

**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 86<sup>th</sup> 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 Pentamotion 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 Pentamotion 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.~~

**QUESTIONNAIRE FOR FILING PROPOSED RULES AND REGULATIONS**  
**WITH THE ARKANSAS LEGISLATIVE COUNCIL**

DEPARTMENT/AGENCY Arkansas Department of Education  
DIVISION Fiscal and Administrative Services / Research & Technology  
DIVISION DIRECTOR Greg Rogers, Eric Saunders  
CONTACT PERSON Mary Claire Hyatt, Staff Attorney  
ADDRESS Four Capitol Mall, Little Rock, AR 72201  
PHONE NO. (501) 683-0960 FAX NO. None E-MAIL Maryclaire.hyatt@arkansas.gov  
NAME OF PRESENTER AT COMMITTEE MEETING Mary Claire Hyatt  
PRESENTER E-MAIL Maryclaire.hyatt@arkansas.gov

**INSTRUCTIONS**

- A. Please make copies of this form for future use.
- B. Please answer each question **completely** using layman terms. You may use additional sheets, if necessary.
- C. If you have a method of indexing your rules, please give the proposed citation after “Short Title of this Rule” below.
- D. Submit two (2) copies of this questionnaire and financial impact statement attached to the front of two (2) copies of the proposed rule and required documents. Mail or deliver to:

**Donna K. Davis**  
**Administrative Rules Review Section**  
**Arkansas Legislative Council**  
**Bureau of Legislative Research**  
**One Capitol Mall, 5<sup>th</sup> Floor**  
**Little Rock, AR 72201**

\*\*\*\*\*

- 1. Proposed ADE Rules Governing the Arkansas Data Reporting, the Arkansas Public School Computer Network, and Information Systems
- 2. REPEAL - 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
- 3. REPEAL - Arkansas Department of Education Rules Governing the Arkansas Educational Financial Accounting and Reporting System and Annual Training Requirements
- 4. REPEAL - Arkansas Department of Education Rules Governing the Issuance of Local Education Agency Numbers
- 5. REPEAL - Arkansas Department of Education Rules Governing the Final Close of Public School Financial Records

1. What is the short title of this rule?

2. What is the subject of the proposed rule?

Data reporting, financial reporting, APSCN

3. Is this rule required to comply with a federal statute, rule, or regulation?

Yes  No

If yes, please provide the federal rule, regulation, and/or statute

N/A

citation.

4. Was this rule filed under the emergency provisions of the Administrative Procedure Act?

Yes  No

If yes, what is the effective date of the emergency rule?

N/A

When does the emergency rule expire?

N/A

Will this emergency rule be promulgated under the permanent provisions of the Administrative Procedure Act?

Yes  No

5. Is this a new rule? Yes  No

If yes, please provide a brief summary explaining the regulation. \_\_\_\_\_

Does this repeal an existing rule? Yes  No

If yes, a copy of the repealed rule is to be included with your completed questionnaire. If it is being replaced with a new rule, please provide a summary of the rule giving an explanation of what the rule does. Four rules are being repealed as they are being combined into one new rule.

Is this an amendment to an existing rule?

Yes  No

If yes, please attach a mark-up showing the changes in the existing rule and a summary of the substantive changes. **Note: The summary should explain what the amendment does, and the mark-up copy should be clearly labeled "mark-up."** See attached summary.

6. Cite the state law that grants the authority for this proposed rule? If codified, please give the Arkansas Code citation. Ark. Code Ann. § 6-11-105, 6-11-128, 6-13-620, 6-15-2918, 6-17-410, 6-18-213, 6-20-1805, 6-20-1904, 6-20-2001 et seq., 6-20-2100 et seq., 6-20-2201 et seq., 6-23-105, 6-80-107, 25-6-107, 25-15-204, 26-26-1907, 26-80-101, and Acts 741, 745 and 930 of 2017

7. What is the purpose of this proposed rule? Why is it necessary? To incorporate provisions of Act 741 of 2017.

8. Please provide the address where this rule is publicly accessible in electronic form via the Internet as required by Arkansas Code § 25-19-108(b). <http://www.arkansased.gov/divisions/legal/rules>

9. Will a public hearing be held on this proposed rule? Yes  No

If yes, please complete the following:

Date: August 29, 2018

Time: 1:30pm

Arkansas Department of Education,  
Auditorium  
Four Capitol Mall

Place: Little Rock, AR 72201

10. When does the public comment period expire for permanent promulgation? (Must provide a date.)

September 17, 2018

---

11. What is the proposed effective date of this proposed rule? (Must provide a date.)

Estimated November 2018

---

12. Please provide a copy of the notice required under Ark. Code Ann. § 25-15-204(a), and proof of the publication of said notice.

13. Please provide proof of filing the rule with the Secretary of State and the Arkansas State Library as required pursuant to Ark. Code Ann. § 25-15-204(e).

