ARKANSAS REGISTER

Proposed Rule Cover Sheet

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Final Date for Public Comment _____

Location and Time of Public Meeting _____

Arkansas Department of Education
Rules Governing the Processes to Ensure the Quality, Security, Validation and
Timeliness of Public School Data in the Arkansas Public School Computer Network
October 2007

1.00   Regulatory Authority

These rules are promulgated pursuant to Ark. Code Ann. §§ 6-11-105, 6-11-128 and Act 723 of the 86th Arkansas General Assembly.

2.00   Purpose

These rules shall be applied to all school districts, open enrollment charter schools, and education service cooperatives for the purposes of ensuring the quality, security, validation and timeliness of data in the Arkansas Public School Computer Network.

3.00   Definitions

For purposes of these rules, the following terms shall be defined to mean:

3.01   Arkansas Public School Computer Network (APSCN) – the Department of Education's computer network system for public school district, open enrollment charter school and education service cooperative reporting of financial management data and student management data to the Department of Education.

3.02   Financial Management Systems Applications – Computer software used primarily to process and record financial transactions. The SunGard Pentamation financial management systems applications provided by APSCN include the following integrated modules: Fund Accounting, Human Resources, Fixed Assets, Budget Preparation, Personnel Budgeting, Purchasing and Warehouse.

3.03   Student Management Systems Applications – Computer software used primarily to process and maintain student records. The SunGard Pentamation student management systems applications provided by APSCN include: Demographics, Attendance, Scheduling, Report Cards, Discipline and Medical.

3.04   Data Quality Metrics – Specified data that have a high degree of relevance to the measurement of performance and that are scored based on accuracy indicators. They are used for the purpose of measuring and tracking the quality of the data.

4.00   Required of the Arkansas Public School Computer Network

4.01   All school districts, open enrollment charter schools, and educational cooperatives shall, at a minimum, use the following financial management systems applications of the Arkansas Public School Computer Network:

4.01.1 Fund Accounting (including all activity funds)

4.01.2 Budget Preparation

4.01.3 Human Resources

4.01.4 Fixed Assets

4.02   After approval by the Department of Education, a school district, open enrollment charter school or educational cooperative may use a different software system if:

4.02.1 The Department determines that the proposed software meets the minimum reporting requirements provided by the network;

4.02.2 The software selected enables the school district, open enrollment charter school or educational cooperative to provide all district transaction information to the Department in a compatible format and in sufficient detail as required by the Department; and

4.02.3 The Department approves the use of the software system.

5.00   Data Quality and Security

5.01   The Department shall implement the use of policies, procedures, and personnel to provide for data quality and security of all data transmitted over APSCN. The Department shall:

5.01.1 Periodically conduct a thorough security review and security risk assessment for all information, including without limitation personally identifiable employee and student information that originates in the school districts, open enrollment charter schools and educational cooperatives and terminates on Department of Information Systems and APSCN servers.

5.01.2 Create security policies and procedures.

5.01.3 Monitor the mechanism for the network's end-to-end, enterprise-wide financial and student information systems.

5.01.4 Create and maintain a process for documenting and monitoring the quality of data from its source of entry into the network to any educational data repository in the Department.

5.01.5 Establish standards and monitor compliance with standards for all software and data testing in the network.

5.02 By June 30, 2008, the Department shall develop a certification program for each school district, open enrollment charter school and educational cooperative to have a least one (1) Certified APSCN Financial User and Trainer certified in the following financial application areas: Systems Administration, Fund Accounting, Human Resources, Fixed Assets, Budget Preparation, Personnel Budgeting, Purchasing, Warehouse, Cognos Reporting, SIS (Statewide Information System). The certification program will include the following components:

5.02.1 Courses in the application areas.

5.02.2 Training in using the network's reporting tools.

5.02.3 An examination developed and/or approved by the Department that tests the applicant's knowledge and skills in all the application areas and reporting tools.

5.02.4 A three-year plan developed by each school district, open enrollment charter school, and educational cooperative that specifies the name of each person who is to receive certification in each application area. This plan must be originally submitted to the Department by September 30, 2008, and updated by September 30 of each subsequent year.

5.02.5 Each applicant for certification will have a maximum of three (3) years to obtain certification.

5.02.6 In a school district of five hundred (500) or fewer students, one (1) person may be certified in both financial and student management.

5.03 By June 30, 2008, the Department shall develop a certification program for each school district, open enrollment charter school and educational cooperative to have a least one (1) Certified APSCN Student Management User and Trainer certified in the following student management application areas: Systems Administration, Demographics, Attendance, Scheduling, Report Cards, Discipline, Medical, Cognos Reporting, SIS (Statewide Information System). The certification program will include the following components:

5.03.1 Courses in the application areas.

5.03.2 Training in using the network's reporting tools.

5.03.3 An examination developed and /or approved by the Department that tests the applicant's knowledge and skills in the application areas.

5.03.4 A three-year plan developed by each school district, open enrollment charter school and educational cooperative that specifies the name of each person who is to receive certification in each application area. This plan must be originally submitted to the Department by September 30, 2008, and updated by September 30 of each subsequent year.

5.03.5 Each applicant for certification will have a maximum of three (3) years to obtain certification.

5.03.6 In a school district of five hundred (500) or fewer students, one (1) person may be certified in both financial and student management.

5.04 Data Quality Metrics Program - The Department shall develop a data quality metrics program designed to significantly reduce the number of data errors within the network's applications and data warehouse and provide reports on code changes and time availability of information, including:

5.04.1 The number of code changes made by school districts, open enrollment charter schools and educational cooperatives in mid-year.

5.04.2 The percent of prime time availability of all applications that feed data into the network and data warehouse.

5.04.3 The percent of time availability of each school district, open enrollment charter school and educational cooperative server and local area network for use with the network's availability.

5.04.4 Corrective actions taken on the network's applications and data warehouse.

5.04.5 Preventive actions taken to avoid downtime and data errors.

5.04.6 Cycle data tardiness.

5.04.7 Number of data corrections made during each cycle submission.