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Welcome to the Annual Family Survey issue of the IDEA Data & Research Newsletter

An annual survey of families is a requirement of the Individuals with Disabilities Education Act (20 U.S.C. 1416(a)(3)(A)) as part of the Special Education Annual Performance Report (APR). This required measure is known as Indicator 8: Family Involvement.

The measurement of Indicator 8: Family Involvement is: **Percent of parents with a child receiving special education services who report that schools facilitated parent involvement as a means of improving services and results for children with disabilities.**

To meet this reporting requirement the Arkansas Department of Education's Special Education Unit (ADE-SEU) in conjunction with the IDEA Data & Research Office at the University of Arkansas at Little Rock (UALR) provides local education agencies (LEAs) school age and early childhood surveys for families to complete.

The LEAs **MUST** provide parents/guardians the opportunity to participate in the family survey. It is a requirement that LEAs document the offer to participate whenever the opportunity is provided. This is a compliance area which the Monitoring and Program Effectiveness program advisors will be reviewing.

In the Arkansas IEP forms districts **MUST** indicate if the parent/guardian was offered the opportunity to participate by marking one of the following on the IEP.

The guidance on the IEP form states: **Parent Survey: The survey is offered annually in paper format (scan form) or online. The district will mail the paper surveys to the IDEA Data and Research Office. (The district should use the original scan forms and not make photocopies.) If the parent completes the online survey, the IDEA Data and Research Office automatically receives the results. N/A would be selected only if the survey had**

Parent(s) received Parent Survey:
<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A

been presented to the parent at a previous meeting that year. Indicate whether the Parent was provided the opportunity to participate.

Review of 2019-20 Family Survey Data

Arkansas’s 2019-20 school year family survey data revealed 91.12% of parents responding to the preschool survey and 96.52% of parents responding to the school age survey indicated the education program facilitated parent involvement as a means of improving services and results for children with disabilities. Twenty-three (23%) of families responded to the surveys. This is lower than previous years. The early childhood response rate fell by 26% and the school age response declined by 30%. Further, of the 31 early childhood programs 3 had zero survey’s submitted and of the 265 school age programs 27 had zero survey’s submitted. An overview of the data is present below.

Group	Number of respondent parents who report schools facilitated parent involvement as a means of improving services and results for children with disabilities	Total number of respondent parents of children with disabilities	FFY 2018 Data	FFY 2019 Target	FFY 2019 Data	Status	Slippage
Preschool	2,574	2,825	93.83%	94.84%	91.12%	Did Not Meet Target	Slippage
School Age	14,322	14,838	95.82%	96.45%	96.52%	Met Target	No Slippage

Note: FFY 2019 is Federal Fiscal Year 2019-20; FFY 2018 is Federal Fiscal Year 2018-19

Providing Parents/Guardians the Opportunity to Participate in the Family Survey is a Requirement!!

As one can tell by the data on the previous page the response rate is very low considering that 98% or more of the programs submitted family survey data. Only 35% of the total child count (ages 3-21) are responding to the survey request.

The number of survey's being returned raises concerns about the if, how and when LEAs are offering the opportunity for families to participate. If all parents are being offered the opportunity to answer the survey for each child at annual review conference, parent teacher conferences, or other times during the year one would expect to have a much higher response rate.

Concerns include:

- LEAs are NOT offering parents the opportunity to participate each school year by Scantron survey form or online form.
- LEAs are NOT submitting the original scan forms to IDEA Data & Research for processing by the deadline.
- LEAs are NOT keying photo copies of the survey into the web-based system prior to the fiscal year rollover on July 15th. Photo copies must be enter by districts and not mailed in for entry.
- Scan forms are not submitted with accurate LEA numbers, as well as building code, resident LEA number, race/ethnicity code , or primary disability code.
- Survey's are being mailed to families without any introduction or guidance on completing the survey.

Family Survey – Strategies

LEAs with high response rates on the family surveys implement some or all of the following strategies for improving response rates. The most important strategy is to communicate with parents and staff.

Communication is KEY:

Communicate with parents/guardians as to why the survey is being conducted. The LEA staff should:

- inform parents about the survey, explaining how it is part of a federal data collection and the LEA is **required** to provide parents/guardians the opportunity to participate;
- Inform parents how important their answers are for the improvement of services to children with disabilities;
- review the survey format with the parents; and
- discuss any questions on the survey believed to be unclear.

