Early Childhood

3-5 Year Program

Special Education

MySped Review Procedures

Cycle 7

July, 2018

Referral Tracking
Early Childhood Exits
Early Childhood Outcomes

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Early Childhood Special Education
MySped Reviewing Procedures Cycle 7

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Table of Contents

Technical Application

Purpose in Reviewing Data
Student and employee data are entered in APSCN Special Education Module. The data you entered into APSCN is pulled into MySped Resource. MySped Resource application provides the opportunity to review, verify, and make corrections to the data to ensure accurate federal reporting.

EC Coordinators and LEA Supervisors may use the following procedures to check for any errors, omissions, and/or discrepancies in their district's data. This manual provides step-by-step instructions and examples of various data review methods.

To efficiently review data, it is helpful to first understand the federal reporting requirements and the related data fields. For more information on the federal reporting requirements, please refer to the State Performance Plan (SPP) and the Annual Performance Review (APR) at **https://arksped.k12.ar.us/DataAndResearch/PublicReporting.html**. Data Dictionaries, which contain detailed information on all of the federally required data fields, are also available on the internet at **https://arksped.k12.ar.us/DataAndResearch/DataDictionaries.html**.

Possible Reasons for Making Changes in Data
1. **Updates** are needed to reconcile between the reporting period ended and APSCN submission
2. Data entry **typos** when keying in APSCN Special Education Module
3. Inaccurate **coding** when keying in APSCN Special Education Module
4. Formulas or glitches in the **programming**
5. Data not **transferring** correctly from APSCN to MySped

Access to MySped Database for Review:
1. Go to Arkansas Special Education website: **http://arksped.k12.ar.us**
2. Click on MySped Resource Portal
3. Type in User ID and Password and click on 'Sign-In'

Tips for Navigating the Application
- Use the Tab key or the mouse to navigate through the fields
- Data entry format is mm/dd/yyyy.
- Press SAVE before Exiting. Look for message in red at top of screen (**Data has been saved.**) to verify data has been saved**.** If the data did not save, the message will state the related problem. Correct the data as indicated in the message and press SAVE before exiting the screen.
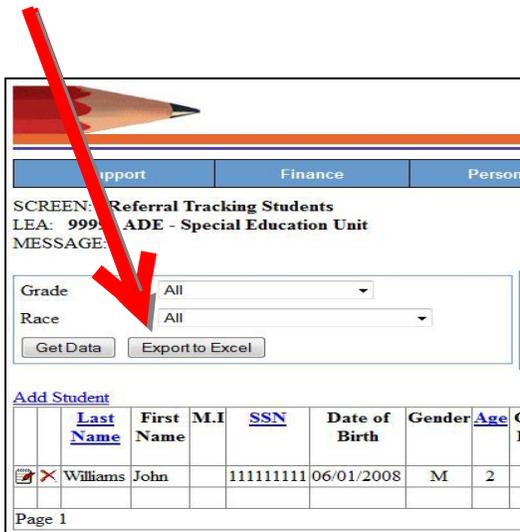
Printing Data for Review
You may find it helpful to copy and print your district's data from MySped Resource. This allows you to work from a hard copy, distribute data for verification, and save a backup of your data. There are two different methods to extract and save data from MySped Resource: the copy and paste method and the 'Export to Excel' method.

How to Copy and Paste Student Lists from MySped

1. Open up a blank/new Word document or Excel spreadsheet
2. Go back to MySped and sort student list as needed
3. Left click inside the blank space/column above the first student notepad.
4. Hold down left mouse button and drag arrow pointer on mouse to bottom of student list. All records should be highlighted
5. Right click on mouse anywhere inside student list or highlighted area
6. Choose Copy
7. Go to open Word or Excel document (click on appropriate tab at bottom of computer screen)
8. Choose 'Edit' on menu bar at top of screen
9. Choose 'Paste'
10. Save document and distribute to desired person to verify students

Save, Sort, and Review in 'Export to Excel'

