

# **Early Childhood**

**3-5 year Program**

**Special Education**

# **MySped Review Procedures Cycle 4**

- ❖ **Student School Age Data**
- ❖ **Employee/Monitoring**

**Early Childhood Special Education  
MySped Reviewing Procedures Cycle 4**

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## Technical Application

### Purpose in Reviewing Data

Student and employee data are entered in APSCN Special Education Module. The data the co-op or district entered into APSCN is pulled into MySped Resource. MySped Resource application provides the opportunity to review, verify, and make corrections to the data to ensure accurate federal reporting.

EC Coordinators and LEA Supervisors may use the following procedures to check for any errors, omissions, and/or discrepancies in their co-op/district's data. This manual provides step by step instructions and examples of various data review methods.

To efficiently review data, it is helpful to first understand the federal reporting requirements and the related data fields. For more information on the federal reporting requirements, please refer to the State Performance Plan (SPP) and the Annual Performance Review (APR) at <https://dese.ade.arkansas.gov/Offices/special-education/data-research/public-reporting>

Data Dictionaries, which contain detailed information on all of the federally required data fields, are also available on the internet at <https://dese.ade.arkansas.gov/Offices/special-education/data-research>

### 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

### Access to MySped Database for Review:

1. Go to Arkansas Special Education website: <https://arksped.ade.arkansas.gov/>
2. Click on MySped Resource portal.
3. Type in User ID and Password and click on 'Sign-In'

### Tips for Navigating the Application

- Use the Tab key or the mouse to navigate through the fields
- Data entry format is mm/dd/yyyy.
- Press SAVE before Exiting. Look for message in red at top of screen (**Data has been saved.**) to verify data has been saved. If the data did not save, the message will state the related problem. Correct the data as indicated in the message and press SAVE before exiting the screen.

### Printing Data for Review

You may find it helpful to copy and print your co-op/district's data from MySped Resource. This allows you to work from a hard copy, distribute data for verification, and save a back up of your data. There are two different methods to extract and save data from MySped Resource: the copy and paste method and the export to Excel method.

### How to Copy and Paste Student Lists from MySped

1. Open up a blank/new Word document or Excel spreadsheet
2. Go back to MySped and sort student list as needed
3. Left click inside the blank space/column above the first student notepad.
4. Hold down left mouse button and drag arrow pointer on mouse to bottom of student list. All records should be highlighted.
5. Right click on mouse anywhere inside student list or highlighted area
6. Choose Copy
7. Go to open Word or Excel document (click on appropriate tab at bottom of computer screen)
8. Choose 'Edit' on menu bar at top of screen
9. Choose 'Paste'
10. Save document and distribute to desired person to verify student data

### Save, Sort, and Review in Export to Excel

Click on the 'Export to Excel' button at the bottom of the screen. This lists all the students and all the fields. Once you have saved the Excel file to your computer, open the file to create a list to sort and filter. Note that the file will download as 'Excel Report' and needs to be renamed.

The screenshot shows the MySped interface for 'Referral Tracking Students'. At the top, there are tabs for 'Support', 'Finance', and 'Person'. Below the tabs, the screen title is 'Referral Tracking Students' and the LEA is '9999 ADE - Special Education Unit'. There are filters for 'Grade' (set to 'All') and 'Race' (set to 'All'). Below the filters are buttons for 'Get Data' and 'Export to Excel'. A red arrow points to the 'Export to Excel' button. At the bottom, there is an 'Add Student' section with a table containing one student record: Williams, John, M.I., SSN 111111111, Date of Birth 06/01/2008, Gender M, Age 2.

