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.

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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

Student Data

• Module 3 objectives

- Managing student level data in SPEDPro

- Identifying data element sources
- Finding a student in SPEDPro or in the KIDS System
- Creating a student profile
- Creating an IEP and service lines
- The process of Importing student records, import alerts and using the Import template to investigate causes of Import alerts
- Student ID numbers
- Exiting a student when services cease.

Module 3 corresponds to Parts VIII & X in the SPEDPro User guide

See the SPEDPro User guide for more details

Student Data

What student level data is reported in SPEDPro?

- IEP Data – for the school year.
  - All IEP services provided to the student from the responsible LEA
    - Initial IEP, Move – In IEP, Annual IEP, Amended IEP, active IEP over 365 days old.
  - Area of disability
  - Frequency, duration and location of services.
  - Change of placement data
  - Off campus locations for students subjected Out-of-school to Suspension / expulsion
- School association
  - Neighborhood school and service location building
- Claiming indicator for state and federal reporting purposes.
- Exiting information – why service ceased in the responsible LEA
  - Basis of Exit code, Date services ceased (exit date)

Student Data

Field Sources – where does MIS data come from?

- Student demographics – KIDS Collection

Name – spelling of first and last name		Gender
Race / ethnicity	English Language learner status	Responsible school
Student Language	Date of birth	

The KIDS Collection values above are displayed in SPEDPro. Importing a student record with different values from the local IEP program may trigger an import alert as notification the values are different.

District association	School Year	Grade level	Student status	Placed by indicator
Claiming indicator	Residence County	Exit date	Basis of exit	Neighborhood school
IEP date	Service code	Setting	Minutes	Days per week
Disability/ Gifted category	Service provider	Service date range	Frequency of service	Service location

Student Data

Student Search

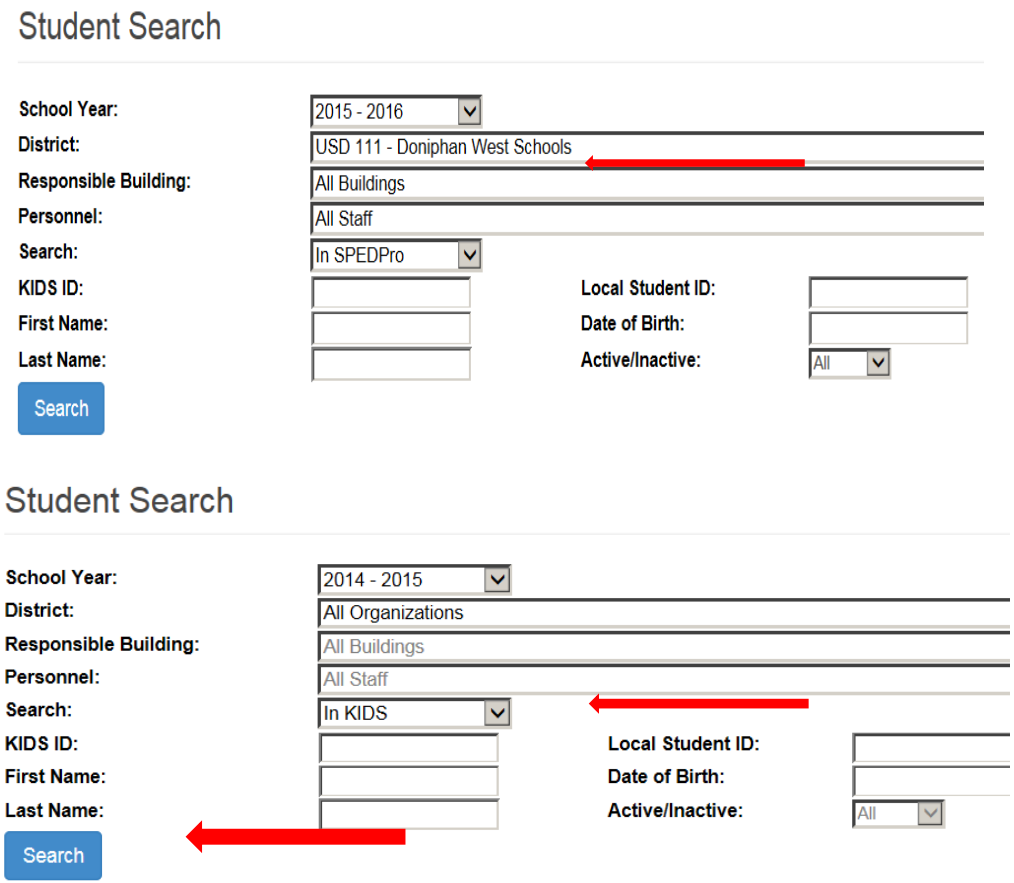
- Finding a student in the application

1. Select database – where to find the student.

   a. In SPEDPro
   Student has been entered into SPEDPro in the target school ye

   b. In the KIDS system
   USD data is populating in the target school year. Students fou may be selected and a student profile can be created

