Pieces of the Puzzle

Introduction to Special Education data reporting - MIS

KANSAS STATE DEPARTMENT OF EDUCATION

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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

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Module Four – Verifications and reports

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Module Five – State Funding

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Module Six – Closing the school year

7

Module Seven – Other related topics

Getting Started

Module 2 Objectives

Understanding of the beginning of the school year Discovery process and the tasks of setting up the application for the current year data collection. Understanding the Directory to building association. Knowing timelines for specific tasks.

Building Attributes

Begin Year discovery tasks needed prior to submission of student records

- Calendars – current year
- Review of Directory information, current year class minutes and program types
- Settings – alignment of program types to corresponding setting codes
- Providers – current year providers

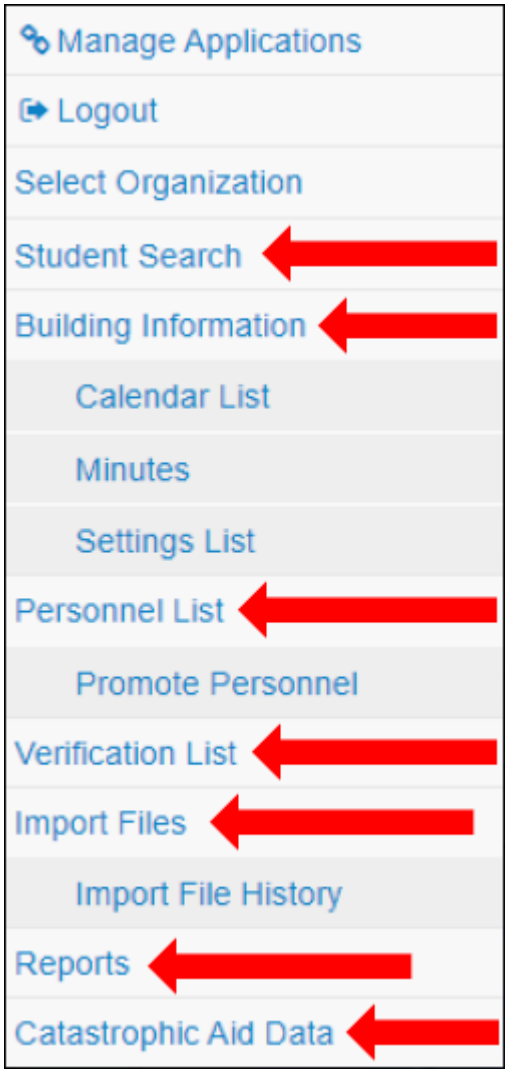
Module two corresponds to Parts VI - VII in the SPEDPro User guide

See the SPEDPro User guide for more details

Getting Started

Select desired organization level and school year–

Note: the application defaults to current school year



Logging In

Click "Go"

Navigation Pane

- Select the destination in the application where the desired task is completed.

Student search

Buildings Information, Calendars, settings

Personnel

Verifications

Import records

Reports

Getting Started

Begin Year Discovery Process

Before initial data is submitted to KSDE for the current year, a local Discovery process must be completed. The Discovery process has several parts

1. Calendars - Discover the district level calendars for all buildings
2. Providers – Discover inactive providers and remove them from the current school year provider list. Update provider service organizations to only assign a provider to the organization where they serve students.
3. Buildings – Discover what programs are offered in each building
4. Buildings – Discover current year session times and days per week in session
5. Directory – Provide current year building information with local Board clerk for Directory updates.
6. Crosscheck – Review Building Information Page for accuracy and alignment with Directory.
7. Students - Discover current year responsible / Accountability school reported in KIDS

Do not forgo the Discovery process. Do not copy data from last school year into current school year !!

Getting Started

Building Attributes

Characteristics specific to individual buildings

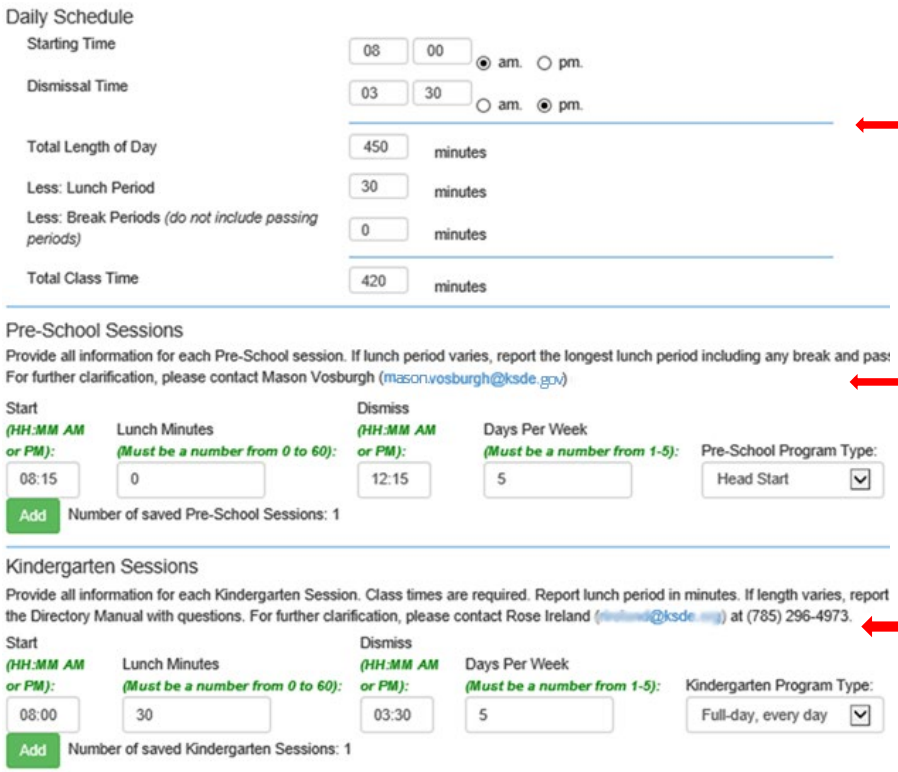
- Buildings – A unique 4-digit number that represents a service location. The actual place where the student receives IEP services.
  - Types of buildings include:
    - School buildings
    - Special education programs
    - Off site locations in the community
- Building data is managed in the Directory updates application.
    - Building name and number
    - Building level, elementary, middle or high school
    - Classroom schedule / session minutes / days per week
    - Preschool program type

Getting Started

Directory Updates

The Directory is A KSDE Web application which is the source of building session minutes and preschool program types.

Changes to class minutes, program types and days In session, must be updated in the Directory



Daily Schedule

Starting Time 08 00 am. pm.

Dismissal Time 03 30 am. pm.

Total Length of Day 450 minutes

Less: Lunch Period 30 minutes

Less: Break Periods *(do not include passing periods)* 0 minutes

Total Class Time 420 minutes

Pre-School Sessions

Provide all information for each Pre-School session. If lunch period varies, report the longest lunch period including any break and pass
For further clarification, please contact Mason Vosburgh (mason.vosburgh@ksde.gov)

Start (HH:MM AM or PM):	Lunch Minutes (Must be a number from 0 to 60):	Dismiss (HH:MM AM or PM):	Days Per Week (Must be a number from 1-5):	Pre-School Program Type:
08:15	0	12:15	5	Head Start

Add Number of saved Pre-School Sessions: 1

Kindergarten Sessions

Provide all information for each Kindergarten Session. Class times are required. Report lunch period in minutes. If length varies, report the Directory Manual with questions. For further clarification, please contact Rose Ireland ([redacted]@ksde.org) at (785) 296-4973.

Start (HH:MM AM or PM):	Lunch Minutes (Must be a number from 0 to 60):	Dismiss (HH:MM AM or PM):	Days Per Week (Must be a number from 1-5):	Kindergarten Program Type:
08:00	30	03:30	5	Full-day, every day

