

Special Education Data Reporting Requirements

Early Childhood
Cycles 2-4-7



Session Overview

Current School Year Reporting Requirements:

- **Cycle 2 Submission: Reports Child Count for Child Nutrition - October 1 (District students served on campus)**
- **Cycle 4 Submission includes: Employee & Child Count - December 1**
- **Cycle 7 Submission includes: Referral Tracking, Exits, Outcomes, Kindergarten Conference**



Need more Detailed Information?

**All User Guides & Data Dictionaries are available
on the Special Education Data & Research Website:**

[Arksped website](#)

or

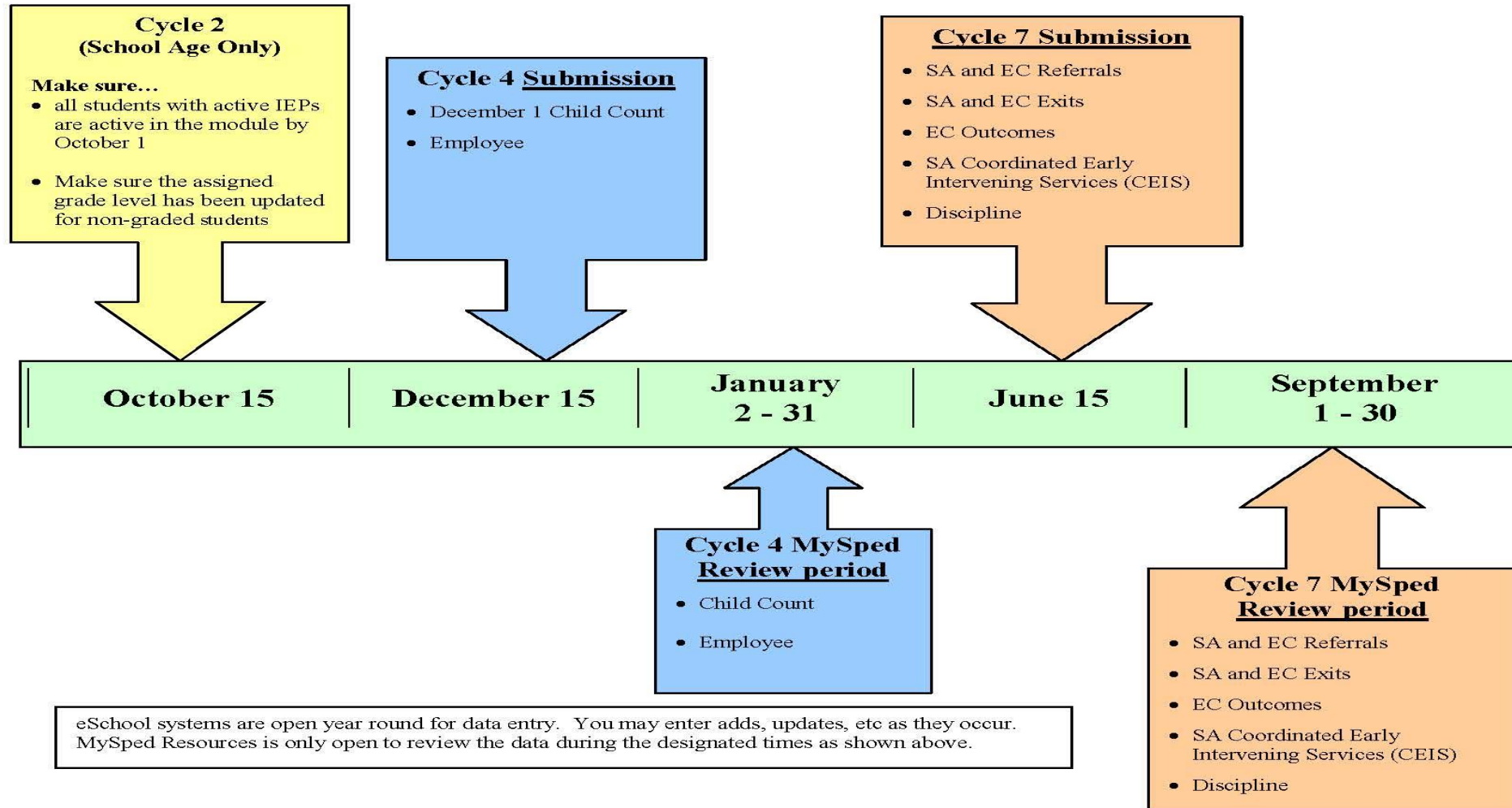
Mysped:

[MySped website](#)



Special Education Data Reporting Requirements Timeline

School Age and Early Childhood



Cycle 4: Special Education Employees & Child Count



Teacher Folder counts and Speech Pathologist Caseload

- ✓ **Must have teacher in Staff Information and Sped Employee before they can enter information on EC Screen**
- ✓ **If child receives speech services only and the speech therapist holds the folder for due process, then Speech Therapist ID needs to be in both locations (teacher and therapist) Contract staff CAN hold folders.**



Cycle 4 Employee Module Submission: Data Collected

- ✓ **Full Legal Name: first, middle, last**
- ✓ **Social Security Number**
- ✓ **Title Code : Each title code must be reported**
- ✓ **Grade Level: PS**
- ✓ **Building Code: 88000 or valid district building code**
- ✓ **License Number/Teacher Endorsement codes (132.131.alp333)**
- ✓ **Certification Status**
- ✓ **Classroom Aide: Applies to teacher and speech path title codes only**
- ✓ **Provider FTE – can't be more than 1.00**



Certification Status

Certification Status: Teacher/Provider – (Cycle 4)

The certification status of the special education teacher or provider. This is personnel who have met SEA-approved or SEA-recognized certification, licensing, registration or other comparable requirements that apply to the area in which the individuals are providing special education or related services.

NOTE: Any teacher coded as A-C must have an ALP on file. The LEA should be prepared to submit the documentation upon request.

A. 1st Year Teaching Special Education, Not Fully Certified in Special Education

B. 2nd Year Teaching Special Education, Not Fully Certified in Special Education

C. 3rd Year Teaching Special Education, Not Fully Certified in Special Education

D. Fully Certified/Highly Qualified Special Education Teacher/Speech Pathologist

- ✓ Teachers must have ADE license endorsement for special education.
- ✓ Speech Pathologists must be licensed by the Arkansas Board of Examiners for Speech-Language Pathology and Audiology or have an ADE teacher licensure endorsement code of 198 or 317.



Certification Status

E. Non-Teacher Certified

- ✓ All paraprofessionals must have completed the special education and early childhood core modules to be considered certified.
- ✓ This code includes special education supervisors, early childhood coordinators, and special education administrators who meet the minimum qualifications of the job (Title Code 01).
- ✓ This status also includes “Other Special Education Administrators (Title Code 02).

F. Private Provider Certified

- ✓ Contract Personnel who hold a Certification/License for his/her job assignment
- ✓ This includes contracted teachers not employed by the district

G. Non-Teacher Not Certified

- ✓ This includes all paraprofessionals who have NOT completed the special education core module.
- ✓ This includes LEA special education supervisors and early childhood coordinators who do not meet the minimum qualifications of a LEA Supervisor or EC Coordinator. There should be an ALP on file.
- ✓ This status also includes “Other Special Education Administrators” (Title Code 02).



Certification Status

H. Private Provider Not Certified

- ✓ **Contract Personnel who do NOT hold a Certification/License for his/her job assignment.**

I. Other Certification Status, Not Fully Certified

- ✓ **This code is specifically for student interns. These students are conducting testing, providing services, and reviewing records under the direct supervision of a certified/licensed speech pathologist or psychological examiner in preparation of receiving their license. Student interns in the area of speech pathology may have a pending certification/license number which should be provided.**
- ✓ **Anyone identified with this code is considered not fully certified.**
- ✓ **If a district believes it has another situation for which this code can be used, its ADE Special Education Area Supervisor should be consulted prior to its use.**



Cycle 4 Employee Module Submission:

Calculation chart below based on a 40 hour work week.