**Referral Tracking Students**

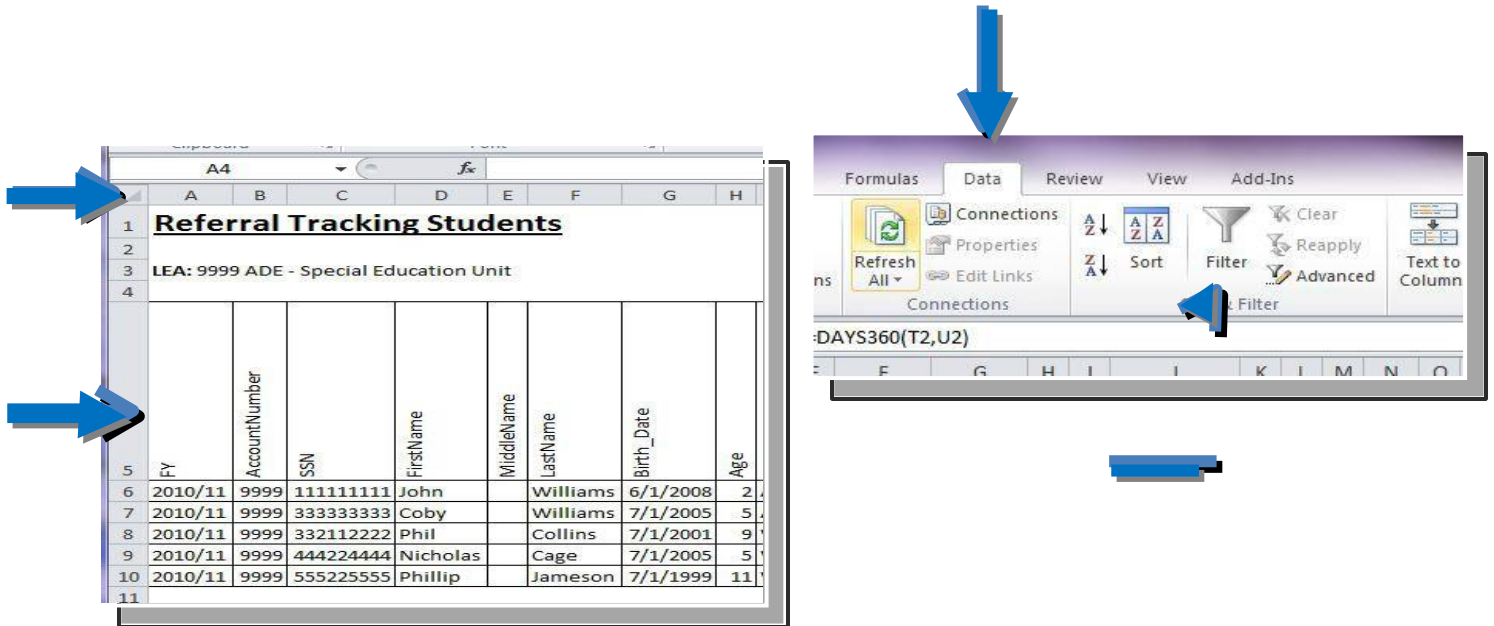
LEA: 9999 ADE - Special Education Unit    FISCAL YEAR: 2010/11

Year	SSN	SSN	st Na m	st Na m	Birth Date	Age	Sex	Race	Res	Ad	En	U	U	U	U	U	U	U
2010/11	9999	111111111	John	Williams	06/01/2008	2	A	A-NNYNNN	M	P	N	9999	N					Y
2010/11	9999	333333333	Coby	Williams	07/01/2005	5	A	A-NNYNNN	M	P	N	9999						
2010/11	9999	332112222	Phil	Collins	07/01/2001	9	W	W-NNNNNY	M	P	N	9999						Y
2010/11	9999	444224444	Nicholas	Cage	07/01/2005	5	W	W-NNNNNY	M	P	N	9999						Y
2010/11	9999	555225555	Phillip	Jameson	07/01/1999	11	W	W-NNNNNY	M	12	N	9999						

