

DDS Early Childhood 3-5 year program

2018-2019 Cycles 4 and 7 Overview

2017-2018 Cycle 7 Review

Data and Research Web Page has Updated Information:

<http://www.arkansased.gov/divisions/learning-services/special-education/data-research/training-material/supporting-documents>

1. DDS School Year Reporting Requirements Table and Timeline
2. DDS Overview of Training Opportunities
3. DDS 3-5yr MySped Data Form
4. Manual for Cycle 7: *DDS MySped Review Procedures Cycle 7*
5. *EC MySped Cycle Review Using Excel - easy tips*
6. Cycle 7 Review Web Conference PowerPoint/Video
7. This document: *DDS 2018-2019 Cycles 4 & 7 Overview*
8. *DDS Special Education MySped Application Training Guide*
9. Early Childhood Data Dictionary

2019 Cycle 4

- December 1 Child Count (December 15 data entry deadline)
- Employees

Early Childhood Cycle 4 Reporting	District Annual Performance Report (APR)
1. December 1 Child Count	Indicator 6: Preschool Least Restrictive environment (LRE)
2. Educational Environment	Indicator 6: Preschool Least Restrictive environment (LRE)
3. Employee Program	Not a part of APR - Is used for November, 2018 Federal Reporting and Monitoring

Cycle 4 Child Count - report all students served on December 1, 2018

- Student Demographics (Name, Age, Race/Ethnicity, Gender) and EC Enrollment
- Educational Environment -
 - **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
- Withdraw all students not served on December 1, 2018
- Verify Social Security numbers and birthdates are accurate
- Be sure to enter Teacher/Speech Therapist Name and SSN

Employee - report all personnel hired specifically to work with children with disabilities on December 1, 2018

- Enter December 1-15 and review again in January through MySped Resources under 'Personnel' → 'SpecialEd. Employees' → 'Enter-Employees Data'
- Teacher Name, SSN, License/Endorsement#, Title Codes, Certification Status, Grade Level, FTE, Building Code, if there is a SPED Aide, full or part time.

2019 Cycle 7 Referrals and Exits (July 15 deadline)

Early Childhood Cycle 7 Reporting	District Annual Performance Report (APR)
1. Completed Referrals	Indicator 11: Child Find Indicator 12: Early Childhood Transition
2. Early Childhood Exits <ul style="list-style-type: none"> • Early Childhood Outcomes 	Indicators 7: Preschool (3-5) Outcomes
3. Kindergarten conferences	Not Applied to APR

1. Student Demographics

2. Referral Tracking - complete the section if student is not considered a transfer (has a current IPP from another center and is transferring to your center), but rather a referral into special education. This includes a referral to from Part C (0-2 year program) to Part B (3-5 year program).

- Demographics
- Part C to B Transition
- ‘Part C and B Concurrent’ (Y/N): Is referral to Part C < 90 days from 3rd B-day resulting in concurrent referrals for C to B.
- Due Process –

- 60 day timeline from Parent Consent Date to Evaluation Date
Reasons timelines were exceeded:
- 30 day timeline from Evaluation Date to Eligibility Determination Date (EDD)
Reasons timelines were exceeded:
- EDD by 3rd birthday for C to B transitions
Reasons timelines were exceeded:
- Reasons for Referral Completion - help explain circumstances in referral process

3. EC Exits

- Exit status codes are particularly important as it relates to Outcomes, Kindergarten Conferences and Transition Status.

4. EC Outcomes- Includes those students who are Kindergarten Eligible, No longer needed services, Parent Refuses Services and Reached Maximum Age (6 yrs)