Add Number of saved Kindergarten Sessions: 1

1. Section A,

   Daily Schedule = Grade 1- 12 Schedule

2. Section B,

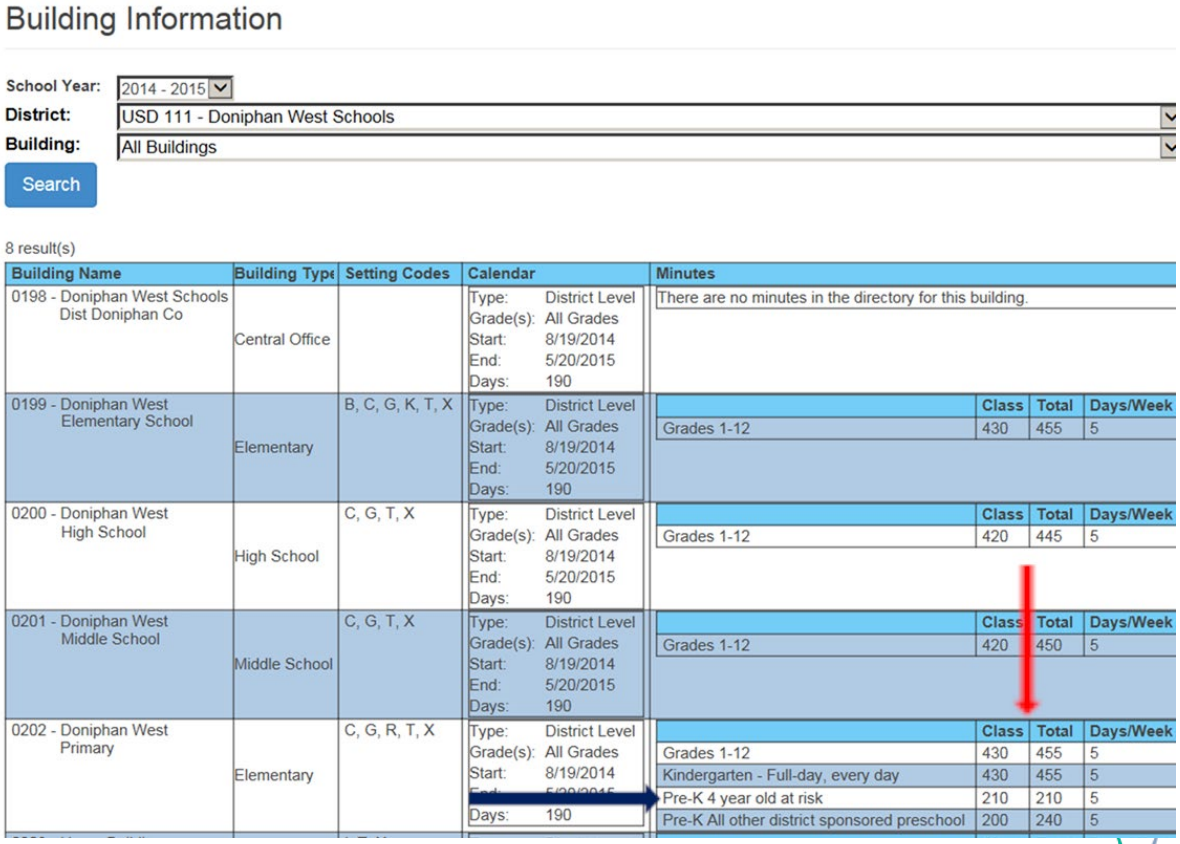
   Preschool Sessions schedules only

3. Section C,

   Kindergarten sessions schedules only

Getting Started
Building Discovery Process

1) Discover what programs are offered in what buildings
2) Use the Building information page in SPEDPro.
3) Check for inaccurate / illogical minutes and days per week
    1) Minutes greater than 500 or less than 150
    2) Days per week of 3 or less
    3) Unequal class and total minutes for a half day preschool session.
4) Corrections are made in the Directory.



Building Information

School Year: 2014 - 2015
District: USD 111 - Doniphan West Schools
Building: All Buildings
Search

8 result(s)

Building Name	Building Type	Setting Codes	Calendar	Minutes
0198 - Doniphan West Schools Dist Doniphan Co	Central Office		Type: District Level Grade(s): All Grades Start: 8/19/2014 End: 5/20/2015 Days: 190	There are no minutes in the directory for this building.
0199 - Doniphan West Elementary School	Elementary	B, C, G, K, T, X	Type: District Level Grade(s): All Grades Start: 8/19/2014 End: 5/20/2015 Days: 190	Grades 1-12 — Class: 430, Total: 455, Days/Week: 5
0200 - Doniphan West High School	High School	C, G, T, X	Type: District Level Grade(s): All Grades Start: 8/19/2014 End: 5/20/2015 Days: 190	Grades 1-12 — Class: 420, Total: 445, Days/Week: 5
0201 - Doniphan West Middle School	Middle School	C, G, T, X	Type: District Level Grade(s): All Grades Start: 8/19/2014 End: 5/20/2015 Days: 190	Grades 1-12 — Class: 420, Total: 450, Days/Week: 5
0202 - Doniphan West Primary	Elementary	C, G, R, T, X	Type: District Level Grade(s): All Grades Start: 8/19/2014 Days: 190	Grades 1-12 — Class: 430, Total: 455, Days/Week: 5 Kindergarten - Full-day, every day — Class: 430, Total: 455, Days/Week: 5 Pre-K 4 year old at risk — Class: 210, Total: 210, Days/Week: 5 Pre-K All other district sponsored preschool — Class: 200, Total: 240, Days/Week: 5

Getting Started
Building Discovery Process

Fixing the Directory

What are the next steps when the Directory information is incorrect?

A. Contact the local board clerk or the KSDE MIS Data manager with the correct information.

What Information will they need?

A. Starting bell and Dismissal bell time
B. Days per week the class is in session
C. Preschool program type
D. Lunch minutes – to add or remove.

Getting Started

Know your buildings

Neighborhood School – Where the Parent chooses to enroll their child for General Education.

Public school or Private / Parochial school

Elementary, middle or high school

Attendance building – Where special education services are provided

School, Program, home or off campus / community location

Calendars, settings, Directory sessions apply

Responsible school – Accountability or funding school as designated by the USD or state school in the KEDS data collection

Public elementary, middle or high school

State School

Note: These buildings are determined independently of each other. Service location does not determine neighborhood or responsible school.

Calendars

Getting Started

Building Attributes

Characteristics specific to individual buildings

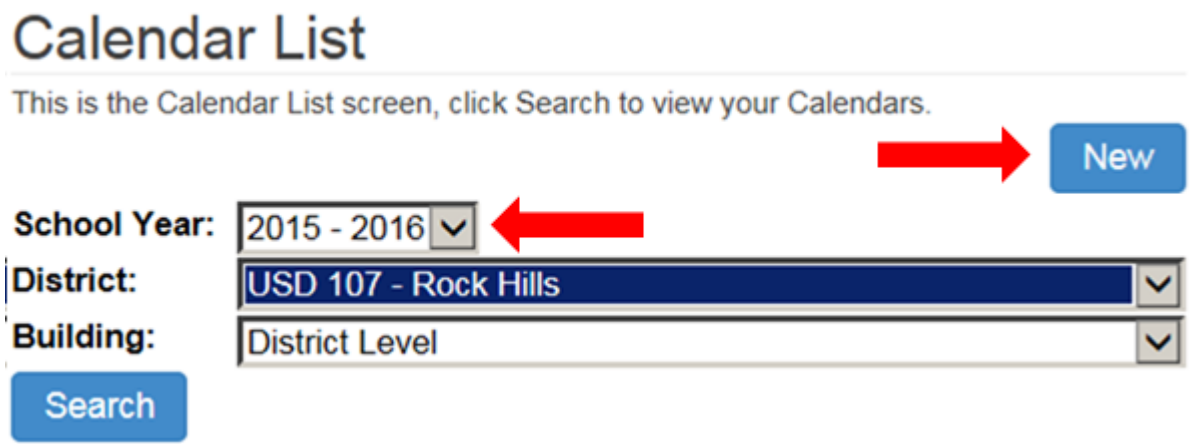
- Calendar – the designated days the school is in session and not in session during the regular school year term. Extended school year / summer sessions are not included in SPEDPro calendars.
- District / organization calendars for all buildings and all grades is set as the default calendar for the school year.
- A building that does not follow the District calendar (USD 123 Day school) or program that does not follow the District calendar (USD 123 preschool) must have separate calendar created.
- Calendars apply to the service location / attendance building only
- Calendars are used to determine the total number of service days between the service start and end dates

Getting Started

Calendars

New Calendars

Select Calendar List from Navigation Pane



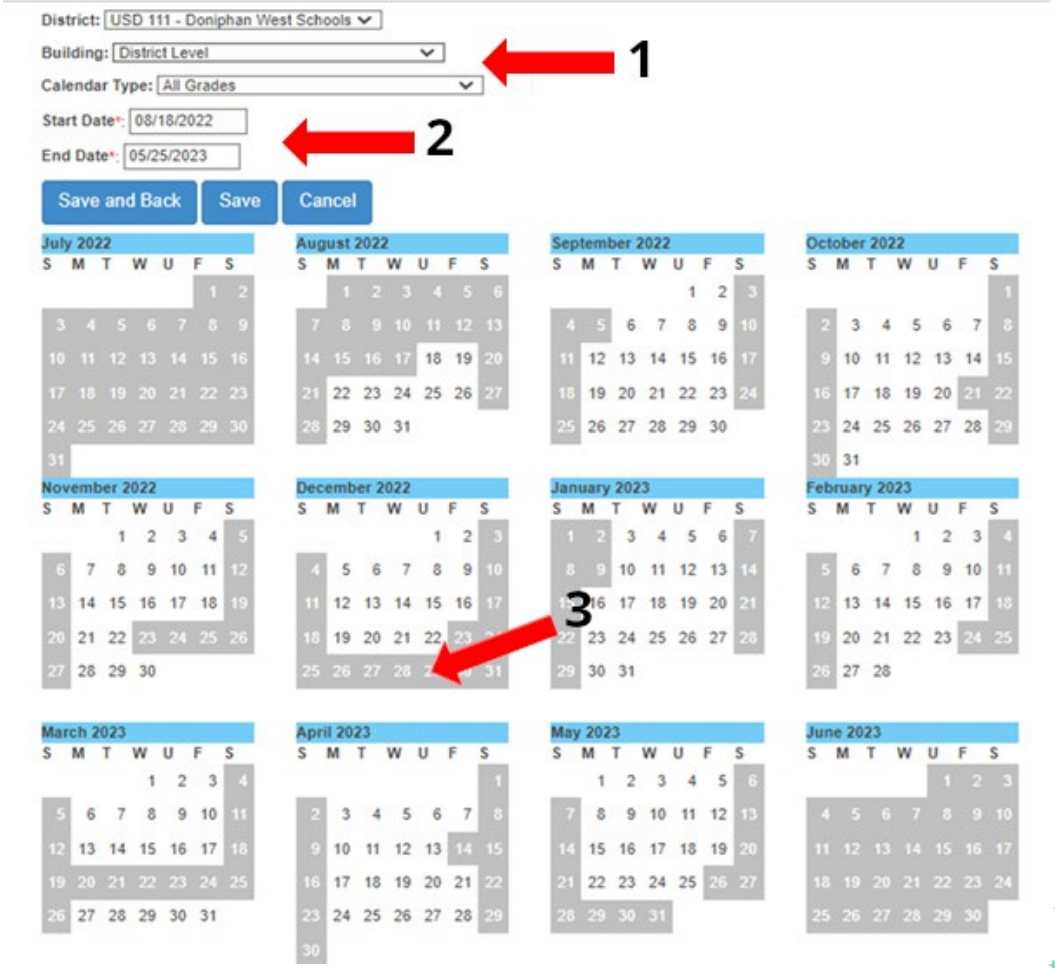
Click New button to open a new calendar form

