LOUISIANA USE OF AEPSI: QUESTIONS AND ANSWERS

What is AEPS?

> AEPS®, the *Assessment, Evaluation, and Programming System for Infants and Children*, *Second Edition*, is a criterion-referenced, curriculum-based assessment, evaluation, and programming tool. This assessment is used by Louisiana to meet federal requirements for reporting the progress of Pre-K children ages 3-5 who receive Special Education services. AEPS can be ordered from Brookes Publishing.   The state does not provide the assessment materials.
> http://products.brookespublishing.com/Assessment-Evaluation-and-Programming-System-for-Infants-and-Children-AEPS-Second-Edition-4-Volume-Set-P471.aspx

What is AEPSinteractive™?

> AEPSinteractive™ (AEPSi™) is a web-based management system, developed by Brookes Publishing, for AEPS® that makes it easier for AEPS users to make the most of AEPS, meet reporting mandates, determine eligibility, and manage and track child data. AEPSi has all the integrity of AEPS plus the time- and paperwork-saving convenience of automated scoring and powerful functionality that transforms AEPS findings into child progress reports and OSEP Child Outcomes Reports. https://www.aepsi.com/aepsi/aepsilogin.jsp
> Louisiana pays the cost for your district or charter school to utilize the AEPSi management system for recording child AEPS results and accessing child, school, and district reports.

Where can an administrator get guidance for administration of AEPSi?

> Information about ordering the AEPSi Administration Manual is available at this link.
> http://products.brookespublishing.com/AEPSi-Administrator-Guide-P706.aspx
> **The AEPSi Administrator's User Guide** is available on the AEPSi website. After logging in, Click on *Admin* in the menu across the top, then click *Admin Help*, from the menu on the left. Then click on *Admin User Manual* from the menu across the top. The User Manual will provide guidance for each Administrator function.

I am a new Preschool Special Education Coordinator. How do I get access to the AEPSi reporting system?

> If your school or district has previously used AEPSi, the previous coordinator should have entered you into the system as an administrator, in which Brookes Publishing would have sent you a password, or the previous coordinator may have left a password to give you access so that you can enter yourself as an administrator. If not, contact Patsy Palmer (Patsy.Palmer@la.gov) in the Louisiana Department of Education Early Childhood Division, in order for your school or district to be added to the state account.
> If your charter school is new to AEPSi and Pre-K OSEP reporting, please contact Patsy Palmer.
> (Patsy.Palmer@la.gov)

What Do Districts Need To Do?

> Administer the Assessment, Evaluation, and Programming System (AEPS) to every identified 3 to 5 year-old child within six weeks of the date they begin receiving services and again within six weeks prior to program exit. Administer *all* sections of the test to *all* children with an IEP who are 3 5 years old.
>> *Note – there are no exceptions for children whose only delay is in speech and language.*
>
> Create an AEPSi Child Profile for every child ages 3-5 who has an IEP and enter the results of Entry and Exit assessments into the system.

If I subscribe to AEPSi, do I still need the printed AEPS materials?

> Yes. We recommend that each Registered User have the full set of the AEPS print volumes (whether the Birth to Three Set, the Three to Six set, or the complete AEPS set). These volumes include essential information on how to use the AEPS Test and Curriculum for assessment and intervention and serve as an important resource for providers in their first years using AEPS. A thorough reading of the books, together with on-site instruction by experienced AEPS experts, will enable your staff to use the system proficiently and successfully to improve child outcomes.

Where can I get training about administering AEPS and using AEPSi for reporting?

Tutorials and the administration manual are available on the AEPSi website, along with other documents such as a Question and Answer document. After logging on to the system, from the menu across the top, click on *Help*. From that page you can access the *User Guide* for providers and reviewers, the *Question and Answer* document, and tutorials that will assist you in training staff. The *Quick Start* T*utorial* is a good place to begin staff development with teachers and other administrators.   Assistance is also available from Brookes publishing, (implementation@brookespublishing.com) or from Patsy Palmer.

Do we assess and report results for five-year-old children who have left Pre-K and enrolled in our kindergarten?

OSEP regulations require us to report on the progress of any children ages 3-5 who have IEPs and receive Special Education Services. So it does not matter whether they are in your Pre-K program or in Kindergarten. We need to track progress from the day services begin for a three-year-old and the day they end before the 6th birthdate or exit from the district or school. You retain the record in AEPSi as long as they are in the age range and still attend your school. So you may track a Kindergartner until sometime the next year, depending upon the date of birth.

May we omit parts of the AEPS that are not related to the child's evaluation or IEP?

No**.** All portions of AEPS must be administered during both entry and exit assessment. This is necessary for the child to be included in the required OSEP outcome reporting.

When do we conduct "entry" assessment?