5. EC Kindergarten Conferences

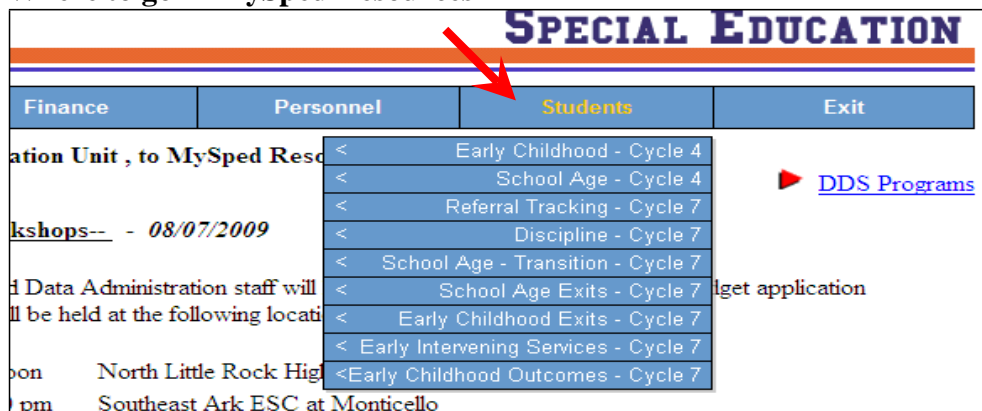
Transition Status - Still tracking KW = Kindergarten Waiver

2018 Cycle 7 MySped Resource Data Review

Cycle 7 reports all students served between July 1, 2017 and June 30, 2018. All data are entered in the DDS Programs application of MySped Resources and reviewed in September in MySped Resource. This is the data that will be used in the calculations for the State Performance Plan (SPP) and the Annual Performance Report (APR) submitted February 1, 2019.

DDS 3-5 year MySped Review Procedures Manual to assist in reviewing Cycle 7 data in MySped Resource.

Where to go in MySped Resources



Why review data if it was entered in the DDS application in July?

You want to be able to ensure the data for your center will be submitted properly and that it accurately reflects the reporting requirements for the fiscal year July 1, 2017 through June 30, 2018.

Possible Reasons for Making Changes in Data

1. **Updates** are needed to reconcile between the reporting period ended and submission deadlines
2. Data entry **typos** when keying
3. Inaccurate **coding** when keying
4. Formulas or glitches in the **programming**
5. Data **not transferring** correctly from DDS application to MySped Resource for review
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.

Applications to Review for Cycle 7

- Referral Tracking - ADD late referrals
- Exits includes Kindergarten Conferences and Transition Status
- EC - Outcomes

Ways to View Data in MySped Review Application

(Detailed instructions found in manual on web: *DDS MySped Review Procedures Cycle 7*)

- Individual Student
- Drop-down Menu
- Column Sort
- Export to Excel
- Reports

Reminders for 2018 Cycle 7 Review

1. Review period: MySped will be open the **September 1 - 30**.

2. 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 Resource Review application** to report accurate data (**'Save' before Exiting**);
- **Update the DDS application** 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 screen of DDS Programs Application also.
- **Create and save a new Excel worksheet on your computer** once all changes have been made to serve as a backup.

3. Referral Tracking (Indicator 11: Child Find - Timely Evaluation)

- Major area to check: Are all birth dates valid?
- Add in any referrals that transpired from July 1, 2018 thru June 30th, 2017. The date of referral is considered the date to be reported for that fiscal year. *You may have had referrals that were not complete prior to the July 15th deadline to report in the DDS application. Do not forget to include those referrals in MySped Resource Review application.*
- Verify Reason for delays
If 'Other' reason was used, is it clearly explained what the other reason was?
- Referral Tracking reporting is based on IDEA eligibility
- All referrals are entered, regardless of whether child was placed or not.
- Read any notices on MySped webpage. Communication from the IDEA office is important to respond to in a timely manner.

4. Exits - for every exit that was coded as Kindergarten Eligible, Parent Refuses Services, No Longer Needs Service or Reached Maximum Age, entry and exit outcomes should be shown for every student. **Entry Outcomes are required for ALL students.**

5. Kindergarten Conferences - for every conference date, a corresponding Transition Code of, 'No Services Needed', 'Transition with Services to Kindergarten', or 'Kindergarten Waiver' should be given.

Need More Detailed Information?

Refer to the **DDS Training Guide, Referral Tracking Data Dictionary, Early Childhood Dictionary, and the DDS Cycle 7 MySped Review Procedure Manual** located on the Special Education website: <http://www.arkansased.gov/divisions/learning-services/special-education/data-research/training-material> or call our office: 501-683-7219. This document and other questions or issues that need further clarification will also be posted on this webpage.