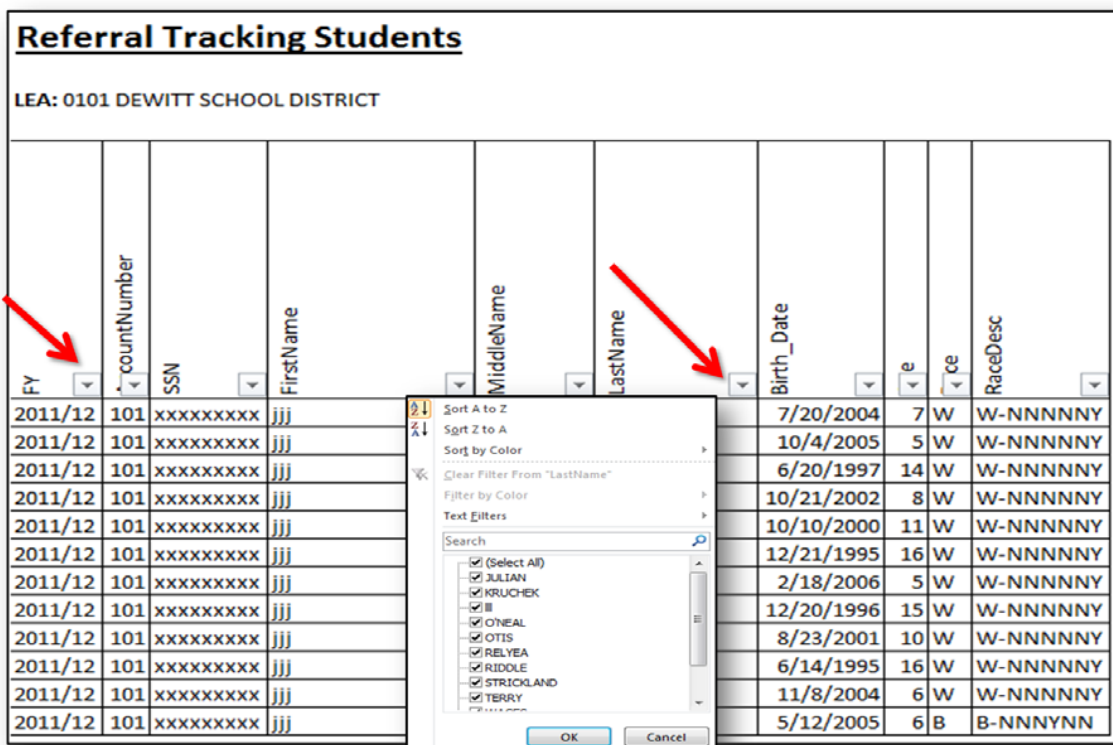


### Create a List to Sort and Filter

1. Click on the box in the top left corner
2. Click on Row 5 to highlight the row
3. Select the Data Tab on the menu bar ABOVE Spreadsheet.
4. Choose the filter option



5. "Deselect" the Select All option.
6. Choose the field you wish to search for.
7. Identify the needed changes.



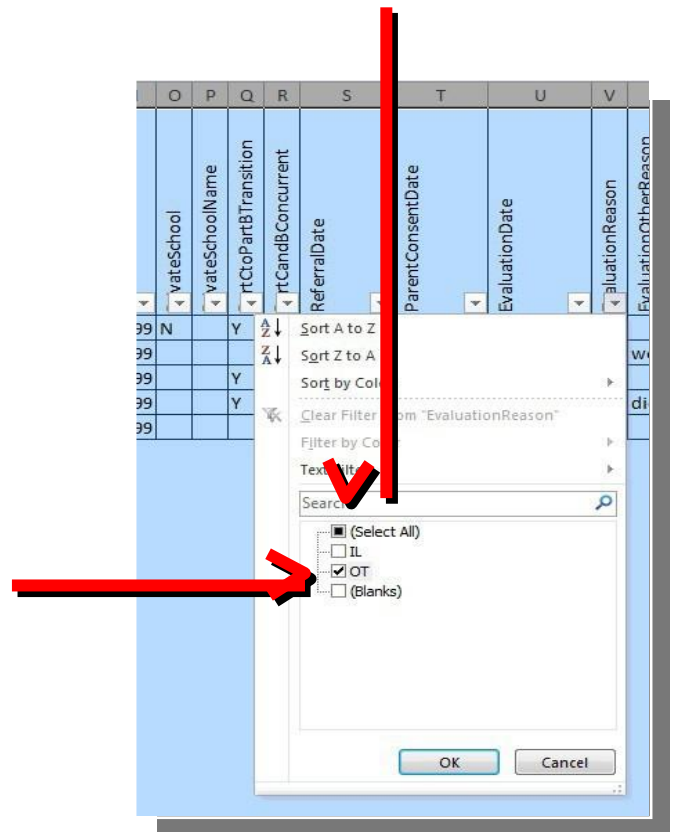
Any changes that are identified need to be made in the individual student or employee data in MySped. **Making corrections in the Excel worksheet will NOT make automatic changes to MySped**