Be proactive:

The single most important tip we can give is to actively monitor response rates within your district and take measures to address low rates. Members of the IEP meetings need to be aware of the requirement and obligation to offer and document the opportunity in the IEP.

Previous year response rates are shared with the LEAs Special Education Supervisor. Some districts discuss their Family Survey Response Rates (RR) in formal meetings, others distribute memorandums, and others have held competitions between schools or districts to reward those with highest RR's.

Family Survey – Strategies (con't)

Communicate expectations:

It is crucial to communicate your expectations for improving response rates to the all staff involved in meetings where parents can be given the opportunity to participate in the survey.

The introduction of accountability measures will not be effective if communication with families is poor. For example, LEAs request many surveys but have very low response rates may be experiencing the results of poorly communicated expectations.

Incorporate the family survey into annual conference:

The most logical time to offer parents the opportunity to participate is at the annual review conference. Most LEAs are utilizing this dedicated “face time” to offer the family survey. However, beyond that similarity what happens next can be very different.

While **We strongly suggest that you distribute surveys face-to-face**, how a LEA handles the opportunity will define your response rate. LEAs using the scan forms that do not have parents complete the form while at the conference tend to have lower response rates. The survey goes home with the parent and they rarely fill them out and mail back to the LEA or IDEA Data & Research.

The survey can also be completed online. Although the survey has a secure login, the passcode used is specific to the family survey application. **The login information can be shared with staff and families.** LEA staff can login to web page and leave it up for easy access in meetings. Or a parent who was unable to attend could complete survey from home. Online, paper forms and instructions are available in English and Spanish.

Consider in-house data entry:

Some LEAs have internalized the data entry process by utilizing in-house staff to enter responses to Family Surveys into the online system (Link: [Online Family Surveys](#)). If a LEA is going to use in-house data entry they print a blank survey from the online version. The LEA can print/copy as many times as needed.

When in-house data entry is selected for family survey data submission, the LEA :

- does not need to request the scan forms;
- has a better understanding of which buildings have reported;
- how many have been completed; and
- can maintain a more accurate record of the process.

The opportunity to participate can occur before the meeting starts or at the end of the meeting. For example, as the annual review meeting comes to an end and staff steps out to make copies, ask the parent/guardian to take a few minutes to answer the survey questions while you make copies. The benefits of this include:

- Parent/guardian is occupied while staff is making copies and
- the LEA saves money on postage.

ALL collection methods requires staff to maintain confidentiality. Survey's are answered anonymously and families should feel free to answer honestly without reprisal.

Note: Any photocopies of the survey sent to IDEA Data & Research will be sent back to the LEA for data entry. Photocopies cannot be scanned.

Family Survey – Strategies (con't)

Online Family Survey

To use the online survey go to <https://arksped.k12.ar.us/applications/Surveys/>. The page also provides instructions to be shared with families on completing the survey independently.

1. Select the Family Outcomes Survey link from the active survey list

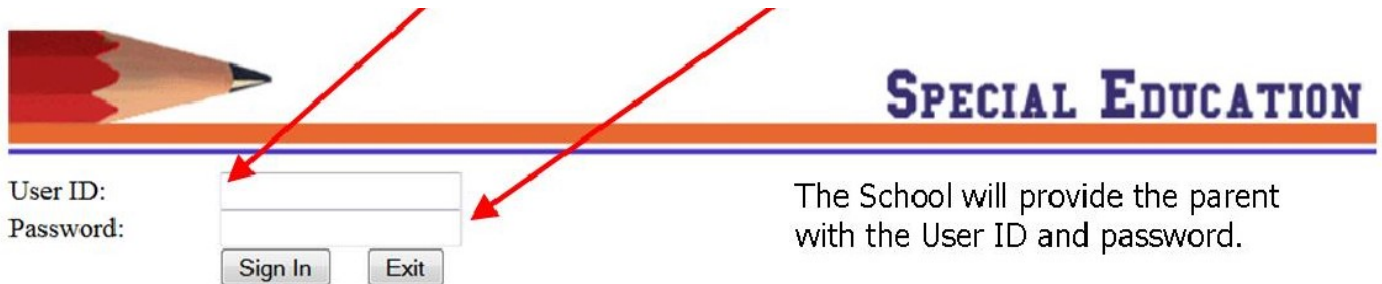
Active Surveys

- [Family Outcomes Survey - School Age & Early Childhood](#)