Entry assessment must be completed within 6 weeks of entry into Early Childhood Special Education (ECSE) services, after the child reaches 3 years old, either 3rd birthdate or the day the child begins receiving services, including when a child is:

- Becoming 3 years old
- Transitioning from Part C to Part B 619
- Newly identified as eligible under Part B 619
- Entering a Louisiana ECSE program from another state
- Re-entering a program after an exit assessment was completed
- If a child enters from another Louisiana district and you can verify that an entry assessment has been entered into AEPS, you may use the previous entry assessment rather than administer another one. Brookes Publishing can transfer the child records into your system. If you cannot get the records transferred within the 6-week time frame, it is better to administer another entry assessment.

When do we conduct "exit" assessment?

Within six weeks of exit from ECSE services including when a child is:

- No longer in need of ECSE
- Moving out of state. (If a child moves to another Louisiana school, it is better to complete the exit assessment and enter it into AEPSi before the child leaves your school if time permits. OSEP reporting will include only the latest assessment.)
- Attending their last day of ECSE as a five-year-old (Perhaps becoming 6 during the summer before school begins or the child will turn 6 so soon after school begins that it would be difficult to complete the exit assessment before the 6th birthday.)

What do districts do to submit annual OSEP reports on the progress of each child?

AEPSi will use entry and exit assessment to calculate the percentage of growth for each child who exits during the reporting year (July 1 through June 30) and who has received at least 6 months of service. Enter Entry and exit assessment data accurately and within the given time frame and AEPSi will do what is needed for the report. The state will be able to download a summary report for OSEP reporting.

If a child enters our district or school and we know that he or she will have less than 6 months of service, should we enter the child into the system?

If it is clear that the child will not receive 6 months of service, you do not have to enter him or her into AEPSi. But if the child is transferring from another Louisiana district or charter school, the child could have a record on AEPSi, including entry assessment results and may have received a total of 6 months service in Louisiana schools. In that case, the child should be included in OSEP reporting. Ask Brookes Publishing to transfer the child's record to your district or school.

Do we delete records of children who have exited the program?

NEVER DELETE AN AEPSI RECORD UNLESS AUTHORIZED BY THE LDOE.

Regularly check broadcast messages from the LDOE on your AEPSi site. Records of children who received services during the current reporting year (July 1 through June 30) will be needed until OSEP reporting has been completed, which could be late in the fall. After state OSEP reports have been completed, LDOE staff will enter a Broadcast message directing you to delete children who exited during the previous year. If in doubt, contact LDOE staff to ask permission to delete. (Patsy.Palmer@la.gov)

Do we archive any child records?

Louisiana pays for the use of AEPSi for Louisiana districts and schools for <u>active</u> student records.   Please delete children when directed to do so, according to birthdates**. Do not archive any child records** for children no longer receiving services. You may export records and save them on your network or computer if you wish to retain the records. Directions for exporting records are included in the Admin User Guide.

If a child comes into our district or school and we are told that he/she came from another Louisiana school, what should we do about entering the child into AEPSi?

- Contact the district/school from which the child came and verify that this information is correct and that the child has an AEPSi record.
- Contact Brookes (implementation@brookespublishing.com) and ask them to transfer the child's records into your district. If the child had an entry assessment, that should be part of the transferred record.
- If no record is available, set up a new child profile and administer entry assessment.

What should be done if a child enters our district/school from another state?

A child who enters from another state should be entered into AEPSi as a new student, with a new entry assessment administered.

If a child leaves our district/school and we are told that he is going to another Louisiana school, should we ask Brookes Publishing to transfer the record to that school?

Since you cannot always be sure that the child will enroll in the district you were told he/she was moving to, it is better to wait until that district/school contacts you. Ask them to contact Brookes and get the child's record transferred. Do not delete that child's record until directed by the LDOE.

AEPS and AEPSi information is available on the AEPS website at
https://www.aepsi.com/aepsi/secure/myToolkitWebTraining.htm
Help for new Administrators can be found on the website, including the AEPSi Administrator User Manual, an administrator tutorial, Policies and Procedures, FAQs, and additional documents to download.   AEPS Professional Development available on the website includes Recorded Webcasts/Webinars.

Annual Reporting Reminders

2014-2015: 07/01/2014 – 06/30/2015   **Reminders to place on your Calendar**
- Make sure current Administrators are listed on AEPSi. (Click Admin, Manage administrators)
- Make sure that children ages 3-5 being served are entered with correct date.
- Check to make sure that entry assessment data for each child is entered within 6 weeks after entry date.
  - Check often, perhaps in December, February.
  - Run Entry Date Only- Categories for Each Child- look for entry assessment.
  - Remind teachers of entry assessment deadlines for any new students.
- Check birthdates: Which children must be exited during the year? During the summer after school year ends?
  - Remind providers to conduct exit assessment and enter results six weeks before the child turns 6 or exits the program.
- Check to make sure that Exit Assessment data is being entered within time limit
  - Reminder on calendar- perhaps in March, April.
- Children should not be listed on the OSEP Categories Report as Excluded unless
  - The child receives less than 6 months of service, or
  - The child leaves suddenly without notice – no time for assessment

For further information or technical Assistance, contact the LDOE Coordinator working with this program.
Patsy Palmer, Early Childhood Division, 225-342-1129 or Patsy.Palmer@la.gov