SPECIAL EDUCATION

DATA REPORTING REQUIREMENTS

SCHOOL AGE STUDENTS

CYCLES 2-4-7

Session Overview

Current School Year Reporting Requirements:

Cycle 2 Submission:
- October 1 Enrollment of Special Education sub-population count

Cycle 4 Submission:
- Employee
- Child Count - December 1

Cycle 7 Submission:
- Referral Tracking,
- Exits (ages 14-21), CEIS, and Discipline

Need ore detailed Information?

Data Dictionaries are available:
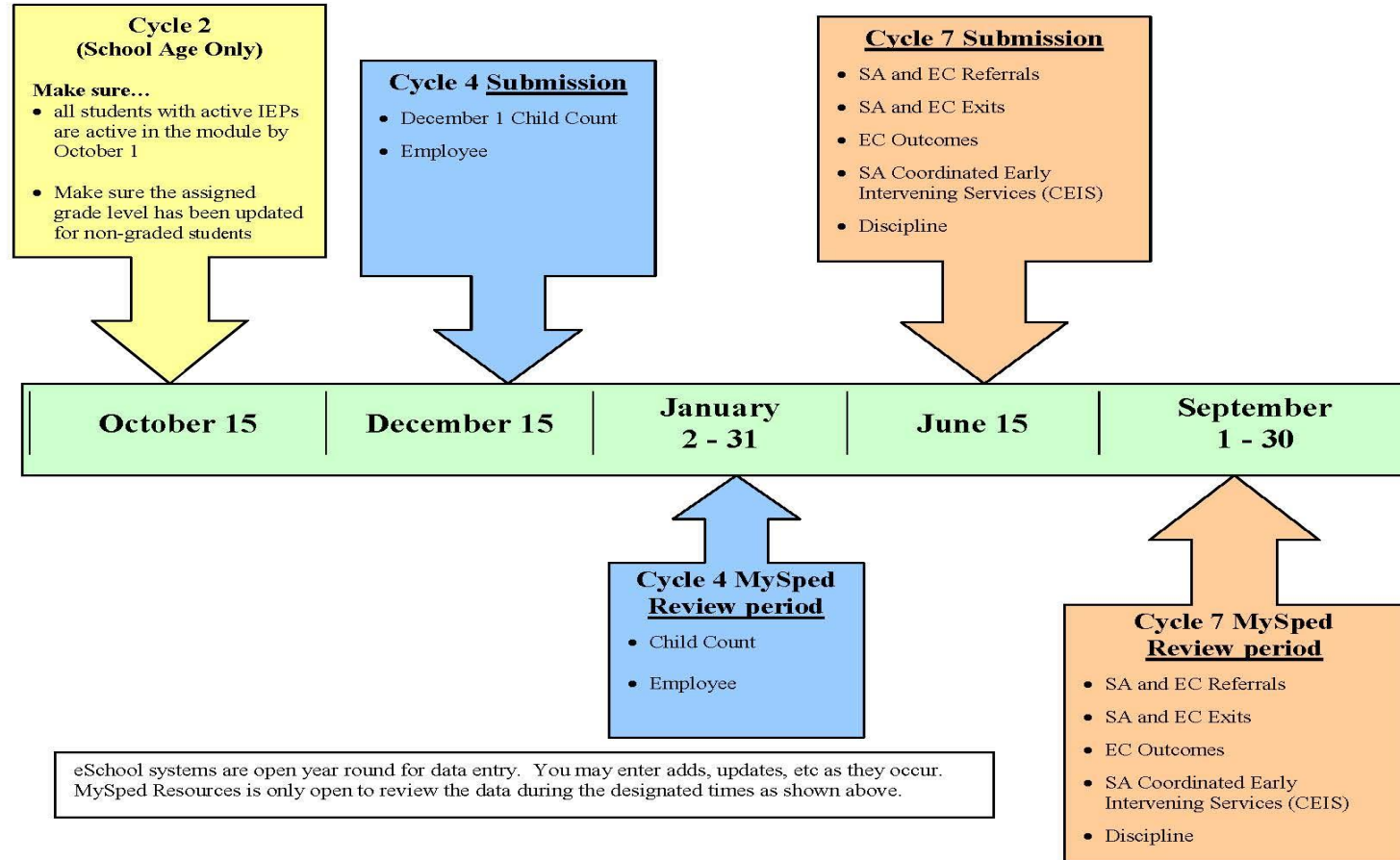https://dese.ade.arkansas.gov/Offices/special-education/data-research/data-dictionaries

User Guides are available:
https://dese.ade.arkansas.gov/Offices/special-education/data-research/user-guides

Special Education Data Reporting Requirements Timeline
School Age and Early Childhood

Cycle 2
(School Age Only)

Make sure…
- all students with active IEPs are active in the module by October 1
- Make sure the assigned grade level has been updated for non-graded students