Note: The IDEA office may check for discrepancies. You may be notified and asked to resolve the issue. Failure to respond to IDEA's requests may result in a trigger in 'Timely and Accurate Data' in your district's determination reports.

### Correcting the Data

Once you have completed the review process using My Sped Resource, you will need to make any necessary corrections. You will need to make correction and updates in three places:

- Update **MySped** to report accurate data;
- Update **eSchool** to maintain accurate data; and,
- Update in your own **personal file** for recordkeeping and backup. Use the export to Excel function to create your own updated Excel file. This allows you to refer to your data at anytime and serves as a backup file in the event of technical difficulties. *Remember, when you are reviewing in Excel, any corrections will need to be made in the individual student or employee application in MySped and possibly APSCN.*





## Cycle 4 – Review Student Data - Early Childhood

### Overview

Special Education student data in My Sped Resources is the data pulled from APSCN Special Education Module. The data should reflect **all students served in your co-op or district on December 1** for the fiscal year for federal reporting.

- **Review period:** MySped will be open the first two weeks in January
- **The data for review in MySped is the data you entered in APSCN** as of the date of submission by your district, or December 15 at the latest.

In order to ensure accurate data has been entered and pulled correctly, the following will serve as a guide to review specific areas.

### Student Application Quick Review

Instructions in how to view the student data and make changes are outlined below. These main instructions to add, delete, exit, and save student data apply to all applications in MySped.

#### Procedures to Add or Delete a Student

1. Click on ‘Students’.
2. Click on drop-down menu → Early Childhood-Cycle 4 then Entry –Early Childhood Data.

**SPECIAL EDUCATION**

Support	Finance	Personnel	Students	Exit
<a href="#">Entry - Early Childhood Data</a> <a href="#">Report - Disability X Age</a> <a href="#">Report - Disability X Race/Ethnicity</a> <a href="#">Report - Educational Environment X Age</a> <a href="#">Report - Educational Environment X Race/Ethnicity</a> <a href="#">Report - Educational Environment X Disability - Part 1</a> <a href="#">Report - Educational Environment X Disability - Part 2</a> <a href="#">Report - Educational Environment X ELL</a> <a href="#">Report - Educational Environment X Gender</a>		<a href="#">Early Childhood - Cycle 4</a> <a href="#">School Age - Cycle 4</a> <a href="#">Referral Tracking - Cycle 7</a> <a href="#">Discipline - Cycle 7</a> <a href="#">School Age - Transition - Cycle 7</a> <a href="#">School Age Exits - Cycle 7</a> <a href="#">Early Childhood Exits - Cycle 7</a> <a href="#">Early Intervening Services - Cycle 7</a> <a href="#">Early Childhood Outcomes - Cycle 7</a>		<a href="#">DDS Programs</a>  students. Please review the i <a href="mailto:hlchason@ualr.edu">hlchason@ualr.edu</a> with (

3. **Add** students as necessary by clicking ‘Add Student’ located at the bottom of your student list.
4. **Delete** students not receiving services on December 1 by clicking red **X** to the left of their name

SPECIAL EDUCATION

Support	Finance	Personnel	Students	Exit
---------	---------	-----------	----------	------