Total FTE cannot be greater than 1.00

Hour	FTE	Hour	FTE	Hour	FTE	Hour	FTE
0.5	0.01						
1	0.02	11	0.27	21	0.52	31	0.77
2	0.05	12	0.30	22	0.55	32	0.80
3	0.07	13	0.32	23	0.57	33	0.82
4	0.10	14	0.35	24	0.60	34	0.85
5	0.12	15	0.37	25	0.62	35	0.87
6	0.15	16	0.40	26	0.65	36	0.90
7	0.17	17	0.42	27	0.67	37	0.92
8	0.20	18	0.45	28	0.70	38	0.95
9	0.22	19	0.47	29	0.72	39	0.97
10	0.25	20	0.50	30	0.75	40	1.00



To calculate Contract Staff FTE:

- 1. How many hours a week do you work with children/students?**
- 2. How many hours a week do you work with children/students in my program?**

Special Education LEA Supervisors *part 1

To qualify for the LEA Supervisor Reimbursement, you **MUST** have one of the following endorsement codes in the endorsement/licensure field of the special education employee module record in eSchool. In listing all special education endorsement codes, in the sped employee module, they should be separated by periods.

The allowable endorsement codes for reimbursement are:

190, 282, 318, 319, 320, 341



NOTE: Failure to report accurate endorsement/licensure information will lead to the LEA not receiving the reimbursement even if the Supervisor has the appropriate licensure.

Special Education LEA Supervisors *part 2

ALL districts are required to report who serves as their LEA Supervisor and the FTE in which they serve the district. An LEA Supervisor who has the appropriate licensure endorsement is to be coded as **01 Title/supervisor** code if the administrator endorsement is held with a certification status of **E- Non-teacher certified**.



An LEA Supervisor who does not have the required endorsement code should be coded as **01 Title/supervisor** code if the administrator endorsement is held with a certification status of **F- Non-teacher NOT certified**.

Teacher Folder counts and Speech Pathologist Caseload

- ✓ EC and SA Modules MUST enter Teacher ID**
- ✓ Enter the folder holder in the Teacher Field**
- ✓ Teacher/Speech Therapist must be in Staff Information and District Define Tab completed before they can enter on SA or EC Screen**
- ✓ If student is speech only, enter Speech Therapist in both Teacher and Therapist fields, and their ID needs to be in both locations**



← Early Childhood General Information



Early Childhood General Information Fields			
Entry/Withdrawal*	A - A	Transfer	<input checked="" type="checkbox"/>
Resident LEA*	1701000 - ALMA	County	01 - Arkansas
Temporary Student	<input type="checkbox"/>	ELL	<input type="checkbox"/>
Primary Disability*	ALJ - Autism	Educational Environment*	At least 10 hrs/wk in regular preschool and receives majority of E in some other location
Referral Date		Referral Conference Date	
Person Referring		Evaluation Date	
Placement Date		Annual Review Date	
Agency Name		Agency City	
Teacher ID	T16455G - Gorman, Steve	Speech ID	SP1436 - Garrison, Nick
Paraprofessional ID		Other ID	
Program Type	A - ABC	New Student School Year	2018
Transition Conference Date		Transition Code	
Conference LEA			
Entry Assessment Date	05/06/2016	Entry Soc Emtnl Funo Score	2 - Child rarely functions at age appropriate level, and skills and behaviors are described as between emerging and not yet.
Entry Kidg/Sklls Funo Score	3 - Although child does exhibit functional skills, functioning is not yet age appropriate and could be described as emerging.	Entry Self Help Funo Score	3 - Although child does exhibit functional skills, functioning is not yet age appropriate and could be described as emerging.
Assessment 1 Date		Assess1 Soc Emtnl Funo Imprv	
Assess1 Soc Emtnl Funo Score		Assess1 Kidg/Sklls Funo Imprv	
Assess1 Kidg/Sklls Funo Score		Assess1 Self Help Funo Imprv	
Assess1 Self Help Funo Score			
Assessment 2 Date		Assess2 Soc Emtnl Funo Imprv	
Assess2 Soc Emtnl Funo Score		Assess2 Kidg/Sklls Funo Imprv	
Assess2 Kidg/Sklls Funo Score		Assess2 Self Help Funo Imprv	
Assess2 Self Help Funo Score			
Assessment 1 Date		Assess1 Soc Emtnl Funo Imprv	
Assess1 Soc Emtnl Funo Score		Assess1 Kidg/Sklls Funo Imprv	
Assess1 Kidg/Sklls Funo Score		Assess1 Self Help Funo Imprv	
Assess1 Self Help Funo Score			
Assessment 2 Date		Assess2 Soc Emtnl Funo Imprv	
Assess2 Soc Emtnl Funo Score		Assess2 Kidg/Sklls Funo Imprv	
Assess2 Kidg/Sklls Funo Score		Assess2 Self Help Funo Imprv	
Assess2 Self Help Funo Score			
Exit Assessment Date		Exit Soc Emtnl Funo Imprv	
Exit Soc Emtnl Funo Score		Exit Kidg/Sklls Funo Imprv	
Exit Kidg/Sklls Funo Score		Exit Self Help Funo Imprv	
Exit Self Help Funo Score			