Cycle 4 Submission
- December 1 Child Count
- Employee

Cycle 7 Submission
- SA and EC Referrals
- SA and EC Exits
- EC Outcomes
- SA Coordinated Early Intervening Services (CEIS)
- Discipline

October 15	December 15	January 2 - 31	June 15	September 1 - 30

Cycle 4 MySped Review period
- Child Count
- Employee

Cycle 7 MySped Review period
- SA and EC Referrals
- SA and EC Exits
- EC Outcomes
- SA Coordinated Early Intervening Services (CEIS)
- Discipline

eSchool systems are open year round for data entry. You may enter adds, updates, etc as they occur. MySped Resources is only open to review the data during the designated times as shown above.

Cycle 2 Submission:

✓ **All students with an active IEP must be in the School Age Module by October 1 for the official special education sub-population count**

✓ **All students with a grade level in demographics of EE, SM, SS must have their assigned grade in the school age module updated and verified. The assigned grade is used for federal reporting, graduation cohort, and grade level for statewide testing**

✓ **Remember to keep Primary Disability & Alternate Assessment up-to-date at all times, as they are pulled every cycle in which student data is pulled.**

✓ **Make all private providers inactive.**

Use of Non-Graded Codes

**There are a few reasons to use
non-graded grade level codes:**

- ✓ Seniors who are staying until they are 21

- ✓ A self-contained student's grade level is not part of the building where the student's classroom is located.

- ✓ A 5th grade student is in a self-contained classroom which is located at the K-4 elementary building. Since the building is K-4 grade 5 cannot be entered into SMS. The grade level is entered as SM in the SMS and the assigned grade (A-Grade) level being 05 in the SA Module

Cycle 4 MySped Review:

Cycle 4 includes:
-Personnel

-Child Count
for December 1 Reporting.

Cycle 4 Employee Module Submission: Data Collected

✓ **Full Legal Name: first, middle, last**

✓ **Social Security Number**

✓ **Title Code: Each title code must be reported**

✓ **Building Code: If more than 1 building for same title code select the primary building code (88000 for Contract Staff)**

✓ **Grade Level: All represents K-12 only; EC must be reported separately**

✓ **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**

Teachers: The selection is to be based on teacher assignment as well as Section 17.00 and Section 30.00 of the Special Education Program Standards.	Related Service Providers
03 – Early Childhood Teacher (Early Childhood only)	04 – Occupational Therapist
50 – Self-Contained 1:6 Teacher (School Age only)	05 – Physical Therapist
51 – Self-Contained 1:10 Teacher (School Age only)	06 – PE Adaptive Teacher
52 – Self-Contained 1:15 Teacher (School Age only)	07 – Recreational Therapist
53 – Resource Room Teacher (School Age only)	08 – Psychological Examiner
54 – Itinerant Instructor (school age and/or early childhood)	09 – Educational Examiner
55 – Consulting Teacher (School Age only)	10 – Psychologist
56 – Hospital/Homebound (School Age only)	11 – Medical/Nursing Staff
57 – Co-Teaching Teacher (School Age only)	12 – Audiologist
58 – Indirect Teacher (School Age only)	14 – School Social Worker
59 – Integrated Classroom Model Teacher (School Age only)	17 – Counselor
20 – Speech Therapist (school age and/or early childhood)	18 –Orientation and Mobility Service
Paraprofessional	19 – Educational Interpreter (Deaf)
13 – Classroom Instructional Aide/Paraprofessional	24 – School Psychology Specialist
Other Providers	
01 – Special Education Supervisor (LEA Supervisor/ EC Coordinator **ONLY**)	21 – Speech Language Assistant/Aide
02 – Other Special Education Administrators (non-clerical)	22 – Occupational Therapy Assistant/Aide
15 – Voc. Ed. Teacher – Job Coach	23 – Physical Therapy Assistant/Aide
16 - Work Study Coordinator/CCE /Secondary Transition	25 – Other : See below

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 <u>Submission:</u>

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 is both Teacher and Therapist fields, and their ID needs to be in both locations

Cycle 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.

    - ✓ Use Exit Code with SA in the Parenthesis.

    - ✓ If they received services on December 1, then the exit is December 2nd.