Click on the 'Export to Excel' button at the bottom of the screen. This lists all the students and all the fields. Once you have saved the Excel file to your computer, open the file to create a list to sort and filter. Note that the file will download as 'Excel Report' and needs to be renamed.
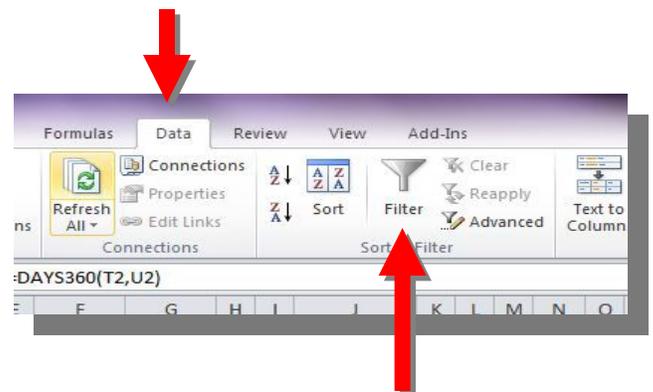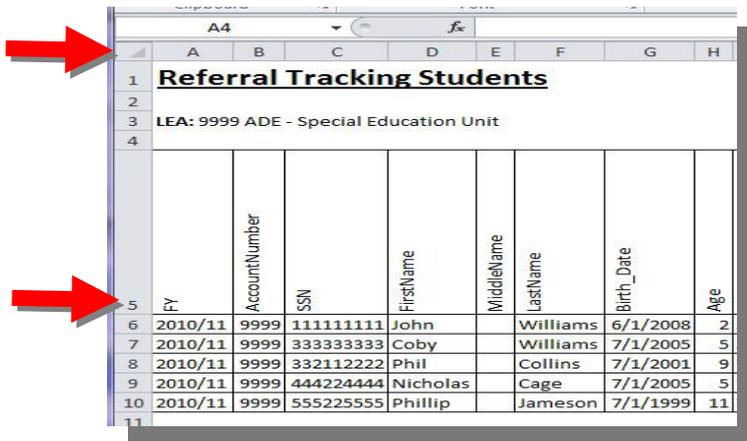

Referral Tracking Students

LEA: 9999 ADE - Special Education Unit   FISCAL YEAR: 2010/11

F Y	N u	SS N	st Na me	Mi	st Na me	rth	Da	Ag	Ki	Ra ce De sc	nd	ad	L	en ti ie s	ho	B
2010/11	9999	111111111	John		Williams	06/01/2008	2	A		A-NNYNNN	M	P	N	9999	N		Y
2010/11	9999	333333333	Coby		Williams	07/01/2005	5	A		A-NNYNNN	M	P	N	9999			
2010/11	9999	332112222	Phil		Collins	07/01/2001	9	W		W-NNNNNY	M	P	N	9999			Y
2010/11	9999	444224444	Nicholas		Cage	07/01/2005	5	W		W-NNNNNY	M	P	N	9999			Y
2010/11	9999	555225555	Phillip		Jameson	07/01/1999	11	W		W-NNNNNY	M	12	N	9999			

4

Create a List to Sort and Filter

1. Click on the box in the top left corner
2. Click on Row 5 to highlight the row
3. Select the Data Tab on the menu bar ABOVE Spreadsheet.
4. Choose the filter option

5. "Deselect" the Select All option.
6. Choose the field you wish to search for.
7. Identify the needed changes.

Any changes that are identified need to be made in the individual student or employee data in MySped. **Making corrections in the Excel worksheet will NOT make automatic changes to MySped**

Note: The IDEA office may check for discrepancies. You may be notified and asked to resolve the issue. Failure to respond to IDEA's requests may result in a trigger in 'Timely and Accurate Data' in your district's determination reports.

