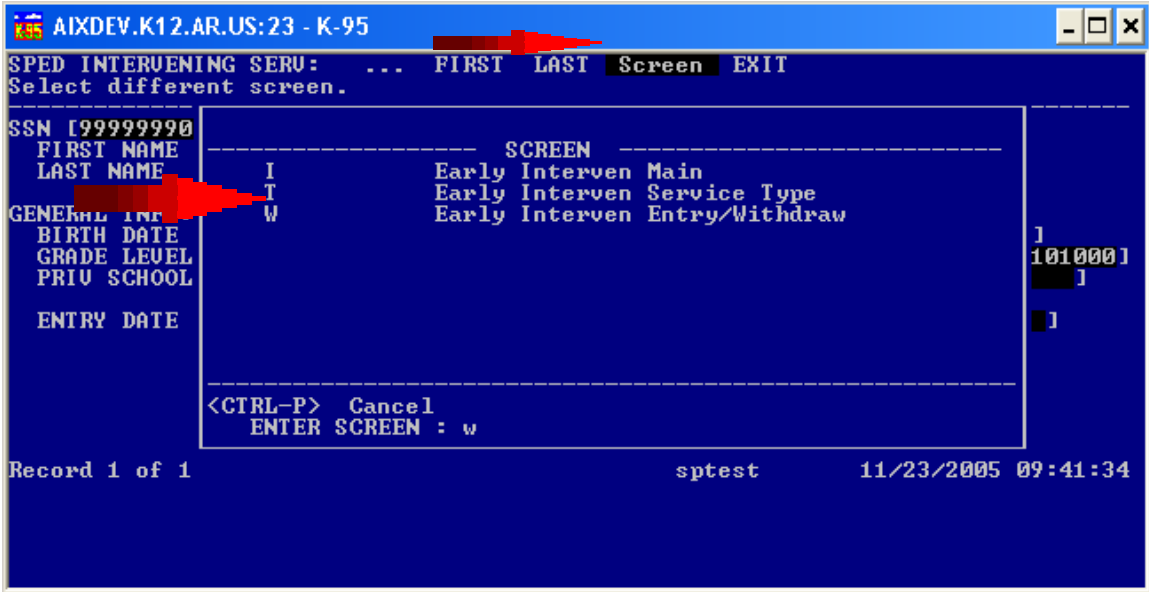
Withdrawing student from Early Intervening Services

Warning: Make sure you have entered an end date in the Intervening service type screen to successfully withdraw a student out of Intervening services.