Survey Instructions

- [School Age Family Outcomes Survey - Online Instructions](#)
- [Encuesta de Resultados Familiares en Edad Escolar - Instrucciones \(School Age-Spanish\)](#)
- [Early Childhood Family Outcomes Survey - Online Instructions](#)
- [Encuesta de Resultados Familiares de la Primera Infancia - Instrucciones en linea \(Early Childhood-Spanish\)](#)

2. Sign in with the LEA 4 digit User ID and the family survey password. If a LEA does not know their password contact IDEA Data & Research.

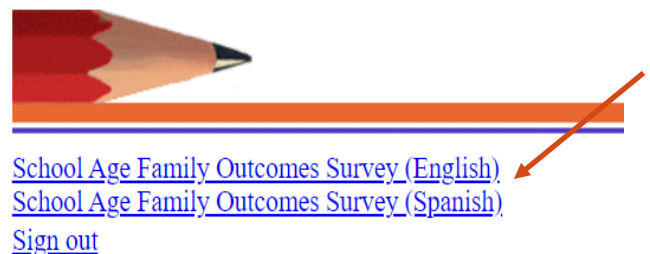


The School will provide the parent with the User ID and password.

3. Click on the survey needed: Early Childhood or School Age. Both are available in English and Spanish.

Depending on the LEA the screen may show school age or early childhoods, or both. If you are supposed to have access to both school age and early childhood and the links are not present please contact IDEA Data & Research.

The survey will open and participants are asked to answer the demographic information about the child/student. The demographic information in the survey is slightly different for early childhood and school age. **It is important for the federal report data analysis to capture the child/student's race and disability as reported in the student management system (eSchool).** However, if the demographic information is not answered it will not block the data submission.



Family Survey – Strategies (con't)



Early Childhood Family Outcomes Survey - Online Instructions

In accordance with IDEA, as part of The Special Education Annual Performance Report, each local education agencies (i.e. school districts) is required to survey families on how they have facilitated family involvement in their child's education. Annually, usually around annual review time, we provide parents the opportunity to participate in the survey. To meet our required family involvement data collection, under our current circumstances, we are providing families the opportunity to complete the survey online. This guide will assist you with completing the family survey on line. If you need assistance in completing the online survey please contact _____ at _____ or IDEA Data & Research at 501-683-7219.

Surveys are confidential. Once you complete the survey and click submit it, your answers are in the State's database and cannot be accessed by the local education agency. Please answer honestly. Your answers help guide program improvement activities.

To use the online survey go to <https://arksped.k12.ar.us/Applications/Surveys/FamilySurveyLogin.aspx>

1) Sign in with:

a. User ID: _____

b. Password: _____

c. Click on: Sign In

User ID:
Password:

Sign In Exit

2) Click on the survey needed:

a. Early Childhood Family Outcomes Survey (English)

b. Early Childhood Family Outcomes Survey (Spanish)

The survey will open on the screen. Please enter your child's demographic information. If the information is not available, it can be left blank. Screen shots are provided to enhance understanding of the process

4) Resident LEA:

a. Click on the arrow and select the school district in which you reside. They are listed in alphabetical order.

Resident LEA(District) ARKADELPHIA SCHOOL DISTRICT (▾)

5) Race/Ethnicity: Please select all that apply

Race/Ethnicity Hispanic/Latino American Indian/Alaskan Native Asian Black Native Hawaiian/Pacific Islander White

6) Disability: Click arrow, choose **ONLY** students primary disability

Disability -- Select --
-- Select --
Autism
Deaf-Blindness
Hearing Impairments
Multiple Disabilities
Orthopedic Impairments
Other Health Impairments
Preschool Disabled (Non-categorical)
Speech/Language Impairments
Traumatic Brain Injury

7) For each statement, please select the best response. Your knowledge may be between the descriptions provided; if so, you would select answers 2, 4, or 6.

