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Navigating through APSCN, Special Education Modules

- Your computer mouse will not work in the APSCN special education menu. Use your arrow keys to navigate through the Ring Menu options at the top of the screen.

- You may also move to a Ring Menu option by pressing the first letter of that option.

- Your Arrow and Tab keys are used to progress to the next data field in a screen.

- You may use your back arrow key to move back to a field to correct the entry if needed.

- In general, no special characteristics such as dashes or spaces are needed with the exception of using a colon { : } when asked the ‘Pay Period Range’ in the Employee Program and Approval Module.

- If you make a mistake entering data, use the backspace or use the arrow key to move the cursor to the mistake and type over the mistake. Use the spacebar to delete each character contained in the field.

- To cancel an action (and not save changes) and move out of the current screen to the previous screen press <Control + P>.

- Once you complete a data screen, press <ESC> key to update and save the entries.

- Press <Control + T> to get options for particular codes from a drop-down menu.

- Press <Control + G> to select the particular code. It will automatically enter the code in the field.

- Check for messages at the bottom of the screen to assist you in entering the field correctly.
**Key Concepts and Understanding**

1. Special education employee data are collected twice a year, Cycle 2 (October 1) and Cycle 4 (December 1). The employees listed must reflect who was employed on October 1 and December 1 respectively.

2. Include only personnel employed to work specifically with students with disabilities. Also include administrators/supervisors. Do not include employees that provide indirect services such as bus drivers or clerical staff. Do not include personnel employed to work with *all* students, with and without disabilities.

3. The Special Education Employee screen is available at all times. Please be sure to keep it updated as personnel changes arise.

4. Each person must be assigned to a building. If their work duties are district wide then the district building code of “000” must be used. Early childhood programs are to use “000” as the building code.

5. If a service provider can be classified with more than one service provider code, they should be entered for each code.

6. Additionally, a service provider can be entered more than once if they provide two distinct services as outlined in the Title codes.

7. Service providers should also be entered more than once if your school districts have an early childhood component and you utilize the same service provider for your school age program. This is also true if you have a stand-alone middle school and the service provider works in other grade levels as well.

8. All fields are required unless otherwise indicated.

9. **REMEMBER:** There are four key fields - SSN, Grade, Title Code, Building Code. **Warning:** In order to change information in 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.
Add an Employee Record

From APSCN Main Menu, select:

#4) SPECIAL EDUCATION
#3) SPED Employee

1. To add an employee, select ADD from the ring menu at the top of the screen (use arrow key to go to ADD or type the first letter of the word (‘A’)).

2. Enter the employee’s SSN

3. Use the tab key to enter the employee’s title code. Type <Ctrl T> for drop-down menu of options; type <Ctrl F> for additional codes; use down arrow to select the code; type <Ctrl G> to select option and populate into field.

01- Supervisor 17- Counselor
02- Administrator 18- Orientation and Mobility Services
03- Early Childhood 19- Educational Interpreter (Deaf)
04- Occupational Therapist 20- Speech Therapy
05- Physical Therapist 21- Speech Therapy Aide
06- PE Adaptive Teacher 22- Occupational Therapy Aide
07- Recreational Therapist 23- Physical Therapy Aide
08- Psychological Examiner 24- School Psychology Specialist
09- Educational Examiner 50- Self-Contained 1:6
10- Psychologist 51- Self-Contained 1:10
11- Medical/Nursing Services 52- Self-Contained 1:15
12- Audiologist 53- Resource Room
13- Teacher Aide 54- Itinerant Instructor
14- School Social Worker 55. Consulting Teacher
15- Voc. Ed Teacher- Job Coach 56 - Hospital/Homebound
16- Work Study Coordinator/CCE 57. - Co- Teaching
17- Work Study Coordinator/CCE 58. - Indirect Teacher
4. Enter **Grade** level(s): (type <Ctrl T> for options in drop-down menu)

5. Enter Building Code *Early childhood programs should use the district code 000*)

REMEMBER: There are four key fields: SSN, Grade, Title Code, Building Code. In order to change information in 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.

6. Enter employee’s **First**, **Middle**, and **Last Name**

7. Enter the teacher’s unique 10 digit **Licensure ID** assigned by ADE.
8. Enter the employees **Certification Status** (for options type <Ctrl T>) A, B, C, D, E, F, G, H.

9. Enter whether the teacher has a classroom aid **P** (part-time), **F** (full-time), or **NA** (Non–applicable).

10. Enter Provider **FTE** (Full-time Equivalency): it must be in decimal format. List the appropriate FTE of each person based. For additional information go to Sped Employee Data Dictionary of this manual, pg. 21.
11. Enter **Primary Disability** being served by the special education teacher or provider (type <Control-T> for options).