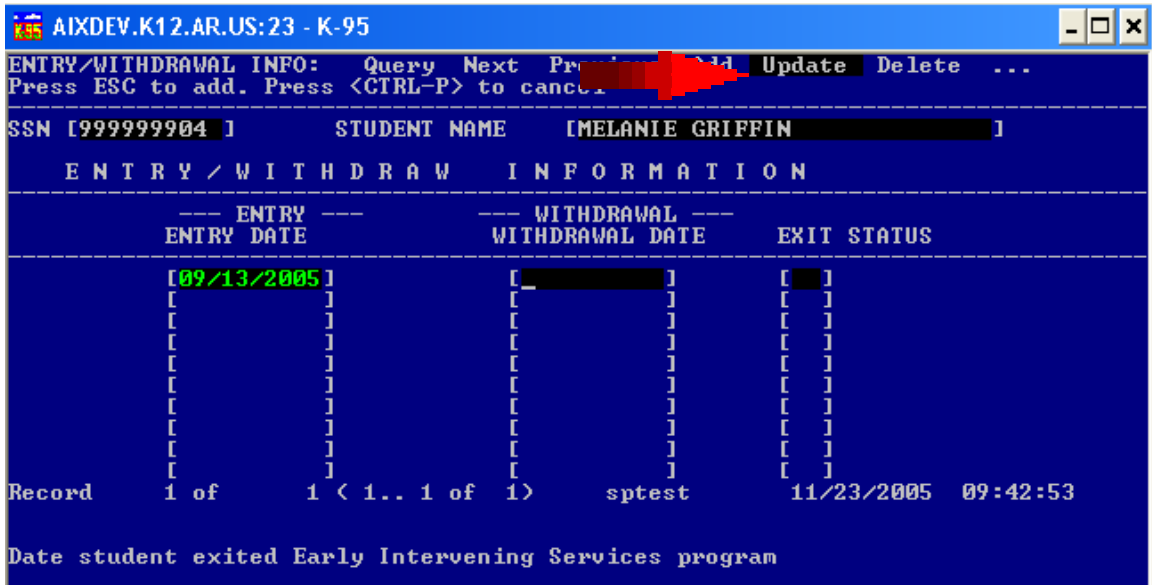
1. Query Student by SSN



2. Select Screen from ring menu
3. Type in W (Early Intervening Entry/Withdraw)



4. Select UPDATE from ring menu



5. Enter Withdrawal date

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

ENTRY/WITHDRAWAL INFO: Query Next Previous Add Update Delete ...
Press ESC to add. Press <CTRL-P> to cancel

SSN [999999904] STUDENT NAME [MELANIE GRIFFIN]

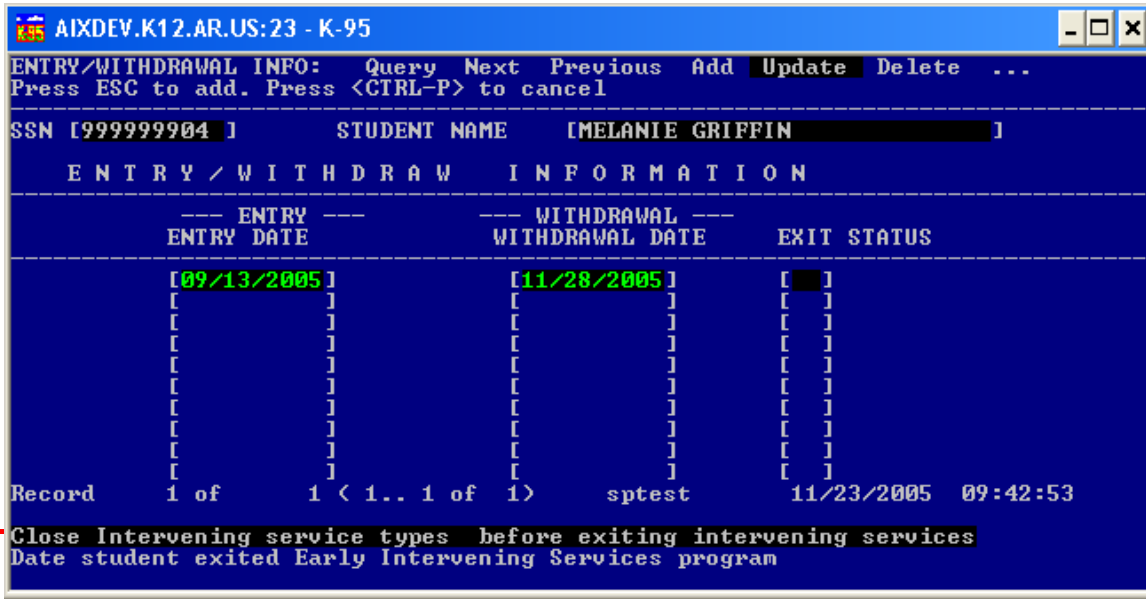
ENTRY / WITHDRAW INFORMATION

ENTRY DATE	WITHDRAWAL DATE	EXIT STATUS
[09/13/2005]	[11/28/2005]	[]
[]	[]	[]
[]	[]	[]
[]	[]	[]
[]	[]	[]
[]	[]	[]
[]	[]	[]
[]	[]	[]
[]	[]	[]