Select the target school year for which the calendar applies

Getting Started
Calendars

New Calendars

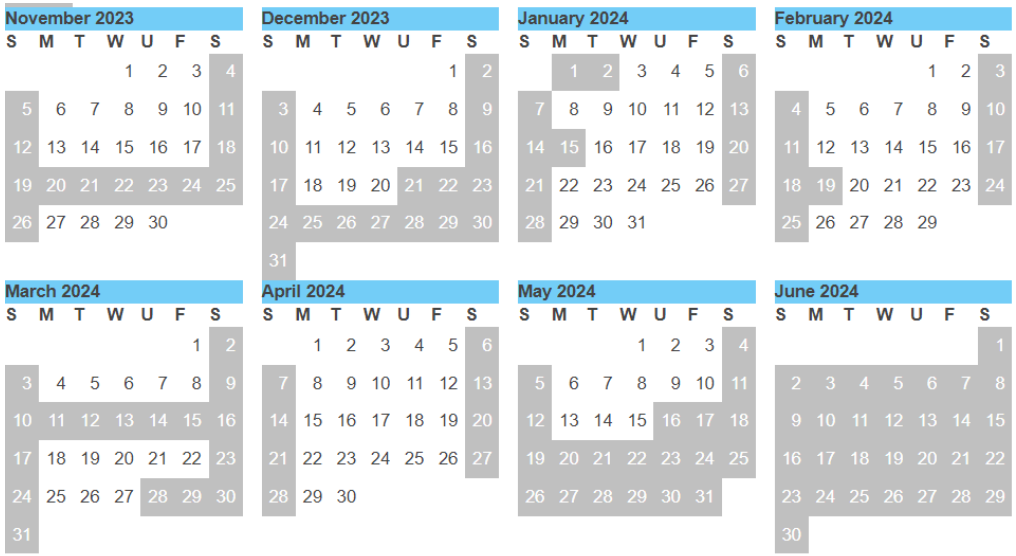
1) Set default master district level calendar for all grades, all buildings.
2) Enter earliest first and latest last day of school.
3) Mark days not in session
4) Save
5) Only create a new calendar for any programs / buildings that does not follow the master calendar



Getting Started

Calendars Tips

1) Late start days count as a day in session.
2) Early dismissal days count as a day in session.
3) Snow days - Modifying calendars for snow days is predicated on how snow days are addressed on the student's IEP. If the IEP service start and end dates are adjusted for snow days, then the SPEDPro calendar is adjusted accordingly. If snow days are ignored in the student's IEP, then the MIS calendar is not modified.



Getting Started

Calendars Tips

Discipline data reported in KIAS requires a District level calendar for all grades to be entered into SPEDPro. The calendars are used verify the number of days of removal and to identify removals for the remainder of the school year or longer.

The District level, all grades calendar is required for all D0 and S0 organizations

A building level, all grades calendar is required for X0 and Z0 organizations. You may have to enter a calendar for a school which is not attended by IEP students.

Settings

Getting Started

Building Attributes

Characteristics specific to individual buildings

- Settings – Letter codes representing a specific type of classroom, program or service location.
- Settings are not copied from one school year to the next.
- Setting are entered only after the Discovery process is completed.
- Settings are specific to individual building. Not all settings exist in all buildings.
  - School buildings have settings unique to school buildings.
  - Service locations outside of school building have their own unique settings.
  - Preschool settings are unique to the preschool program type listed in the Directory
  - Special education program buildings have unique default settings as defined in the MIS Data Dictionary.

Getting Started

Matching Preschool Programs and settings

Program Type	Setting Code	Program Type	Setting Code
Headstart	B, K	SPED Reverse Mainstream	W
Preschool age At-Risk	B, K	All other Reg / Gen Ed Preschool	B, K
Integrated SPED	R	Itinerant Services – All other	G

IEP Service Lines

Actions	ID	Start	End	Frequency	Settings
(Choose)	54093	8/17/2016	10/10/2016	55 minutes / day 5 day(s) / week Every 1 weeks week(s) 38 total day(s)	USD 111 - Doniphan West Schools 0201 - Doniphan West Elementary School R - Integrated Special Education Setting (age 3, 4, 5) SE - Special Educations 3636363636 - Six, Thirty

Example of non-matching program & settings. Directory lists Reverse Mainstream, setting list is Integrated, service line is Integrated. Setting list and Directory do not match. Settings list will not be approved

0201 - Doniphan West Elementary School	Middle School	B, C, G, K, R, T, X

Type: District Level
Grade(s): All Grades
Start: 8/17/2016
End: 5/17/2017
Days: 178

	Class	Total	Days/Week
Grades 1-12	420	450	5
Kindergarten - Full day, every day	420	450	5
Pre-K Head Start	180	180	5
Pre-K 4 year old at risk	180	180	5
Pre-K Reverse Mainstream Spec Ed (<50% IEP)	180	450	5