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** to report accurate data;
- Update **eSchool** to maintain accurate data; and,
- 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 any time and serves as a backup file in the event of technical difficulties. *Remember, when you are reviewing in Excel, any corrections will need to be made in the individual student or employee application in MySped and possibly APSCN.*

CYCLE 7 – Reviewing Student Data

Overview

Special Education student data in MySped Resource is the data pulled from APSCN Special Education Module. The data should include **student information from July 1 to June 30** for the fiscal year. In order to ensure accurate data has been entered and pulled correctly, the following will serve as a guide to review specific areas required for Cycle 7 federal reporting.

- **Review period:** MySped will be open the **Month of September**
- The data for review in MySped is the data you entered in APSCN. Any data you entered as of June 15th is the data that is reported for Cycle 7.

Note: Any new action taken between June 16th and June 30th will have to be added in MySped, in addition to any changes made to correct discrepancies for the reporting period from July 1st to June 30th.

The areas to review are in the Student Menu:
1. Referral Tracking
2. Early Childhood Exits
3. Early Childhood Outcomes

Student Application Quick Review

Instructions on how to view the student data and make changes are outlined below. These main instructions to add, delete, exit, and save student data apply to all applications in MySped.

Procedures to Add, Delete, and Edit
1. Click on 'Students'.
2. Click on drop-down menu →Early Childhood - (Choose an area in Cycle 7) →Entry Early Childhood
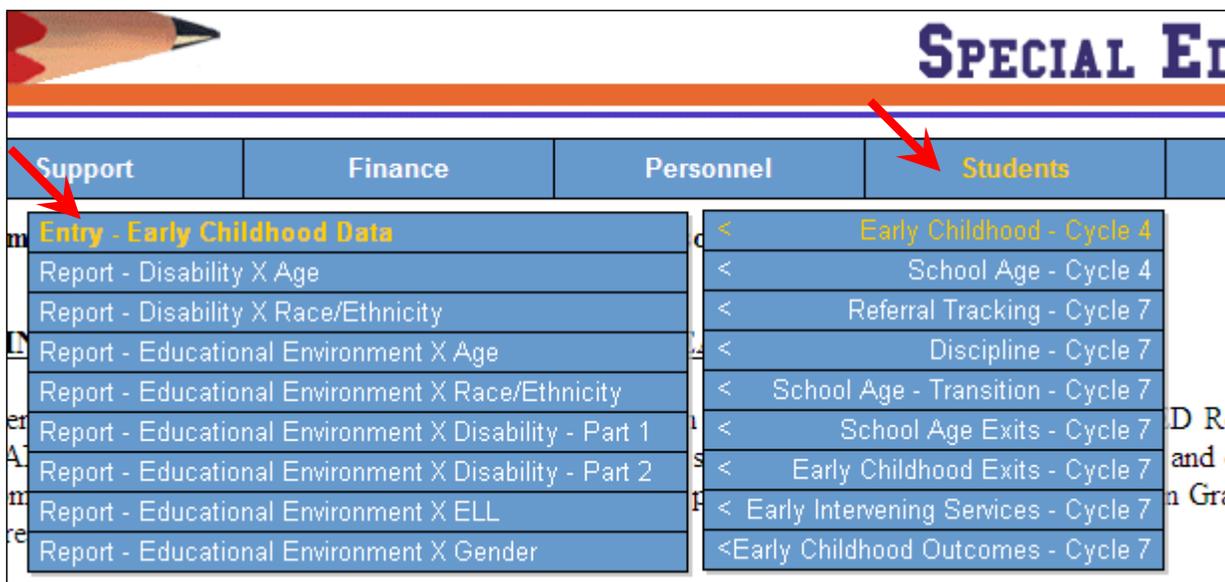
3. **Add** students as necessary by clicking 'Add Student' located at the bottom of your student list.

4. **Delete** students by clicking red **X** to the left of their name.