12. Enter Y or N in **ICM (Integrated Classroom Model)** if the teacher provides instruction to general and special education for the entire instructional day.

13. Enter **Per Period Range** *(the minimum and maximum number of students a teacher has in the classroom throughout the day)*. Examples are in data dictionary. Type the minimum number, the colon (:``), then the maximum number.
14. Enter **Total Hours** *(the number of hours the teacher is engaged in special education each day including up to one allowable planning period).*

15. Enter **License Number/Teacher Endorsement Code** *(Licensure Endorsement Code that indicates the disciplines in which they are certified).*

16. Enter **Teacher Folder Count**: Enter the number of students that are being served by race and gender for teacher codes and Speech Pathologists only. See the Data Dictionary in this manual on how to report the folder count.
Press <Esc> to save teacher information. Look for ‘Record Added’ message on bottom left-hand side of screen.
1. To query an employee, select QUERY from the ring menu at top of page

2. Enter the employee’s SSN and press <Esc>
Update an Employee Record

1. To update you must select QUERY from the ring menu as described above.
2. Select UPDATE from the ring menu.
3. Use the Tab key to move to the fields to update
4. Press <Esc> save the update

Note: In order to change information in 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.

Delete an Employee Record

1. To delete an employee select QUERY from the ring menu at top of page
2. Enter the employees SSN and press <Esc>

5. Select DELETE from ring menu from top of page
6. Select YES to delete employee screen from the module.

### Printing Reports

1. Select Reports from ring menu
2. Select location of where you want the report printed SCREEN, DISK, or PRINTER

3. Specify how you want the report sorted.
4. The report should print at the desired location

<table>
<thead>
<tr>
<th>SSW</th>
<th>Name</th>
<th>Code</th>
<th>Early Child Hours</th>
<th>Teacher Folder Count</th>
<th>License Number</th>
<th>Consultant Code</th>
<th>Teacher Endr Code</th>
<th>IM</th>
<th>Range</th>
<th>Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>430259598 ANDERSON, HOPE</td>
<td>Teacher Aide</td>
<td>Non Teacher - Not Cert</td>
<td>Early Child Hrs</td>
<td>License Number</td>
<td>CONSULT</td>
<td>INSTRUCTOR</td>
<td>TCHER ENDR CODE</td>
<td>IM</td>
<td>Range</td>
<td>Hrs</td>
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</table>
| 430259598 | ANDERSON, HOPE | Teacher Aide | Non Teacher - Not Cert | Early Child Hrs | License Number | CONSULT | INSTR
The purpose of this handbook is to provide guidance to school district special education staff on coding and entering special education student data into APSCN for the purpose of Federal reporting and program approval. The special education school age data are collected through APSCN and are a component of the special education module. In the guide we attempt to be as inclusive as possible as it relates to Federal reporting requirements; however, not all situations will be covered here. If there are questions about how to code a student after consulting this data dictionary, please contact the Arkansas IDEA Data & Research Office at 501-683-7219.
KEY CONCEPTS

1. **Special education employee data are collected twice a year, Cycle 2 (October 1) and Cycle 4 (December 1).** The employees listed must reflect who was employed on October 1 and December 1, respectively.

2. **Include only personnel employed to work specifically with students with disabilities.** DO NOT include personnel employed to work with all students with and without disabilities.

3. The Special Education Employee screen is available at all times. Please be sure to keep it updated as personnel changes arise.

4. Each person must be assigned to a building. If their work duties are district wide then the district building code of “000” must be used. Early childhood programs are to use “000” as the building code.

5. If a service provider can be classified with more than one service provider code, they should be entered for each code. For example:

<table>
<thead>
<tr>
<th>Name</th>
<th>SSN</th>
<th>Provider Code</th>
<th>License No.</th>
<th>Certification Status</th>
<th>Grade Level</th>
<th>FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driver, Bill</td>
<td>111-11-1111</td>
<td>58</td>
<td>320.321</td>
<td>D</td>
<td>SH</td>
<td>.25</td>
</tr>
<tr>
<td>Driver, Bill</td>
<td>111-11-1111</td>
<td>53</td>
<td>320.321</td>
<td>D</td>
<td>E</td>
<td>.75</td>
</tr>
</tbody>
</table>

