

**Arkansas Department of  
Education**

**Supplemental Educational  
Services  
Data Collection System**

**2009-2010  
User Manual**

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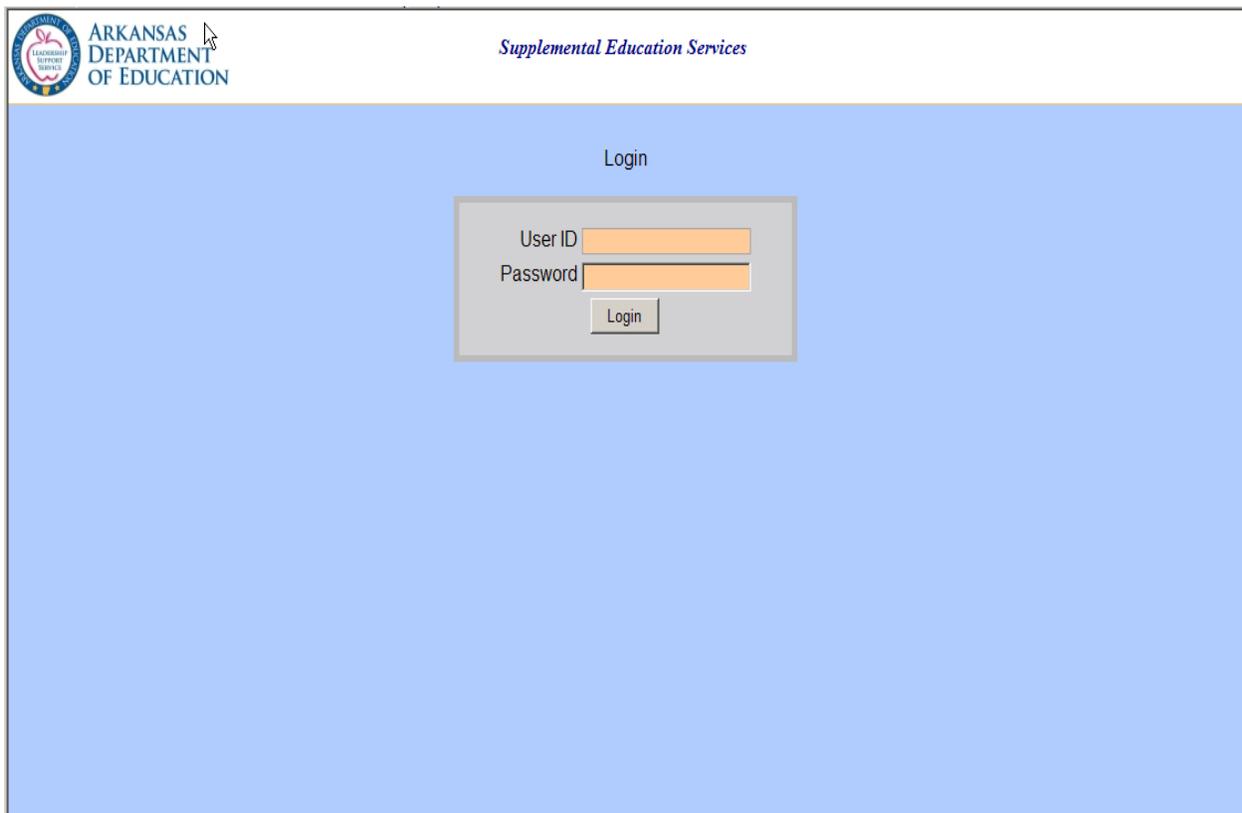
## INTRODUCTION

This manual is provided for the ADE Supplemental Education Services (SES) Data Collection System users. It includes information and instructions on how to do the following:

- a) Maintain SES Student Information
- b) Maintain SES Provider Information
- c) Maintain SES School, Evaluator and Tutor Information
- d) Generate Reports
- e) Load Benchmark Information
- f) Maintain User Access

A user must be given authorization to access the SES Data Collection System. There are 4 user ROLES that determine what a user can access.

- 1) ADE Staff (**all options**)
- 2) Schools (**SES Student Information**)
- 3) Providers (**limited SES Student information, SES Provider, Maintenance Option- Tutor screen**)
- 4) Evaluators (**SES Student and Provider Information**)