14. Please give the names of persons, groups, or organizations that you expect to comment on these rules? Please provide their position (for or against) if known. School districts, AAEA, APSRC

## FINANCIAL IMPACT STATEMENT

**PLEASE ANSWER ALL QUESTIONS COMPLETELY**

**DEPARTMENT** Arkansas Department of Education

**DIVISION** Greg Rogers, Eric Saunders

**PERSON COMPLETING THIS STATEMENT** Jennifer Davis, staff attorney

**TELEPHONE** 501-682-1958 **FAX** 501-682-4247 **EMAIL:** Jennifer.davis@arkansas.gov

To comply with Ark. Code Ann. § 25-15-204(e), please complete the following Financial Impact Statement and file two copies with the questionnaire and proposed rules.

**SHORT TITLE OF THIS RULE**

1. Proposed ADE Rules Governing the Arkansas Data Reporting, the Arkansas Public School Computer Network, and Information Systems
2. REPEAL - 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
3. REPEAL - Arkansas Department of Education Rules Governing the Arkansas Educational Financial Accounting and Reporting System and Annual Training Requirements
4. REPEAL - Arkansas Department of Education Rules Governing the Issuance of Local Education Agency Numbers
5. REPEAL - Arkansas Department of Education Rules Governing the Final Close of Public School Financial Records

1. Does this proposed, amended, or repealed rule have a financial impact?      Yes       No
2. Is the rule based on the best reasonably obtainable scientific, technical, economic, or other evidence and information available concerning the need for, consequences of, and alternatives to the rule?      Yes       No
3. In consideration of the alternatives to this rule, was this rule determined by the agency to be the least costly rule considered?      Yes       No

If an agency is proposing a more costly rule, please state the following:

(a) How the additional benefits of the more costly rule justify its additional cost;

N/A

(b) The reason for adoption of the more costly rule;

N/A

(c) Whether the more costly rule is based on the interests of public health, safety, or welfare, and if so, please explain; and;

N/A

(d) Whether the reason is within the scope of the agency's statutory authority; and if so, please explain.

N/A

4. If the purpose of this rule is to implement a federal rule or regulation, please state the following:



(a) What is the cost to implement the federal rule or regulation?

**Current Fiscal Year**

**Next Fiscal Year**

General Revenue   N/A    
 Federal Funds \_\_\_\_\_  
 Cash Funds \_\_\_\_\_  
 Special Revenue \_\_\_\_\_  
 Other (Identify) \_\_\_\_\_  
 Total   N/A  

General Revenue   N/A    
 Federal Funds \_\_\_\_\_  
 Cash Funds \_\_\_\_\_  
 Special Revenue \_\_\_\_\_  
 Other (Identify) \_\_\_\_\_  
 Total   N/A  

(b) What is the additional cost of the state rule?

**Current Fiscal Year**

**Next Fiscal Year**

General Revenue   N/A    
 Federal Funds \_\_\_\_\_  
 Cash Funds \_\_\_\_\_  
 Special Revenue \_\_\_\_\_  
 Other (Identify) \_\_\_\_\_  
 Total   N/A  

General Revenue   N/A    
 Federal Funds \_\_\_\_\_  
 Cash Funds \_\_\_\_\_  
 Special Revenue \_\_\_\_\_  
 Other (Identify) \_\_\_\_\_  
 Total   N/A  

5. What is the total estimated cost by fiscal year to any private individual, entity and business subject to the proposed, amended, or repealed rule? Identify the entity(ies) subject to the proposed rule and explain how they are affected.

**Current Fiscal Year**

**Next Fiscal Year**

\$   Zero  

\$   Zero  

6. What is the total estimated cost by fiscal year to state, county, and municipal government to implement this rule? Is this the cost of the program or grant? Please explain how the government is affected.

**Current Fiscal Year**

**Next Fiscal Year**

\$ \_\_\_\_\_  
 Zero

\$ \_\_\_\_\_

7. With respect to the agency's answers to Questions #5 and #6 above, is there a new or increased cost or obligation of at least one hundred thousand dollars (\$100,000) per year to a private individual, private entity, private business, state government, county government, municipal government, or to two (2) or more of those entities combined?

Yes  No

If YES, the agency is required by Ark. Code Ann. § 25-15-204(e)(4) to file written findings at the time of filing the financial impact statement. The written findings shall be filed simultaneously with the financial impact statement and shall include, without limitation, the following:

- (1) a statement of the rule's basis and purpose;
- (2) the problem the agency seeks to address with the proposed rule, including a statement of whether a rule is required by statute;
- (3) a description of the factual evidence that:
  - (a) justifies the agency's need for the proposed rule; and
  - (b) describes how the benefits of the rule meet the relevant statutory objectives and justify the rule's costs;
- (4) a list of less costly alternatives to the proposed rule and the reasons why the alternatives do not adequately address the problem to be solved by the proposed rule;
- (5) a list of alternatives to the proposed rule that were suggested as a result of public comment and the reasons why the alternatives do not adequately address the problem to be solved by the proposed rule;
- (6) a statement of whether existing rules have created or contributed to the problem the agency seeks to address with the proposed rule and, if existing rules have created or contributed to the problem, an explanation of why amendment or repeal of the rule creating or contributing to the problem is not a sufficient response; and
- (7) an agency plan for review of the rule no less than every ten (10) years to determine whether, based upon the evidence, there remains a need for the rule including, without limitation, whether:
  - (a) the rule is achieving the statutory objectives;
  - (b) the benefits of the rule continue to justify its costs; and
  - (c) the rule can be amended or repealed to reduce costs while continuing to achieve the statutory objectives.