2. Search



Student Data

- 2 methods for student data entry

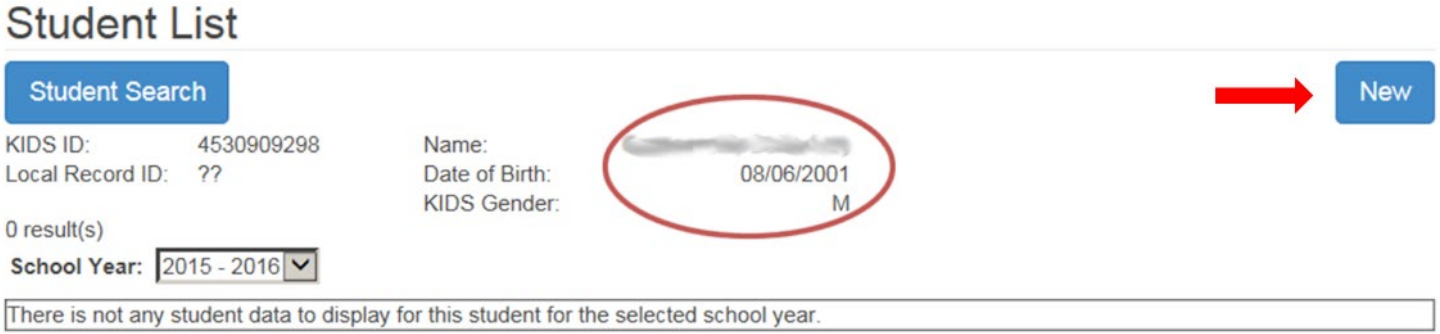
- Method 1 - Keyboard entry – Student found though KIDS Collection search

1. Select found student record

   Confirm demographic data pulling from the KIDS record is intended student

   1. Student Name
   2. Birthday
   3. Race / ethnicity
   4. Gender

2. Create Student profile - Click the New button for new profile

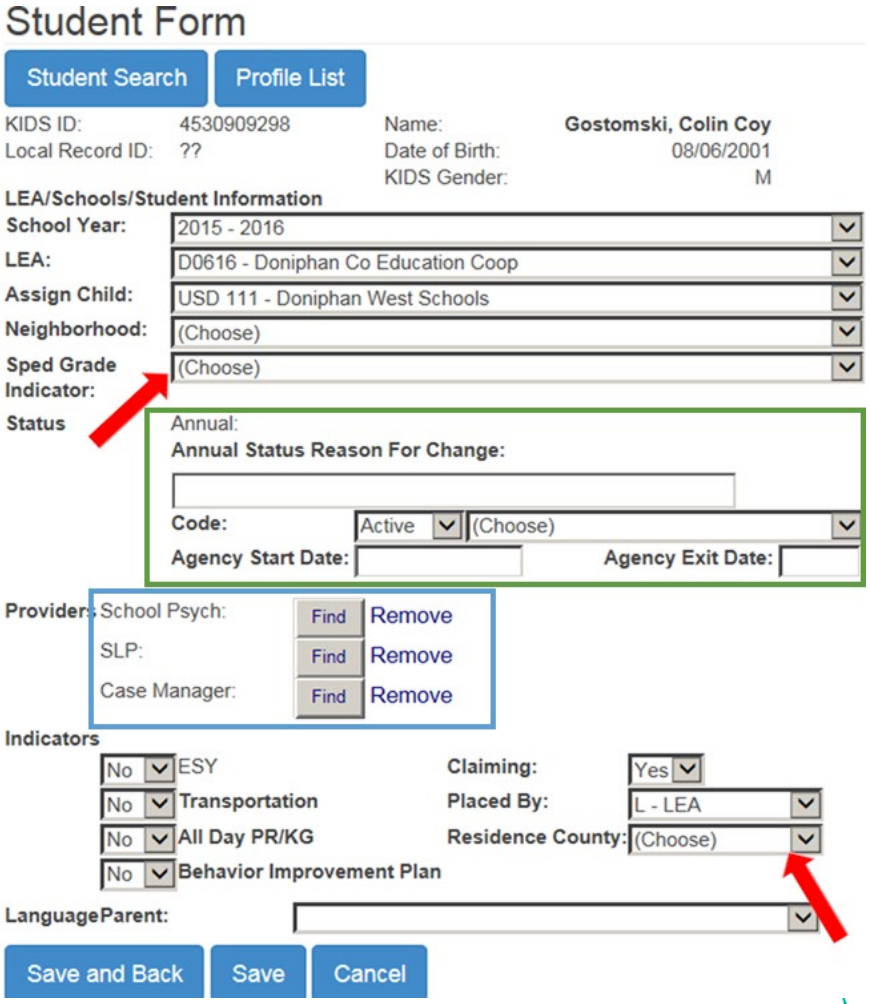


Student Data

2 methods for student data entry

- Keyboard entry. Profile

1. Drop Down Menus for the selection of data elements
2. Optional fields are selected (blue border in screenshot)
3. Conditional fields are selected when applicable (green border in screenshot)
4. Note: A student has 1 profile per school year. Multiple profiles for the same student will generate verification errors