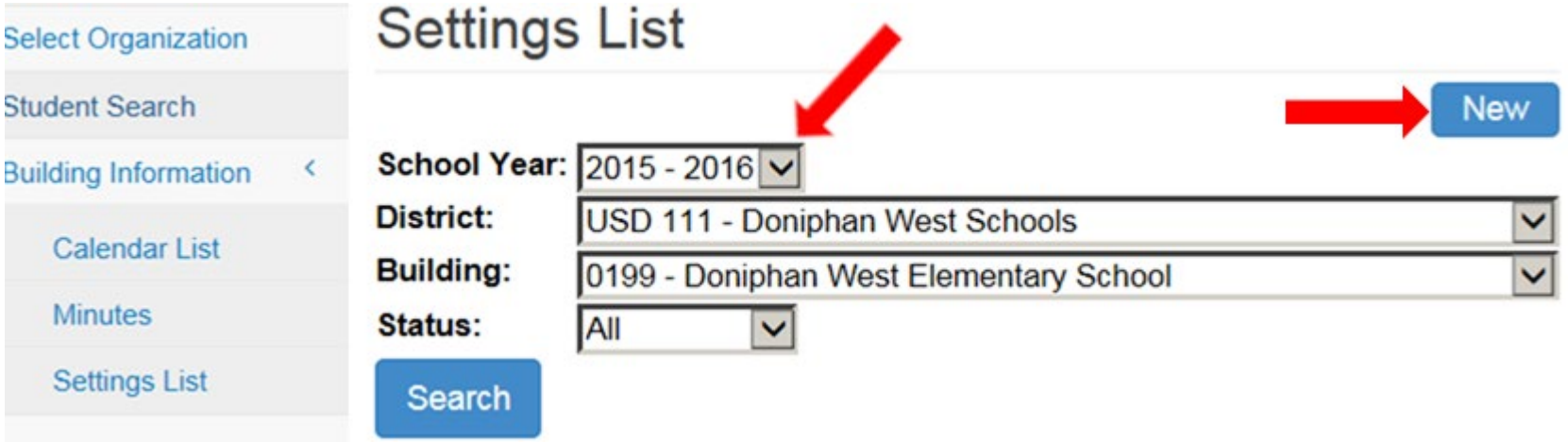
Getting Started

Building Settings

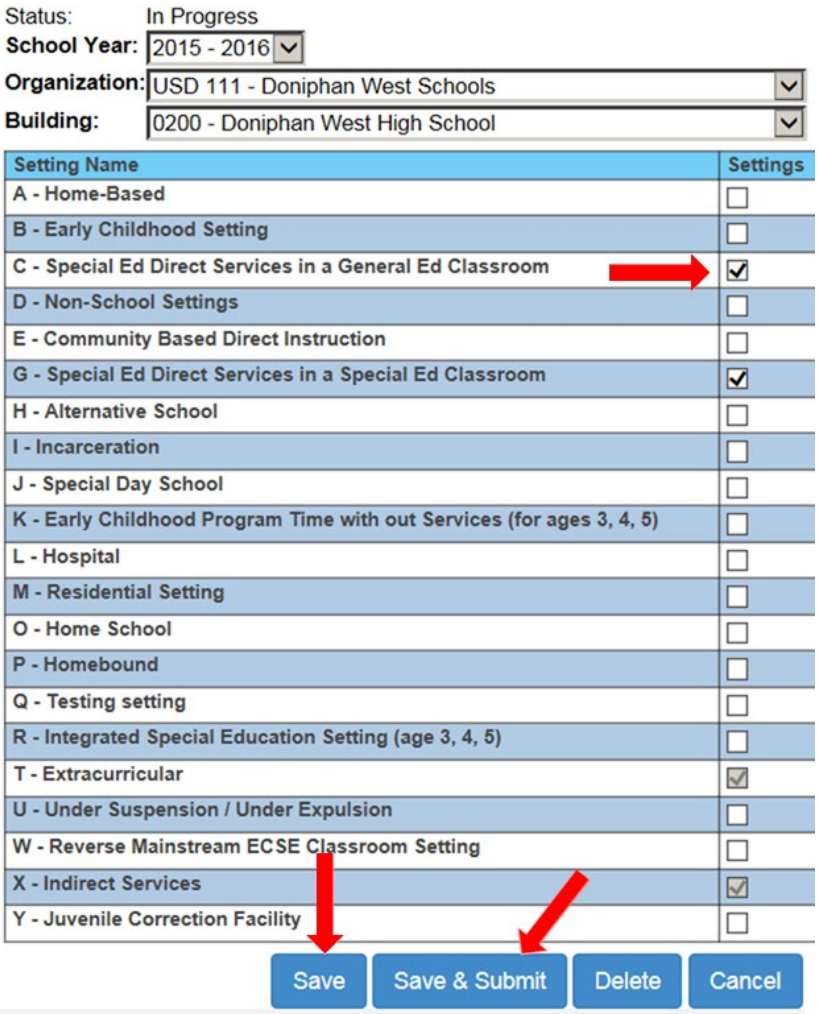
1) July – August, Meet with administrators. Discover what programs are offered in each building for the current year
2) Use the Directory chart to document session times and program types.
3) Share Directory chart with local board clerk(s) to enter correct Directory programs
4) For initial list of settings, Click the new button
5) Select each building and click search to bring up the settings list form

Select the target school year for which the setting applies

Click New button to open a new settings form



Getting Started
Coding building and Program Settings



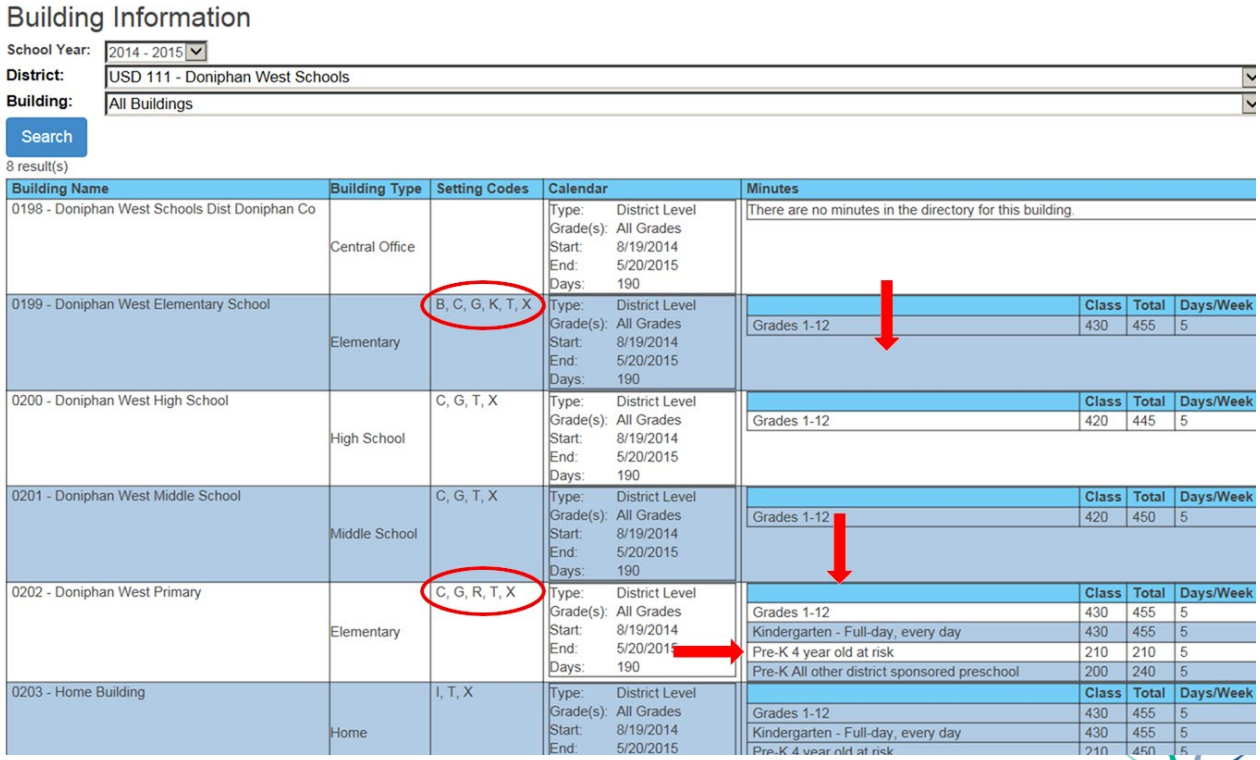
Tips

1. Mark all applicable setting codes that represent the programs offered in the building
2. As you work on settings, the building status "In progress". Clicking Save keeps the data in progress
3. The save and submit button is selected to send to KSDE for approval.
4. KSDE will deny invalid settings
5. If an error is made, you can un-submit or delete and start over and resubmit.

Getting Started

Building Information Page and Directory sessions
Summary page of Building Attributes

1) Note: Preschool Program types reported in the Directory
2) Confirm settings match
    1) Preschool type
    2) Special education program default
    3) Off site location
    4) School classrooms
3) Submit settings for approval
4) Mis-matching settings will not be approved.



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0203 - Home Building	Home	I, T, X	Type: District Level Grade(s): All Grades Start: 8/19/2014 End: 5/20/2015	Grades 1-12 — Class 430, Total 455, Days/Week 5 Kindergarten - Full-day, every day — Class 430, Total 455, Days/Week 5 Pre-K 4 year old at risk — Class 210, Total 450, Days/Week 5

Getting Started
Building Discovery Process

Create a Chart of building session that can be shared with board clerk who completes the Directory Updates. Provide the local board clerk with building attributes in early August.

Building Name	Number	Daily schedule time	Lunch	Preschool schedule	PR Program type	# of PR session entered	KG schedule	KG Program type	# of KG session entered
Business Rule									
Community based preschool	7891	Same as local elem.	>	Same as local elem.	Headstart or all other	1 -Longest session	N/A		1 -Longest session
Home	2859	Same as local elem.	>	Same as local elem.	All other Dist.	1 -Longest session	Same as local elem.	All day every day	1 -Longest session
Hospital	3434	Same as local High	>	N/A			N/A		
Incarceration	2069	Same as local High	>	N/A			N/A		
Off site non-public	3111	Same as local elem.	>	Same as local elem.	All other Dist.	1 -Longest session	Same as local elem.	All day every day	1 -Longest session
Public Off campus	4788	Same as local High	>	only enter existing program		1	only enter existing program		
Public off site preschool	2955	actual bell schedule	>	actual bell schedule	actual program	1 -Longest session	N/A		
Public off site preschool	2955	actual bell schedule	>	actual bell schedule	actual program	1 -Longest session	N/A		
K time after school program	7788	8 am - 4pm,	0	8 am - 4pm, zero lunch	All other Dist.	1	N/A		
Example									
Community based preschool	7891	8:00 - 3:35	35	8:00 - 11:30	All other Dist.	1	N/A		
Home	2859	8:00 - 3:35	35	8:00 - 11:30	All other Dist.	1	8:00 - 3:35, 35 min. Lunch	All day every day	1
Hospital	3434	7:50 - 3:20	30	N/A			N/A		
Incarceration	2069	7:50 - 3:20	30	N/A			N/A		
Off site non-public	3111	7:50 - 3:20	30	8:00 - 11:30	All other Dist.	1	8:00 - 3:35, 35 min. Lunch	All day every day	1
Public Off campus	4788	8:00 - 3:35	35	———			———		
Public off site preschool	2955	7:15 - 3:45	30	7:15 - 11:15	Reverse Mainstream	1	N/A		
Public off site preschool	2955	^^ ^^	^^	11:45 -3:45	Integrated	1	N/A		
K time after school program	7788	8 am - 4pm	0	8 am - 4pm, zero lunch	All other Dist.	1	N/A		

Directory Chart templated can be found on the MIS and student data page at www.ksde.gov

Getting Started
Directory Chart tips

- The default classroom types for the special education program buildings are found in the Data Dictionary.
- Do not reference MIS codes when presenting or discussing classroom types with local board clerks. The board clerk would not know what a "B / R / W" is. Address the classroom types by name.
- The Chart is customizable. Add or remove details that may or may not be applicable.

