Newsletter

IMPORTANT: PLEASE READ

In accordance with IDEA, yearly States shall collect a count of children with disabilities each fall between October 1st and December 1st. Arkansas collects the child count based on December 1; therefore, all eligible children must have had **eligibility determined and an IEP in place on or before December 1st.**

- Any student with an entry date after December 1, 2017 in the School Age, Early Childhood, or DDS Modules will be excluded.
- Any student marked as being **temporarily placed** will be excluded from the count for eligibility has not been determined.

Please plan accordingly and remain cognizant of the LEAs responsibilities to meet all time lines even during holiday closures.

Commissioner Memo — Special Education Programs: Guidance on Reporting December 1 Child Count and Personnel

All school districts, educational cooperatives, open-enrollment charter schools, and state-operated educational programs are reminded of the importance of the upcoming Arkansas Public School Computer Network (APSCN) Cycle 4 data submission requirements for special education child count and special education personnel.

APSCN Cycle 4 closes on December 15th. The Arkansas Department of Education, Special Education Unit must report the data to the U.S. Department of Education, Office of Special Education Programs (OSEP) by February 1, 2018.

To assist special education programs in reporting the December 1 child count and personnel data accurately, a series of Web conferences, as outlined in this newsletter, will be held.

A Web conference workshop on special education reporting via eSchool and MySped Resource for Cycle 4 fiscal year 2017-2018 will be conducted in repeated sessions.

Webinar Schedule for Cycle 4

School Age Sessions:
- Monday, November 13: 10:00 a.m. & 2:00 p.m.
- Tuesday, November 14: 10:00 a.m.
- Thursday, November 16: 10:00 a.m. & 2:00 p.m.

State Agencies with Special Education Programs (CHDC and DYS):
- Tuesday, November 14: 2:00 p.m.

Early Childhood (Educational Cooperatives and Districts) Sessions:
- Wednesday, November 15: 10:00 a.m. & 2:00 p.m.

Developmental Day Treatment Clinic Services (DDS) Early Childhood (3-5) Sessions:
- Friday, November 17: 10:00 a.m. & 2:00 p.m.

These Webinars will be using ZOOM web conferencing system. You will receive a ZOOM meeting invitation the day before your registered session.

What You Need To Get Started
- An internet connected computer or device
- Your meeting ID #
- A headset, ear buds, or speakers (if you're participating with audio from computer, laptop or device)
- A phone (if you're unable to receive audio via your computer or device)

When you're invited to participate in a Zoom meeting, you'll receive instructions how to join. You can either click on the link provided, or go to the Zoom web site at https://www.zoom.us/meeting and click on "Join a Meeting" where you can enter the 9 or 10-digit Meeting ID number.

Audio is integrated in the meeting. However, you have the option to participate via audio-only if a web connected device is not available.

Please note the dates and times in this newsletter. Each session will last approximately one hour and pre-registration is required.

To register for a Web teleconference go to:

https://www.surveymonkey.com/r/2018cycle4SPEDReqandReview

Cycle 4 Reporting

Cycle 4 Reporting Highlights for Co-ops, School Districts, and DDS Programs

Cycle 4 data are based on December 1, 2017 and includes:
- All students found eligible and have an active IEP (IPP) in place on or before December 1
- All employees (district and contract) who provide special education and related services

Data is entered in:
- eSchool (EC Co-ops, School Districts, DYS)
- DDS Programs application and the Personnel section of MySped Resource (DDS Centers 3-5 yr Programs),
- MySped Resource under Students and the Personnel section for State Agency's (ADC, CHDC) reporting of school age children.

The required data should be entered and submitted to the Arkansas Department of Education no later than 11:59:59 pm on December 15th, 2017.
- Withdraw those students who are not being served on December 1.
- If December 1 was the last day of services then the exit date should be December 2.
- If November 30 was the last day of services then the exit date should be November 30.

The data submitted through December 15th, will be uploaded to MySped Resource for review **during the month of January.** Consequently, any changes made in eSchool or the DDS Program application after Cycle 4 submission will not be reflected in the data being reviewed in MySped Resource in January.

Any changes made in MySped Resource during the review period in January, MUST also be updated in eSchool and the DDS Program application.