Record 1 of 1 < 1.. 1 of 1> sptest 11/23/2005 09:42:53

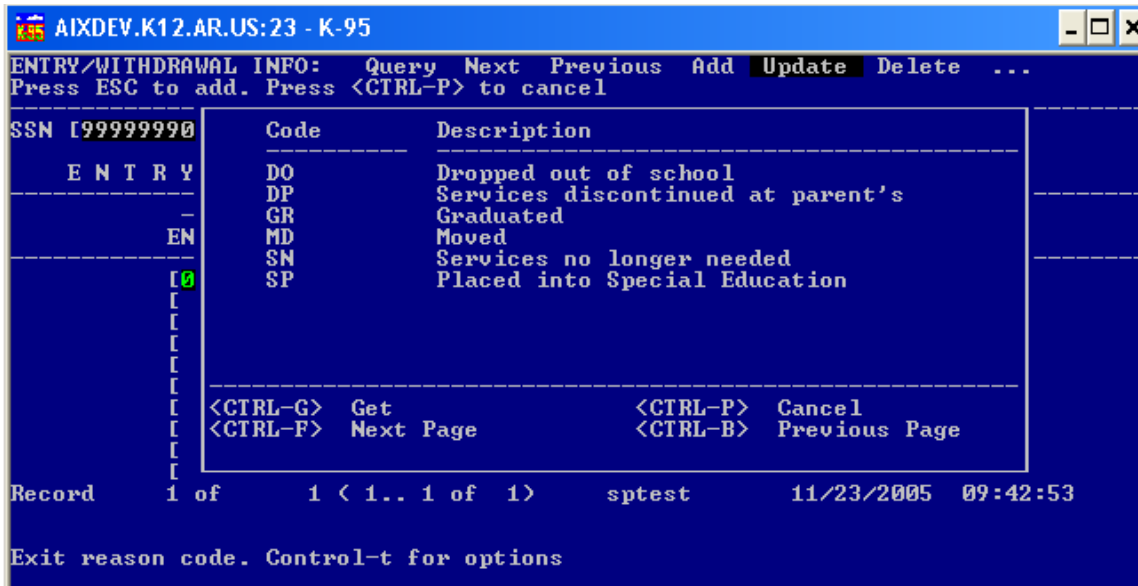
Date student exited Early Intervening Services program

Warning: You have to close intervening services type for the student before withdrawing them from early intervening. If you have not you will get this message.