Building Name	Number	Daily schedule time	Lunch	Preschool schedule	PR Program type	# of PR session entered	KG schedule	KG Program type	# of KG session entered
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Community based preschool	7891	Same as local elem.	>	Same as local elem.	Headstart or all other	1 -Longest session	N/A		1 -Longest session
Home	2859	Same as local elem.	>	Same as local elem.	All other Dist.	1 -Longest session	Same as local elem.	All day every day	1 -Longest session
Hospital	3434	Same as local High	>	N/A			N/A		
Incarceration	2069	Same as local High	>	N/A			N/A		
Off site non-public	3111	Same as local elem.	>	Same as local elem.	All other Dist.	1 -Longest session	Same as local elem.	All day every day	1 -Longest session
Public Off campus	4788	Same as local High	>	only enter existing program		1	only enter existing program		
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Example									
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Home	2859	8:00 - 3:35	35	8:00 - 11:30	All other Dist.	1	8:00 - 3:35, 35 min. Lunch	All day every day	1
Hospital	3434	7:50 - 3:20	30	N/A			N/A		
Incarceration	2069	7:50 - 3:20	30	N/A			N/A		
Off site non-public	3111	7:50 - 3:20	30	8:00 - 11:30	All other Dist.	1	8:00 - 3:35, 35 min. Lunch	All day every day	1
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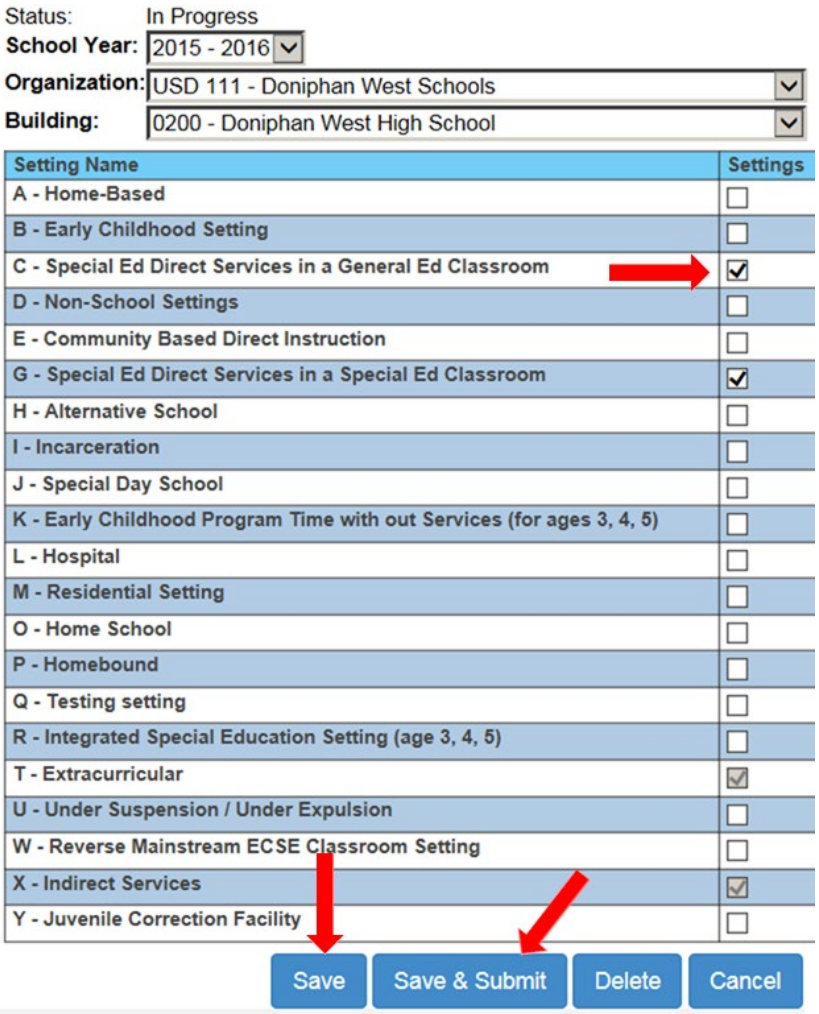
Public off site preschool	2955	^^ ^^	^^	11:45 -3:45	Integrated	1	N/A		
K time after school program	7788	8 am - 4pm	0	8 am - 4pm, zero lunch	All other Dist.	1	N/A		

Getting Started
Coding building and Program Settings



Tips

Note the difference between "School" building and "Program" buildings

Settings for special education programs are addressed in the Data Dictionary

Preschool session types in the Directory must align with preschool settings prior to approval

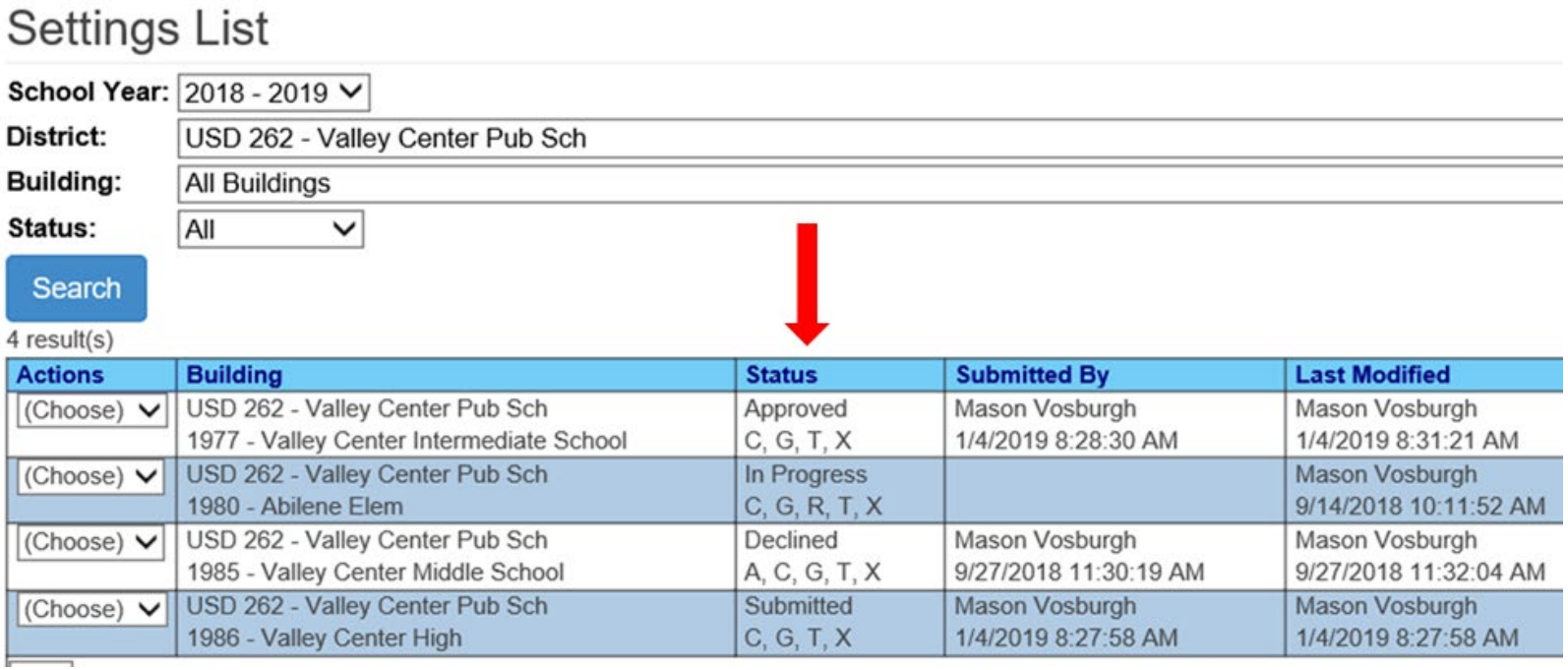
All settings are defined in the Data Dictionary with examples

Do not enter settings for building not used for attendance buildings or service locations.