Cycle 2 & 4 Submission

Child Count:



- ✓ **This is a one day “snapshot” representation. Report all children with an Active IEP who were found eligible for services on or before December 1.**
- ✓ **Students with an ENTRY DATE after December 1 will not be included in the count.**
- ✓ **Temporarily placed students are not part of the actual count for they have not been found eligible for IDEA services.**
- ✓ **Withdraw all children dismissed before December 1.
If they received services on December 1 then the exit is December 2nd.**
- ✓ **If they received services on November 30th and was no longer in district on December 1 the exit date is November 30th.**



Cycle 2 & 4 Child Count

Educational Placement Codes:

A1- Regular EC program 10+ hours a week w/majority of sped services in EC program.

A2- Regular EC program 10+ hours a week w/majority of sped services in other location.

B1- Regular EC program <10 hours a week w/majority of sped services in EC program.

B2- Regular EC program <10 hours a week w/majority of sped services in other location.

RS- Residential

SP -Separate Class

SS- Separate School

HM- Home

**IO- Itinerant Service
Outside Home**



Cycle 7: Special Education Reporting Areas:

- Referral Tracking
- Kindergarten Conference
- Exits
- Outcomes



Cycle 7 Submission Referral Tracking:

1. Report all students referred between July 1 and June 30 of the fiscal year.
2. All dates are sequential & chronological.
3. Timelines Are Important! Timelines include:
 - a) 60 *calendar days* from Parent Consent to Evaluation Date
 - b) 30 *calendar days* from Evaluation Date to Eligibility Determination Date



REMEMBER 60 DAYS MEANS 60 DAYS!





Cycle 7 Submission Referral Tracking:

Who counts as a new referral?

- **Was student referred this school year?**
- **Was student referred this year regardless of whether they were placed or not?**
- **Was student referred but not evaluated?**

YES



Cycle 7 Submission Referral Tracking:

Who does NOT count as a new referral?

- 1. Students referred for additional testing are NOT new referrals.**
- 2. Transfer students who may need additional testing are NOT new referrals.**



YES



Cycle 7 Submission

Referral Tracking: Demographic Data

(pulled from eSchool)

SMS

- ✓ **Social Security Number**
- ✓ **Grade**
- ✓ **Name**
- ✓ **Birthdate**
- ✓ **Gender**
- ✓ **ELL**
- ✓ **Race**
- ✓ **Building Code**

Referral Module

- ✓ **Resident LEA**
- ✓ **Private School (yes/no)**
- ✓ **Private School Name**



Cycle 7 Submission: Referral Tracking

- ✓ **Transition from Part C to Part B (yes/no?)**
- ✓ **Transition Part C & Part B Concurrent (yes/no?)**
- ✓ **Referral Date (required for all referrals)**
- ✓ **Parental Consent for Evaluation Date**
- ✓ **Evaluations Date**
- ✓ **Evaluation Reason for missing the 60 day timeline**
- ✓ **Eligibility Determination Date**



Cycle 7 Submission: Referral Tracking

CONTINUED..

- ✓ **EDD Reason for missing the 30 day timeline**
- ✓ **Reason for EDD passing child's 3rd birthday**
- ✓ **Other Reason for passing child's 3rd birthday**
- ✓ **Temporary IEP before child's 3rd birthday
(yes/no?)**
- ✓ **Special Education Placement (yes/no?)**
- ✓ **Parent Consent to Place Date**
- ✓ **Reason Referral is complete**
- ✓ **Referral Complete (yes/no?)**





Cycle 7 Submission

Referral Tracking Module

(additional required fields)

NOTE:
Definitions



Transition Part C to B – a referral from a Part C program (0-3), to a Part B (3-5) Program (y/n)



C/B Concurrent – children determined to be eligible for early intervention services under Part C less than 90 days before their third birthdays (y/n)



Cycle 7 Submission:
Referral Tracking Module
(additional required fields) CONTINUED

These questions are only addressed if one of the previous questions has been answered “yes”.

