



South Carolina
Department of Education

Together, we can.

SASI
SC EARLY CHILDHOOD ATOM
User Manual

2008 - 2009

This manual gives instruction on the purpose, use, and completion of each field in this SASI South Carolina Early Childhood defined atom. Information for other atoms containing fields collected as required by EIA Early Childhood programs and the Child Development Education Pilot Program (CDEPP) is also included: Extended Test History, Course, Student Services Program, Student, Parent/Guardian, EFA/EIA Classification, Teacher, and Attendance.

**Standards and Learning Division, Office of Instructional Promising Practices
Educational Services Division, Office of Technology Services (OTS)
South Carolina Department of Education (SCDE)**

Introduction

Early Childhood Education is a major strategic aim of the South Carolina Department of Education (SCDE). All children must be provided the opportunity to enter school prepared to succeed. All children deserve a quality education in a developmentally appropriate and instructionally sound learning environment, with competent, compassionate staff. High Quality will not occur without appropriate technical assistance and appropriate evaluation of Early Childhood Programs for four-year-olds and five-year-olds, as mandated by the Education Improvement Act of 1984, the Accountability Act of 1998, and the 2007 Child Development Education Pilot Program. The Offices of Early Childhood Education, Finance, Data Management and Analysis, and Technology Services work jointly to gather data for evaluation. These multi-office efforts minimize duplication in data collection.

The information collected in SASI for the offices of Early Childhood Education and Data Management and Analysis will provide data to do the following:

- help evaluate program quality
- determine training and professional development needs
- track student progress over time.

As programs have grown and the number of initiatives increases, the demand for accountability becomes more important than ever. Data provided by the offices of Early Childhood Education and Data Management and Analysis will directly impact funding decisions.

The information recorded in the Early Childhood and related atoms will be used to complete 2008-2009 early childhood annual reports, and to establish a baseline for evaluating the progress of programs for four-year-olds and family literacy. Preschool child development and kindergarten experiences predict future school success or failure.

Described in this manual are requirements of CDEPP, Full Day 4K, Half day 4K, and five-year-old Kindergarten programs. These fields are included but are not limited to the Early Childhood atom. The requirements cover several atoms in SASI including the Student Atom, Student Services Program Atom, Transportation Atom and the Parent/Guardian Atom. The CDEPP program began recording all of this data in 06-07 as a pilot project and will continue in the 08-09 school year to assist with a comprehensive 4K evaluation being completed by the Education Oversight Committee. In 2008-2009 all districts are **required** to use these procedures for the program data collection. The list of fields to be collected is at the beginning of each atom description and at the end of this document in its entirety.

Early Childhood Atom

Data elements collected from the Early Childhood Atom are these: Low Birth Weight, Countdown to Kindergarten, Income Range of Family, Caregiver Prior to School, Medical Care Source, Early Childhood Placement, Classroom Type, First Steps, Family Literacy Services, Years Family Literacy Services, Special Needs, Qualified at Risk, Headstart <4, and Classroom Curriculum.

Low Birth Weight

{Finance and Early Childhood: Mellanie Jinnette, 803-734-3605;
Data Management and Analysis: Deborah Wiggins, 803-734-8284}

Enter the birth weight if below 5.5 pounds. This field needs to be collected for all four- and any five-year-old (kindergarten) children who were not served when they were four.

Blank = [default]

N = No

Y = Yes

Income Range of Family

{Finance and Early Childhood: Mellanie Jinnette, 803-734-3605;
Data Management and Analysis: Deborah Wiggins, 803-734-8284}

Code the income range level of the family. This needs to be collected for all four- (4K) and any five-year-old (kindergarten) children who were not served when they were four.]