ARKANSAS DEPARTMENT OF EDUCATION

Supplemental Education Services

Login

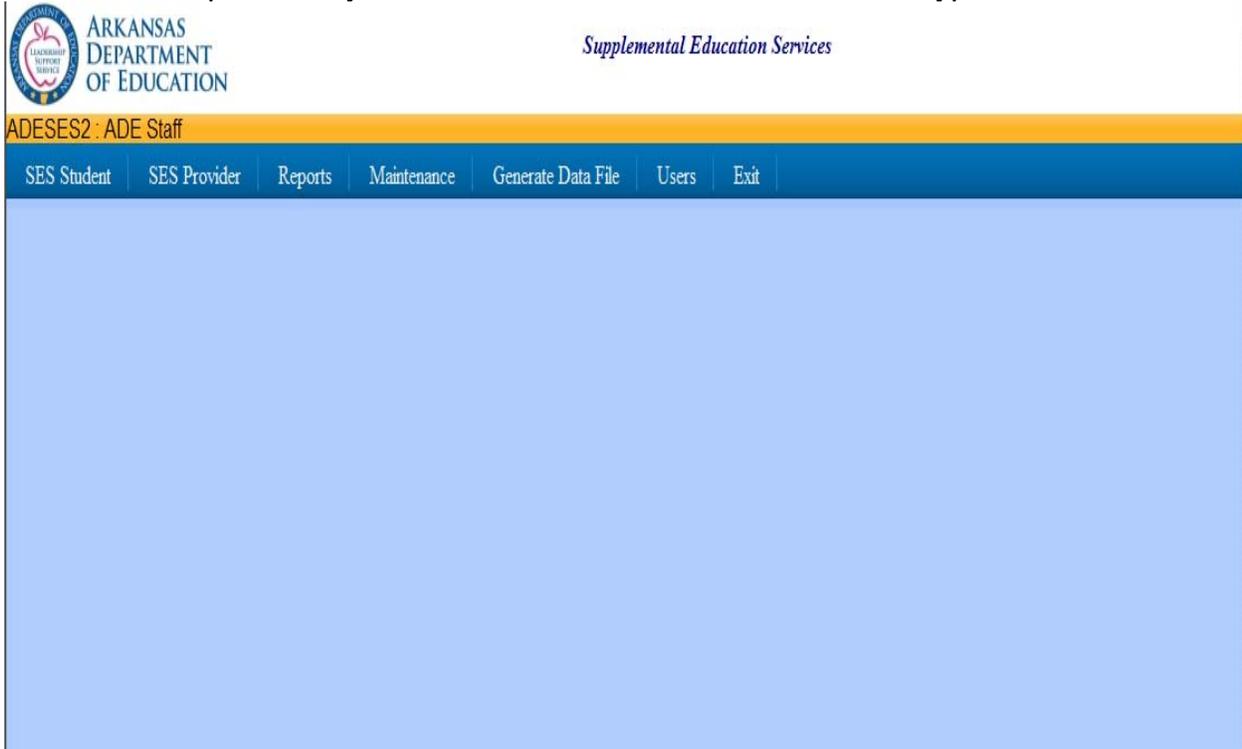
User ID

Password

Login

Once a user has logged in, the SES Data Collection Main Menu displays.

Note: Some options may be disabled because of the user *ROLE* type.



## SES Student

Click option. Enter *Student Search* criteria one of the following ways below, Click “Find”:

- A) Student ID, LEA, Academic Year (Displays a Student Record)
- B) Student ID, LEA (Lists all LEAs for a Student by Academic Year)
  - Click “*Select*” to display the Student record of choice
- C) Student ID (Lists of all Students by Academic Year and Lea)
  - Click “*Select*” to display the Student record of choice
- D) LEA, Academic Year (Displays an Alphabetic Student List for the specified LEA)
  - Click “*Select*” to display the Student record of choice
- E) First/Last Name (Lists of all Students with the specified name by LEA, Academic Year)
  - Click “*Select*” to display the Student record of choice

“Clear Filters” - clears the screen

The *Student Information* screen for “ADE Staff, Schools, and Evaluators” is shown below:

<b>Student ID:</b> 1111222299	<b>Name:</b> VAL, ANN, SMITH	<b>Handicap:</b> N	Majority to Minority:
<b>LEA:</b> 6001009	<b>Race:</b> B	<b>Migrant:</b> Y	Magnet:
<b>School Name:</b> FOREST HEIGHTS MIDDLE SCHOOL	<b>Grade:</b> 6	<b>Marital:</b> S	<b>Educational Placement</b>
<b>Academic Year:</b> 2009	<b>Enrollment:</b> Y	<b>Homeless C/Y:</b> N	Current Year: RG
<b>DOB:</b> 01-01-1998	<b>D/W Date:</b>	<b>Homesless:</b> NA	Previous Year: RG
<b>Gender:</b> F	<b>Smart Core:</b> N	<b>Orphan:</b> N	
<b>Dropout/Withdrawal:</b> 0	<b>Consol LEA:</b>	<b>Foster Child:</b> N	
<b>SSN:</b> 987654321	<b>1st Time:</b>	<b>ELL/ESL:</b> N	
<b>Entry Date:</b> 07-15-2009	<b>Title 1:</b> N	<b>Primary Language:</b> EN	
<b>Resident:</b> R	<b>Special Ed:</b> N	<b>Retention:</b> N	
<b>GPA:</b> 0.00		<b>Highly Mobile:</b> N	
<b>Meal:</b> 2		<b>M to M:</b>	

<b>Transportation</b>	<b>Transported</b> Transportation: G	Days Present Qtr 1: 40.00	Qtr 2: 42.00	Qtr 3: 43.00	Qtr 4: 44.00
	<b>Nontransported</b> Transportation:	Days Present Qtr 1:	Qtr 2:	Qtr 3:	Qtr 4:

---

**Benchmark Info**

Expected Literacy Score:	<input type="text" value="200"/>	Expected Math Score:	<input type="text" value="150"/>
Growth Increment Literacy:	<input type="text" value="156"/>	Growth Increment Math:	<input type="text" value="88"/>
Making Growth for Literacy:	<input type="text" value="NO"/>	Making Growth Math:	<input type="text" value="YES"/>

**Supplemental Services**

Date of Service	Hours	Provider	Tutor Name	Location	Service Type	
<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="button" value="Reset"/> <input type="button" value="Add"/>

No records found

---

Total Hours: 0.00	Total Cost: \$0.00	Allocation Flag:
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---

The *Student Information* screen for a PROVIDER is shown below:

SES Student

<b>Student ID:</b> 1111222299 <b>LEA:</b> 6001009 <b>School Name:</b> FOREST HEIGHTS MIDDLE SCHOOL <b>Academic Year:</b> 2009 <b>DOB:</b> 01-01-1998 <b>Gender:</b> F <b>Dropout/Withdrawal:</b> 0	<b>Name:</b> VAL, ANN, SMITH <b>Race:</b> B <b>Grade:</b> 6 <b>Enrollment:</b> Y <b>D/W Date:</b>
--	--

---

Date of Service	Hours	Provider	Tutor Name	Location	Service Type	
<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="button" value="Reset"/> <input type="button" value="Add"/>

No records found

---

Total Hours: 0.00	Total Cost: \$0.00	Allocation Flag:
-------------------	--------------------	------------------

---

IF LEA Allocation has not been entered,  
 ‘**LEA ??????? has not been set up with an SES Allocation**’ message is displayed.

Student Information consists of the following:

- 1) APSCN Student data (Display Only)
- 2) Benchmark Information
- 3) Supplemental Services Information

Enter *Benchmark Information* (for ADE Staff users only)

ADD: click “Add” button ( bottom right hand corner)

‘**Student Benchmark data has been added**’ message is displayed.

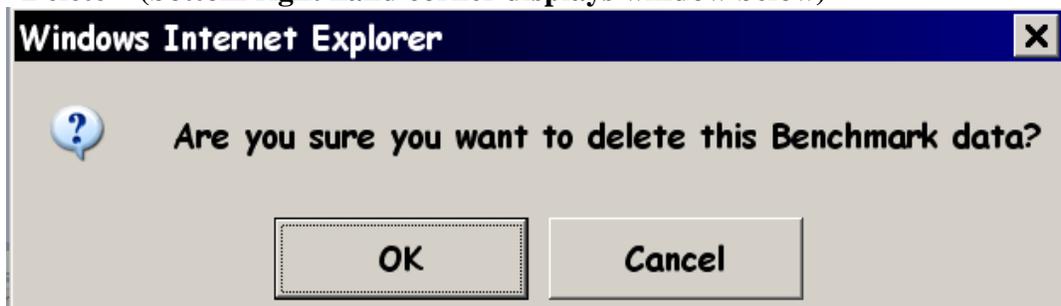
UPDATE: click “Update” button ( bottom right hand corner)

‘**Student Benchmark data has been updated**’ message is displayed.

*NOTE: If you enter/change BENCHMARK information, please make sure you click “UPDATE” before selecting another student.*

“Reset” (clears all Benchmark Information for re-entry)

“Delete” (bottom right hand corner displays window below)



If user clicks “OK”, ‘**Student Benchmark data has been deleted**’ message is displayed.

If user clicks “Cancel” (the record is not deleted and the system returns to the Student Information Screen)

For *Supplemental Services* information do the following:

**ADD:** Enter

*Date Of Service (as MM/DD/YYYY or select date from calendar month)*

*Hours (enter using decimal, i.e. 1.50 for 1½ hours)*

*Provider (select from Dropdown, shows providers for Academic Year)*

*Tutor Name (select from Dropdown)*

*Location (type in Location of service)*

*Service Type( select from Dropdown)*

*Then click “ADD” button*

**‘Student Services data has been added’** message is displayed.

**RESET:** Clears *Supplemental Services* information from the *ADD* line.

**UPDATE:**

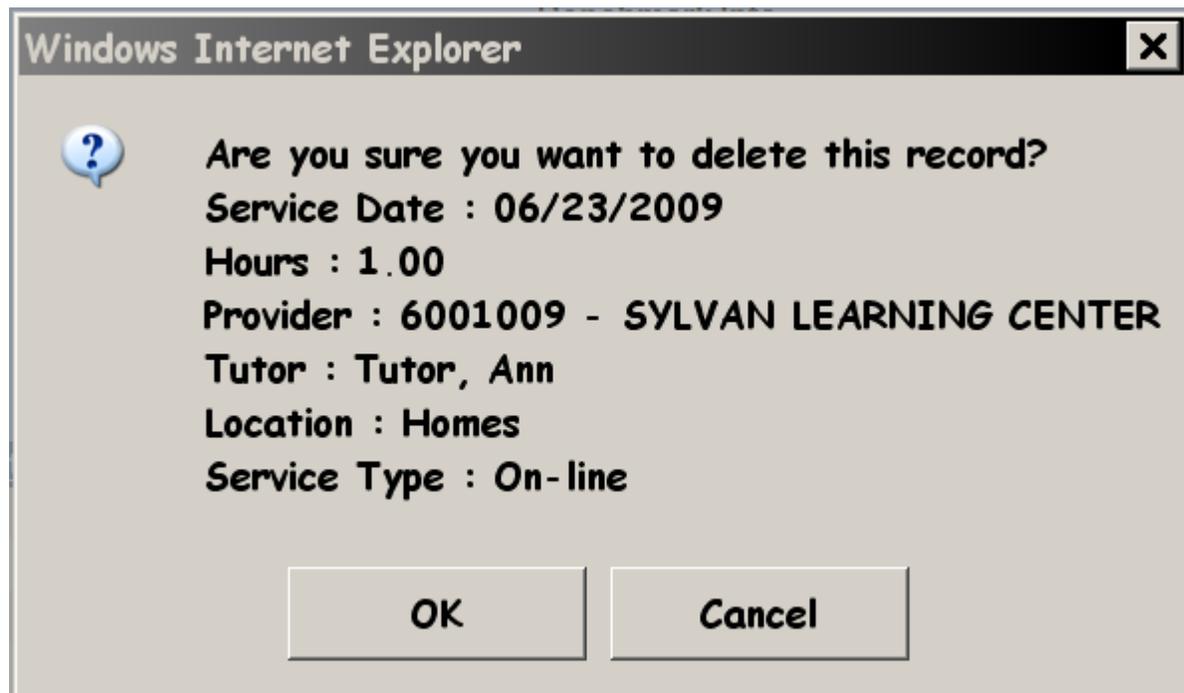
Enter changes needed , click “UPDATE” button to the right of the record.

**‘Student Services data has been updated’** message is displayed.

**DELETE:**

Click “DELETE” button to the right of the record you wish to remove

The following window is displayed:



If user clicks “OK”, ‘**Student services data has been deleted**’ message is displayed.

If user clicks “Cancel” (the record is not deleted and the system returns to the Student Information Screen)

“Total Hours” and “Total Cost” are calculated for the student. If “Total Cost” exceeds the SES Allocation of the LEA, an ‘X’ is displayed for “Allocation Flag”.

**Other Buttons:**

“Previous” or “Next” ( bottom left corner of screen to select another student)

“Exit” returns to the *Student Search* screen.

## SES Provider Option

Click option. Enter *Provider search* criteria one of the following ways below, Click “Find”:

- A) Provider ID, Academic Year, LEA (Displays a Provider Record)
- B) Provider ID, Academic Year (Lists all LEAs for a Provider by Academic Year)
  - Click “*Select*” to display the Provider record of choice
- C) Provider ID (Lists of all Providers by Lea and Academic Year)
  - Click “*Select*” to display the Provider record of choice

**Note:** If Provider is not found in APSCN database, ‘**Provider does not exist in APSCN database.**’ message is displayed

Provider records displayed are determined by user access.

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Supplemental Education Services

ADESES2 : ADE Staff

SES Student | SES Provider | Reports | Maintenance | Generate Data File | Users | Exit

SES Provider

Provider ID: 197      Academic Year: 2009  
LEA: 0101003  
Provider Name: TUTORIAL SERVICES      School Name: DEWITT HIGH SCHOOL  
Expenditure:      Revenue Reimbursement:  
Rate: 18.50      Evaluator: Select  
Evaluation Status:      Evaluator Date:  
 Approved  
 Rejected  
[Clear Status](#)

Monthly Invoice | Reset | Add | Update | Delete | Exit

For *Provider* information do the following:

**ADD:** Enter

*Rate (enter using decimal, i.e. 15.00 )*

*ADE Staff and Evaluators will have access to the fields below:*

*Evaluator (select from Drop-down, shows Evaluator Names)*

*Evaluation Status (click desired choice)*

*Evaluation Date (as MM/DD/YYYY or select from calendar month)*

*Then click “ADD” button*

***‘Provider data has been added’*** message is displayed.

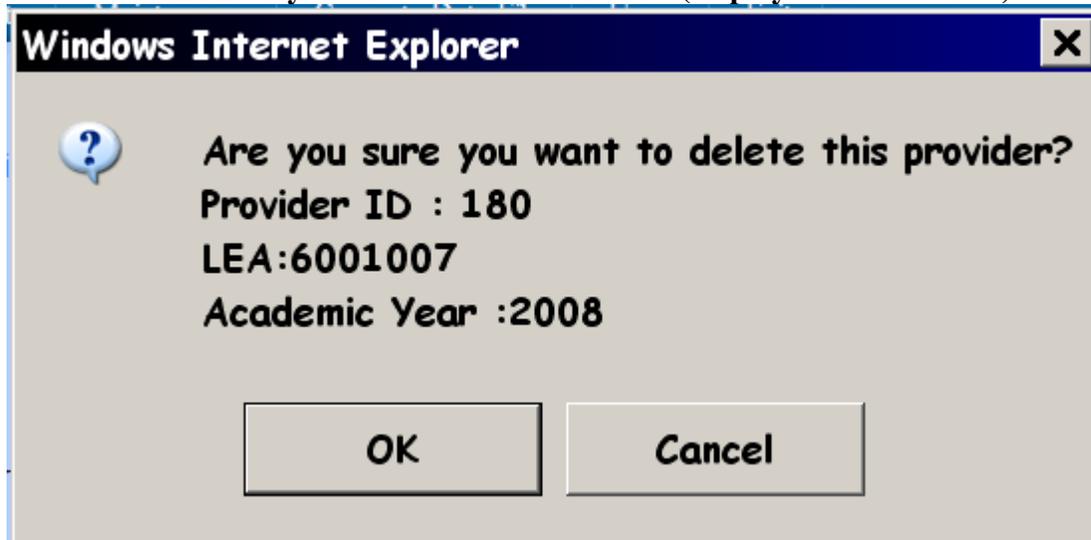
**UPDATE:**

Enter changes needed , click “UPDATE” button to the right of the record

***‘Provider data has been updated’*** message is displayed.

**DELETE:**

Click “DELETE” if you wish to remove a record (displays window below)



If user clicks “OK”, ***‘Provider data has been deleted’*** message is displayed.

If user clicks “Cancel” (the record is not deleted and the system returns to the Provider Screen)

**Other Buttons:**

“Reset” clears fields for re-entry

“Exit” returns to the *Provider Search* screen.

“Monthly Invoice” displays the *Provider Monthly Invoice* screen to specify Academic Year, LEA and month for the Provider.

ADESES2: ADE Staff

SES Student   SES Provider   Reports   Maintenance   Generate Data File   Users   Exit

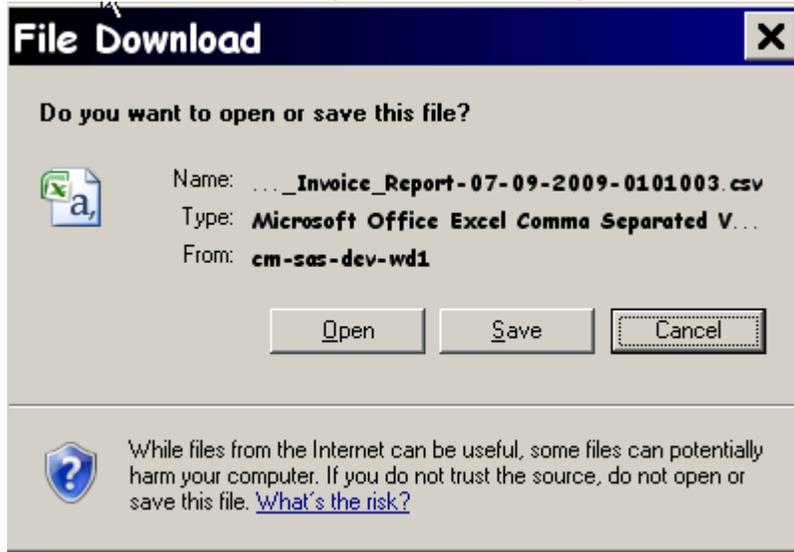
Provider Monthly Invoice

Academic Year

LEA

Month

Select desired “Month”, click “SUBMIT”, the File Download window appears:



“Open” displays report on the screen

“Save” prompts user to select directory to store the file

**NOTE:** The current date and LEA are part of the file name to identify report ran.

### SES Reports Option (Ade Staff user only)

This option generates the reports shown below. ADE Staff user must login in order to select the desired option to create the report. The screen below will open in a new window.

**Attention Business Objects Users:** The Department of Information Systems has upgraded our implementation of Business Objects to version XI 3.0. While the interface is very similar to our previous version (XI R2), there are a few minor differences:

- There is a new default page that appears after logging in. Click the "Document List" link to view corporate documents or create new documents.
- To view a document, double-click the name of the document.
- To schedule, modify, or manage a document, right click on the document name to get the options that previously appeared below the document name as links.
- To create a new document, select the New > Web Intelligence Document option from the header of the Document List screen.

If you encounter any difficulties, please contact us at DIS.Business.Objects.Support@Arkansas.Gov, dis.callcenter@arkansas.gov or 682-HELP.

**NEW:** If you encounter any problems using Business Objects, please check the **troubleshooting page**, which has resolutions for the most common problems.