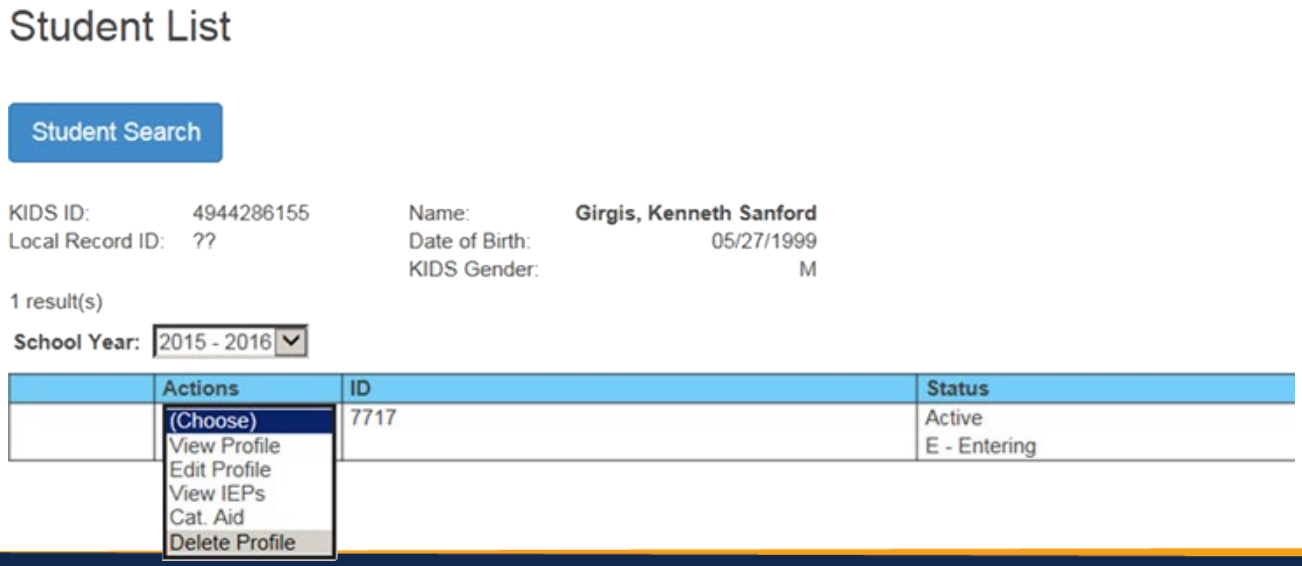


Student Data

2 methods for student data entry

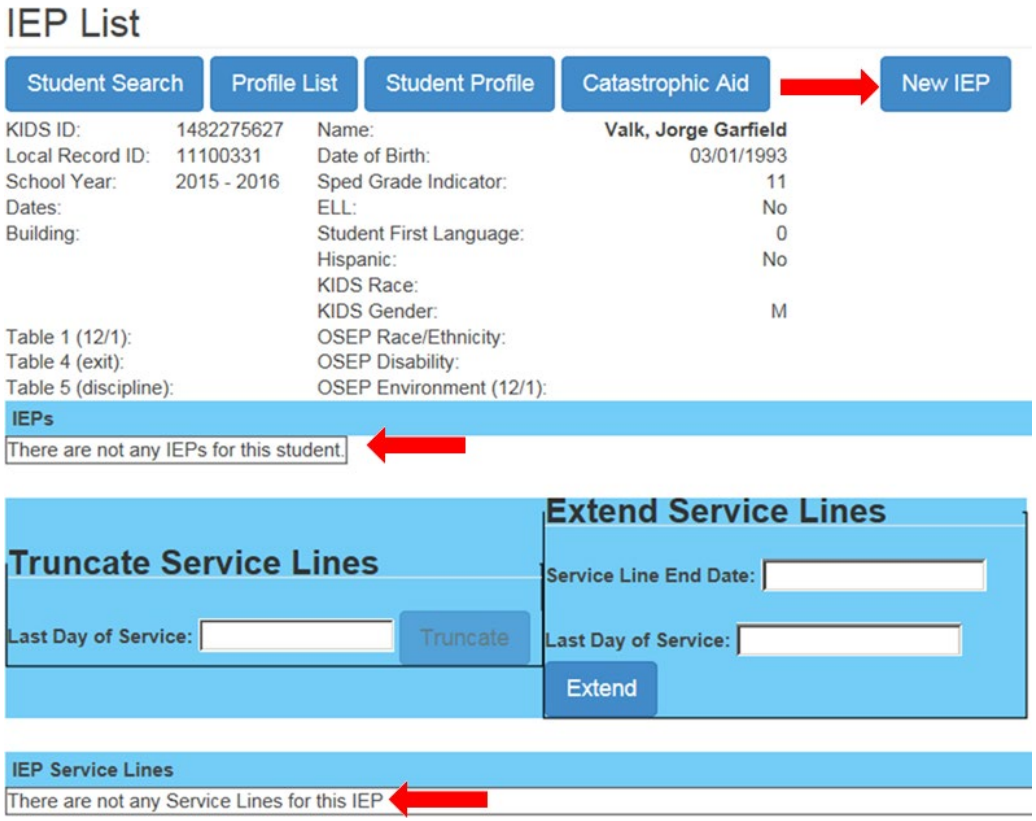
- Keyboard entry.