    - ✓ If they received services on November 30th and were no longer in district on December 1 the exit date is November 30th

Cycle 4 <u>Submission:</u>
Child Count data collected from Demographics

- ✓ **Student State ID (10 numbers)**
- ✓ **Student's name**
- ✓ **Social Security Number**
- ✓ **Gender**
- ✓ **Birthdate**
- ✓ **Ethnicity Codes**
- ✓ **Federal Race Code**
- ✓ **ELL – (yes/no?)**
- ✓ **Building (State reporting building)**
- ✓ **Grade Level**

Cycle 4 **Submission:** Child Count
Data collected from SA Student Screen

- ✓ **Entry Date (SA Student Screen entry/withdrawal screen)**
    - **Will NOT pull if not made active**
- ✓ **Assigned Grade level: CANNOT = EE, SM, OR SS**
- ✓ **Disability**
- ✓ **Educational Placement**
    - **The following is required if Educational placement is PP:**
        - **Name of Provider and Resident LEA**
    - **The following is required if Educational placement is one of the following: DI, DB, RI, RB, HH, CF:**
        - **Name of Provider and Provider LEA**
- ✓ **Temp placement**
- ✓ **Alternate Portfolio/Assessment (see next slide)**
- ✓ **Charter School (Y/N)**
- ✓ **School Choice**
    - **General or Improvement**
    - **School Choice Resident LEA**
- ✓ **Special Ed Teacher**
- ✓ **Speech Therapist**

Alternate Assessment Field in eSchool

According to the SIS Handbook:

- Indicate if a student's IEP requires them to take an alternate assessment for the statewide assessment.

- This applies to grades 3-10 for literacy, mathematics, & science; and literacy and mathematics for all students AND grades K-12 for English Language Proficiency for English Learners. All other students should be marked NA.

- All other students should be marked N/A.

  - N/A = Not Applicable
  - ALMS = Alt_Literacy, Math & Science (Grades 3 thru 10)
  - AELP = Alt English Language Proficiency (ONLY Grades K thru 2 or Grades 11 thru 12)
  - BOTH = BOTH Alt English Language Proficiency AND Alt Literacy, Math & Science (Grades 3 thru 10)
  - PAAHS= Past alternate assessment in HS (This code is to indicate a student currently in grade 11 or 12 who took DLM in 9-10, has the alternate pathway flag indicated, and does not need to be tested in grades 11-12)

REMEMBER THAT YOU ARE INDICATING THE STUDENT'S ASSESSSMENT FOR THE CURRENT FISCAL YEAR.
ALL ALTERNATE ASSESSMENT FIELDS ARE RESET TO "N/A" AT ROLLOVER

Cycle 4 Submission: Child Count

Educational Placement Codes

**DB   Publicly Funded Facility

**DI   Private Day School

**HH   Hospital/Homebound

**RB   Public Residential

RG   Regular Class with Special Education
      (80% or more of the school day in the regular classroom)

**RI   Private Residential

RR   Resource Room
      (between 40% to 79% of the school day in the regular classroom)

SC   Self-contained
      (40% or less of the school day in the regular classroom)

**CF   Correctional Facility

*PP   Parentally Placed in Private Schools/Home Schooled

**Enter Provider LEA & Name of Provider

*Enter Resident LEA & Name of Provider

Cycle 4 Submission: Child Count

2 New fields in MySped Resource For Charter Schools ONLY:

-Alt District: for Charter School; pulled Cycle 4
        (this field will automatically come from eSchool)
-Prior Year LEA:
 for Charter School; (charters will have to add this into MySped)

Cycle 7:
Special Education Referrals, Exits (14-21), CEIS and Discipline (SMS)

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

4. REMEMBER 60 DAYS MEANS 60 DAYS!

Cycle 7 Submission:
Referral Tracking

Who counts as a new referral?

1. Any student referred this school year.
2. Any student referred this year **regardless** whether they were found eligible or not.
3. Students who are referred but the decision was **not to test**.

Cycle 7 Submission: Referral Tracking

Who does **NOT** count as a new referral?

1. Students up for re-evaluation are NOT new referrals.
2. Students referred for additional testing are **NOT** new referrals.
3. Transfer students who require additional testing are **NOT** new referrals.

Cycle 7 Submission: Referral Tracking

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

Referral Module
- ✓ Referral Date (required for all referrals)
- ✓ Parental Consent for Evaluation Date
- ✓ Evaluations Date
- ✓ Evaluation Reason for missing the 60 day timeline
- ✓ Eligibility Determination Date
- ✓ EDD Reason for missing the 30 day timeline
- ✓ Special Education Placement (yes/no?)
- ✓ Parent Consent to Place Date
- ✓ Coordinated Early Intervening Services (yes/no?)
- ✓ Reason Referral is complete
- ✓ Referral Complete (yes/no?)