**Enter Password, Click “Log On” button (The screen below appears)**

Title	Last Run	Type	Owner	Instances
Provider Monthly Billing - All		Desktop Intelligence R	nancy_ray	0
Provider Monthly Billing - Selected		Desktop Intelligence R	nancy_ray	0
Student Detail - All		Desktop Intelligence R	nancy_ray	0
Student Detail - Selected		Desktop Intelligence R	nancy_ray	0
Student Participation		Desktop Intelligence R	nancy_ray	0

**Double Click on the desired “Title”, modify prompts as needed, Click “Run Query”**

**When done Click “Log Out” and then close the window.**

**Note: The SES Data Collection Application window should still be open on your desktop.**

# Student Detail Report

Student Detail Report Page XX

LEA: XX-XX-XXX Academic Year: XXXX

Student ID: XXXXXXXX Name: XXXXXXXX XXXXXX DOB: XX-XX-XXXX Gender: X Race: XXXXXXXXX Entry Date: XX/XX/XXXX Grade: XX

Resident: XXXXXXXXXXXX GPA: XX.XX Smart Core Waiver: X Consol\_LEA: XXXX School Choice: Gen: X SC: X Out of Dist: X 1<sup>st</sup> Time: X

Meal: X Title 1: X G/T: X Special Ed: X Handicap: X Migrant: X Marital: X Homeless C/Y: X Homeless: X Orphan: X Foster Child: X

ELL/ESL: X Primary Language: XX Rentention: X Highly Mobile: X Enrollment: X Dropout/Withdrawal: XX D/W Date: XX/XX/XXXX

M to M: X Transportation- Bus: X Transportation: X Majority to Minority: X Magnet: X

Days Present – Qtr 1: XXXX Qtr2: XXXX Qtr 3: XXXX Qtr 4: XXXX Educational Placement: Current Year : XX Previous Year: XX

Benchmark Info: Expected Literacy Score: XXXXXXXX Expected Math Score: XXXXXXXX  
 Growth Increment Literacy: XXXXXXXX Growth Increment Math: XXXXXXXX  
 Making Growth for Literacy: XXX Making Growth for Math: XXX

Tutor Information: Rate: XXXX.XX

Supplemental Services:

Date of Service	Hours	Provider	Tutor Name	Location	Service Type
XX-XX-XXXX	XXXX	XXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX
XX-XX-XXXX	XXXX	XXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX
XX-XX-XXXX	XXXX	XXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX
Total Hours	XXXXX	Total Cost: XXXXXXXX.XX	Allocation Flag: X		

# Provider Monthly Billing Report

SES Monthly Billing Report

Provider: XXXXXXXXXXXXXXXXXXXXXXXXXXXX Month: XXXXXX- 200? Academic Year: XXXX

Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total Hrs	Tot Cost			
Student 1																																				
Student 2																																				
Student 3																																				

Number of Students: XXXXX Grand Totals:

\*Each day will show Student Hours. Total Hours and Total Cost will be calculated

\*Students Listed Alphabetically

\*Page Break on ProviderID (include page counter)

## SES Student Participation Report

SES Student Participation				Academic Year: XXXX	
LEA	District Name	School Name	Students	Total Expenditures	
XX-XXX-XXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XX,XXX	XXX,XXX,XX.XX	
XX-XXX-XXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XX,XXX	XXX,XXX,XX.XX	
XX-XXX-XXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XX,XXX	XXX,XXX,XX.XX	
XX-XXX-XXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XX,XXX	XXX,XXX,XX.XX	
LEA Count:	X,XXX	Totals	X,XXX,XXX	XXXX,XXX,XX.XX	

The system will generate the report for printing.

## SES Maintenance Option

This option contains screens to maintain school, evaluator and tutor information as well as the ability to load student benchmark data.

### SES School

The student's Total Cost of supplemental services is checked against LEA's *SES Allocation*. If that amount is exceeded, an *'Allocation Flag'* indicator is displayed on the student screen.

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Supplemental Education Services

ADESES2 : ADE Staff

SES Student | SES Provider | Reports | Maintenance | Generate Data File | Users | Exit

Maintenance  
SES School

LEA: 6001009 School Name: FOREST HEIGHTS MIDDLE SCHOOL  
Academic Year: 2009 SES Allocation: 180.00

Reset View Add Update Delete Exit

Enter

LEA ( 7 digits)  
Academic Year ( 4 digits)  
.....Click "View"

If LEA is not found in the APSCN database, the message below is displayed  
**'Invalid LEA or Academic Year, does not exist in APSCN database'**

If LEA is found in the APSCN database, the SCHOOL NAME is displayed.

NOTE: LEA MUST exist in the APSCN database.

**ADD:**

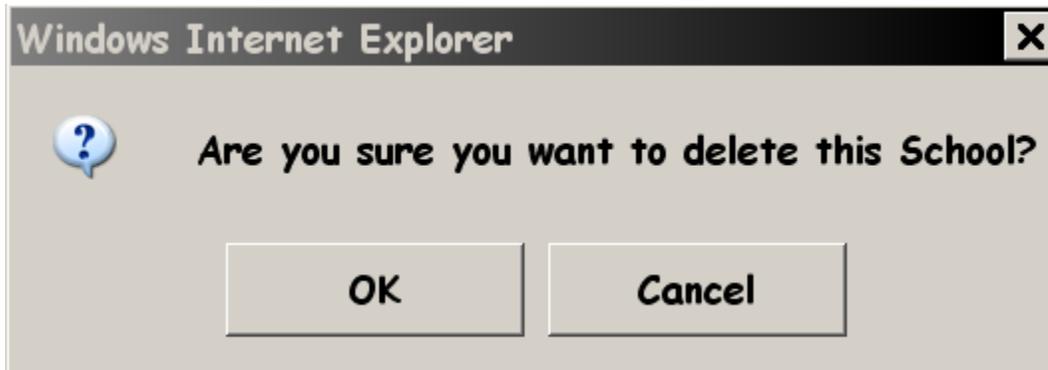
Enter *SES Allocation (as decimal amount, i.e. 250.75)*, click “Add”  
**‘School/Academic Year has been added’** message is displayed.

