

ARKANSAS REGISTER

Transmittal Sheet

Use only for **FINAL** and **EMERGENCY RULES**



Secretary of State

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For Office

Use Only:

Effective Date _____ Code Number _____

Name of Agency _____

Department _____

Contact _____ E-mail _____ Phone _____

Statutory Authority for Promulgating Rules _____

Rule Title: _____

Intended Effective Date

(Check One)

Date

Emergency (ACA 25-15-204) Legal Notice Published _____

10 Days After Filing (ACA 25-15-204) Final Date for Public Comment _____

Other _____ Reviewed by Legislative Council _____
(Must be more than 10 days after filing date.)

Adopted by State Agency _____

Electronic Copy of Rule e-mailed from: (Required under ACA 25-15-218)

Contact Person

E-mail Address

Date

CERTIFICATION OF AUTHORIZED OFFICER

I Hereby Certify That The Attached Rules Were Adopted
In Compliance with the Arkansas Administrative Act. (ACA 25-15-201 et. seq.)

Signature

Phone Number

E-mail Address

Title

Date

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 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.~~

FINANCIAL IMPACT STATEMENT

PLEASE ANSWER ALL QUESTIONS COMPLETELY

DEPARTMENT/AGENCY: Division of Elementary and Secondary Education, Arkansas Department of Education

DIVISION: Fiscal and Administrative Services

PERSON COMPLETING THIS STATEMENT: Mary Claire Hyatt

PHONE NO.: 501-683-0960. **FAX NO.:** 501-682-4249 **E-MAIL:** maryclaire.hyatt@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 Rules Governing Data Reporting, the Arkansas Public School Computer Network, and Information Systems

1. Does this proposed, amended, or repealed rule have a financial impact?
Yes _____ No X _____

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 X _____ 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 _____ X _____ 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;

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

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

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

3. 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 _____ 0 _____
 Federal Funds _____
 Cash Funds _____
 Special Revenue _____

General Revenue _____ 0 _____
 Federal Funds _____
 Cash Funds _____
 Special Revenue _____

Other (Identify) _____

Other (Identify) _____

Total _____ 0 _____

Total _____ 0 _____

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

Current Fiscal Year

Next Fiscal Year

General Revenue _____

General Revenue _____

Federal Funds _____

Federal Funds _____

Cash Funds _____

Cash Funds _____

Special Revenue _____

Special Revenue _____

Other (Identify) _____

Other (Identify) _____

Total _____ 0 _____

Total _____ 0 _____

- 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

\$ _____ 0 _____

\$ _____ 0 _____

- 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

\$ _____ 0 _____

\$ _____ 0 _____

- 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 X _____

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.