Do not copy last year's setting without Discovery

Getting Started
Settings List page

1. Settings list page shows the status of each building
    1. In Progress – settings list is not completed. Additional work needed before submission
    2. Submitted – Settings list is completed, submitted and awaiting approval
    3. Approved – Settings align with the Directory and are available for selection on service lines
    4. Declined – Settings do not exist in the building or do not align with Directory. Settings must be created anew and resubmitted for approval



Getting Started

Providers

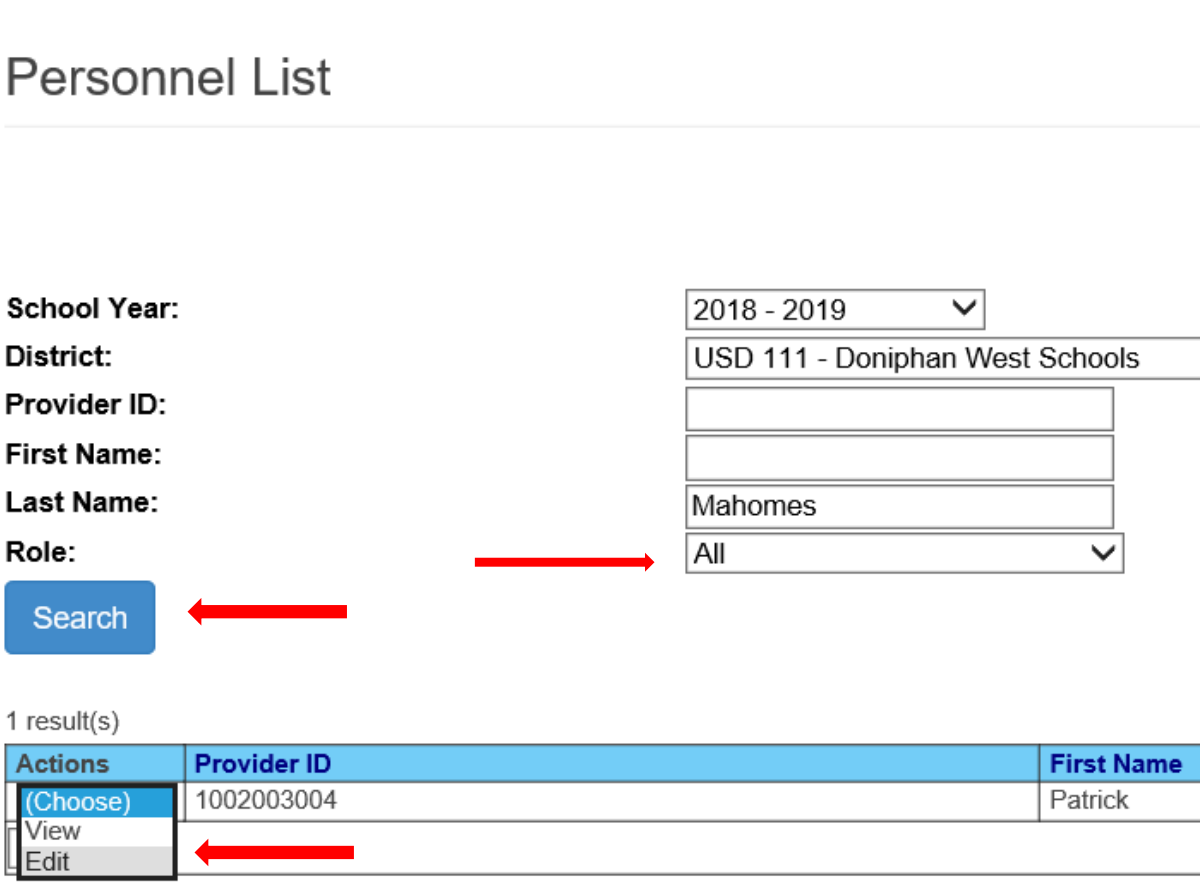
- Providers – Special education and related service teachers responsible for the provision of IEP services.
- Providers are entered in SPEDPro by creating an individual provider profile. Provider profile establishes the organization they work in and the role they serve in the organization buildings.
- Providers are associated to the service location / attendance building only. The role of service line provider is required.
- Profile requirements.
  - Organizations listed – only list the organizations which the provider works in. Do not list arbitrary districts.
  - Roles – only list the role the provider serves.
  - Listing Case manager, School Psych, Speech language pathologist roles and the primary provider designations are not required and may be left blank.
  - Only list the role of NPE Contract provider for those providers in qualified out of district programs.
- Paraeducators are not reported in SPEDPro. Only supervising professional are listed on Service lines

Getting Started

Personnel List

Provider Search

1. Enter Search Criteria
   a) ID
   b) Name
   c) Role
2. Click Search
3. Selection Action



Getting Started

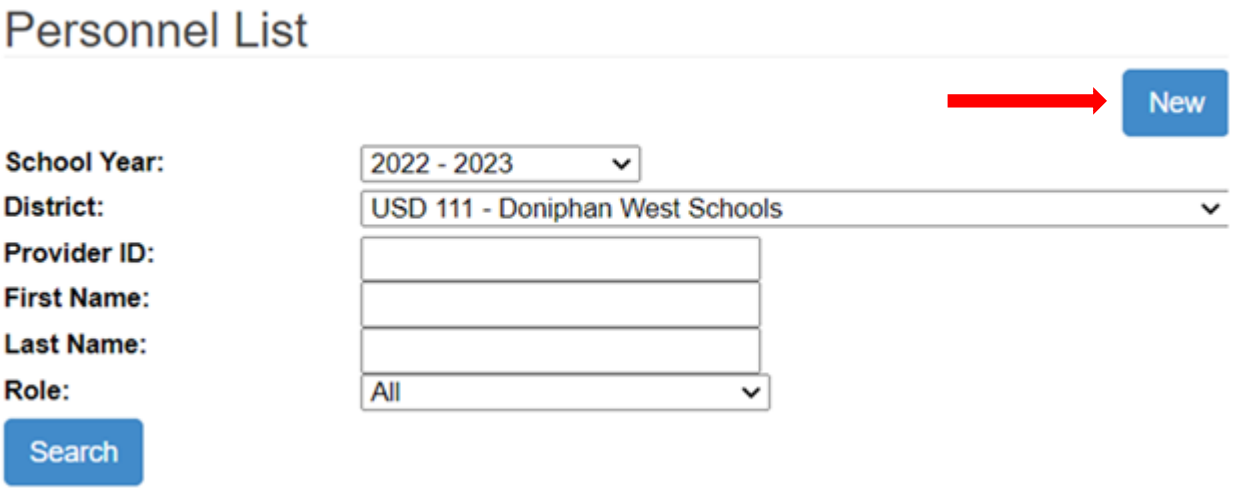
Current Year Providers

Entering Providers

Method 1 – Keyboard Entry Select Personnel List from Navigation Pane

Step 1 – Click the New button to create a new Provider Profile

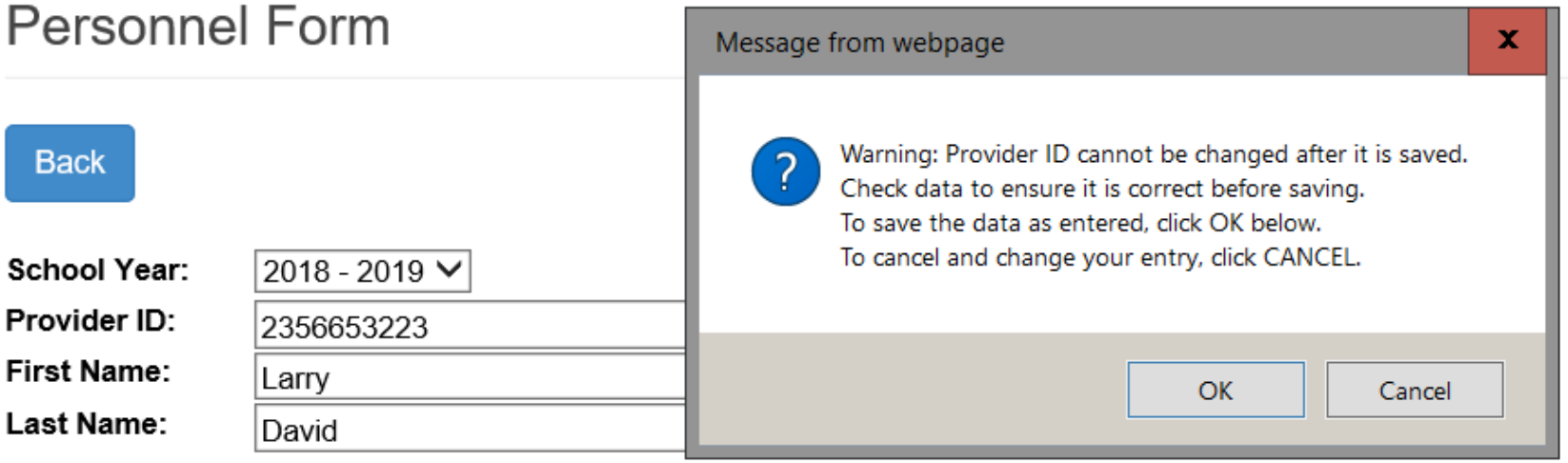
Click New button to open
a new provider profile



Getting Started

New Providers

Provider ID Alert



Method 1, Step 2 – Provider name and ID number

1) Enter Provider name and ID number
2) Once the Name and Number are saved, the Name and Number can not be changed.
3) An alert is displayed.