1 = 0-10,000

5 = 40,001-50,000

2 = 10,001-20,000

6 = 50,001-60,000

3 = 20,001-30,000

7 = 60,001 or Above

4 = 30,001-40,000

Caregiver Prior to (this) School

{Finance and Early Childhood: Mellanie Jinnette, 803-734-3605}

Select the descriptor that best describes the last school or childcare setting the child attended prior to entering this school-based program. Submit this field only for four- (4K) and five-year-old (kindergarten) children who were not previously enrolled in public school 4K or CD programs.

Blank = none [default]

C = Center Based Care

F = Family Child Care Center
[Home-based]

H = Head Start

M = Home w/ Family Member

N = Home w/ Non-Family Member

Medical Care Source

{Finance and Early Childhood: Mellanie Jinnette, 803-734-3605}

Select the medical care source for all four- (4K) and any five-year-old (kindergarten) children who were not served in 4K. This is the source the family generally uses for their medical care.

C = Free Health Clinic [a "free, public health type clinic"]

E = Emergency Room

F = Family Physician

O = Other

Early Childhood Placement

{Finance and Early Childhood: Mellanie Jinnette, 803-734-3605}

Select the entry that best describes the placement of the child in the early childhood class. A Multiage Classroom may be serving a combination of 3-, 4-, and 5-year-old children. This needs to be collected each year for all 4- (4K) and all 5-year-old (Kindergarten) children.

3 = Classroom for 3-year-olds

Children whose third birthday is on or before September 1, 2008]

4 = Classroom for 4-year-olds

Children whose fourth birthday is on or before September 1, 2008

5 = Classroom for 5-year-olds

Children whose fifth birthday is on or before September 1, 2008

M = Multiage Classroom

Multiage classrooms serve children of more than one grade span – for example, 3- and 4-year-old children together – there are many types of combinations.

Classroom Type

{Finance and Early Childhood: Mellanie Jinnette, 803-734-3605;
Data Management and Analysis: Deborah Wiggins, 803-734-8284}

Enter the location of the early childhood classroom. This needs to be collected each year for all 4-year-old children only; it does not need to be collected for kindergarten children (five-year-olds).

DCF = District Owned Center Based Full-day

DCH = District Owned Center Based Half-day

DSF = District Owned School Based Full-day

DSH = District Owned School Based Half-day

HSF = Head Start Facility Full-day

HSH = Head Start Facility Half-day

OF = Other Full-day

OH = Other Half-day

PCF = Private Child Care Full-day

PCH = Private Child Care Half-day

First Steps

{Finance and Early Childhood: Mellanie Jinnette, 803-734-3605}

Select the appropriate funding type for four-year-old children only -- 4K.

Blank = No [default]

The classroom is receiving NO funding from First Steps.

P = Partial FS Funding

First Steps provides some funding for the classroom; funding is shared with another source such as EIA, local funds, grant funds, Head Start, Title I, etc.

Y = Yes

The classroom is **totally funded** by First Steps (teacher, teaching assistant, supplies and equipment).

Family Literacy Services

{Finance and Early Childhood: Mellanie Jinnette, 803-734-3605}

Select the entry that indicates which adult family members of the four-year-old child have participated in a school district Family Literacy Program.

Family Literacy, by definition, integrates four components: adult literacy (adult education: basic literacy, GED, High School Diploma, ESL), parent education, child development, and parent and adult-child interactive literacy time. This field should be entered for four-year-olds (4K) and five-year-olds (kindergarten) who did not participate in 4. Code "N" (None) if the family did not participate.

B = Both Parents

F = Father

G = Guardian [or Grandparent]

M = Mother

N = None

Years Family Literacy Svc {Finance and Early Childhood: Mellanie Jinnette, 803-734-3605}

Indicate the number of years that the parent(s) received district family literacy services. Enter this field for four- (4K) and five-year-old (kindergarten) children who did not participate in 4K. Leave the field blank if the parent(s) did not participate.

