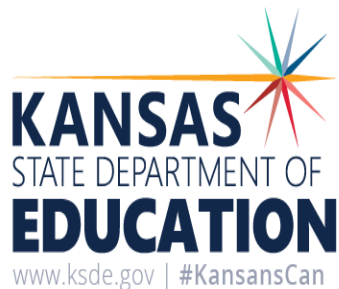




Pieces of the Puzzle



Introduction to Special Education data reporting - MIS

Kansas leads the world in the success of each student.



1

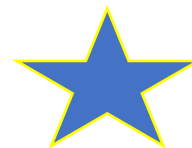
Module One – Introduction to MIS reporting
log in, access

2

Module Two – Getting started
Navigation, Calendar, Building information, Directory - Building
association, Class minutes, settings, Providers

3

Module Three – Student data
Entering and exiting student records



4

Module Four – Verifications and reports

5

Module Five – State Funding

6

Module Six – Closing the school year

7

Module Seven – Other related topics





SPEDPro Application

The following series of training modules will show how to navigate the application, data entry process and report functionality

SPEDPro

Welcome to SPEDPro.

Welcome to SPEDPro

Before entering student information, Please remember to complete these steps;

1. Discover the current year special education programs. Learn which classroom programs (by program type) are offered in each building this school year.
2. Review each building on the Building Information page in SPEDPro. Check the accuracy of session minutes, days per week and classroom program types.
3. Confirm the special education buildings have the correct classroom types according to the Data Dictionary specifications.
4. Notify local board clerks when the Directory minutes, days per week or classroom types need correction.
5. Create current year District level master calendars for all grades. Enter additional calendars for buildings and programs that do not follow the master calendar.
6. Enter current year providers with current year roles and district assignments.
7. Align classroom types by buildings to the corresponding setting code.
8. Submit building and program settings to KSDE for review. Contact the KSDE SPED data manager after settings have been submitted.

Now you are ready to enter student level data.



- Introduction to MIS

Module One



Module 1 Objective

- Introduce the general concept of the data collection
 - Federal data reporting requirements.
 - The KSDE web application used to collect student level data.
 - What data is measured (Indicators)
 - and what data is reported out (OSEP reports).
 - Connection of data collected and funding
 - Acronyms
- Module one corresponds to Parts IV – V in the SPEDPro User guide
- See the SPEDPro User guide for more details





Introduction to MIS

- Big Picture – Why do we collect and report this data?
- Federal Law named – Individuals with Disabilities Education Act – IDEA 2004, Pt. B Section 618 – “618 Data” requirements

All states and territories must collect and report the status of special education annually. This includes the number of special education students classified under specific data categories.

Kansas Process

Individual student information originates in local IEP databases, submitted and compiled at the state Level, then submitted to the US Department of Education





Introduction to MIS

- Big Picture – What happens to the data submitted?
- All data is published in an annual report to Congress

State level data is analyzed. The percentage of students in specific categories are measured and determinations are made to the state's performance in providing special education. These data categories are known as Indicators

- | | |
|--------------------------|--|
| Indicators 1 & 2 | - Graduation and Drop Out rates – End of year data |
| Indicator 4 | - Suspension Expulsion data – End of year data |
| Indicators 5 & 6 | - Educational Environments – December 1, data |
| Indicators 9 & 10 | - Disproportionate Representation by Exceptionality / Ethnicity – December 1, data |
| Timely and accurate data | - 23-point measurement of timely and accurate reporting |





Introduction to MIS

• Big Picture – How does funding come into play?

- Federal funds are awarded to states who meet the reporting requirements. 90% of funds flow through to local education agencies

What MIS data sets are required for federal funding?

December 1 report – Child Count and Educational Environments

End of year report – Exiting and (KIAS) Discipline

KGRS – Teacher and Para data

- Is the MIS used for State level funding?

Yes,

Catastrophic aid and Non-public equivalency

Reimbursement claims are submitted through the MIS. These are separate data entry pages of associated to each student profile.