Cycle 4 Review in MySped Resource

__MySped Review Period__: __January 2 - 31, 2018__

__Resources__:
 Refer to the Early Childhood or School Age Data Dictionaries along with the Employee Data Dictionary for Cycle 4 reporting fields, codes, and definitions.
• Refer to CHDC/ACS, DDS, Early Childhood, or School Age Cycle 4 MySped Review Procedures manual to enter, sort and verify data for students and employees.

__Correcting Your Data__
• Review Error Reports and student level data for Cycle 4 located under Students Tab in MySped Resource.
• Review and correct Special Education Employee data under the Personnel tab.
    • Once you have completed the review process using MySped Resource, you will need to make any necessary corrections.

__Please be sure to recheck your error reports. You may have created more errors!!__

__Make corrections and updates in three places:__
• __Update MySped Resource Review application__ to report accurate data ('Save' before Exiting);
• __Update eSchool or DDS application__ to maintain accurate data;
• __Update your own file__ for record keeping and backup. We strongly 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.

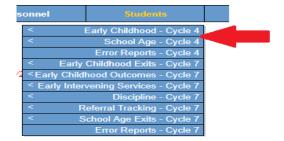__SAVE all finalized data sets by using the EXPORT to Excel function.__

• Create and save a new FINAL Excel worksheet to a secure location once all changes are made to serve as a LEA backup.

__Why is it critical you review and make changes to your data?__
• __Updates__ are needed to reconcile between the reporting period ended and submission deadlines
• Data entry __typos__ when keying
• Inaccurate __coding__ when keying
• Formulas or glitches in the __programming__
• Data __not transferring__ correctly from DDS application, eSchool or APSCN to MySped Resource for review
• __Blank fields__ may exist that should be completed
• 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.
• __Federal reports__ are generated based on the student and employee data in MySped Resource.
• _Not_ correcting data may result in poor performance on your __Annual Performance Report.__

__Failure to correct the LEA's data will result in a non-compliance citation for State Indicator: Timely and Accurate Reporting and could be escalated upward for a non-compliance citation.__

__Location of MySped Review for December 1 child count data in MySped Resource:__

__Location of MySped Review for employee data in MySped Resource:__

Join IDEA Newsletter

(Please follow instructions in the link to confirm)

IDEA Data & Research Newsletter is available at
http://www.arkansased.gov/divisions/learning-services/special-education/data-research/newsletter

If you wish to receive email notification when newest IDEA Newsletter is available please click on the link above and follow the instructions

IDEA Data & Research Office
(501) 683-7219
Special education eSchool training is available in the fall and spring each school year. If you need training during other times of the year contact Tammy Garrison at the number above or email her at tsgarrison@ualr.edu. Once enough individuals have requested training a date will be scheduled for the APSCN computer lab in Little Rock.

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

Important links on Special Education home page:

IDEA Data and Research home page
- Data Dictionaries and User Guides
- Webinar training notes and cycle webinar videos
- Public Reporting
- Contact Information, AND much more.

Please visit regularly as we are always adding new information.

MySped Resource: A secured website where districts can review, verify, and submit data to the Arkansas Department Education.

School Age and Early Childhood Family Outcomes Survey link. Click here to log in to survey

ADE Commissioner's Link
Click here to visit the website

Your Just for Fun Monthly Recipe

Sugar-Free Banana Bread

Ingredients
2 cups flour
2 eggs
½ teaspoon baking soda
3 ripe bananas, mashed
½ teaspoon salt
⅓ cup non-fat plain yogurt
1 cup Splenda®
1 teaspoon vanilla
¼ cup margarine
Vegetable cooking spray

Directions
1) Preheat oven to 350° F.
2) Spray loaf pan with cooking spray.
3) Combine flour, soda, and salt.
4) Cream Splenda® and margarine with a mixer until well blended.
5) Add eggs, one at a time, mixing after each addition.
6) Add mashed bananas, yogurt, and vanilla, mixing well. Add flour mixture, beating at low speed just until moist.
7) Spoon batter into loaf pan.
8) Bake 1 hour or until toothpick inserted in middle comes out clean.

Nutritional Information:

Serving size 1/14 of loaf	Calories 145
Carbohydrate 24g	Protein 3g
Fat 4g	Cholesterol 30mg
Fiber 1g	Sodium 185mg