1. Your child is growing and learning. How well do you understand your child's development?						
1	2	3	4	5	6	7
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
We are just beginning to understand our child's development.	We have a basic understanding of our child's development, but we still have a lot to learn.	We have a pretty good understanding of our child's development.	We understand our child's development very well.			

8) Click "Submit" to complete your survey

9) If you get a popup message,

a. Please check the indicated question to see if your selection is marked.

b. Click "Submit" again

Thank you for taking the time to complete the survey.

Family Survey – Strategies (con't)



School Age Family Outcomes Survey - Online Instructions

In accordance with IDEA, as part of The Special Education Annual Performance Report, each local education agencies (i.e. school district/charter school) is required to survey families on how they have facilitated family involvement in their child’s education. Annually, usually around annual review time, we provide parents the opportunity to participate in the survey. To meet our required family involvement data collection, under our current circumstances, we are providing families the opportunity to complete the survey online. This guide will assist you with completing the family survey on line. If you need assistance in completing the online survey please contact _____ at _____ or IDEA Data & Research at 501-683-7219.

Surveys are confidential. Once you complete the survey and click submit it, your answers are in the State’s database and cannot be accessed by the local education agency. Please answer honestly. Your answers help guide program improvement activities.

To complete survey go to <https://arksped.k12.ar.us/Applications/Surveys/FamilySurveyLogin.aspx>

1) Sign in by entering the:

a. User ID: _____

b. Password: _____

c. Click on: Sign In

User ID:	<input type="text"/>
Password:	<input type="password"/>
	<input type="button" value="Sign In"/> <input type="button" value="Exit"/>

2) Click on the survey needed:

a. School Age Family Outcomes Survey (English)

b. School Age Family Outcomes Survey (Spanish)

The survey will open on the screen. Please enter your child’s demographic information. If the information is not available (like building code), it can be left blank. A screen shot is provided.

4) Enter the 3 digit Building Code: _____ Building Code

5) Disability: Click arrow, choose **ONLY** students primary disability

6) Race/Ethnicity: Please select all that apply

Race/Ethnicity Hispanic/Latino American Indian/Alaskan Native Asian Black Native Hawaiian/Pacific Islander White

7) For each statement, please select one of the choices. If an item does not apply to your child, please select 'Not Applicable'. For example, Question 6 applies to students age 16 and older; therefore, if your child is not 16 or older 'Not Applicable' would be the correct answer.

	1 Very Strongly Disagree	2 Strongly Disagree	3 Disagree	4 Agree	5 Strongly Agree	6 Very Strongly Agree	7 Not applicable
1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Disability

- Select --
- Autism
- Deaf-Blindness
- Emotional Disturbance
- Hearing Impairments
- Intellectual Disability
- Multiple Disabilities
- Orthopedic Impairments
- Other Health Impairments
- Specific Learning Disabilities
- Speech/Language Impairments
- Traumatic Brain Injury
- Visual Impairments

8) Click “Submit” to complete your survey

9) If you get a popup message,

a. please check the indicated question to see if your selection is marked

b. Click “Submit” again

Thank you for taking the time to complete the survey.

Family Surveys – Reminders

Use all opportunities to make contact with parents:

Depending upon your district's methods, there may be multiple opportunities to provide families with the opportunity to participate in the Family Survey.

- During the annual review conference, one district distributes the survey while parents are waiting to enter the conference room.
- Others distribute the survey at the end of the conference.
- Still others distribute the survey at parent teacher conferences for parents who can not attend the scheduled annual review conference.

Scan Form Reminders

- Only use the family surveys with six racial/ethnic categories. If your Scantron® forms do not include six racial/ethnic categories please request current forms and discard the previous forms.
- Surveys submitted to IDEA for processing must be on original Scantron® forms and must be completed in pencil.
- There are four areas which an LEA should fill out prior to giving the survey to the parent:
 - LEA Number (required no exceptions)
The corresponding bubbles MUST be filled in under the LEA Number. Failure to fill in the bubbles can result in a noncompliance for timely and accurate reporting
 - Race/Ethnicity (select all that apply)
 - Disability (select only primary)
 - Building Code or Resident LEA Number

