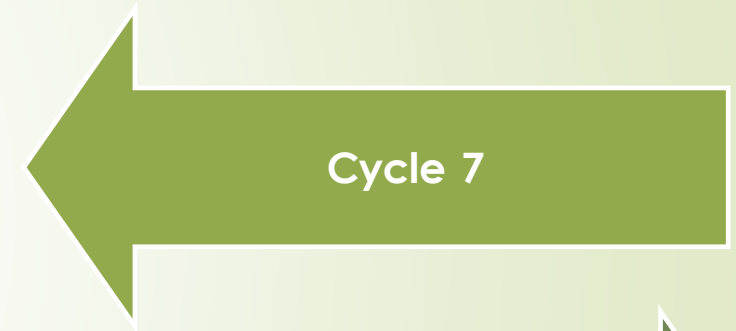


# Special Education Data Reporting Requirements

Early Childhood  
Cycle 7



# Session Overview

## Current School Year Reporting Requirements:

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**



# **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 3<sup>rd</sup> birthday**
- ✓ **Other Reason for passing child's 3<sup>rd</sup> birthday**
- ✓ **Temporary IEP before child's 3<sup>rd</sup> 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 3<sup>rd</sup> 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 3<sup>rd</sup> Birthday, why?**

**EDD 3<sup>rd</sup> OT Reason**

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

**3<sup>rd</sup> 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 3<sup>rd</sup> 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](mailto: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](mailto:carmen.jordan@arkansas.gov).**
  - Jody Fields (MySped) [jafiels@ualr.edu](mailto:jafiels@ualr.edu).**





# 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 photocopy 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 501-682-4221 for ALL survey requests.**



# 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](http://www.apscn.org) under the APSCN header, and join the Data & Research listserv for updated information.  
<https://lists.uaclr.edu/scripts/wa?SUBED1=idea&A=1>**



**For questions, contact:**

**Dr. Laura Goadrich- Co-Director**  
**[laura.goadrich@ade.arkansas.gov](mailto:laura.goadrich@ade.arkansas.gov)**

**IDEA Data & Research Office**  
**501-682-4221**