5. To **edit**, use small notepad at the left of the red **X** to go into individual student's data.
6. Make necessary changes in each field. Refer to the Data Dictionaries for more detailed information on each field located at our website: **https://arksped.k12.ar.us/DataAndResearch/DataDictionaries.html**

7. Click on Save before Exiting individual student screen.
8. Check Message that data is saved successfully.

How to Copy and Paste Student Lists from MySped
1. Open up a blank/new Word document or Excel spreadsheet
2. Go back to MySped and sort student list as needed
3. Left click inside the blank space/column above the first student notepad.
4. Hold down left mouse button and drag arrow pointer on mouse to bottom of student list. All records should be highlighted.
5. Right click on mouse anywhere inside student list or highlighted area
6. Choose Copy
7. Go to open Word or Excel document (click on appropriate tab at bottom of computer screen)
8. Choose 'Edit' on menu bar at top of screen
9. Choose 'Paste'
10. Save document and distribute to desired personnel to verify students

Additional Tools for Data Review
Four options are available for you to sort and review data for accuracy: the MySped Resource Drop-down Menus, the Column Sort, the 'Export to Excel', and the MySped Resource Student Reports.

1. **MySped Resources Drop-down Menus**
Drop-down menus are located above the student list: You may view the data on the MySped screen by choosing one of the sections listed. Click 'Get Data.' For examples in what and how to review, see individual areas of Referral Tracking, Early Childhood Exits, and Early Childhood Outcomes

2. **MySped Resource Column Sort**
Click on the heading you want to sort all students by (Last Name, SSN, State ID or Age).

3. **Save, Sort, and Review Using 'Export to Excel'**
This lists all the students and all the fields. Instructions for sorting in Excel are provided on page 4. All areas to review for Cycle 7 will be explained.

4. **MySped Resource Early Childhood Reports**
In addition to sorting in MySped and through 'Export to Excel', reports need to be reviewed and cross-checked to verify accurate student data for each student. The reports are located under the Student menu. The reports assist in verifying and cross-checking the number of children for the various areas listed in the reports.

Referral Tracking - Cycle 7 Application

1. Click on 'Students.'
2. Click on drop-down menu →Referral Tracking – Cycle 7 then Entry – Referral Tracking.

Additional Tools for Data Review - Referral Tracking

1. **MySped Resources Drop-down menu**
You may view Early Childhood students and their data on the MySped screen by choosing Grade then Preschool if you have School Age listed also. Use the Race drop-down menu for the particular data you wish to view. Click on 'Get Data' to sort it.

By Grade - example
*   List out Preschool only to separate from all other grades if you are in a district that also has school age students.
By Race – example
*   View by race. Are races correct?

<u>By Invalid - example</u>
- Select DOB/Age to view any students that may appear due to invalid coding/entry

2. **MySped Resource Column Sort**
The list of students is initially sorted by SSN. You may want to sort by Last Name in order to locate a particular child.

3. **Save, Sort, and Review Using 'Export to Excel'**
Click on the 'Export to Excel' button at the bottom of the screen. This **lists all the students and all the fields** for referral tracking. It is highly recommended you save the Excel sheet to your computer as a backup for Cycle 7.

Once you have saved the Excel file to your computer, open the file.
1. Left click mouse button in the cell on Column A, Row 5 (A5). This should be SSN header.
2. Press 'Ctrl A' on keyboard. This should highlight all records.
3. Select 'Data' on the menu bar above your spreadsheet
4. Select first option of 'Sort' on the menu.
5. Select the appropriate heading for how you want it sorted in the 'Sort by' drop-down menu. Make sure 'Header row' button is checked. Press OK.
6. Any changes that are identified need to be made in the individual student/employee data in MySped. **Making corrections in the Excel worksheet will NOT make automatic changes to MySped.**

<u>Referral Tracking - Areas to check in 'Export to Excel'</u>
- Are all birth dates valid? All students should be 3-5 years old.
- All other dates should follow a chronological order from 'Referral Date' to 'Parent Consent to Evaluate Date' to 'EDD Date' to Parent Consent to Place Date ('Sped Consent Date').
- Sort by 'Eval Reason' and 'EDD Reason'
  a. For all 60-day timelines exceeded, is a reason included?
  b. For all 30-day timelines exceeded, is a reason included?
  c. For all reason coded 'OT', is a specific reason clearly typed in?
- 'Referral Process Complete' column should all say 'Y' and the 'Reasons Why Complete' column should all have a reason.
- Sort by 'Reasons Why Complete' and verify accuracy
- Sort by 'Sped Placement' and verify:
  - All children placed are accurate and all necessary fields are complete
  - All children referred and not placed are accurate and all necessary fields are complete