OSEP Categories – Federally Reported Data



IEP reported data

- OSEP Disability – the student's area of disability
- Child count – the number of IEP students
- Educational environment – where the IEP services are delivered
- Exiting – Basis of exit (inactive code), reason services ceased. Exit date

Demographics – from KIDS Collection

- Age –December 1 age
- Race / ethnicity
- Gender
- English language learner status
- Responsible school

Personnel data – from KGRS Categorical Aid

Teacher FTE by endorsement area
Para FTE

KIAS reported data

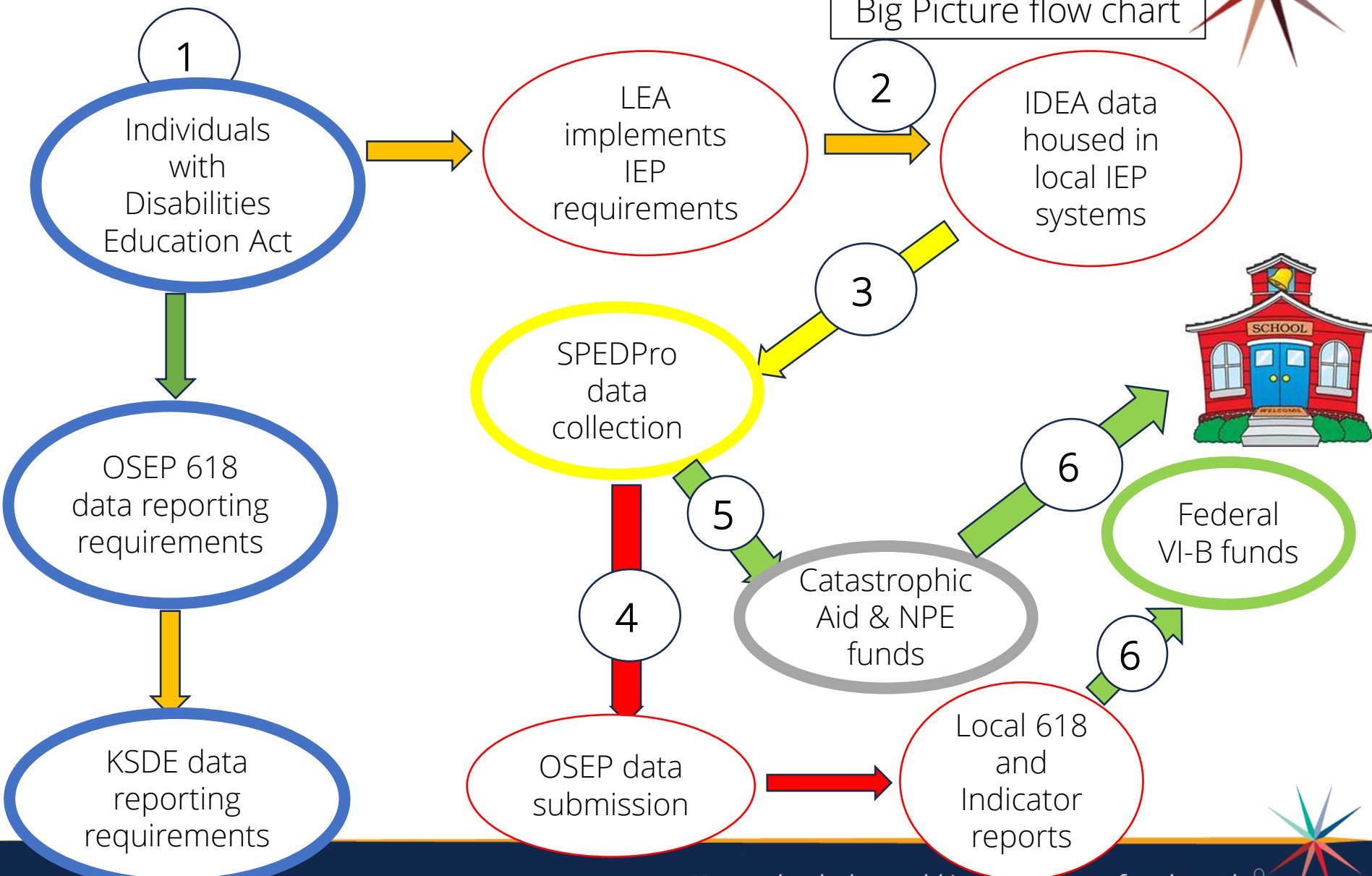
- Discipline – Incident date, when the removal occurred
- Basis of removal – Drug, weapon, violation of school code of conduct
- Duration of removal – number of days removed
- Type of removal - in-school / out-of-school suspension, expulsion