Getting Started

Current Year Providers 1

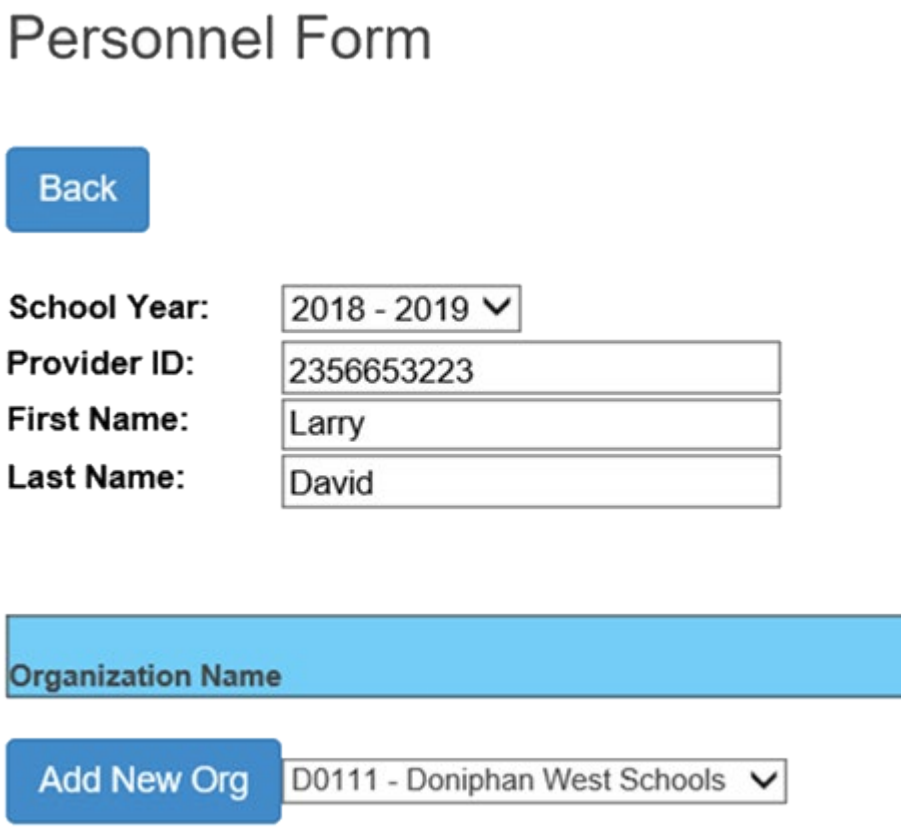
Method 1 - Step 3

Organizations of Assignment

1. Click the "Add New Org / Organization" button

The Organization of assignment will match to the service line provider listed by attendance building / service location

Only list Organizations of Assignment based on buildings the provider actually works in.



Getting Started

Current Year Providers 2

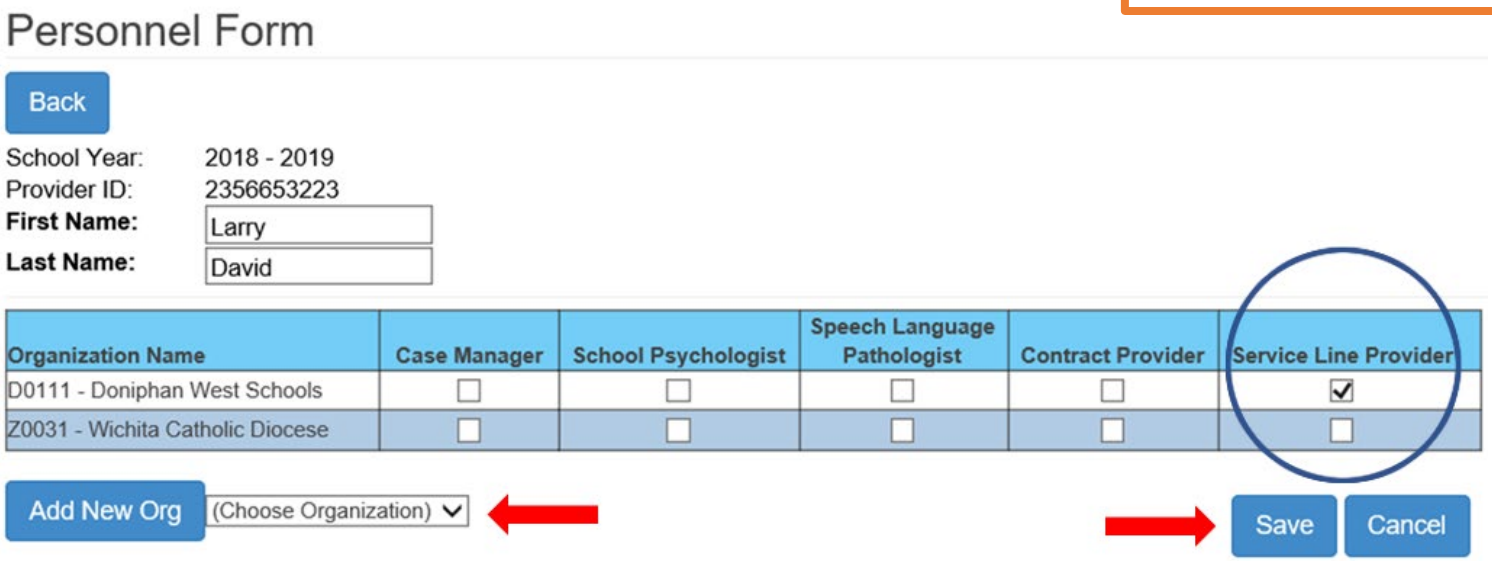
Method 1 - Step 3

Assigning & removing roles

1) At least 1 role is required
2) For each organization the provider travels to, assign a role. Click Add New Org.
3) When all roles are marked, Save
4) If a provider was entered in error, removal all roles

Note:

- Only report roles the provider fills.
- Only report organization where the provider works
- Do not report all member districts by default.