Blank = None [default]

1 = Under 1 year

2 = 1-2 years

3 = 2-3 years

4 = 3-4 years

Special Needs

{Finance and Early Childhood: Mellanie Jinnette, 803-734-3605;
Data Management and Analysis: Deborah Wiggins, 803-734-8284}

Enter the student's disability status. This field is only for four- (4K) and five-year-old kindergarten (5K) children who were not served as four-year-olds or whose status may have changed since their year of 4K service.

Blank = None [default]

E = Emotional Disability

L = Learning Disability

O = Other

P = Physical Disability

S = Speech Disability

Qualified At-Risk (Not Served) {Finance and Early Childhood: Mellanie Jinnette, 803-734-3605;
Data Management and Analysis: Deborah Wiggins, 803-734-8284}

Enter the primary reason this qualified, at-risk five-year-old child was not served in a 4K program when he/she was four years old. This field is only for five-year-old (kindergarten) children who were not served in 4K (preschool for four-year-old children).

Blank = None [default]

C = Classroom Space

D = DIAL Score

L = Lack of full-day service

P = Personnel

T = Transportation

HeadStart < 4

{Finance and Early Childhood: Mellanie Jinnette, 803-734-3605;
Data Management and Analysis: Deborah Wiggins, 803-734-8284}

Indicate whether or not a child was served by Head Start any time from birth through age 4 (if the child was served in 4K) or kindergarten (if the child was not served in 4K). Do not populate the field for the kindergarten year if service was completed when the child was in 4K.

Blank = [default] N = No Y = Yes

Countdown to Kindergarten

{Finance and Early Childhood: Mellanie Jinnette, 803-734-3605;
Data Management and Analysis: Deborah Wiggins, 803-734-8284}

Indicate whether or not the child received Countdown to Kindergarten home visits during the summer prior to kindergarten. This field should be entered only for five-year-old children (kindergarten year).

Blank = [default] N = No Y = Yes

Classroom Curriculum (Professional Development Model)

{Finance and Early Childhood: Mellanie Jinnette, 803-734-3605;
Data Management and Analysis: Deborah Wiggins, 803-734-8284}

Indicate which of the recommended early childhood training/early childhood professional development models the District (or school) has opted to use for this child's classroom. This field should be entered for all 4K and Kindergarten children.

01 = High/Scope 04 = Creative Curriculum
02 = Montessori 05 = Other
03 = Project Approach/Reggio

Extended Test History Atom (Dial 3 Scores)

If your instance of SASI does not have appropriate fields set up in the Extended Test History Atom to input Dial 3 Scores, contact your SASI Coordinator. Your District Early Childhood staff will probably not have the authority in SASI to create the appropriate test definitions for the Dial 3 scores. The manual for this is on our website at this web page:
<http://ed.sc.gov/agency/Educational-Services/Technology-Services/SASI-Manuals-and-Reference-Materials.html>

Note: The names of the test parts, scores, definitions, etc. are specifically created for the data collection. If you vary from these names, even by a hyphen or space, it will be difficult to link your data to the collection.

Ensure you have used the correct identifying names for all parts of the test definition in Extended Test History. It is imperative that student pre-test scores have been input by the 45th day (QDC1).

The fields that are collected from the Extended History Atom are identified in yellow in the screen shot below. They are Test ID, Test name, Adm Date, Grade, Test Part Number, Part Title, and Scores (raw scores and percentile ranks).

The screenshot shows a 'Testing History' window for student Christine A. Abbott. The student information is as follows:

Last Name	First Name	Middle Name	Grd	Gen	Student ID
Abbott	Christine	A	00	F	990990993189

Test details:

Test ID	Test Name	Test Form	Test Level
[Yellow]	[Yellow]		

Administrative information:

Adm Date	Grd	Month	Adm Schl#	Admin School Name	LEP_Info
[Yellow]	[Yellow]	October			

Test Parts table:

Nm	Title	Max	Add	Raw	Perc	Mastery
[Yellow]	[Yellow]	27		[Yellow]	[Yellow]	
2	Concepts S2	27		00	00%	
3	Motor S2	27		00	00%	
4	Self-Help S2	30				
5	Social Dev S2	40				

At the bottom of the window, there is a checkbox for 'Edit scores - display without masks' and a 'Close' button.