4. **MySped Resource Early Childhood Reports**
    Reports are located under 'Entry - Referral Tracking' in the Referral Tracking Application (see page 8.) Check the following reports against your own records to verify accuracy.

Report - EC Part C to B Transition
'Part C to B' column and the 'EDD Count' column: Reconcile differences if they are not showing the same value.

- Go into the Excel file. If you have a 3-5yr program in your school district, sort by grade (see page 10 for guidance).

    o **in descending** order so Preschool ('P') will be the first students listed **AND** by 'Student Transition' **in descending** order so 'Y' will be listed first among all preschoolers
    o DDS Centers only need to sort by '**Student Transition' in descending order**
        ▪ The number of students marked 'Y' in 'Student Transition' should equal the 'Part C to B' column in the 'Report - Referral Tracking: Part C to B Transition'
- Go into the Excel file and make sure all students 'Referral Process Complete' column are marked 'Y.'
    - If there are more C to B students, why is the count for 'Eligibility Determination Dates' (EDD) less? Did students move or parents refuse testing? If so, are those students accurately accounted for in the reason the referral is complete?
    - If Referral Process is complete, are there EDD Dates? If not, why?
    - If there are Reasons as to why timelines are not met, 'Eval Dates' and 'EDD Dates' must be present.

    o '3rd Birthday Met' column and the '3rd Birthday Not Met' column:
        ▪ If these totals added together are not equal to the 'EDD Count' column:
            - Go back into Referral Tracking
            - Go to 'Export to Excel' and save to computer
            - Sort by 'EDD Reason'
            - Review students whose 'Eligibility Determination Date' exceeds the 90-day timeline from the Parent Consent Date
            - Review and verify the reasons eligibility not met
            - Verify if a Temporary IEP was in place

Report - EC Parent Consent to Evaluate
- 'Parent Consent' column and' Eval Count' column: Compare the totals and reconcile the differences, if any.
    ♦ Did students move or did parents not give consent?
- '60-Day Evaluation Met' column and '60-Day Not Met' column: These totals should add up to equal 'Eval Count'
    ♦ Go to 'Referral Tracking'
    ♦ Go to 'Export to Excel' and save to computer

- Sort by 'Eval Reason'
- Review and verify reasons
- Verify if a 'Temporary IEP' was in place

Report - EC by Race:
- Under 'Referral' column and 'Special Education Placement' column: Review counts for each race to assist you in program evaluation:
  - Check the relationship between the number of students referred versus actually placed.

Report - EC Referral Complete Process
- 'Referral Process Complete' column and 'Student Count' column: Review counts for students who have been entered as Referral Process was not complete and reconcile and correct those not complete.

Early Childhood Exits - Cycle 7 Application

Note: Entering accurate Exit status is critical to reporting. Please refer to the definitions of types of exits in the Early Childhood Data Dictionary.

1. Click on 'Students.'
2. On drop-down menu click→ Early Childhood Exits - Cycle 7 and Entry - Early Childhood Exits

Additional Tools for Data Review - Early Childhood Exits

1. **MySped Resources Drop-down menus**
   You may review Early Childhood Exits by Exit Status, Disability, or Educational Environment for particular data you wish to view. Click on 'Get Data' to sort it.

<u>By Exit Status</u>
Note: Refer to Early Childhood Data Dictionary for Exit Status Codes. Exit Codes determine the students reported for EC Outcomes.

- Pay particular attention to KE (Kindergarten Eligible), NS (No Longer Requires Services), PR (Parent Refuses Services) and MA (Reached Maximum Age) when verifying accuracy of Exit Codes. Those students who were exited with these codes are reported in EC Outcomes.