1. From the Actions Menu
2. Profiles can be edited, view only or deleted
3. Go to the IEP page
4. Go to catastrophic Aid page



Student Data

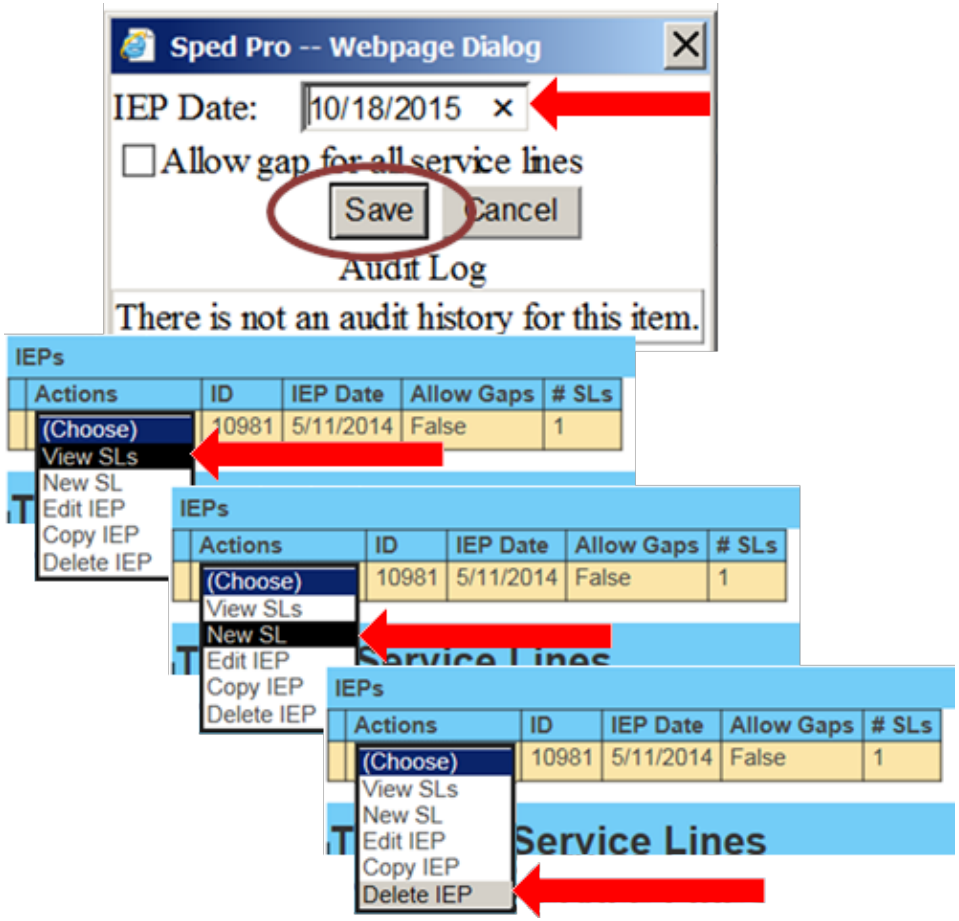
2 methods for student data entry



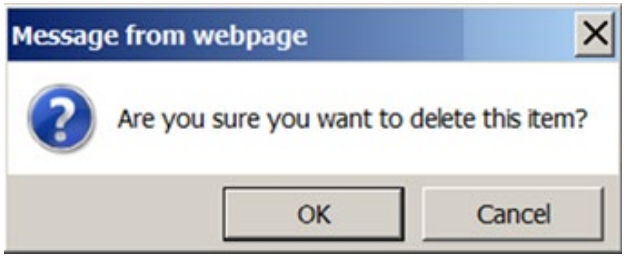
- Keyboard entry.
- Student has no IEP entered
- Because data entry is incomplete, OSEP data is not calculated
- New IEP is selected
- Page shows no IEP present in the student record.

Student Data

2 methods for student data entry.