You will find the manuals listed below at this URL:

<http://ed.sc.gov/agency/Educational-Services/Technology-Services/SASI-Manuals-and-Reference-Materials.html>

1. Instructions for adding DIAL-3 Screenings to the SASI Extended Test History Atom (posted 08/03/06)
2. Instructions for entering DIAL-3 Screening data to SASI (posted 08/03/06)

Other manuals that provide specific information for other SASI atoms and data elements collected by SCDE are also listed at this same site.

You may direct any programmatic questions to Pam Wills at pwills@ed.sc.gov or 803-734-8391.

Other Atoms used with Early Childhood Data Collection

While the fields on the following pages were originally introduced as collection needs for CDEPP, it is imperative that these data are collected on all students being served in either full-day or half-day four-year-old classes. The Education Oversight Committee is charged with a comprehensive evaluation of four-year-olds served in South Carolina. To ensure a complete and accurate evaluation, all data on the following pages should be entered for **all** four-year-olds. You can address specific questions regarding the following data collection items to Mellanie Jinnette at mjinnett@ed.sc.gov at 803-734-3605.

Course Atom

Pre-Kindergarten courses need to be established in the course schedule. The Activity Codes manual is updated each year and details how to code activities for specific grade levels: (<http://ed.sc.gov/agency/Educational-Services/Technology-Services/SASI-Manuals-and-Reference-Materials.html>).

The full day pre-kindergarten course codes start with 1751, the 5th and 6th digits are for district use, and the 7th digit is 0. The 8th digit is 0 for Language Arts; 1 for mathematics; 2 for Science; and 3 for Social Studies.

Course ID	Course Title	Long Course Title	Duration
17510000	Full-Day PK	Full-Day PK - Language Arts	YR
General Info			
Gen	Low	High	N/H
PK	PK		
Credit	Max Credit	Weight	Fee 1
Fee 2	Eff Date	Exp Date	Department
	08/01/06		
College Prep	Lng Tght	Inst Type	
Alternate ID 1	Alternate ID 2	State ID 1	State ID 2
Mass Change			
Subject Areas	College Areas	University Areas	
A			
Prerequisite	Regency	Course Category	Qualifies for Aid
	No		
CBEDS Grp	CBEDS Voc Ed		
Voc Program	Voc Course	Duplicates	

Student Services Program Atom

Early Childhood staff will probably not have the rights in SASI to create records in the Student Services Program Atom. The SASI coordinator or other technology staff at each district will need to create and/or edit the Service Program Definition Atom. The title of the CDEPP Student Services

program is FL4K. You will find the manual containing instructions for the CDEPP FL4K program ([Full Day 4K Student Services Program Setup](http://ed.sc.gov/agency/Educational-Services/Technology-Services/SASI-Manuals-and-Reference-Materials.html)) at this site:

<http://ed.sc.gov/agency/Educational-Services/Technology-Services/SASI-Manuals-and-Reference-Materials.html>.

Only districts participating in the pilot program should use the FL4K code. All other districts should use the applicable Student Services Program code.

This is the first step in identifying students who will be in a CDEPP classroom. They must have the FL4K Student Services Program assigned to each of them. **The assignment of this code is imperative for accurate funding.**

Early Childhood staff will enter the data in the Student Services Program Atom.

The screenshot shows a software window titled "Andersenn, Stephen L. Student Serv Prg". It contains a table with student information and a section for program assignment.

Last Name	First Name	Middle Name	Gnrtn	Grd	Gen	Student ID
Andersenn	Stephen	L	PK	M		990990993107

Pgm ID	Program Name	Grade	Level	Entry Date

Sch #	School Name	Exit Reason	Exit Date
998	Elementary Demo		

At the bottom of the window are navigation buttons: back, search, forward, Undo, and Save.