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

If you select OTHER Reason for the missing the 60 day timeline and use any of the following it will count against the district:

- ✓ **Holidays**
- ✓ **Summer Vacation**
- ✓ **Waiting on report from Doctor**
- ✓ **Examiner is on maternity leave**
- ✓ **Be sure to use codes available**

Cycle 7 Submission: School Age Exits
Students Age 14-21
(based on December 1)

Remember 12th grade students staying beyond the age of 18 will need to be changed in eSchool to non-graded. Call our office to make that change in your Cycle 4 reporting. In MySped

SMS
- ✓ Student Name
- ✓ SSN
- ✓ State Unique Identifier
- ✓ Birthdate
- ✓ Building
- ✓ Gender
- ✓ Race/Ethnicity Codes
- ✓ Federal Race Code
- ✓ Grade Level
- ✓ ELL

School Age Module
- ✓ Charter School
- ✓ Primary Disability
- ✓ Educational Placement
- ✓ Exit Date
- ✓ Exit Reason
- ✓ Educational Placement Previous Year

Cycle 7 Submission:
Coordinated Early Intervening Services Data Collected

SMS
- ✓ Social Security Number
- ✓ Grade
- ✓ Name
- ✓ Birthdate
- ✓ Gender
- ✓ Race
- ✓ ELL (yes/no)

CEIS Module
- ✓ Resident LEA
- ✓ Start Date
- ✓ End Date
- ✓ Entry Reason
- ✓ Withdrawal Reason
- ✓ Services
- ✓ Service Begin and End Dates

Cycle 7 Submission:
Coordinated Early Intervening Services Data Collected

There is NO cross check between the Entry/Withdrawal screen and the Service Type screen.

Please verify you have exited each service prior to exiting the student from the entry/withdrawal screen in the CEIS module.

A validation report is available.

Cycle 7 Submission : Discipline

- ✓ Comes from SMS
- ✓ Same Discipline data as all students
- ✓ Student had to be receiving special education services at the time of the incident

- ✓ Verify coding for
  - ✓ In-school-suspension codes and number of days
  - ✓ Out-of-school suspension codes and number of days
  - ✓ Expulsion Codes
  - ✓ ALE – must be placed, not referred

- ✓ Being expelled from a building and expelled from the district are different.

Special Education
Cycle 7 Review:
School Age Students

Cycle 7 <u>Review:</u>

- ✓ Referral Tracking, Exits , CEIS, & Discipline

- ✓ This data is used for required federal reporting

- ✓ MySped Resource will be open September 1 - 30.
- ✓ https://arksped.k12.ar.us/index.html

- ✓ Use School Age MySped Review Procedures Manual

  - ✓ http://www.arkansased.gov/divisions/learning-services/special-education/data-research/training-material/supporting-documents

Cycle 7 <u>Review:</u>

<u>Why we review Cycle 7 Data:</u>

- ✓ 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

- ✓ 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?
   (other reasons will be static reports for your review)
- ✓ 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

**We cannot identify all errors. Error reports only identify elements which may affect federal reporting

School Age Exits (14-21)

- ✓ Is the data correct?
- ✓ Were all students who graduated submitted?
- ✓ Are all 12th graders accounted for that should be?
- ✓ Is the exit reason correct?
- ✓ Did you verify your dropouts?
- ✓ Did you review the exit error reports?

**We cannot identify all errors; the error reports only identify those items which may affect federal reporting

Discipline

- ✓ **Are the action taken codes correct?**
- ✓ **Do all Suspensions have the number of days?**
- ✓ **Did you verify all ALE placements related to discipline?**
- ✓ **Did you verify all expulsions?**
  -**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**
- ✓ **Did you verify the status of education services for expelled students?**

**We cannot identify all errors; the error reports only identify those items which may affect federal reporting

Coordinated Early Intervening Services

- ✓ Did you budget for CEIS
  - ✓ FOPAL Numbers
- ✓ Is the data correct?
- ✓ Do all records have services?
- ✓ Are all services exited if the Program is exited?

**We cannot identify all errors; the error reports only identify those items which may affect federal reporting

Common Errors and
Things To Watch For Or Do

- **SIS will require correction before submission.**

- 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 SA and or CEIS in the parenthesis.**

- **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.ualr.edu/scripts/wa?SUBED1=idea&A=1

Family Surveys

- **All surveys are due by June 30.**

- **Surveys can be submitted electronically…online data entry or scan forms - by the parent or you if you wish to save the postage and enter the information online.**

  Step 1. Open link: Family Survey Link
  Step 2. Login with your user credentials

- **If you photo copy a survey your office MUST key the survey into the online system**
  NOTE: ANY photo copies (B&W or Color) sent to IDEA Data & Research office will be returned to the district.

- **On requesting surveys please include:**
  - LEA Number
  - Name of person requesting
  - Mailing address w/ School District's Name
  - Phone number
  - Number of surveys needed
  - Indicate "school age" forms are being requested.

- **Be sure to "bubble in":**
  - LEA Number
  - Resident LEA Number
  - Building Code
  - Race/Ethnicity Code(s)
  - Student's Primary Disability Code for each survey

Contact 501-916-3219 for ALL survey requests.

Khala Quarles, Training Coordinator
kpquarles@ualr.edu

IDEA Data & Research Office
501-916-3219