Getting Started

Current Year Providers 3

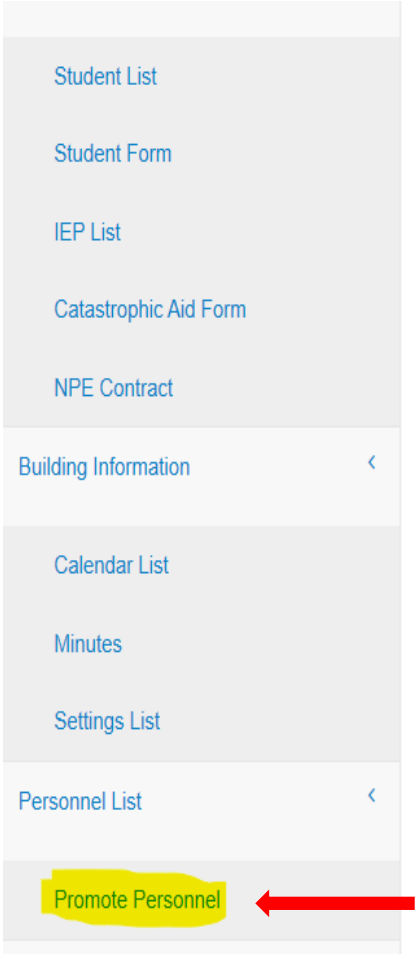
Entering Providers

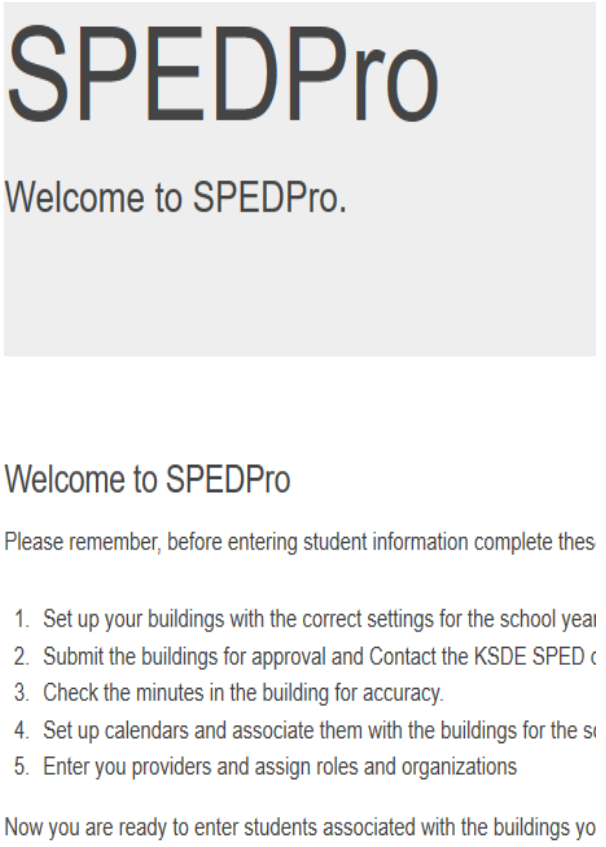
Method 2 – Promote Providers

Select Promote Personnel from Navigation Pane

<u>Promote Providers</u>

Moving last year's providers to this year





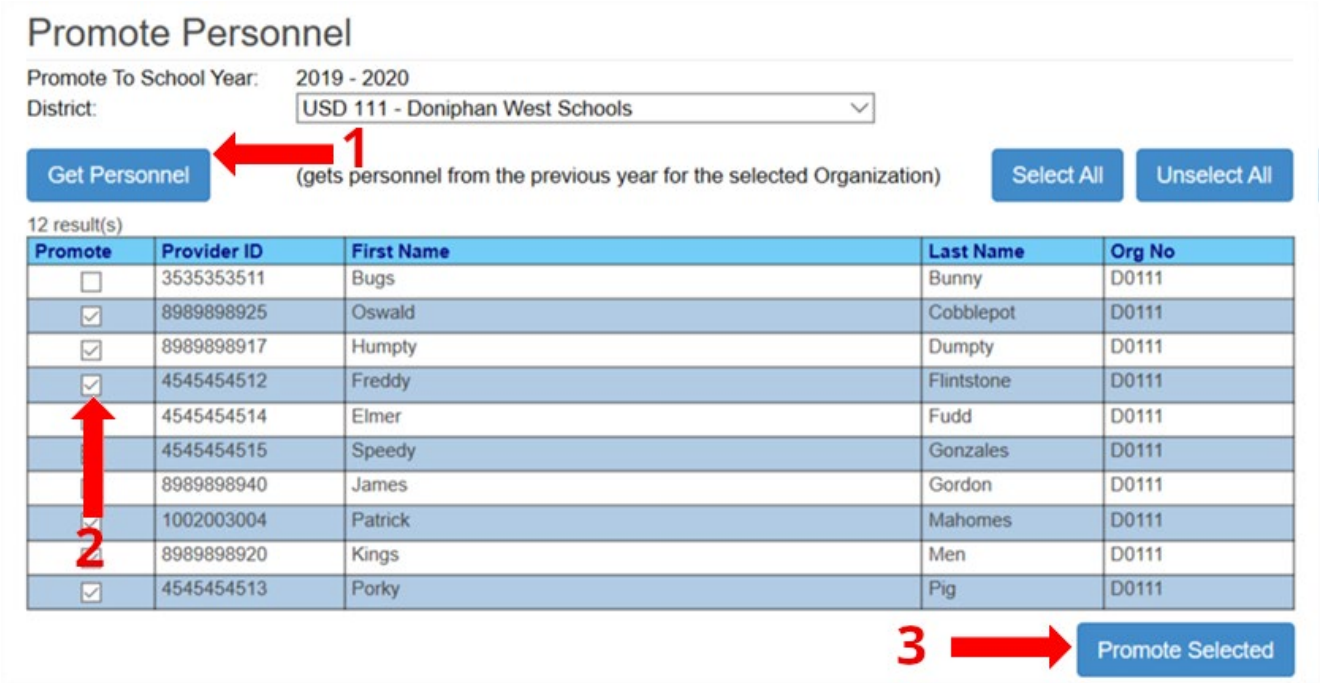
Getting Started

Method 2 – Steps 1 - 3

<u>Promote Providers</u>

Moving last year's providers to this year

1. Get Personnel – pull from last year
2. Mark this years' providers
3. Promote selected into current school year. Copies last data to this year



Promote	Provider ID	First Name	Last Name	Org No
☐	3535353511	Bugs	Bunny	D0111
☑	8989898925	Oswald	Cobblepot	D0111
☑	8989898917	Humpty	Dumpty	D0111
☑	4545454512	Freddy	Flintstone	D0111
☐	4545454514	Elmer	Fudd	D0111
☐	4545454515	Speedy	Gonzales	D0111
☐	8989898940	James	Gordon	D0111
☑	1002003004	Patrick	Mahomes	D0111
☐	8989898920	Kings	Men	D0111
☑	4545454513	Porky	Pig	D0111

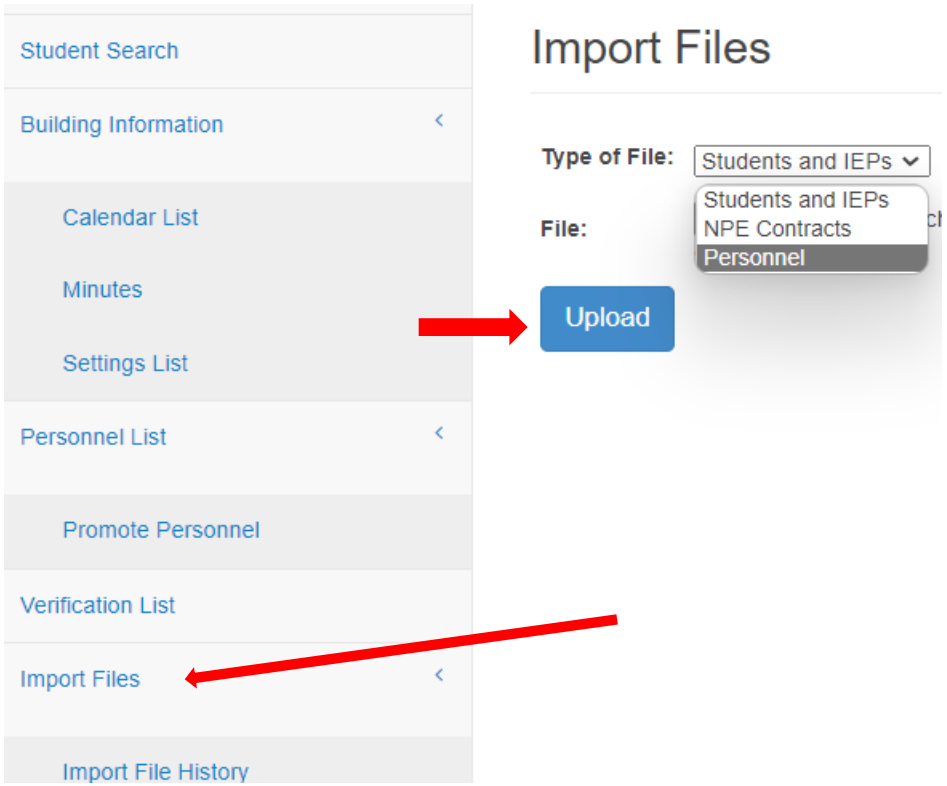
Getting Started

Current Year Providers 4

Entering Providers

Method 3 – Import Providers

Select Import files from Navigation Pane



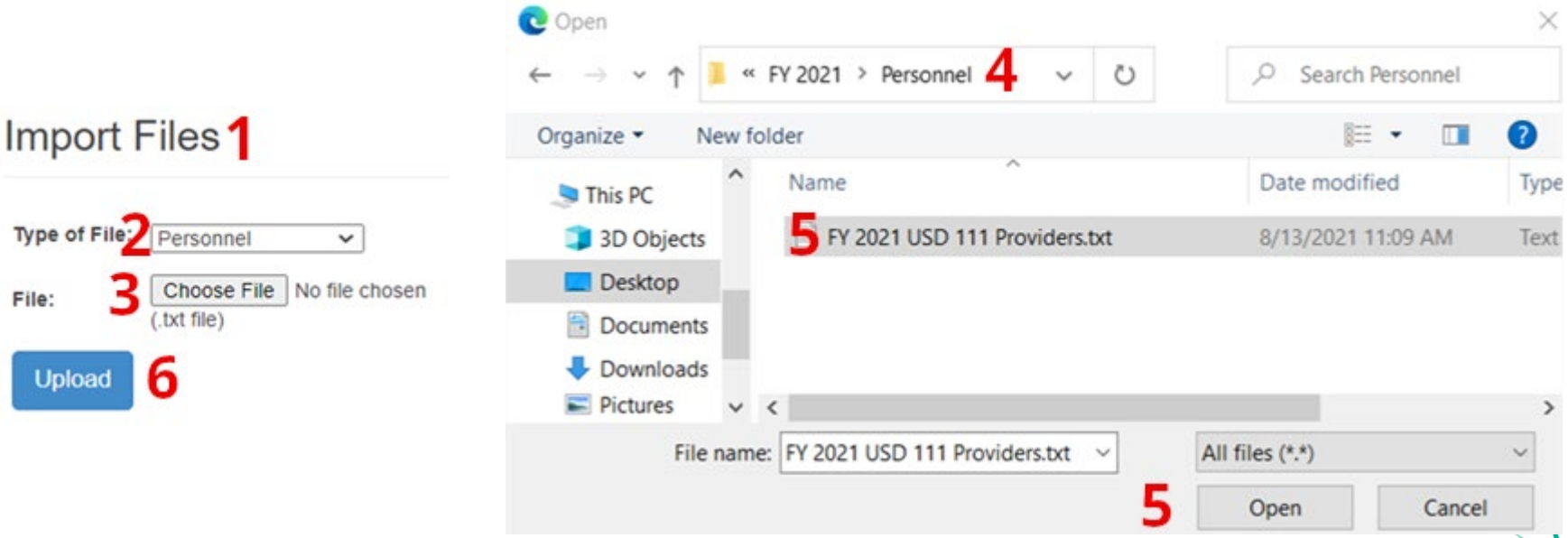
Getting Started

Current Year Providers

Method 3 – Steps 1-6

Importing.

1. Go to Import Files
2. Select - Import type – Personnel
3. Select “Choose File” to find the record
4. Navigate to file location
5. Select / Highlight the file, click Open.
6. Upload to Import



Getting Started

- Dates and Deadlines

September 15

Current year data entry deadline

The following data sets must be entered by September 15.

- Calendars
- Providers
- Settings
- Student records

KSDE will measure this deadline for determination of time reporting

MIS Contact

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