Introduction to MIS



Big Picture flow chart





Introduction to MIS

- I see a lot of acronyms, what do all these acronyms mean?
- A table of the most frequently used acronyms is found in the Appendix section of the Data Dictionary.

The most common acronyms in the MIS are:

MIS – Management Information System. The KSDE application used to collect student level special education data. – SPEDPro

OSEP – Office of Special Education Programs. An arm of the USD Dept of Education which oversees the special education data collection.

KIAS – Kansas Integrated Accountability system. KSDE web application which collection discipline / suspension / expulsion data.

KGRS – Kansas Grants Reporting System. KSDE web application which houses the Personnel categorial aid database for provider ID numbers



Business Rules, standards and Timelines



- The Data reporting elements, specifications, business rules, standards and timelines are established in the MIS Data Dictionary document posted at <https://www.ksde.gov/>.
- Rules and Deadlines are consistent set dates that do not change from year to year, unless otherwise announced as such.
- Timelines for MIS tasks are also addressed in the Data Dictionary.
 - Timelines for MIS tasks have target dates prior to deadline dates. The intent is to have tasks completed before the deadline.
 - The Data Dictionary lists a timeline table for general tasks to be completed through the school year.
 - Monthly FAQ from KSDE lists a timeline table specific to tasks to be completed that month.



Business Rules, standards and Timelines

The MIS Data Dictionary

2024-2025 School Year¶

KSDE Special Education Individual Student Data¶

Report Preparation Instructions and Data Dictionary¶

Guidelines for IDEA, Part B and Gifted Reporting of Special Education Data¶

Purpose: The purpose of this document is to establish consistent instructions, rules, and procedures for submitting Part B and gifted MIS data to KSDE. All agencies submitting MIS data to KSDE must strictly obey and comply with all instructions stipulated in this Data Dictionary, and do not have the authority to invent, change or ignore any instruction, definition, rule or procedure specified in this document. per §300.645, §300.211, §300.600(e)¶

Reporting standard:¶

Each LEA is required to keep the data as up-to-date and current as possible. Student records are reported at a minimum of monthly updates. Active and exiting students are reported together.¶

DATA SUBMISSION SCHEDULE¶

Current School Year Collection Cycle¶

Time Line:--¶

July 1---Application is open for all 618 data submissions, imports and keyboard entry.¶

Beginning Year Set-up:¶

July 1 to August 31. Complete current school year Discovery process. Verify Directory programs and session times. When Discovery is complete, enter current year calendars and current year provider assignments. Align building settings to Directory program types, submit settings to KSDE for approval.¶

September 1---Target date for initial submission of current year student records. This initial submission will meet the Reporting Standard requirement of monthly updates. The initial population of current year students are also used to determine "Unresolved Exits" from the prior school year.¶

September 15---Initial batch of current year active student population is submitted.¶

December 31---Target date for accounting for SPED students enrolled and receiving services up to and through December 1 of the current school year.¶

April 30---KSDE pulls the finalized December 1 child count from the MIS system. Subsequent records,



SPEDPro Application



SPEDPro is the current KSDE application used to collect and report student level special education data in the state of Kansas.