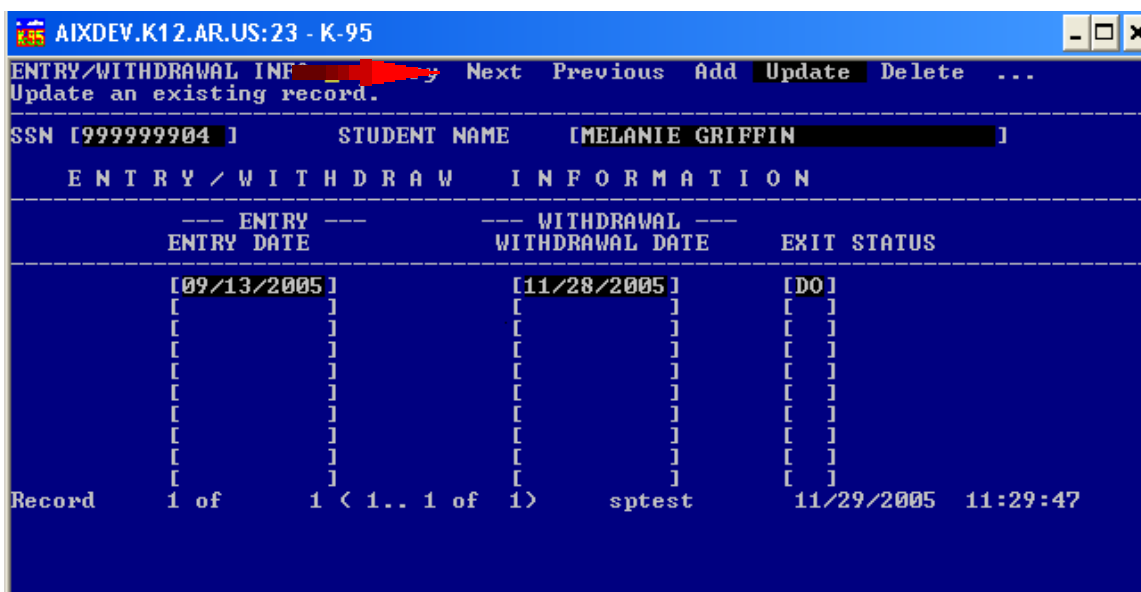
```
AIXDEV.K12.AR.US:23 - K-95
ENTRY/WITHDRAWAL INFO:  Query Next Previous Add Update Delete ...
Press ESC to add. Press <CTRL-P> to cancel
SSN [999999904 ]      STUDENT NAME [MELANIE GRIFFIN ]
ENTRY / WITHDRAW INFORMATION
--- ENTRY ---      --- WITHDRAWAL ---
ENTRY DATE          WITHDRAWAL DATE      EXIT STATUS
[09/13/2005]        [11/28/2005]          [ ]
[ ]                 [ ]                   [ ]
[ ]                 [ ]                   [ ]
[ ]                 [ ]                   [ ]
[ ]                 [ ]                   [ ]
[ ]                 [ ]                   [ ]
[ ]                 [ ]                   [ ]
[ ]                 [ ]                   [ ]
[ ]                 [ ]                   [ ]
[ ]                 [ ]                   [ ]
Record 1 of 1 < 1.. 1 of 1>      sptest      11/23/2005 09:42:53
Close Intervening service types before exiting intervening services
Date student exited Early Intervening Services program
```

6. Enter EXIT STATUS (press control-t for options)
7. Press Control-G to get a particular exit status code.



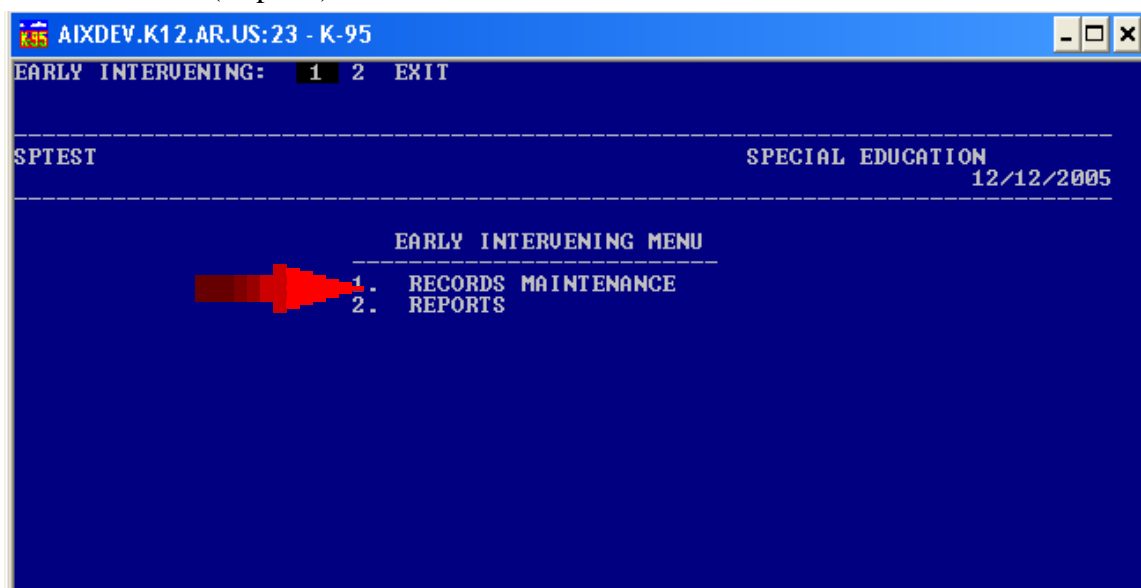
```
AIXDEV.K12.AR.US:23 - K-95
ENTRY/WITHDRAWAL INFO:  Query Next Previous Add Update Delete ...
Press ESC to add. Press <CTRL-P> to cancel
SSN [99999990]
ENTRY
-----
Code      Description
DO        Dropped out of school
DP        Services discontinued at parent's
GR        Graduated
MD        Moved
SN        Services no longer needed
SP        Placed into Special Education
-----
<CTRL-G>  Get          <CTRL-P>  Cancel
<CTRL-F>  Next Page    <CTRL-B>  Previous Page
-----
Record 1 of 1 < 1.. 1 of 1>      sptest      11/23/2005 09:42:53
Exit reason code. Control-t for options
```