Fields collected are PgmID, Program Name; Grade, Level, Entry Date, Exit Reason, and Exit Date.

Student Atom

Student Atom, Page 1

Fields collected are Last Name, First Name, Middle Name, Generation, Grade, Gender, Permnum, Mailing Address, City, State, Zip Code, Birth Date, Social Security Number, Ethnic Code, ESL Code, Bus Transportation Needed, and IEP.

Student Atom, Page 2

Fields collected are District of Residence, Primary Language, and Home Language.

Student Atom, Page 3

Fields collected are Meals, Medicaid ID, State ID, Migrant, Receives Financial Aid [Medicaid active], and Homeless.

Parent/Guardian Atom

Parent/Guardian Atom, Personal/Employment Page

Fields collected are Education Level, YrEdMom_FG (highest level of education of mother or female guardian). **Note:** Previously named User Code 1, this field should now be labeled, "YrEdMom_FG."

EFA/EIA Classification Atom

EFA Primary Field

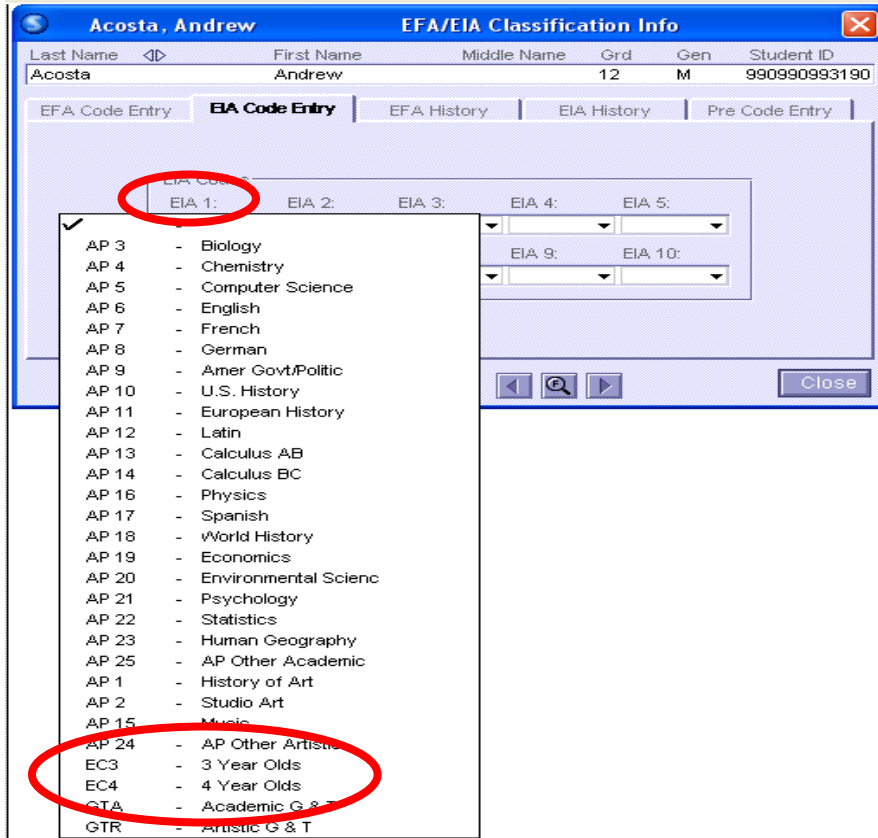
The screenshot shows a dialog box titled "EFA/EIA Classification Info". At the top, there are fields for "Last Name", "First Name", "Middle Name", "Grd", "Gen", and "Student ID". Below these are several tabs: "EFA Code Entry", "EIA Code Entry", "EFA History", "EIA History", and "Pre Code Entry". The "EFA Code Entry" tab is active. In this tab, the "EFA Primary" dropdown menu is highlighted with a red circle. Below this are fields for "EFA Secondary Codes" labeled EFA 2 through EFA 10. At the bottom, there is a "Self-Cont Date" field and navigation buttons (back, search, forward) along with "Close" and "Find" buttons.

