

## Referral Tracking Module

Q). A student was referred for special education services. The student was placed in special education for [Last School Year] and then exited US (Unknown Status). Now the student is back for the [This School Year]. Is this student a new referral? What if the IEP is still valid?

A). No it is not a new referral. Hold a separate programming conference and activate the child in the entry/withdrawal screen with a new (second) entry date. The original assessment scores remain in place. The team will review the IEP at the programming conference, determine if any additional services are needed, review the evaluation to determine if additional testing is needed, and determine if the goals, objectives, and least restrictive environment as indicated by the IEP is still appropriate.

Q). When may I start entering referrals for the current school year? Could we have started entering referrals for the current school year as they occurred after July 1?

A). Yes, you may start entering new referrals as they occur after July 1. Just remember to wait for roll-over (typically occurs by the first week of July, if not earlier).

Q). If a student was mistakenly referred to our co-op and should have been referred to another co-op, what should I do? Can I just forward the referral to the correct co-op?

A). Forward the referral and the parents to the correct co-op.

Q). A student is referred from an agency and the parent(s) do not think the child should be referred. What do I do for data entry purposes?

A). Assuming the parent will not give consent to evaluate, enter the student into referral tracking module with referral date. In the Referral Complete field, mark Y for yes. Then in the RFC Reason field, select RS – Parent Refused Services.

Q) If we receive a referral and nothing else (a “no show”) do we still enter the referral?

A)Yes you should enter all new referrals. In this case, the referral completion reason code would most likely be RS (Parent refused services)

Q) In the Referral Tracking module, what do we do if the same child is referred twice in the same referral year?

A)The system will allow for duplicate referral records in the same fiscal year. You will need to call the IDEA office.

Q) How do I correct a closed referral?

A)A closed referral cannot be unlocked in eSchool. Should you discover any of the information is incorrect and needs to be changed, complete the following steps:

1. Print out the current referral. This give you a starting point for re-entering the referral, correcting the information that is wrong.
2. Remember that you must first locate the student by conducting a search for the student in the student center. Then, from the Referral List in the Referral Tracking

Folder, check the delete box next to the referral that needs to be corrected. Click on the “Delete Referral” button.

3. Move to the Early Childhood Module General Information Screen. Check the “Temporary Placement” box, and click the “Save” button.
4. Go back to the Referral List by clicking on the “Referral Information” bullet in the Referral Tracking folder. Click on the “New Referral” button, and enter the new referral information. Indicate that the referral is complete and save the referral.
5. eSchool will take you to the Early Childhood Module and update with the information from the new referral. If the “Temporary Student” box is not unchecked, uncheck the box and save the information.

## **Employee Module**

Q). In Employee, is the teacher SSN field required?

A) Yes. The teacher license is tied to SSN.

Q) May we use the teacher ID instead?

A) No.

Q) May we leave it blank?

A) No.

## **Early Childhood Module**

Q). What is the definition of the Language field? Is it the primary language spoken at home?

A). Yes, it is the primary language spoken at home.

Q). Is the Placement Date field the date of the initial placement in special education or the date a student begins in your district/co-op? What date do we use for transfer students?

A). This field is related to the initial referral process. It is the date that parent consented to the child’s initial placement in special education (IDEA Part B). For students referred in your district/co-op, this field will populate with the date entered in the referral tracking

Q) In the Early Childhood module, may we use the SSN for the student ID?

A) Yes. The state requirement for a different number does not include Early Childhood.

Q) In the Early Childhood module, if we have a student that is exited and then referred again, the old outcome entry scores display for the new referral. Should we edit over the previous entry scores to save the new entry scores?

A) This depends on why the student exited. If the student was dismissed from services and then re-referred you would start a new referral. If the child was found to be eligible

for services then you would have new outcome entry scores. In this case, you would overwrite the entry and exit scores from the previous eligibility.

If the student was exited because the parent withdrew services, the child disappeared (unknown), or the family moved, etc., then is not a new referral. In this case, when the student returned to you it would be a new consent to serve with a separate programming conference and the previous entry scores would still be valid.

Q) I have a couple of EC children that were referred to us from the HIPPY program. They are being placed into our program for speech and will be seen itinerantly. Do I code the student as O for Itinerate or HI for HIPPY?

A) The correct code is HI for HIPPY

### **EC Exits and Outcomes:**

Outcome Scores are valid for EC exit codes KE, MA, PR and NS only.

Unknown Status (US) should not have EC exit outcome scores.

Exit code KE should have a Kindergarten conference date.

Q) Cycle 7 review, Early Childhood: I have exit outcome scores but still getting an error for exit code Unknown Status?

A) We collect exit outcomes on the exit codes KE, MA, PR and NS only. It is not possible to have exit scores on student with unknown status. Either correct the exit code or remove the exit outcome scores.

Q) Student coded as Kindergarten Eligible. They had a kindergarten conference and they ended service for the school year. Then, the first day of new school year, student came back with a Kindergarten Waiver that came over the summer.

1. Should we change the Exit Status to Kindergarten Waiver?

2. What should be changed in MySped?

3. In APSCN, do we delete the entry/withdrawal information that is currently there and reenter the first entry date, or do we add a new entry date on a new line?

A) There is no exit status for KW; that is a kindergarten conference change. In MySped remove the student record from exits and outcomes. In APSCN add the new entry date to screen 7; do not change the other data on screen 7.

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Q) Can you list the three things we need to make sure we have for KE and MA?

A) We expect to see Kindergarten conference information date, conference outcome reason and LEA which the conference was held) and EC outcomes

Q) If a child is going to kindergarten but does not need services in kindergarten (as determined by EC not SA) on screen 7 do you enter NS or KE?

A) NS, no kindergarten conference is required but EC Outcomes are.

### **Miscellaneous**

Q) Do you provide Cognos training?

A)Our office does not provide Cognos training. If you are a Cognos user, you may contact your APSCN field representative for Cognos training/support.