8. Press ESC to save

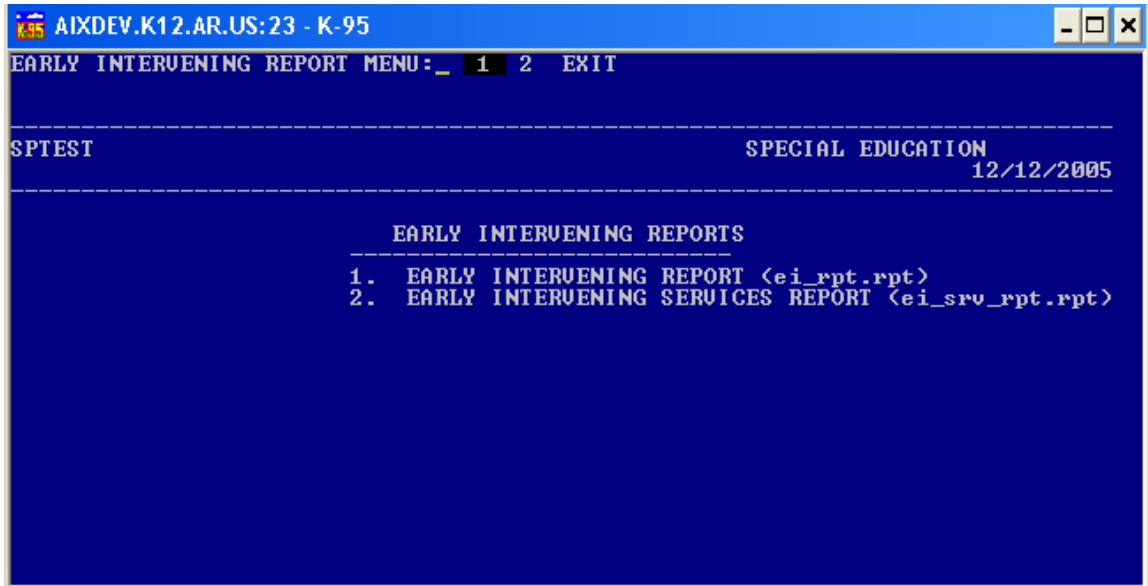


Printing Report

1. Go to Early Intervening Main Menu
2. Select 2 (Reports)



3. Select which type of report you want printed.
Option 1 prints reports by grade, SSN, and Name. Option 2 prints reports by type of services.



```
AIXDEV.K12.AR.US:23 - K-95
EARLY INTERVENING REPORT MENU: _ 1 2 EXIT

-----
SPTEST                                SPECIAL EDUCATION
                                        12/12/2005