The field from the EFA page of this atom to be collected is the EFA Primary code. The only applicable EFA codes for four-year-olds are **VH and HH**.

EFA Primary Classifications

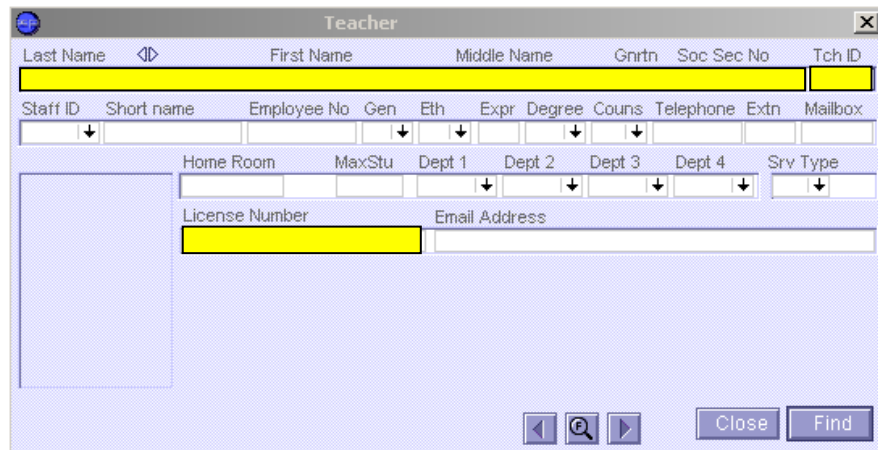
The screenshot shows the SASI software interface. On the left is a vertical menu with icons for "Student", "Enrollment", "Parents", "Emergency", "Phone", "Data Entry", and "Stu Prg". The "Enrollment" window is open, displaying the "EFA/EIA Classification Info" dialog box. The "EFA Code Entry" tab is selected, and a list of EFA codes is shown. The codes "HH - Deaf/Hard Hearing" and "VH - Visual Impairment" are circled in red. Other codes include K (Kindergarten), P (Primary), EL (Elementary), HS (High School), AU (Autism), EM (Mental Disabi-Mild), EH (Emotional Disability), HU (Homebound), LD (Spfc Learning Disabi), OH (Orthopedic Impair), SP (Speech/Lang. Impair), TM (Mental Disabi-Mod), V1 (Vocational 1(Gr9-12)), V2 (Vocational 2(Gr9-12)), V3 (Vocational 3(Gr9-12)), *OHI (Other Health Impair), *TBI (Traumatic Brain Inj), *PMD (Mental Disabi-Severe), and *DD (Developmental Delay). The dialog box also shows fields for "EFA 5", "EFA 6", and "EFA 10".

EFA Primary Field



The field from the EIA page of this atom to be collected is EIA 1. For four-year-olds, the applicable code is EC4.

Teacher Atom



Fields collected are Last Name, First Name, Middle Name, Generation, Teacher ID, Social Security Number, and License Number.

Attendance (Generally, Daily Attendance for Elementary Schools)

You take attendance on these students using district/school standardized absence codes. **Dates and absence reasons will be collected for all four-year-old students.**

Andersenn, Stephen L. Daily Attendance

Last Name	First Name	Middle Name	Grd	Gen	Student ID
Andersenn	Stephen	L	PK	M	990990993107

Show Full Year | Days of Activity | Attendance Totals

Date	Mon	Tue	Wed	Thr	Fri	Date	Mon	Tue	Wed	Thr	Fri
08/01/05	N/E	N/E	N/E	N/E		08/08/05					
08/15/05						08/22/05					
08/29/05						09/05/05					
09/12/05						09/19/05					
09/26/05						10/03/05					
10/10/05						10/17/05					
10/24/05						10/31/05					
11/07/05						11/14/05					
11/21/05						11/28/05					
12/05/05						12/12/05					
12/19/05						12/26/05					
01/02/06						01/09/06					

Navigation: Previous, Search, Next, Close

Complete list of fields collected for 4-year-old programs and specifically for CDEPP evaluation.