<u>By Disability</u>

- Sort by Disability to review students

<u>By Educational Environment</u>

- Sort by Educational Environment to help identify exit

2. **MySped Resource Column Sort**
   The list of students is initially sorted by SSN. You may want to sort by Last Name to locate a particular child.

3. **Save, Sort, and Review Using 'Export to Excel'**
   Click on the 'Export to Excel' button at the bottom of the screen. This **lists all the students and all the fields** for Early Childhood Exits. It is highly recommended you save the Excel sheet to your computer as a backup for Cycle 7.

Once you have saved the Excel file to your computer, open the file. Refer to pictures on following pages for further assistance.
   1. Left click mouse button in the cell on Column A, Row 5 (A5). This should be 'ID' header.
   2. Press 'Ctrl A' on keyboard. This should highlight all records.
   3. Select 'Data' on the menu bar above your spreadsheet
   4. Select first option of 'Sort' on the menu.
   5. Select the appropriate heading for how you want it sorted in the 'Sort by' drop-down menu. Make sure 'Header row' button is checked. Press OK.
   6. Any changes that are identified need to be made in the individual student data in MySped. **Making corrections in the Excel worksheet will NOT make automatic changes to MySped**.

<u>Early Childhood Exits in 'Export to Excel'</u>
- Sort by Exit Status ('Exit_CD')
  - Verify the codes are appropriate for each student
  - Verify all students are accounted for that exited because they were 'Kindergarten Eligible' (KE), 'No Longer Required Services' (NS) or Reached Maximum Age (MA).
    - For those students with KE, NS, or MA codes, verify they all have a Kindergarten Conference Date ('KGConferenceDate') and a Kindergarten Transition Code ('KGTransCode').
    - Verify the Kindergarten Transition Code ('KGTransCode') is correct.

- Sort by Age
  - o Verify the birth dates are valid - ages 3-5.

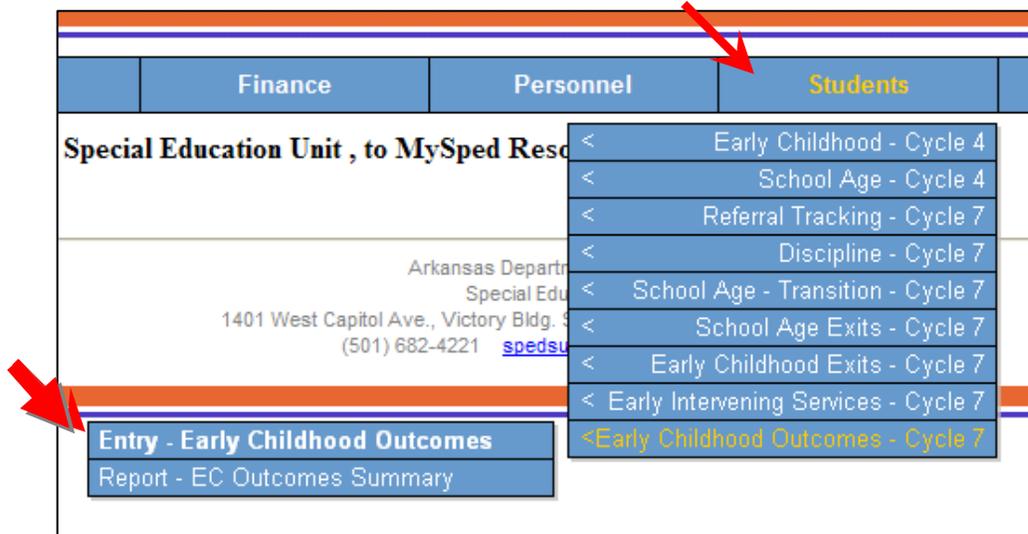4. **MySped Resource Early Childhood Reports**

- Report - Exiting X Disability
  - o Review the totals for 'Exit Status' by disability, particularly 'KE', 'NS', 'MA.' Check grand total and compare with your own records for number of students exiting the program.