-----

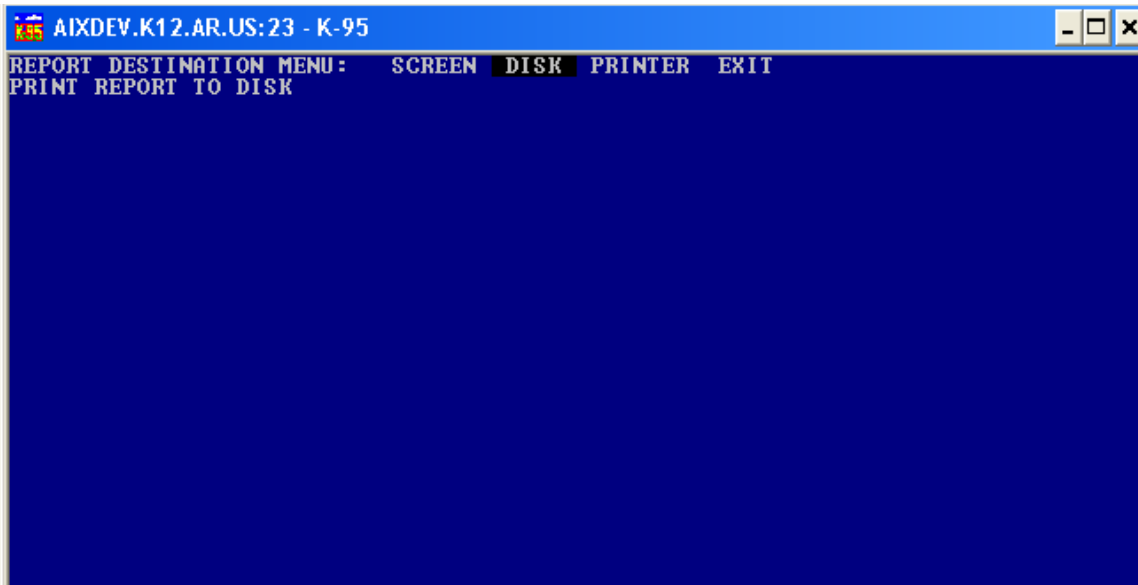
          EARLY INTERVENING REPORTS
-----
1.  EARLY INTERVENING REPORT (ei_rpt.rpt)
2.  EARLY INTERVENING SERVICES REPORT (ei_srv_rpt.rpt)
```

4. You will have three options To view the report select Screen from ring menu



```
AIXDEV.K12.AR.US:23 - K-95
REPORT DESTINATION MENU: _ SCREEN DISK PRINTER EXIT
DISPLAY ON SCREEN
```

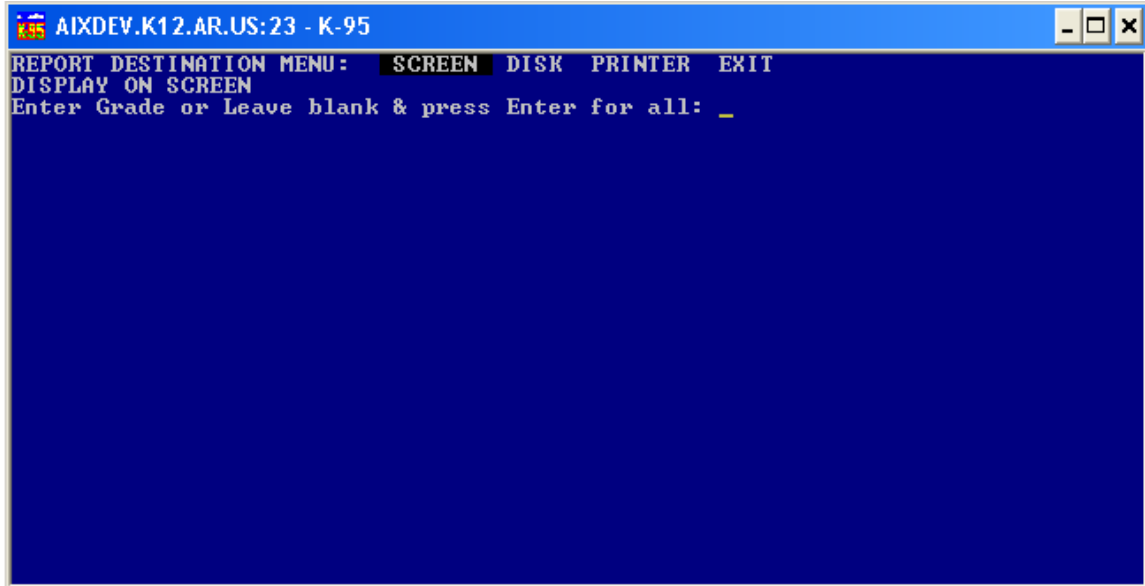
5. To save report to a disk select DISK from ring menu



