

School Age

2018-2019 Cycles 2, 4, and 7 Overview

2019 Cycle 4 Employee

2017-2018 Cycle 7 MySped Resource Review (September 1-30, 2018)

Change in Email address: Contact Tammy Garrison, tsgarrison@ualr.edu at IDEA office

Data and Research Web Page: <http://www.arkansased.gov/divisions/learning-services/special-education/data-research>

1. APSCN Reporting Requirements table and timeline for 2018-2019 School Year
2. School Age APSCN Data Form
3. *Employee User Guide and Data Dictionary*
4. *School Age User Guide and Data Dictionary*
5. Calculating Educational Environment for School Age
6. Manual: *School Age MySped Review Procedures Cycle 7*
7. Cycle 7 Review Web Conference Power Point and/or video
8. This document: *School Age 2018-2019 SPED Cycles Overview*

2019 Cycle 2 Employee Updates

Special Education data is not pulled for Cycle 2 for Special Education purposes. Finance reports all employees, including Special Education employees, and sub-populations, including special education students. Additionally, Primary Disability is pulled for all cycles 2 – 9 for all student data and all data for cycles 7 of 2018 and Cycle 4 of 2019 will be pulled as a part of Cycle 6 for Assessment purposes.

- Enter all data on Special Education employees. See the Employee Data Dictionary see exactly what data and which employees need to be reported.
- Updates to SA Module is required for Cycle 2
 - All students with active IEPs must be in the module by October 1; part of overall enrollment counts
 - All students with a grade level of EE, SM, or SS must have the assigned grade level updated by October 1. It will be used for federal reporting of enrollment counts
 - If you do not have a Speech Therapist, OT, or PT on staff, be sure to enter a contract staff person for each of these. If you are not currently utilizing the services of these contract individuals, use an FTE of .01.

2019 Cycle 4 Employee and December 1 Child Count (December 15, 2018 APSCN deadline)

School Age Cycle 4 Reporting	District Annual Performance Report (APR)	Monitoring Profile
1. December 1 Child Count	Indicator 5: School Age Least Restrictive Environment (LRE) Indicator 9 & 10: Disproportionality	Graduation Rates Dropout Rates Disproportionality
2. Educational Placement	Indicator 5: School Age Least Restrictive Environment (LRE)	School Age Least Restrictive Environment (LRE)
3. Employee	Not a part of APR - November, 2019 Federal Reporting	Caseloads

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

School Age Module

- Student Demographics - Name, Age, race/Ethnicity, Gender
Data comes from SMS.
- Educational Placement - Calculation as a % of instructional time with regular class
See SA Calculating LRE examples
- Withdraw all students not served on December 1, 2018.

2018-2019 Cycle 7 Referrals and Exits (June 15, 2019 APSCN deadline) September 1-30, 2019

School Age Cycle 7 Reporting	District Annual Performance Report (APR)	Monitoring Profiles
1. Completed Referrals	Indicator 11: Child Find	Not Applied
2. School Age Exits	Indicators 1 & 2: Graduation and Dropout	Graduation and Dropout
3. Discipline	Indicator 4: Out-of-School Suspensions and Expulsions	Discipline
4. Coordinated Early Intervening Services (CEIS)	Not Applied (Tied back to Finance if you budget money for CEIS)	Not Applied

Referral Tracking - complete *prior* to putting student in Special Ed Module

Student Demographics

- Follow 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
 - Reasons for Referral Completion - help explain circumstances in referral process

School Age Module Fields

- Student Demographics

Entry/Withdrawal Screen

- Exit status codes are important - especially as it relates to graduation

Early Intervening Services Module (CEIS) - Students identified as being at risk for Special Education and/or students referred to Special Education, but determined to go into Early Intervening Services instead *and* VI-B set-aside monies are used.

- Student Demographics
- Service types - separate screen with entry and withdrawal for each service
- Entry/Withdrawal
Exit Status Code

Discipline - pulled from Student Management

- Student Demographics
- Discipline Fields from Student Management

- *Date of Discipline*
- *Infraction*
- *Action Taken*
 - ◆ *10 = Expelled for dangerousness (the incident did not result in physical injury)*
 - ◆ *11 = Expelled for dangerousness (the incident did result in physical injury)*
 - ◆ *12 = Out of School Suspension (the incident did not result in physical injury)*
- *Days of suspension* (both in school and out of school)
- *Shortened Expulsion*: Was expulsion reported for infractions shortened to a term of less than one-year by the chief administering officer?
- *Alternative Placement*: Was the expulsion reported referred to an alternative school or program
- *Special Education Status*: Each infraction is cross referenced with the special education module to determine if they were enrolled in special education at the time of the discipline incident

2018-2019 Cycle 7 MySped Resource Data Review

Cycle 7 Review reports all students served between July 1, 2018 and June 30, 2019. All data are entered in APSCN and reviewed in September in MySped Resource Application. 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. The determination letters you receive spring, 2019 (state whether you 'met requirements' or 'need assistance,' etc.) will use this data.

School Age Cycle 7 MySped Review manual and **MySped Cycle Review Using Excel** handout will assist in exporting and reviewing School Age Cycle 7 data in MySped Resource.

Why review data if it was entered and submitted to APSCN in June?

You want to be able to ensure the data for your district was submitted properly and that it accurately reflects the reporting requirements for the fiscal year July 1, 2018 through June 30, 2019.

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
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 not completed in APSCN
- Exits
- School Age - Discipline
- School Age - Early Intervening Services

Ways to View Data through MySped Resource

(Detailed instructions found in manual: *School Age MySped Review Procedures Cycle 7*)

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

Reminders for 17-18 Cycle 7 Review

1. **Review period:** MySped will be open **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** to report accurate data (**'Save' before Exiting**);
- **Update eSchool** 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.
- **Create and save a new Excel worksheet on your computer** once all changes have been made to serve as a backup.

3. **Referral Tracking**

- Major area to check: Are all birth dates valid? Age listed is the age as of the referral date.
- Add in any referrals that transpired from July 1, 2017 thru June 30, 2018. **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 June 15th deadline to report in APSCN. Do not forget to include those referrals in MySped Resources.*
- Verify Reason for exceeding timelines
 - If 'Other' reason was used, is it clearly explained what the other reason was?
- All referrals are included, regardless of whether the student was placed or not.

4. **Exits - Graduates** - Contact Jody Fields for all seniors coded as grade 12 in 2017/18 and is re-enrolled for 2018/2019. The grade level will be changed to 'SS' in Dec.1, 2018 Child Count and not be counted as a graduate.

5. **Discipline** -

- *Enter whether services were being provided while expelled in individual student screen.*
- In addition, verify number of days for in-school and out-of-school suspensions.

6. **Coordinated Early Intervening Services (CEIS)** - Students identified as at risk for Special Education *and* have budgeted VI-B set-aside monies. Verify Service types with begin and end dates for each type of service.