SCREEN: **Early Childhood Data** FISCAL YEAR: 2009/10  
 LEA: **9999 ADE - Special Education Unit**  
 MESSAGE:

Disability:  ▼  
 EC Environment:  ▼

[Add Student](#)

		Last Name	First Name	SSN	Date of Birth	Age	Race	ELL	Disability	Educational Environment	Program Type
<input checked="" type="checkbox"/>	<b>X</b>	EC	testing	112121212	05/20/2006	3	H-YYNNNN	No	AU	SP	H

Page 1

### Procedures to Edit a Student Record

1. To **edit**, use small notepad at the left of the red **X** to go into individual student's data.
2. Make necessary changes in each field. Refer to the Early Childhood Data Dictionary for more detailed information on each field located at our website:  
<http://www.arkansased.gov/divisions/learning-services/special-education/data-research/training-material/data-dictionaries>
3. Click on 'Save' and check message that data are **saved successfully**.
4. Click 'Exit' to return to the list of all students.

SCREEN: **Early Childhood Data** FISCAL YEAR: 20  
 LEA: **9999 ADE - Special Education Unit**  
 MESSAGE: **Successfully data have been saved.**

Last Name:  \*      First Name:  \*  
 Middle Name:   
 DOB:  (mm/dd/yyyy)      Gender:  \*  
 Race:  Hispanic/Latino    American Indian/Alaskan Native    Asian  
            Black                             Native Hawaiian/Pacific Islander    White \*  
 Resident Lea:       ELL:  ▼  
 Disability:  ▼ \*  
 Program Type:  ▼  
 Ed Environment:  ▼  
 Entry Date:  (mm/dd/yyyy)  
 Temporary IEP:  ▼



### Additional Tools for Data Review

Four options are available for you to sort and review data for accuracy: the MySped Resource Drop-down Menus, the Column Sort, the 'Export to Excel', and the MySped Resource Student Reports.

#### 1. My Sped Resource Drop-down Menus

Drop-down menus located above the student list: You may view Early Childhood students and their data on the MySped screen by choosing Disability, or EC Environment. Click 'Get Data.' **Note: Set tabs to 'All' in drop-down menu before beginning a new sort. Otherwise the sort will include the previous way it was organized.**

##### By Disability only - example

To find all speech only students

- From 'Disability' tab, select 'Speech/Language impairments'
- Click on 'Get Data'

##### By EC Environment only - example

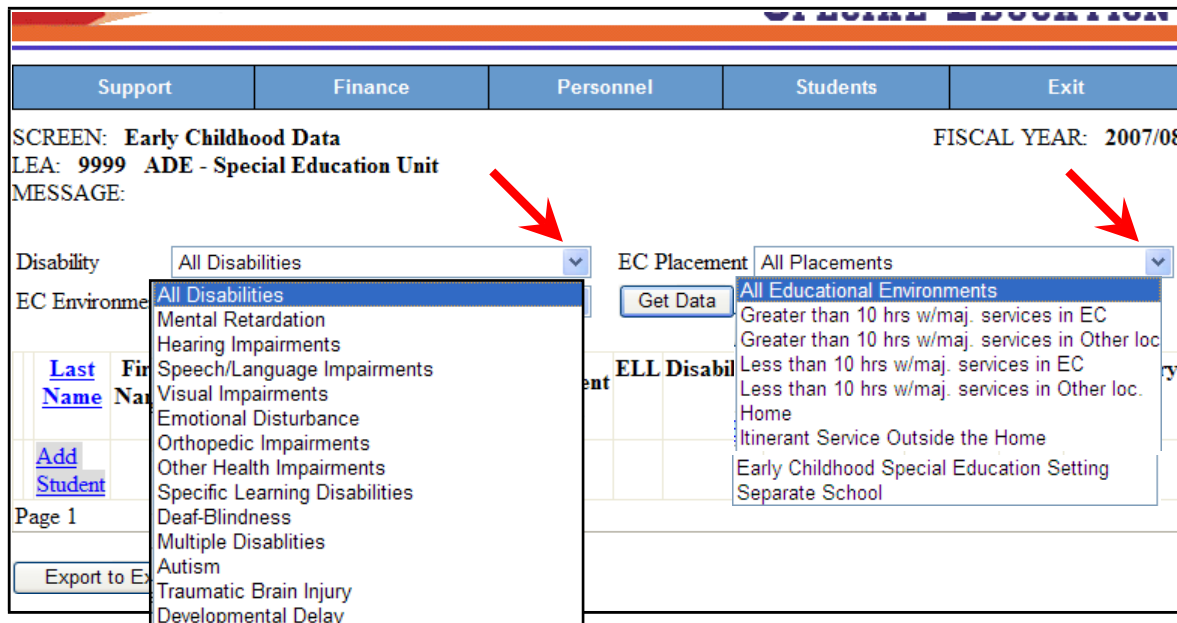
To view all students in a 'Itinerant Service Outside the Home' as of December 1.