- Report - Exiting X Race
  - o Verify the proportion of students for each race
  - o Compare grand totals with the grand totals of 'Exit by Disability' report

- Report - Exiting by Kindergarten Transfers
  - o Verify the type of Kindergarten Transfer ('Transitioned with No Services', or 'Transitioned to KG with SpEd Re-Evaluation Required') and the total number of transfers is accurate.
  - o Search for missing Kindergarten Transition Codes: If there are missing Codes:
    - Go into 'EC Exits'
    - Go to 'Export to Excel' and save on computer
    - Sort Excel sheet by 'Exit_CD'
    - Check all Exit codes of KE, NS, and MA for a blank field in 'KGTransCode'
    - Correct the missing code in the individual student data in MySped and in APSCN

Early Childhood Outcomes - Cycle 7 Application

Note: Reporting requirements for EC Outcomes is based on all students who have:
1. Exited the 3-5 yr program in APSCN Special Ed Module, **AND**
2. Have an Exit Status of Kindergarten Eligible (KE), No Longer Needs Services (NS), Parent Refused Services (PR), OR Reached Maximum Age (MA) **AND**
3. Have both Assessment Entry Date, Entry Scores, Assessment Exit Date, Exit Scores, and Improvement between entry and exit is indicated.

    1. Click on 'Students.'
    2. On drop-down menu click →Early Childhood Outcomes – Cycle 7

Early Childhood Outcomes Screen

Additional Tools for Data Review - Early Childhood Outcomes

1. **MySped Resource Column Sort**
   The list of students is initially sorted by SSN. You may want to sort by Last Name to search for a particular student.

2. **Save, Sort, and Review Using 'Export to Excel'**
   Click on the 'Export to Excel' button at the bottom of the screen. This **lists all the students and all the fields** you entered in APSCN Special Ed Module regarding withdrawal and assessments. It is highly recommended you save the Excel sheet to your computer as a backup for Cycle 7.

Once you have saved the Excel file to your computer, open the file. Refer to pictures on following page for further assistance.
   1. Left click mouse button in the cell on Column A, Row 5 (A5). This should be ID header.
   2. Press 'Ctrl A' on keyboard. This should highlight all records.
   3. Select 'Data' on the menu bar above your spreadsheet
   4. Select first option of 'Sort' on the menu.
   5. Select the appropriate heading for how you want it sorted in the 'Sort by' drop-down menu. Make sure 'Header row' button is checked. Press OK.
   6. Any changes that are identified need to be made in the individual student/employee data in MySped. **Making corrections in the Excel worksheet will NOT make automatic changes to MySped.**

Early Childhood Outcomes in Export to Excel

Using the Excel program will be the primary avenue to review data thoroughly. Significant review for each child includes:
- Assessment Entry Date
- Assessment Exit Date
- Assessment scores are complete
- Improvement fields are complete with Yes or No.

Compare your Early Childhood Exit Report with the Early Childhood Outcomes Report to verify consistency with those students who should be withdrawn and have outcomes reported for Kindergarten Eligible (KE) students, students who No Longer Require Services (NS), students whose Parents Refused Services (PR), and students who have Reached Maximum Age (MA).

3. **MySped Resource Early Childhood Reports - EC Outcomes**

   - Report - EC Outcomes Summary
     o Review the count of students for each area of functioning (Social/Emotional Skills, Acquisition and Use of Knowledge, and Appropriate Behaviors to Meet Needs) for each measure indicate.
     o Verify that all students in outcomes are also in accounted for in Early Childhood Exits.

   Note: The EC Outcomes looks at both EC exits and EC Outcomes for calculations.
   The report only shows you students who had more than six-months of services.
   Therefore, you may have more students listed than on the report. If you add students to your outcomes listing and they are not in your exiting data, the student will not show up on the EC Outcomes Summary report (The report is a preview of your APR Indicator 7).