- Keyboard entry.
- Enter IEP date
  - Do not tab
- Save the Date
- IEP is listed with alert of no service lines
  - Action – View Service line
  - Action – New Service line
  - Action – Copy Service line
  - Action – Delete Service line
- Edit IEP to mark Allow Gap for students who move out and back in

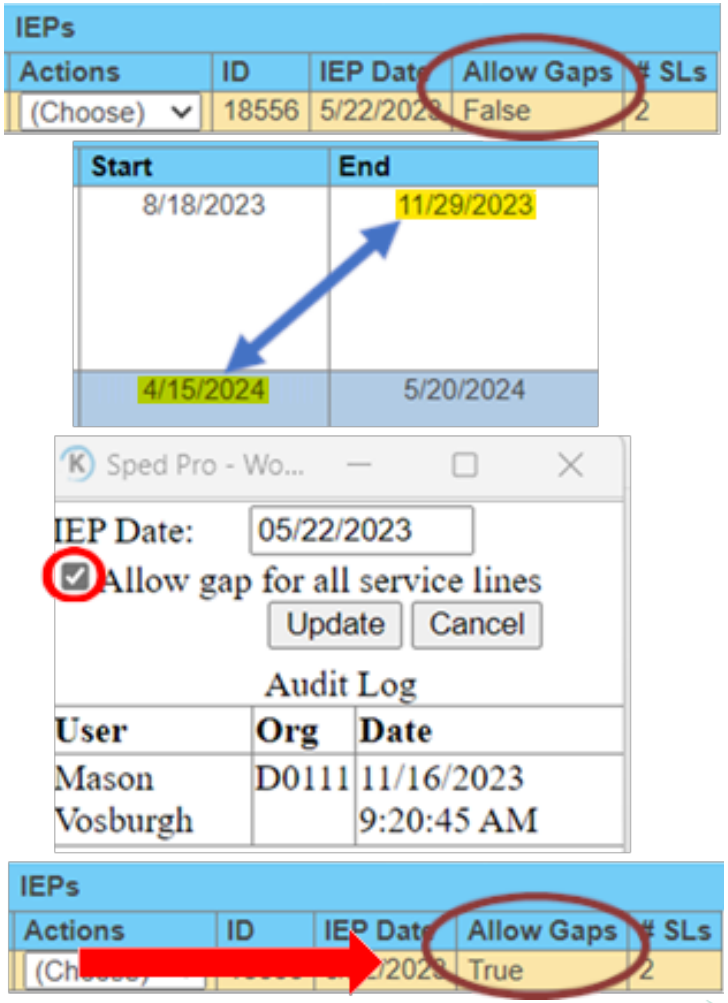


Student Data | Gap in Service

A gap in service occurs under this condition

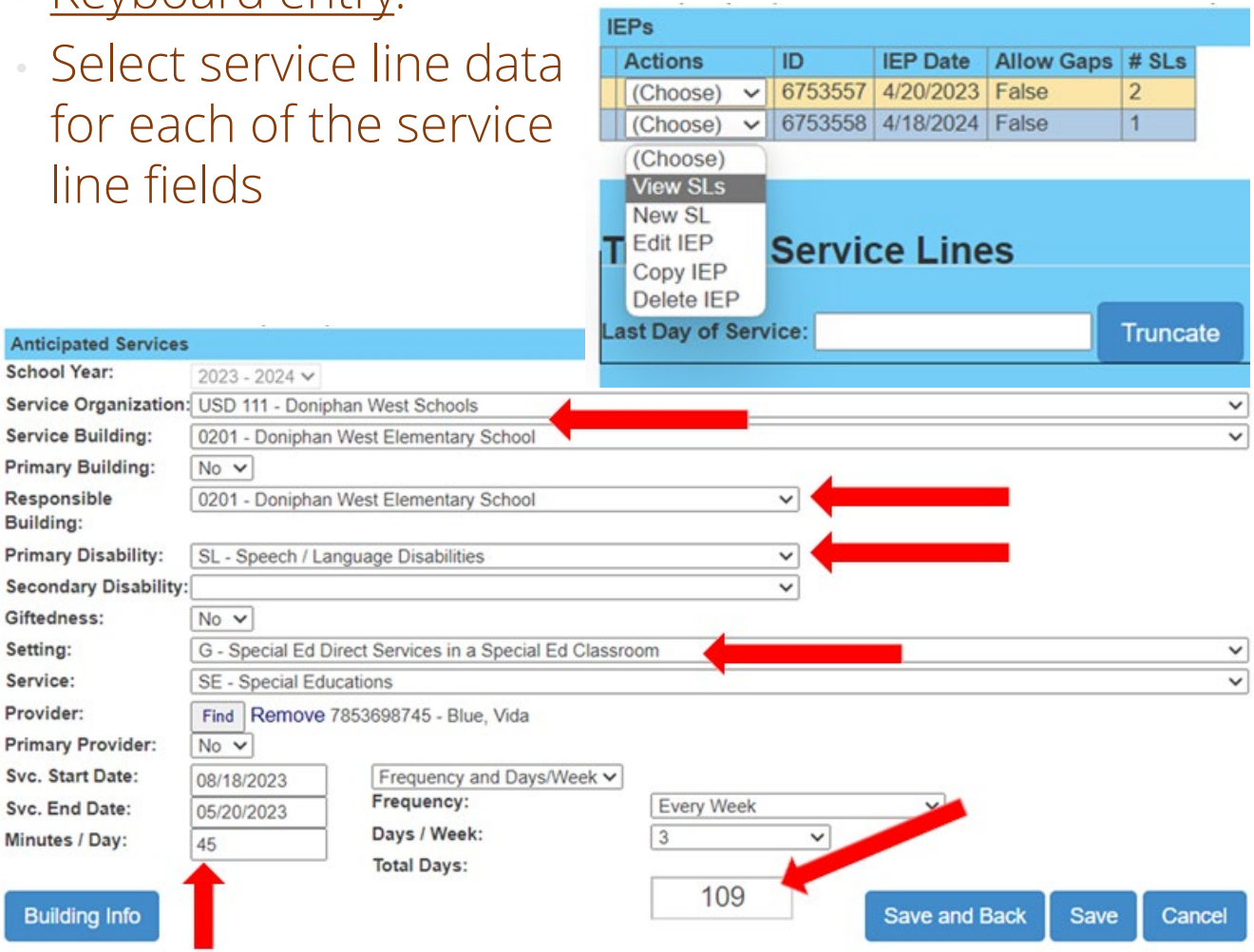
- A student receives IEP services during the current school year, then exits.
- As a result of exiting, all IEP services cease.
- Later in the same school year, the student resumes IEP services. This creates a Gap in services. Verification 0146 & 0169
- To resolve the verification, edit the IEP, mark the "Allow Gap" indicator and update