**UPDATE:**

Modify *SES Allocation (as decimal amount, i.e. 250.75)*, click “Update”  
**‘School was updated’** message is displayed.

**DELETE:**

Click “Delete”, the following window is shown



If user clicks “OK”, **‘School was deleted’** message is displayed.

If user clicks “Cancel” (the record is not deleted and the system returns to the School Screen)

**Other Buttons**

**“RESET”** clears the screen

**“EXIT”** returns to the Maintenance Menu

*SES Evaluator*

**This screen allows specified ADE staff to enter the evaluators for an Academic Year. During the approval process, an Evaluator reviews a provider’s services to determine if all requirements were met. The Evaluator will approve or reject a provider.**

**Enter**

Academic Year ( 4 digits), Click “View”  
An alphabetic list of Evaluators will display.

**ADD:**

Enter

*Last Name*

*First Name*

Click “Add”,

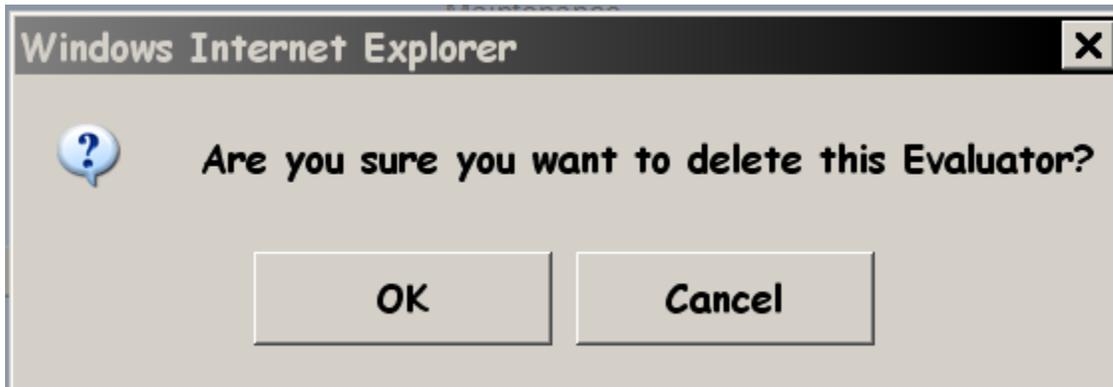
**‘Evaluator has been added’** message is displayed.

**UPDATE:**

Click “Select” for desired record, enter changes, click “UPDATE”  
**‘Evaluator has been added’** message is displayed.

**DELETE:**

Click “Delete” , the following window is shown



If user clicks “OK”, **‘Evaluator was deleted’** message is displayed.

If user clicks “Cancel” (the record is not deleted and the system returns to the Evaluator Screen)

**Other Buttons**

“RESET” clears the screen

“EXIT” returns to the Maintenance Menu

*SES Tutor*

**This screen allows specified ADE staff or Providers to enter the Tutors for an Academic Year.**

**Enter**

- Academic Year ( 4 digits), Click “View”  
If multiple records found, an alphabetic list of Tutors will display.
- Academic Year, Last Name, Click “View”  
If multiple records found, an alphabetic list of Tutors will display.

**ADD:**

Enter

*Last Name*

*First Name*

Click “Add”,

**‘Tutor has been added’** message is displayed.

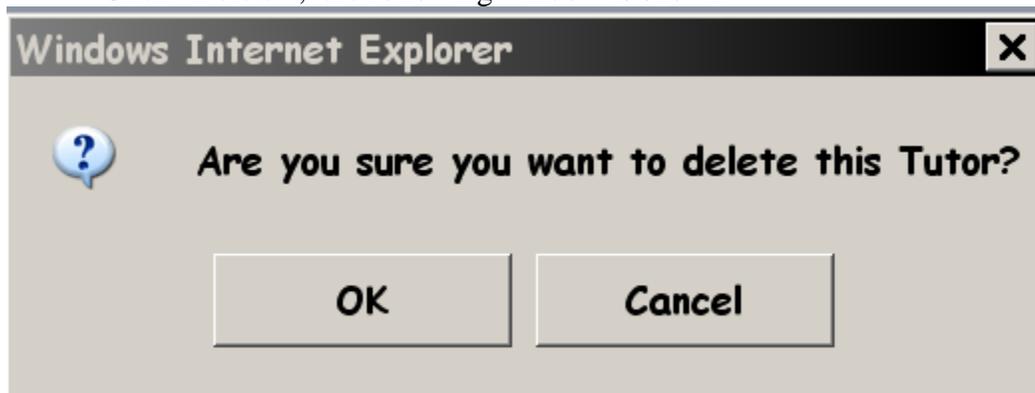
**UPDATE:**

Click “Select” for desired record, enter changes, click “UPDATE”

