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, 2018 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 April 1, 2019.

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 2018-2019 will be conducted in repeated sessions.

Webinar Schedule for Cycle 4

School Age Sessions:
- Monday, November 12: 10:00 a.m. & 2:00 p.m.
- Thursday, November 15: 10:00 a.m. & 2:00 p.m.

State Agencies with Special Education Programs (CHDC and ADC):
- Tuesday, November 13: 2:00 p.m.

Early Childhood (Educational Cooperatives and Districts) Sessions:
- Wednesday, November 14: 10:00 a.m. & 2:00 p.m.

Early Intervention Day Treatment (EIDT formerly DDS) Early Childhood (3-5) Sessions:
- Friday, November 16: 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 click here

Cycle 4 Reporting

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

Cycle 4 data are based on December 1, 2018 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/Districts , School Districts, Charters DYS)
- DDS Program application and the Personnel section of MySped Resource (EIDT 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, 2018.
- 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, 2019

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 anytime 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 Resources.
- *Not* correcting data may result in poor performance on your **Annual Performance Report.**

Failure to correct the LEA's data will result in a failure to meet State Indicator: Timely and Accurate Reporting and could be escalated upward to monitoring 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:

IDEA Data & Research Office
(501) 683-7219

If you need training in APSCN applications, please contact Tammy Garrison at the number above or email her at tsgarrison@ualr.edu to request a spot on the training waiting list. Once we have enough individuals on the list, we will then schedule a training at APSCN in Little Rock. Make sure to give us the names of the individuals to be placed on the list, email and mailing addresses, phone numbers, and LEA name and number.

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
http://www.arkansased.gov/divisions/learning-services/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.
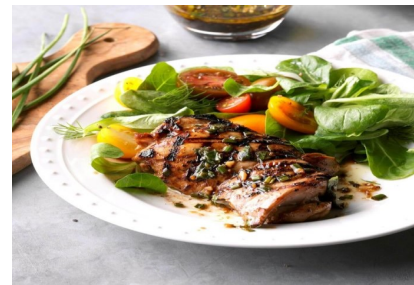
MySped Resource
A secured web portal where LEAs review and submit data to the ADE. There is also a link to the **School Age and Early Childhood Family Outcomes Survey.**
Click here to visit the MySped Resource Portal

Your Just for Fun Monthly Recipe

Herbed Balsamic Chicken

Ingredients
- 1/2 cup balsamic vinegar
- 3 tablespoons extra virgin olive oil
- 1 tablespoon minced fresh basil
- 1 tablespoon minced fresh chives
- 2 teaspoons grated lemon peel
- 1 garlic clove, minced
- 3/4 teaspoon salt
- 1/4 teaspoon pepper
- 6 boneless skinless chicken thighs (1-1/2 pounds)

Directions
Whisk together all ingredients except chicken. In a bowl, toss chicken with 1/3 cup vinegar mixture; let stand 10 minutes.

Grill chicken, covered, over medium heat or broil 4 in. from heat until a thermometer reads 170°, 6-8 minutes per side. Drizzle with remaining vinegar mixture before serving.

Nutrition Facts
1 chicken thigh with 2 teaspoons sauce: 245 calories, 15g fat (3g saturated fat), 76mg cholesterol, 358mg sodium, 6g carbohydrate (5g sugars, 0 fiber), 21g protein.
Diabetic Exchanges: 3 lean meat, 1-1/2 fat.

Originally published as Grilled Balsamic Chicken in Simple & Delicious August/September 2017