- Confirming the exit and resumption of services reads as True.



Student Data

- Keyboard entry.
- Select service line data for each of the service line fields



- Service Organization
- Attendance building
- Responsible school
- Disability and Gifted
- Provider
- Start and end dates, minutes
- Frequency or total days

Student Data

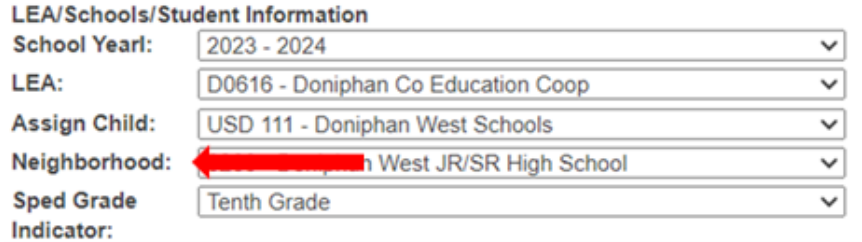
How to report students who attend out of district.

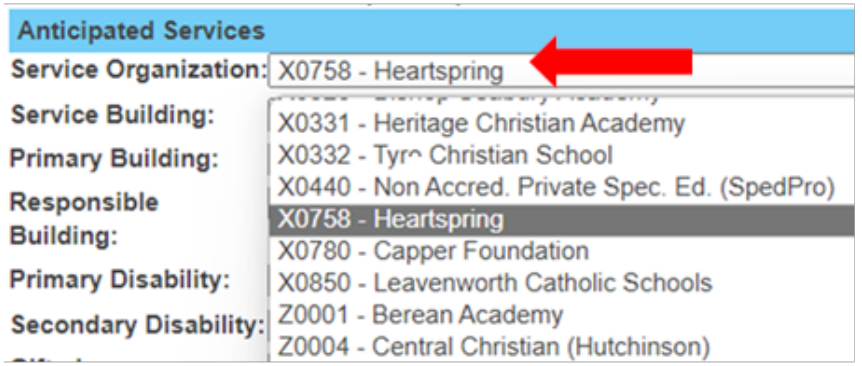
Student Profile reflects the general education school of choice.

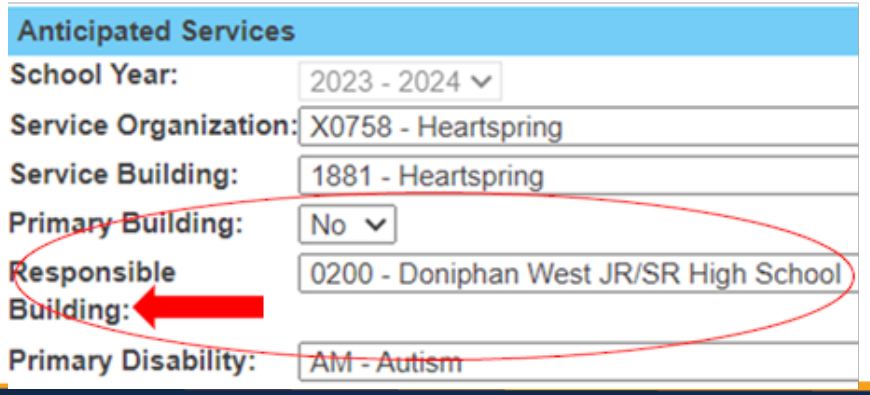
Service lines report the attendance location