- From 'EC Environment' tab, select 'Itinerant Service Outside the Home'
- Click on 'Get Data'

##### By Disability and EC Environment - example

To find all speech only students in 'Greater than 10 hours with maj of srvcs in EC'

- Sort by 'Disability' - 'Speech/Language Impairments' and 'EC Environment' - 'Greater than 10 hours with maj of srvcs in EC'
- Click on 'Get Data'



## 2. My Sped Resource Column Sort

Click on the heading you want to sort all students by (Last Name, SSN, or Age)

### Check student's Last Name for possible duplicate records

- Make sure Disability and EC Environment tabs are set to 'All'.
- Click on the last name heading typed in blue to sort the students by last name.
- Check for any students with the same last name and confirm there are not duplicate entries.

### Check the Social Security Numbers in your Co-op or District

- Make sure Disability and EC Environment tabs are set to 'All'.
- Click on the SSN heading typed in blue to sort the students by SSN. Check for:
  - Any students with the same SSN
  - Any SSN's that are not nine digits or look unusual
- Make corrections by verifying the social security numbers. This may involve contacting the parent or checking the child's file to see a copy of the social security card. Make necessary changes in APSCN Special Education Module *and* in MySped Resources.

### Check for Invalid Age or Invalid Birth Date

- Click on the Age heading typed in blue to sort the students by age.
- All students should be between 3 to 5 years old. DOB is as of December 1.
- Those students, whose age is wrong, verify the birth date. Make necessary changes in APSCN and in MySped Resource.

## 3. Save, Sort, and Review Using Export to Excel

Click on the 'Export to Excel' button at the bottom of the screen. This **lists all the students and all the fields**. Sorting and reviewing by last name, SSN, and age as described above may assist you to verify accuracy. See below on how to create a List to Sort and Filter. Save the Excel sheet to your computer as a backup for December 1 Child Count.

### Create a List to Sort and Filter

1. Select any cell in the list.  
*The cell is selected.*
2. Select the **Data** menu.  
*The Data menu appears.*
3. Point to the **List** command.  
*The **List** submenu appears.*
4. Select the **Create a List** command.  
*Create List table appears.*
5. Click box to indicate your list has headers.
6. Click OK.  
*Arrows appear in the column label cells.*
7. Click on any arrow to sort or filter data.  
*Only records meeting the criteria appear.*

- If you have filtered on multiple fields, you must select **(All)** from each AutoFilter list to display all records. You can clear all filters at the same time by selecting the **Data** menu, pointing to the **Filter** command, and selecting the **Show All** command.

Any changes that are identified need to be made in the individual student or employee data in MySped. **Making corrections in the Excel worksheet will NOT make automatic changes to MySped.**

#### 4. My Sped Resource Early Childhood Reports

In addition to sorting in MySped and through 'Export to Excel', reports may be reviewed and cross-checked to verify accurate child count and accurate student data for each student. The reports are located at the Early Childhood menu under Students (see picture below). The reports assist in verifying and cross-referencing with the number of children for the various areas listed in the reports.