SPEDPro is a multi-user application. Accessed to SPEDPro is restricted to USD, Interlocal, Coop or State school organizations.

SPEDPro

Welcome to SPEDPro.





Common Authentication System

How to gain Access

User Login for KSDE Web Applications

Common Authentication Login

User Name:

Password:

[Login](#) [Forgot password?](#)

Need Assistance?

General Help	KN-CLAIM Support	KCCMS or Pathways Support
helpdesk@ksde.gov (785) 296-7935	cnwapplications@ksde.gov (785) 296-2276	pathwayshelpdesk@ksde.gov (785) 296-4908
KESA Support myron.melton@ksde.gov - Myron Melton (785) 296-8110 - Myron Melton	KEEP Support evaluation@ksde.gov - Sarah Eaverson (785) 296-6712 - Sarah Eaverson	

New User Registration

If you have not yet registered to have an individual Username and Password for accessing KSDE web applications, click here to register.

[Register](#)

If you need assistance in registering for a new account please visit this link. [New User Registration Help](#)

If you have not registered, click the Register button to set up an account. Complete the registration form. Select your organization and all buildings

Go to KSDE Web Applications

- Enter Username
- Enter Password
- Log In
- Usernames identify you by your agency and level of access.

KSDE User Registration Form

[Back to Login Page](#)

* Indicates required field.

Please enter your contact information:

First Name:*

Last Name:*

Phone #:*

Email Address:*

Please select the organization and building that you belong to:*

Organization: Building:



Common Authentication System



- Once your account is established Log In, Select SPEDPro from the list of active applications. Manage My Account to request access to other Web applications

☐ SPEDPro	District Read Only District Update
----------------------------------	---------------------------------------

- MIS clerks - Choose the District Update role and submit request

Directory Updates ✓
Dropout/Graduation Summary Report
Kansas Grants Reporting System (KGRS) ✓
Kansas Integrated Accountability System (KIAS)
KIDS Collection ✓
LCP System
Outcomes Part B
Principal's Building Report (PBR)
Special Education MIS Collection System
SPEDPro

Supported Web Browsers

KSDE currently supports the following web browsers for use with its web applications:

Microsoft Edge	version 18 or newer
Apple Safari	version 12.1 or newer
Google Chrome	version 76 or newer
Mozilla Firefox	version 68 or newer

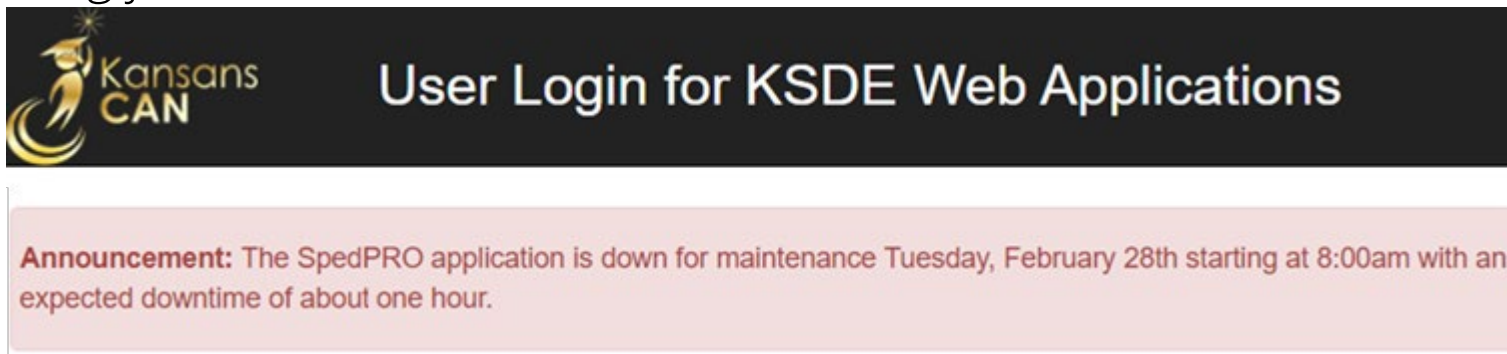


Common Authentication

RED Banner



- The **RED Banner** is an alert that specific KSDE web applications will be unavailable for specific periods of time due to:
 - The application may be undergoing routine maintenance
 - Application upgrades
 - Bug fixes



- Wait for the **RED Banner** to be removed before logging into SPEDPro. Note other web application not identified with a **RED Banner** are accessible.