Use the service organization drop down to select the out-of-district service location

The student's Accountability school remains the Responsible building regardless of the service location







Student Data

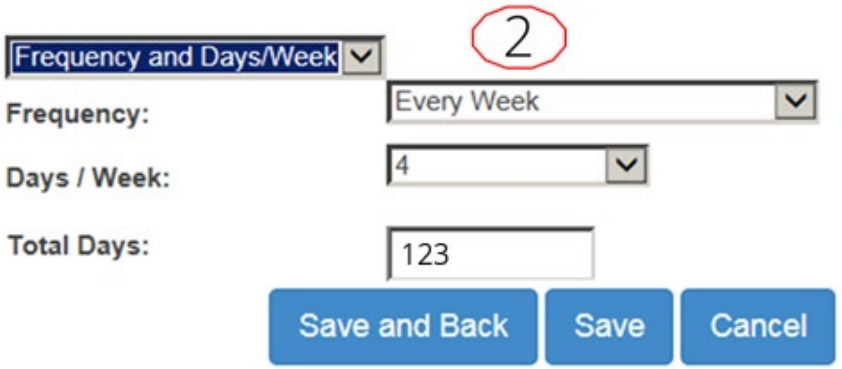
Duration is determined by total days. There are 2 options, the user would select 1 option consistently

1. Total Days between Start and End dates

   Just enter the total days

2. Days per week and frequency

   Uses the calendar to determine total days between start and end date



Tip - Selecting a service line in Edit mode will recalculate the total days when Frequency and total days is selected. Possible solution to verification 011.

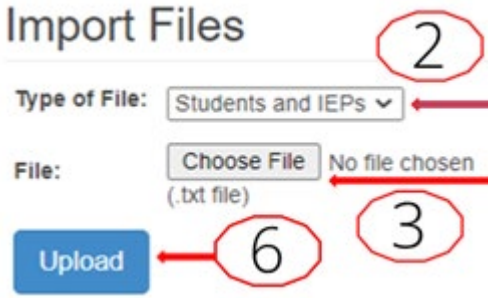
Student Data

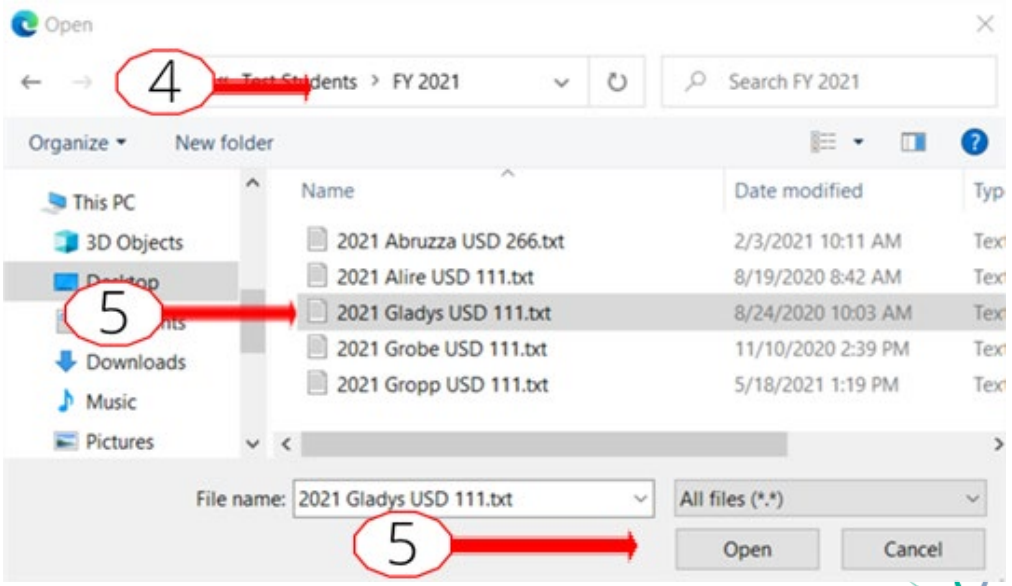
2 methods for student data entry

Note:
Always import complete data for school year. All IEPs and All Service for each import, original and subsequent. Subsequent imports erase all prior data for the student.

- Method -2 Importing.