EDD 3rd DOB Code

If Part C to B transition or C to B Concurrent is yes, and the EDD was not made on or before the child’s 3rd Birthday, why?

EDD 3rd OT Reason

If the eligibility determination is not in the drop-down menu, then you must enter that reason here.

3rd Birthday TEMPORARY IEP

If EDD was not met, and the student is a Part C to B transition, Indicate if a temporary IEP is in place.





Reasons for Exceeding Timelines

A Compilation of 60 Day and 30 Day Timeline Reasons

- ✓ **AT** Additional testing determined by IEP Team
- ✓ **IL** Child or family illness/death delayed evaluations
- ✓ **TR** Transferred from another program during the due process
- ✓ **EV** Evaluations not completed in accordance with timelines due to Referral Team (includes evaluators)
- ✓ **FM** Family moved making the child unavailable
- ✓ **HV** Failed hearing/visual screening (i.e. waiting for glasses)
- ✓ **PR** Parent Refused Initial consent
- ✓ **EC** Family cancelled evaluations date(s) requiring it to be rescheduled
- ✓ **PW** Parent withdrew consent
- ✓ **FC** Family cancelled ED conference(s) requiring it to be rescheduled
- ✓ **OT** Other - please clearly specify other reason timeline was not met

NOTE: Be aware that using the code EV means an automatic hit for being untimely and inaccurate in your data reporting.



If you select **OTHER Reason (OT)** for the missing the 60 day timeline and use any of the following reasons, it will count against the district or cooperative

- **Holidays**
- **Summer Vacation**
- **Waiting on report from Doctor**
- **Examiner is on maternity leave**
- **Use the provided codes rather than other.**



Referral Tracking Module

Early Childhood: Cycle 7

Special Education Referral Detail

Building	1	Eligibility Determination Date	<input type="text"/>
Resident LEA*	<input type="text"/>	EDD 30 Day Code	<input type="text"/>
Private School	<input type="checkbox"/>	EDD OT Reason	<input type="text"/>
Private School Name	<input type="text"/>	EDD 3rd DOB Code	<input type="text"/>
ELL	N	EDD3 OT Reason	<input type="text"/>
Trans Part C	<input type="checkbox"/>	Temp IEP 3rd Birthday	<input type="checkbox"/>
Part C & B Concurrent	<input type="checkbox"/>	SPED Placement	<input type="checkbox"/>
Referral Date*	05/23/2019	Coordinated Early Intervening Services	<input type="checkbox"/>
Parent Consent To Evaluate Date	<input type="text"/>	Parent Consent To Place Date	<input type="text"/>
Evaluation Date	<input type="text"/>	Referral Complete Reason	<input type="text"/>
Evaluation Reason	<input type="text"/>	Complete Other	<input type="text"/>
Evaluation OT Reason	<input type="text"/>	Referral Complete	<input type="checkbox"/>



Cycle 7 Submission:

Exit Program Codes

- **KE Kindergarten Eligible**
- **NS No Longer Requires Services**
***For you to determine the child no longer needs services, you must have done a complete exit assessment and used the exit code of NS rather than KE.*
- **PR Parent Refused Services**
- **MA Reached Maximum Age (6yrs)**
- **NP Not Placed**
- **US Unknown Status**
- **DI Died**
- **MK Moved known to be continuing with EC Special Ed Services (CEIS, EC,SA)**



Cycle 7 Submission:

Kindergarten Conferences, Outcomes & Exits:

✓ **For exit codes KE:**

➤ **Make sure Transition Conference LEA & Conference date are entered.**

✓ **For exit codes KE, NS, MA, and PR, the following is collected:**

➤ **Entry Assessment date & Exit Assessment date
Assessment 1 & 2 are not pulled.**

➤ **Functional Assessment Scores**

➤ **Indicate Improvement.**

Personal improvement is as valid as numeric improvement.