   **Note:** The total FTE cannot be greater than 1.0

6. Service providers should also be entered more than once, if your school district utilizes the same service provider in different grade levels which are not combined with the Grade Level Codes indicated on page 22. For example, if your school district has an early childhood component and you utilize the same service provider as your school age program, the entry would be as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>SSN</th>
<th>Provider Code</th>
<th>License No.</th>
<th>Certification Status</th>
<th>Grade Level</th>
<th>FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>March, June</td>
<td>101-12-1561</td>
<td>20</td>
<td>320</td>
<td>F</td>
<td>PS</td>
<td>.50</td>
</tr>
<tr>
<td>March, June</td>
<td>101-12-1561</td>
<td>20</td>
<td>320, 321</td>
<td>F</td>
<td>E</td>
<td>.50</td>
</tr>
</tbody>
</table>

   **Note:** The total FTE cannot be greater than 1.0

   Another example might be if you used the same service provider in Junior High and Elementary and Middle School:

<table>
<thead>
<tr>
<th>Name</th>
<th>SSN</th>
<th>Provider Code</th>
<th>License No.</th>
<th>Certification Status</th>
<th>Grade Level</th>
<th>FTE</th>
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<tbody>
<tr>
<td>March, June</td>
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<td>20</td>
<td>320</td>
<td>F</td>
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<td>20</td>
<td>320, 321</td>
<td>F</td>
<td>MS</td>
<td>.50</td>
</tr>
</tbody>
</table>

   **Note:** The total FTE cannot be greater than 1.0

7. **ALL fields are required unless otherwise indicated.**
DATA FIELDS REQUIRED FOR FEDERAL REPORTING AND PROGRAM APPROVAL

Cycle 2 and Cycle 4

FIELD: Special Education Employee Name

First
Middle
Last

FIELD: Teacher Licensure ID- The Unique identification number assigned by ADE teacher licensure (10-digit number)

FIELD: SSN – The nine-digit Social Security number of the staff member being identified. DO NOT enter license/certification information..

FIELD: Title Code - Service Provider – The qualifying job description of the special education provider (including teachers).

01 – Supervisor
02 – Administrator
03 – Early Childhood
04 – Occupational Therapist
05 – Physical Therapist
06 – PE Adaptive Teacher
07 – Recreational Therapist
08 – Psychological Examiner
09 – Educational Examiner
10 – Psychologist
11 – Medical/Nursing Staff
12 – Audiologist
13 – Teacher Aide
14 – School Social Worker
15 – Voc. Ed. Teacher – Job Coach
16 - Work Study Coordinator./CCE
17 – Counselor
18 –Orientation and Mobility Service
19 – Educational Interpreter (Deaf)
20 – Speech Therapy
21 – Speech Therapy Assistant/Aide
22 – Occupational Therapy Assistant/Aide
23 – Physical Therapy Assistant/Aide
24 – School Psychology Specialist
50 – Self-Contained 1:6
51 – Self-Contained 1:10
52 – Self-Contained 1:15
53 – Resource Room
54 – Itinerant Instructor
55 – Consulting Teacher
56 – Hospital/Homebound
57 – Co-Teaching
58 – Indirect Teacher

NOTE: If a service provider can be classified with more than one service provider code, the employee should be entered for each code. (See Key Concepts, pg. 20, #5)

FIELD: Licensure Endorsement/Teach 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).

Note: For those providers working on an additional licensure plan, type “ALP” plus the correct endorsement code in this field. Also, send any additional licensure plans and copies of transcripts to your State Area Supervisor by Cycle 2 submission.

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 SPED, Not Highly Qualified
- **B** – 2nd Year Teaching SPED, Not Highly Qualified
- **C** – 3rd Year Teaching SPED, Not Highly Qualified (including ALP)
- **D** – Highly Qualified -SPED/Appropriate Licensure
- **E** – Non-Teacher – Certified (this includes HQ Paraprofessionals)
- **F** – Private Provider – Certified
- **G** – Non-Teacher Not Certified (this includes NOT HQ Paraprofessionals)
- **H** - Private Provider Not Certified

FIELD:  **Building Code** – The building code, that the teacher (03, 20, 50, 51, 52, 53, 54, 55, 57, 58) is assigned. Early childhood programs should use the district code (000).

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

- **PS** = Early Childhood/Preschool
- **E** = Elementary
- **JE** = Junior High and Elementary
- **MS** = Middle School
- **JS** = Junior and Senior High
- **JH** = Junior High
- **SE** = Senior High and Elementary
- **SH** = Senior High
- **ALL** = Elementary through Senior High
FIELD:  **Special Education Classroom Paraprofessional** – Indicate if the teacher (title code for teacher 03, 20, 50, 51, 52, 53, 54, 55, 5, 57, 58) has an aide assigned to the classroom.