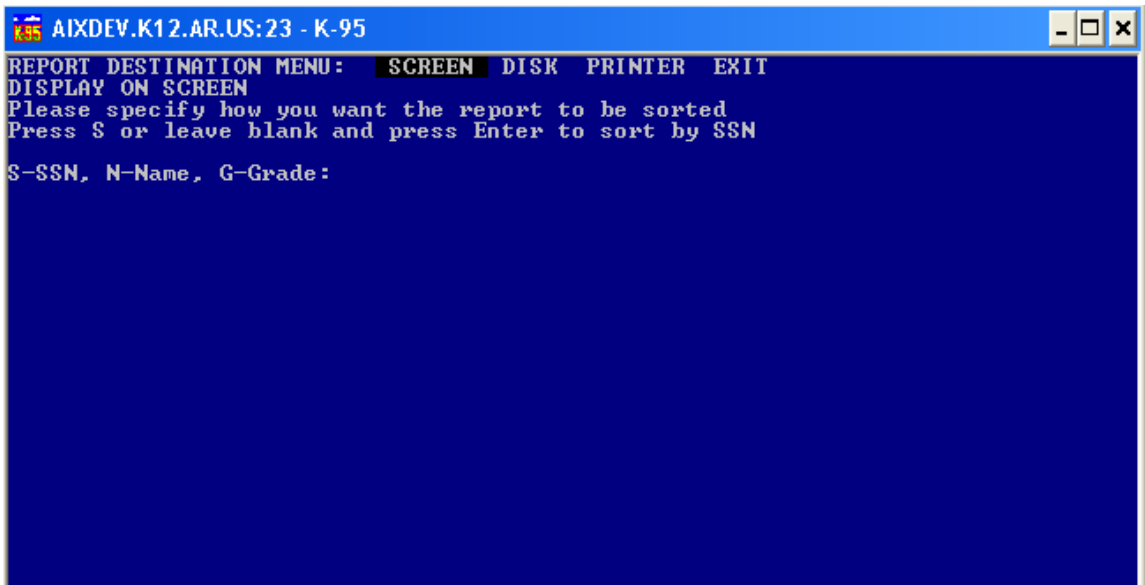
6. To print report select PRINTER from ring menu.