#### Cross reference reports and look for discrepancies

Check that the grand totals in the reports for Early Childhood Cycle 4 are all equal to the number of students being reported as served on December 1. If they are not equal, check individual reports and compare each category in order to troubleshoot why the numbers are not adding up to be the same.

*For example:*

The Report – Disability X Age has a different number of students than the Report – Disability X Race/Ethnicity

- Go into the 'Entry – Early Childhood Data' and sort all students by 'Age' column (see page 9). Scroll down to verify all students are 3-5 years of age. Correct birth date or delete child from MySped if appropriate. Make individual student corrections by going back into MySped Entry for Early Childhood Data.
- Go into the 'Entry – Early Childhood Data' and sort all students by 'Disability' heading in Export to Excel. Check that all students have a valid disability code. Make individual student corrections by going back into MySped Entry for Early Childhood Data.

The Report - Educational Environment X Race/Ethnicity has a different number of students than the Report – Educational Environment X Disability

*Note: Report-Educational Environment X Disability - Part 1 includes the levels of time in the regular classroom. The Report-Educational Environment X Disability - Part 2 includes the remaining codes (Separate Class, Separate School, Residential Facility, Home, or Service Provider Location).*

- Go into Early Childhood Data and sort all students by 'Disability' heading. Check that all students have a valid disability code. Make individual student corrections by going back into MySped Entry for School Age Data.
- Check individual categories of Educational Environment and verify any potential discrepancies.
- Go into Early Childhood Data and sort all students by 'Educational Environment' heading. Check that all students have a valid Environmental Code. Make individual student corrections by going back into MySped Entry for Early Childhood Data.

## Cycle 4 - Reviewing Employee Data

### Overview

Special Education personnel data in My Sped Resources is the data pulled from APSCN Special Education Module. The data should reflect **all employees employed on December 1** for the fiscal year.

- **Review period:** MySped will be open the first two weeks in January
- **The data for review in MySped is the data you entered in APSCN** as the date of submission by your district, or December 15 at the latest.

In order to ensure accurate data has been entered into APSCN Special Ed. Module and pulled correctly in MySped Resources, the following will serve as a guide to review specific areas.

### Personnel Application Quick Review

1. Click on 'Personnel'
2. On drop-down menu click → Employee to review data:

# SPECIAL EDUCATION

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Support
Finance
Personnel
Students
Exit

Welcome, ADE - Special Education Unit, to MySped Resources.

Please select the Fiscal Year Most Recent ▼ for the reporting period.

SpecialEd. Employees >

Inservice Training Needs >

LEA Supervisor Quarterly Report >

Personnel Needed >

Program Approval >



Paraprofessional >

Arkansas Department of Education  
 Special Education Unit  
 1401 West Capitol Ave., Victory Bldg. Suite 450, Little Rock, AR. 72201-2936  
 (501) 682-4221 [spedsupport@arkedu.k12.ar.us](mailto:spedsupport@arkedu.k12.ar.us)

3. Delete any employees that were not employed on December 1 by clicking on the red **X**.
4. Add employees as necessary by clicking 'Add Employee' located at the bottom of the list of all employees. See the Employee Data Dictionary for more details on reporting fields.

Support	Finance	Personnel	Student
---------	---------	-----------	---------

SCREEN: **Special Education Employees**  
 LEA: **9999 ADE - Special Education Unit**  
 MESSAGE:

		<b>Last</b>	<b>First</b>	<b>Middle</b>	<b>SSN</b>	<b>Title/Service Prov Code</b>	<b>Grade Level</b>
		aaa	ddd	ggg	1111111111	20	ME
		<a href="#">Add Employee</a>					
Page 1							

5. Click on small notepad to go into Employee Screen and verify data is correct. Make any necessary adjustments and **SAVE before exiting**.