*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 (Teacher Aide) should NEVER be used as a title code for this question*

- P=Part-time
- F=Full-time
- NA=Not Applicable

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 full-time, but does not work 40 hours, indicate them as full-time (1.0). For example, a teacher works 36 hours a week, which is considered full-time, indicate the teacher’s FTE as 1.00. (See Key Concepts, pg 18, #5, #6 for examples).

<table>
<thead>
<tr>
<th>Hour</th>
<th>FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.01</td>
<td>0.1</td>
</tr>
<tr>
<td>0.02</td>
<td>1</td>
</tr>
<tr>
<td>0.03</td>
<td>2</td>
</tr>
<tr>
<td>0.04</td>
<td>3</td>
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<tr>
<td>0.05</td>
<td>4</td>
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<tr>
<td>0.06</td>
<td>5</td>
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<tr>
<td>0.07</td>
<td>6</td>
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<td>0.08</td>
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<td>0.09</td>
<td>8</td>
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<tr>
<td>0.10</td>
<td>9</td>
</tr>
<tr>
<td>0.11</td>
<td>10</td>
</tr>
</tbody>
</table>

FIELD:  **Number of Children Served by the teacher or speech therapist**

For **School Age teachers** (title codes 50, 51, 52, 53, 55, 56, 57and 58): Report the number of children by race based on the due process folders the teacher is responsible.

For **School Age Speech Pathologists** (title code 20): Report the number of children by race based on the number of children seen (case load).

For **Early Childhood teachers and Speech Pathologists** (Primary title codes 03, 54, 20): Report the number of children by race based on the number of children seen (caseload).
Race/Ethnicity categories are as follows:

Ethnicity:
- Hispanic or Latino… A person of Cuban, Mexican Puerto Rican, South or Central American or Spanish culture regardless of race.

Race:
- American Indian/Alaskan Native… A person having origins in any of the original people of North or South America and who maintain tribal affiliation or community attachment.
- Asian… A person having origins in any of the original people of the Far East, Southeast Asia or the Indian subcontinent including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- Black or African American… A person having origins in any of the black racial group of Africa.
- Native Hawaiian/Pacific Islander… A person having origins in any of the original people of Hawaii, Guam, Samoa or other Pacific Islands.
- White… A person having origins in any of the original people of Europe, the Middle East or North Africa.

After the collection of data through APSCN and the MySped DDS Application, the racial data are aggregated into 7 categories as displayed on screen for the Teacher folder count fields.

Hispanic - Any respondent who selected an ethnicity of Hispanic will go into the Hispanic category regardless whether another race was selected.

American Indian/Alaskan Native
Asian
Black
Native Hawaiian
White

2 or more races - Any respondent who selected multiple races and is not Hispanic will go into the 2 or more races category.

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

MR – Mental Retardation
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 – Noncategorical for Preschool
**EARLY CHILDHOOD ONLY**

**FIELD:** Early Childhood Consulting Hours – The number of hours per week Early Childhood teachers (title codes 03, 20, 54) spend on consulting.

**FIELD:** Early Childhood Instructional Hours – The number of hours per week Early Childhood teachers (title codes 03, 20, 54) spend on instruction.

**SCHOOL AGE ONLY**

**FIELD:** Integrated Classroom Model (ICM) – Integrated classroom means a general education classroom in which instruction is provided to general and special education students for the entire instructional day by a teacher dually licensed in general and special education. The maximum classroom composition is limited to 2/3 general education students and 1/3 students with disabilities. This classroom must have a half-time paraprofessional.

ICM – Is the teacher (title codes 03, 20, 50, 51, 52, 53, 54, 55, 56, 57, 58) teaching in an Integrated classroom setting? Y/N

**FIELD:** Per Period Range – The minimum number of special education students a teacher has in the classroom and the maximum number of students a teacher has in the classroom throughout a day.

For example: In period 2, a teacher has 2 students but in period 5 the same teacher has 8 students. Therefore, the range would be 2-8.

**FIELD:** Total Hours – The number of hours the staff member is engaged in special education each day including up to one allowable planning period.

For example: A teacher engaged for six hour per day would be 6.

A physical therapist that is engaged for 16 hours a week averages 3.2 hours per day (16hrs/5days).

A psychological examiner who is engaged for 16 hours every 9 weeks averages (16hrs/45 days) .36 hours per day.