Cycle 7 Submission

Kindergarten Conference Codes:

- **NS -Transitioned with no services to Kindergarten**
(For this Kindergarten Transition code to be used, it means it is a decision of the school district or more commonly the parent, in which case a Revocation form must be signed by the parent and in the school folder.)
- **TK- Transitioned to Kindergarten with Special Education re-evaluation required**
- **KW- Kindergarten Waiver**



Special Education Cycle 7 Review:

Early Childhood Students



Cycle 7 Review:

- ✓ Referral Tracking, Exits , Outcomes, Kindergarten Conferences
- ✓ This data is used for required federal reporting
- ✓ MySped Resource will be open September 1 - 30.
<https://arksped.ade.arkansas.gov/Applications/MySped/default.aspx>
- ✓ Use Early Childhood MySped Review Procedures Manual

➔ <https://arksped.ade.arkansas.gov/Applications/MySped/DataAndResearchUserGuides.aspx>



Cycle 7 Review:

Why we review Cycle 7 Data:

- ✓ **Verify submitted data**
- ✓ **Make updates to submitted**
- ✓ **Correct typos, inaccurate coding, programming glitches**
- ✓ **Correct data not transferring correctly**
- ✓ **Complete blank fields**
- ✓ **Correct errors or problems that keep data from being counted**
- ✓ **Be sure to check ALL error reports.**



Referral Tracking Checklist

- ✓ Were all referrals submitted?
- ✓ Is the data correct?
 - ✓ Birthdate...SSN...Gender...Race
- ✓ Are the dates accurate?
 - ✓ Referral date
 - ✓ Consent to test date
 - ✓ Evaluation date
 - ✓ Eligibility determination date
 - ✓ Parent consent to serve date
- ✓ Are the reasons for missing the 60 and/or 30 day timeline correct?
- ✓ Did you provide an Other Reason if Other was selected?
- ✓ Were there any C to B Transitions or C & B Concurrent Referrals?
- ✓ If so, did the 3rd birthday fields need to be addressed?
- ✓ Are all referrals complete?
- ✓ Were the error reports reviewed?
- ✓ If you had ZERO referrals for the school year you must notify Dr. Jody Fields via email at jafields@ualr.edu

NOTE: We cannot identify all errors. Error reports only identify elements which may effect federal reporting



Exits, Kindergarten Conference, & Outcomes

- ✓ **Is the data correct?**
- ✓ **For KE, Kindergarten Conference info entered?**
- ✓ **For NS, PR, MA, & KE: Entry & Exit Assessment Dates, Functional Assessment scores, & Improvement entered?**
- ✓ **Is the exit reason correct?**
- ✓ **Did you review the exit & Outcome error reports?**
- ✓ **Exits and Kindergarten Conferences are on a separate link from the Outcome error reports.**

NOTE: We cannot identify all errors; the error reports only identify those items which may effect federal reporting



Discipline

- ✓ **Early Childhood can report discipline too.**
- ✓ **Report students expelled from school/daycare, etc.**
 - ✓ **Expulsion means a student has been expelled from the district and is not enrolled...NOT a change of placement because they are not allowed in a specific building**
- ✓ **Can be reported in MySped or eSchool.**
- ✓ **Contact the following to use the discipline module(s).**
 - Carmen Jordan (eSchool) carmen.jordan@arkansas.gov.**
 - Jody Fields (MySped) jafiels@ualr.edu.**



Common Errors

- **SIS will require correction before submission.**
- **COOP's be sure to make exiting students & students who do not place inactive in demographics.**
- **Non-returning students for this fiscal year need to have a withdrawal date of the last day of last school term.**
- **Please Check Common errors: Birthdates & SSN, the reason referrals are complete and open referrals need to be closed.**
- **Referral Tracking: If there is Parent Consent to test, EDD Date needs to be entered, even if the student is not placed.**
- **Exit Codes in eSchool: (CEIS, EC, SA) All exit codes are present in the withdrawal drop-down menu. Be sure to use those with EC in the parenthesis.**
- **Do not make IEP changes in placement for next year until AFTER cycle 7 is SUBMITTED. After Rollover has occurred, be sure the SPED utilities that updates the Education Placement Last Year field has been run.**
- **Please join the eSchool TAC-HAC & SIS Listserv @ www.apscn.org under the APSCN header, and join the Data & Research listserv for updated information.**
<https://lists.ua.lr.edu/scripts/wa?SUBED1=idea&A=1>



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