SCREEN: **Special Education Employees**  
 LEA: **9999 ADE - Special Education Unit**  
 MESSAGE:

**Employee Screen**

Last Name  \*

First Name  \*

Middle Name

SSN  \*

License/Endorsement#

Title/Service Prov Code  \*

Cert Status  \*

Grade Level  \*

FTE

Building Code

SPED Aide  \*

6. Save any updates before Exiting.
7. Exit takes you back to the list of employees.

### Additional Tools for Data Review

Two options are available for you to sort and review data for accuracy. Any corrections can be made for each employee by using the notebook icon that edits existing employee data.

1. **MySped Resource Column Headings:** Click on the blue headings in order to sort all employees by Last name or by Title/Service Provider Code. This will assist you in getting a quick visual of employees in order of their last name or Title Code.

2. **Save, Sort, and Review using Export to Excel**

Click on the 'Export to Excel' button at the bottom of the screen. This lists all data fields for you to view. Save the Excel sheet to your computer as a backup of December 1 Child Count. Choose the 'Save' option to create a working copy on your own computer.

Once you have saved and opened the Excel file on your computer, you can sort and review the data for accuracy by creating a list to sort and filter.

### Create a List to Sort and Filter

1. Select any cell in the list.  
*The cell is selected.*



2. Select the **Data** menu.  
*The Data menu appears.*
3. Point to the **List** command.  
*The List submenu appears.*
4. Select the **Create a List** command.  
*Create List table appears.*
5. Click box to indicate your list has headers.
6. Click OK.  
*Arrows appear in the column label cells.*
7. Click on any arrow to sort or filter data.  
*Only records meeting the criteria appear.*
8. If you have filtered on multiple fields, you must select **(All)** from each AutoFilter list to display all records. You can clear all filters at the same time by selecting the **Data** menu, pointing to the **Filter** command, and selecting the **Show All** command.

Any changes that are identified need to be made in the individual student or employee data in MySped. **Making corrections in the Excel worksheet will NOT make automatic changes to MySped.**

### 1. Sort and Review by Service/Title Code ('Svpr\_cd')

#### Paraprofessionals (Title code 13)

- Service/Title Code should be 13 only
- Certification Status (Cert Status) should be coded as E, F, G, or H
- SpEd Aide should be N/A
- Teacher Caseload Count should be 0's
- FTE reflects proportion of time employed in your district – cannot be greater than 1.0.

#### Teachers (Title codes 03, 20, 50 – 59)

- Service/Title Codes for teachers should only be 3, 20, and 50 – 59
- Certification Status (Cert Status) should be coded as A, B, C, D and sometimes F. They should never be coded as E, G, H, or I.
- Licensure Endorsement Code (License #) reported for each teaching type of service
- SpEd Aide should be P (part-time), F (full-time), or N/A (not applicable OR No – the teacher does not have an aide).
- Teacher Caseload Count: Enter the Teacher who holds the folder. This is for teacher codes 3, and 50 - 59 (For code 20, see next section).
- FTE reflects proportion of time employed in your district and is less than or equal to 1.0.

#### Speech Pathologists (Title code 20)

- Teacher Caseload Count is number of children seen by the Speech Pathologist.
- SpEd Aide field should be SP (SLA part-time), SF (SLA full-time), or N/A (No, not applicable – the Speech Pathologist does not have a Speech Language Assistant).

#### Occupational and Physical Therapists (Title codes 4 and 5)

- FTE reflects the proportion of time employed in your district and is less than or equal to 1.0.
- SpEd Aide should be N/A
- Teacher Caseload Count should be 0's

- Certification Status should be coded E, F, G, or H

## **2. Sort and Review by 'Last Name'**

### Duplicate Employees

- If employees are listed more than once, verify they have a different Service/Title code and/or they are providing different services in a different grade level for each individual listing (Professional services the Elementary *and* district's 3-5yr Early Childhood program).
- Verify the total FTE is proportioned out among services and is equal to 1.0 or less when added together.

## **3. Sort and Review by 'SSN'**

### Social Security Numbers

- Visually verify accuracy
- Are there 9 digits?
- Is the pseudo SSN for contract employees consistent with what you have used in the past? (Keep the same pseudo number in your records).