Atom	Field	Type of Data
Attendance	Absence Dates	Dates of student absences
Attendance	Absence Reasons	Absence reasons codes
Early Childhood	Low Birth Weight	Birth weight below 5.5 pounds
Early Childhood	Income Range of Family	Select one from seven choices
Early Childhood	Caregiver Prior to School	Select one from six choices
Early Childhood	Medical Care Source	Select one from four choices
Early Childhood	Early Childhood Placement	Select one from four choices
Early Childhood	Classroom Type	Four-year olds only; one of 10
Early Childhood	First Steps	Four-year olds only; one of 3
Early Childhood	Family Literacy Service	Select one of five choices
Early Childhood	Years Family Literacy Svc.	Select one of five choices
Early Childhood	Special Needs	Disability status; one of 6 choices
Early Childhood	Headstart <4	Five-year olds not served in 4K
Early Childhood	Classroom Curriculum	All 4K and K students
Early Childhood	Qualified at Risk	Five-year olds not served in 4K
EFA/EIA Classification	EFA Primary	The Primary EFA code the student is enrolled with: VH or HH only
EFA/EIA Classification	EIA 1	The Primary EIA code the student is enrolled with: EC4 only
Extended Test History	Test ID	Select appropriate screening: S1 or S2 based on program for district
Extended Test History	Adm Date	Date test administered
Extended Test History	Test Parts (Raw Scores and Percentiles Ranks)	Areas for testing; ie, Language Arts S1 or S2 raw score and percentile rank; Concepts S1 or S2, raw score and percentile rank, etc.
Extended Test History	Edit scores – display without masks (check box)	Once data are saved you can edit scores by checking this box.
Parent/Guardian	Education level	Education level of parent/guardian listed
Parent/Guardian	YrEdMom_FG	The highest level of education of female guardian no matter who is listed in the Relationship field.
Student	Last Name	
Student	First Name	
Student	Middle Name	
Student	Generation	
Student	Grade	Grade enrolled in school
Student	Gender	
Student	Permnum	Number assigned when student enrolls in district
Student	Mailing Address	
Student	City	
Student	State	
Student	Zip Code	
Student	Birth Date	

Atom	Field	Type of Data
Student	Ethnic Code	
Student	ESL Code	English proficiency level
Student	Bus Transportation Needed	Identify the type of transportation does the student use to attend school
Student	IEP	Individualized Education Program. Yes/No field
Student	District of Residence	District the student lives in
Student	Primary Language	The language the student uses primarily
Student	Home Language	The language used at the student's home
Student	Meals	Whether or not the student qualifies for free or reduced lunch program
Student	Medicaid ID	ID assigned by Medicaid office
Student	State ID	ID assigned by SCDE
Student	Migrant	Whether or not the student is migrant (check box)
Student	Receives Financial Aid (Medicaid active)	Whether or not Medicaid is currently active (check box)
Student	Homeless	Whether or not the student is homeless (check box)
Student Services Program	Pgm ID	ID of the program in which the student is active
Student Services Program	Program Name	Name of the program in which the student is active
Student Services Program	Grade	Grade of the student when active in a program.
Student Services Program	Level	Program level (different programs have different level indicators)
Student Services Program	Entry Date	Date student became active in program identified in Student Services Program Atom
Student Services Program	Exit Reason	Reason why the student left the program identified in Student Services Program Atom
Student Services Program	Exit Date	Date student left program identified in Student Services Program Atom
Teacher	Last Name	
Teacher	First Name	
Teacher	Middle Name	
Teacher	Generation	
Teacher	Teacher ID	School assigned teacher ID
Teacher	License Number	State license number – 6 characters