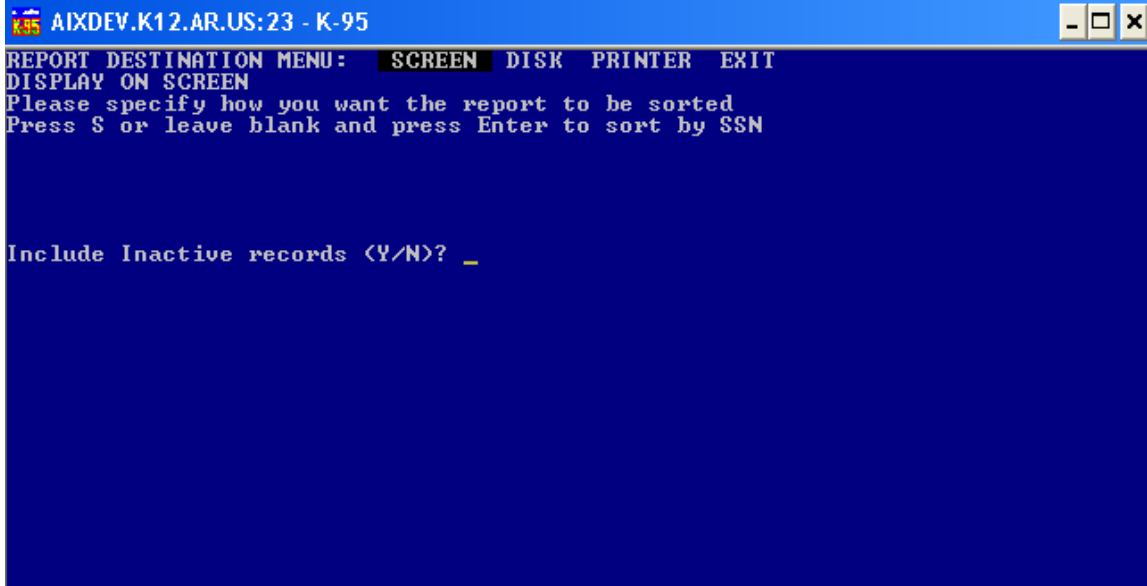
7. After selecting the report destination enter grade or press enter for all



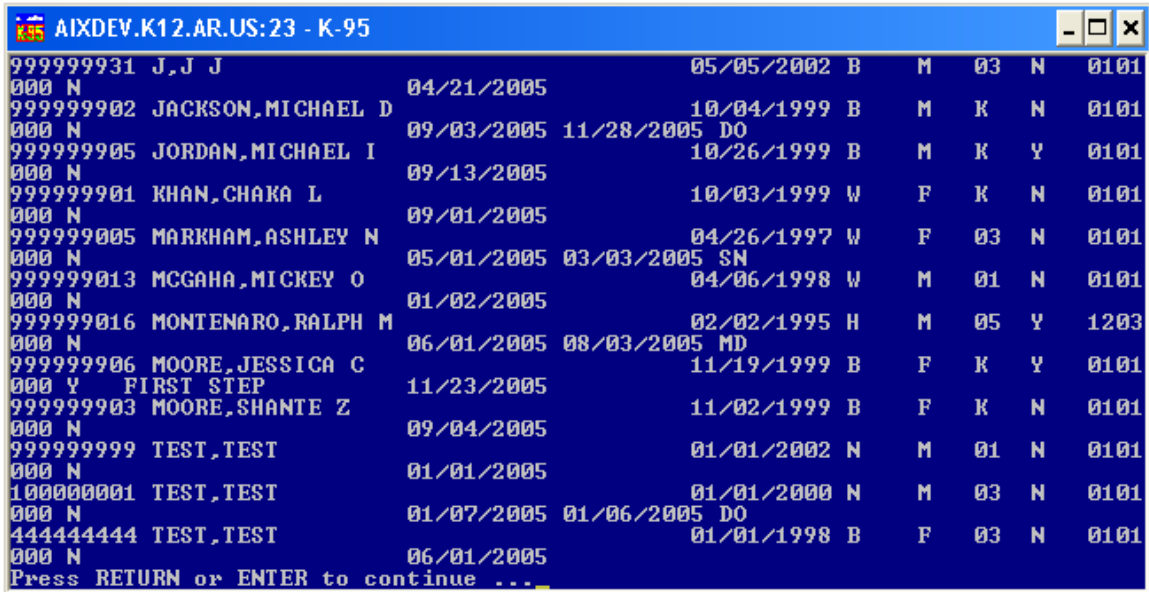
8. Select if you want it sorted by SSN, Name, or Grade



9. Select if you want to include inactive records



10. Your report will display on SCREEN, DISK, or PRINTER (whichever you selected)



FURTHER CLARIFICATION OF EACH DATA FIELD CAN BE FOUND IN THE SPECIAL EDUCATION EARLY INTERVENING DATA DICTIONARY.