- Supervisor with more than one district could in error give one districts surveys to another. Without the LEA number on the survey the original district would get the credit not the actual district who had the survey filled out.
- If you want survey reports at the building level (school age) or by resident LEA (early childhood) please be sure to fill in that portion of the survey form and send a request to jafiels@ualr.edu
- If an LEA prints the survey from the internet or photo copies a scan form, the LEA is responsible for entering the survey results into the online survey form.
- ♦ **Do Not staple or hole punch forms, it hinders scanning correctly.**
- ♦ **Do not write names and SS#'s on forms. They are to be completely confidential.**

Photo copied forms sent to the IDEA Data & Research Office will be returned to the LEA.

- Document the offering of the family survey in the IEP during the Annual Review Conference or at any other time.
- Family survey passcodes are different from MySped Resource passwords and can be shared with teachers and families. When sharing the passcode remember to provide instructions as outlined in the newsletter.

If you do not know your family survey passcode contact Nancy Rea at nerea@ualr.edu or (501) 916-3219.



Requesting Scantron Survey Forms

To **request Scantron forms** email:

Nancy Rea at nerea@ualr.edu.

Please include the following in your email:

1. District LEA Names
2. District LEA Numbers
3. Type of Survey being requested:
School Age and/or Early Childhood
(for EC English and/or Spanish)
4. Number surveys requesting
5. Name of the requestor
6. Contact Number of the requestor
7. Mailing Address

IMPORTANT NOTICE

**We moved to another building and
have a new phone number.**

IDEA Data & Research Office
UA Little Rock
2801 S. University Ave
Stabler Hall - Suite 406
Little Rock, AR 72204
(501) 916-3219

TRAINING OPPORTUNITIES

- Data Entry Training for eSchool and MySped Resource is being offered virtually at this time.
- Face-to-face is available upon request but will be limited to 6 participants in the Computer Lab.
- Face-to-face is held at:

ASPCN Computer Lab
101 East Capitol,
Little Rock, AR 72201

Please refer to ASTIS for dates and times. ASTIS is located on the [ARKSPED Portal](#) page.

- Cycle 7 Reporting Requirements and Review Webinars will be announced via Commissioner's Memo.

Watch for Commissioner's Memo for details.

Questions about training opportunities?

Contact Khala Quarles at:

kpquarles@ualr.edu
(501) 916-3219

Important Resources

IDEA Data & Research Office

UA Little Rock
2801 S. University Ave
Stabler Hall - Suite 406
Little Rock, AR 72204
(501) 916-3219

DIS/APSCN

(501) 682-HELP (4357) Option 3
1-800-435-7989 Option 3
DIS.CallCenter@arkansas.gov (24 hour email)

Special Education Home Page

<https://dese.ade.arkansas.gov/offices/special-education>

Important links from the Special Education home page:

The IDEA Data & Research web page is where you can find

- Data Dictionaries,
- User Guides,
- Training Opportunities,
- the LEA Annual Performance Report,
- links to recorded webinars, and more.

Please visit regularly as we are always adding new information.

ARKSPED Portal

A secured web portal where LEAs review and submit data to the ADE via MySped Resource. There is also a link to the **School Age and Early Childhood Family Outcomes Survey**.

[Click here to visit the ARKSPED Portal](#)

Just for Fun Recipe

Mini Taco Salad Boats



Ingredients:

- 12 Old El Paso Taco Boat mini soft flour tortillas
- 1 tablespoon vegetable oil
- 1 lb. lean ground beef
- 1 package (1 oz) Old El Paso taco seasoning mix
- 1 cup finely shredded lettuce
- 1 Romano Tomato chopped

Instructions:

- 1) Heat oven to 400°F.
- 2) Lightly brush boats with oil to coat entirely, and place on ungreased cookie sheet; bake 4 to 5 minutes or until browned on rim--boats get crisp as cooled. Set aside.
- 3) In 10-inch nonstick skillet, cook beef over medium-high heat 5 to 7 minutes, stirring frequently, until thoroughly cooked; drain.
- 4) Sprinkle with taco seasoning mix. Cook until beef is coated with seasoning, stirring occasionally.
- 5) To serve, divide taco meat, lettuce and tomato evenly among crisped boats; serve with choice of toppings.