SPEDPro User Guide

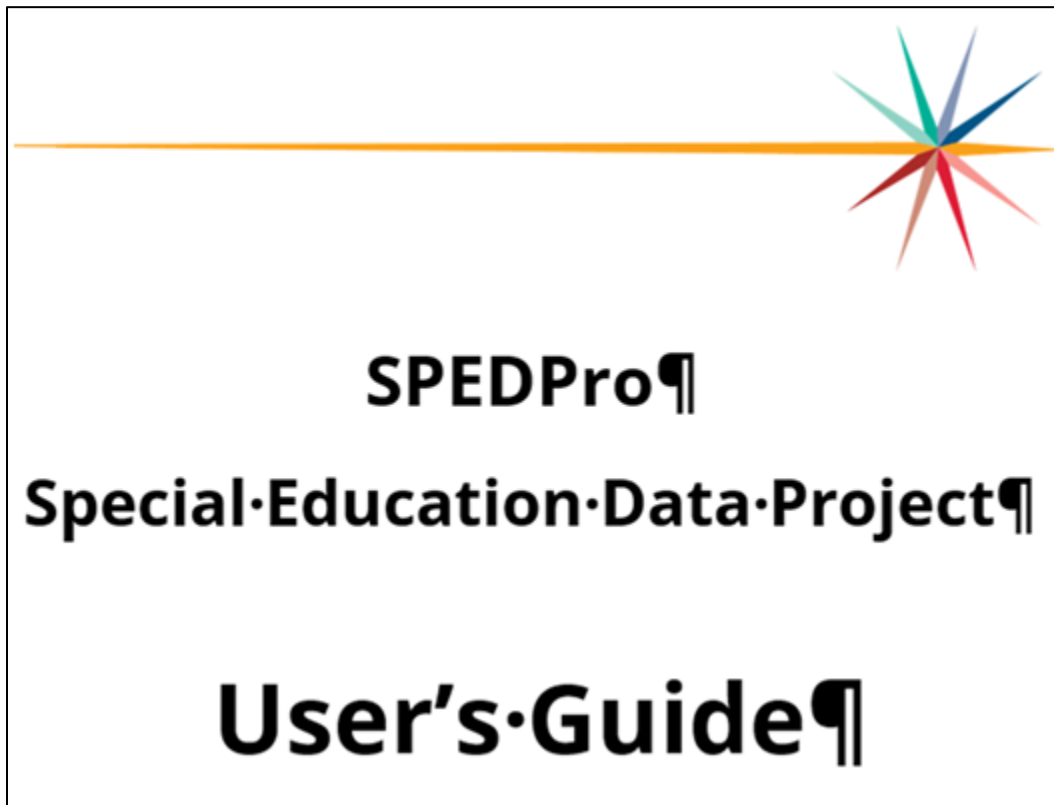


- The functionality and data entry process for the SPEDPro application is documented in the SPEDPro User guide. The guide is posted on the MIS and Student data page at www.ksde.gov.
The User Guide is updated annual as functionality changes.
 - Additional support documents related to MIS reporting can also be found on the MIS and student data page. Including;
 - Monthly FAQ and reminders
 - Preparatory guidance for collection finalization
 - Index of support documents by subject
 - Directory guidance.



SPEDPro Functionality

The SPEDPro User Guide



MIS Contact

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Special Education, Title
Services Team

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