**‘Tutor has been added’** message is displayed.

**DELETE:**

Click “Delete”, the following window is shown

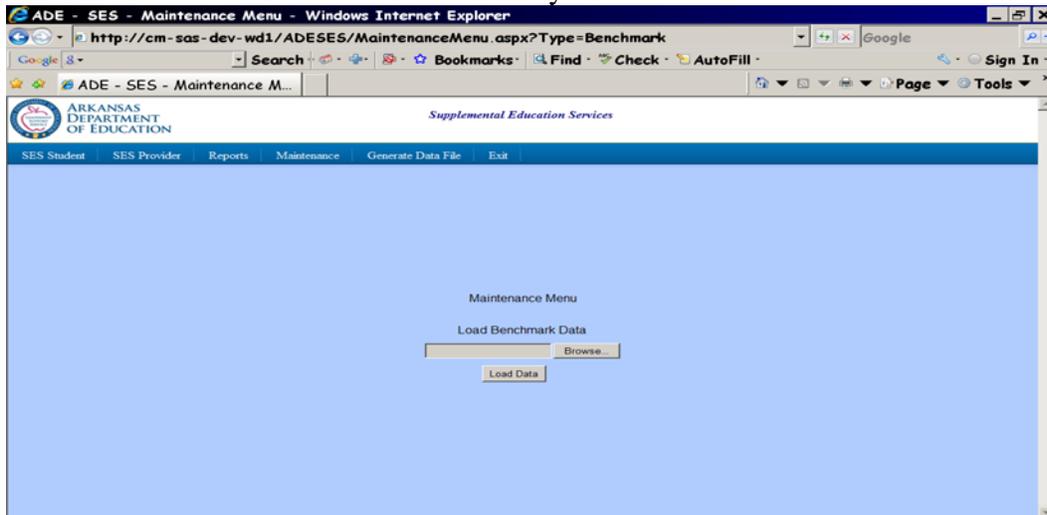


If user clicks “OK”, ‘**Tutor was deleted**’ message is displayed.

If user clicks “Cancel” (the record is not deleted and the system returns to the Tutor Screen)

### ***SES Load Benchmark Data***

This option gives the specified ADE Staff or Evaluator users the ability to upload benchmark data received for the academic year.



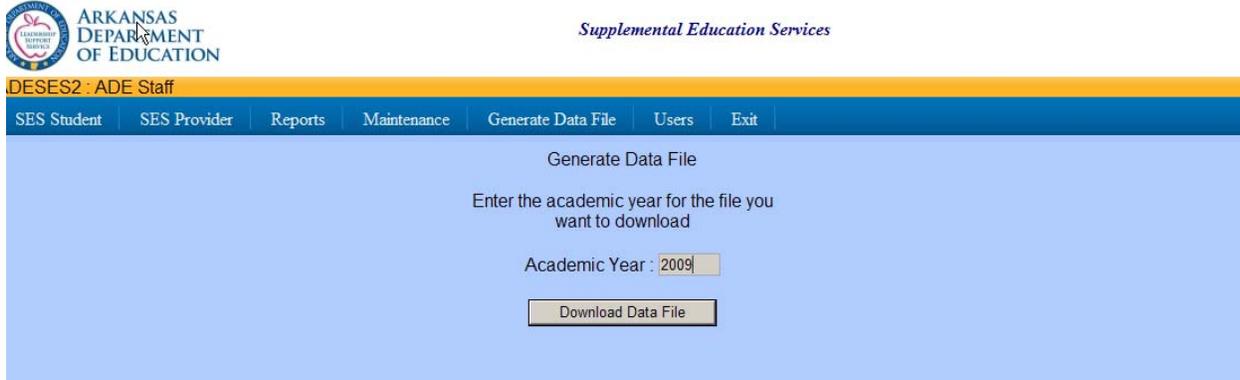
Click “Browse”, find the desired folder,  
Click ‘desired folder’, click ‘desired file’, press ‘Open’

The application will start the load process

### **Generate Data File**

This option gives the specified ADE Staff user the ability to create a comma delimited file of all student data. The file will be used to create a spreadsheet for statistical reporting.

Click 'Generate Data File' option, Enter *Academic Year*, click "Download Data File".  
The system creates a file and prompts for where the file should be stored.



## Users

This option gives the specified ADE Staff user the ability to maintain user roles for the ADE SES Data Collection System.

## EXIT

This Main Menu option is used to log user off the system. The window below is displayed.



If user clicks "Cancel" (the system returns to the current screen that was displayed)  
If user clicks "OK", the window below is displayed.



Login

User ID

Password

Login

You have been logged out