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

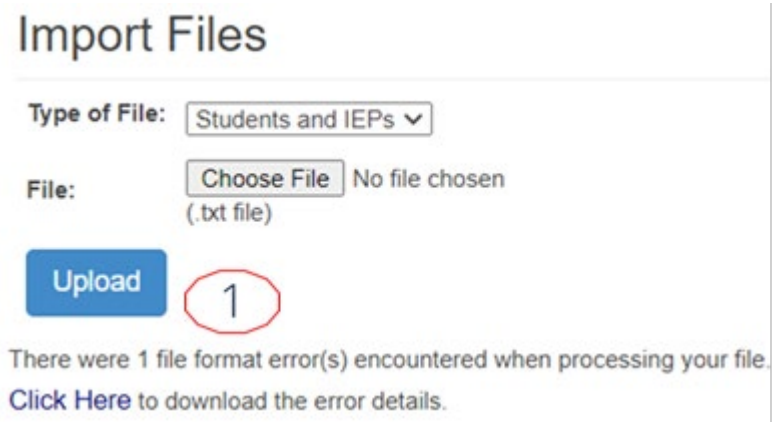


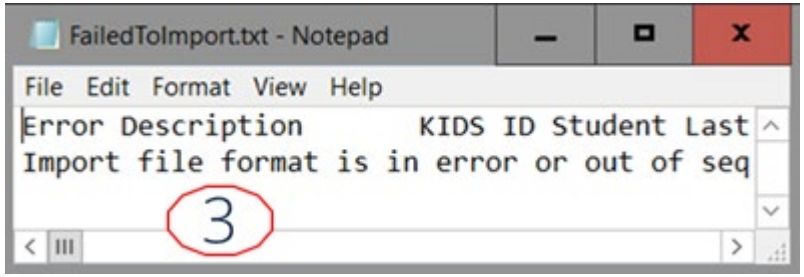


Student Data

- Import alerts.

1. Upon Import completion, check results
2. Note any Import alerts
3. Click the alert number for details
   Text file opens with alert description and file contents





Import File History

From Date: **To Date:** **User:** Mason Vosburgh

Search

2

137 result(s)

ID	User	Date	File Name	Total	Successful	Alert
854	Mason Vosburgh	7/14/2017 9:52:41 AM	Knabe USD 111 - 2017.txt	1	1	0
853	Mason Vosburgh	7/14/2017 9:49:44 AM	Knabe USD 499 - 2017.txt	1	1	0
852	Mason Vosburgh	7/14/2017 9:45:16 AM	Knabe USD 499 - 2017.txt	1	0	1
851	Mason Vosburgh	7/14/2017 9:43:51 AM	Knabe USD 499 - 2017.txt	1	0	1
850	Mason Vosburgh	5/18/2017 3:32:35 PM	2018 test import.txt	9	7	2
849	Mason Vosburgh	5/18/2017 3:23:52 PM	2018 test import.txt	9	1	8

Student Data

Import alerts

1. Select All and Copy the text in the alert.
2. Paste alert content into Excel. Column A (alert description) Column B begins the file content
3. Find the problematic data using the alert description and the data field header.
4. Correct in data source and resubmit

Use Import Template to find missing or invalid data in Import file

	A	B	C	D	E	F	G	H	I	J	K
1		1	2	3	4	5	6	7	8	9	10
2		KIDS ID	Last Name	Gender	DOB	School Year	Assign Child count	Neigh. Bldg	Grade	Status Code	Exit Date
3		H	H	H	H	H	H	H	H	H	H
5		6272231121	Billing	1	8/5/2001	2017	D0111	0200	17	D	
6	Unable to	9192177824	Anderson	0	5/21/1917	2017	D0499	9999	02	N	

2 Paste Alert details

Bad DOB 3

Invalid building 3

Missing Exit date 3

Student Data

Importing records

Records failing to import

- September 1 – Initial batch submission of current school year records
  - Continuous submissions
- April 22 – stop batch imports until Dec 1 report is finalized
  - Manual updates
- November 1 – Stop batch imports of prior year data
- Never Import records on the day the Dec 1 or EOY reports are finalized.
- Resume data entry when KSDE gives the OK

Importing near the data finalization data may generate new errors, reintroduce resolved verifications, create duplicate records, etc. with little or no time to correct before finalization

Batch Importing schedule

- Records will fail to imported under these conditions
- Student ID does not exist
- No permissions – Assign child count of the student is a not member of the submitting organization
- Service dates are not in the same school year as the default school year selected > GO
- The imported file does not meet the specifications. Too long or too short.
- The field format is incorrect. For example, a date field = 98/HQ/20!*, grade field is not valid, Name field is not alpha – Sm!t8

Student Data

Student ID numbers

- To resolve multiple ID numbers or incorrect number assignment, the KIDS Help desk must be contacted.

General Help

helpdesk@ksde.org

(785) 296-7935

- Explain the situation. The Help Desk will let you know which ID to use, and which ID will be retired.

- Be sure to remove the retired ID from your IEP program.

Student ID numbers are maintained in the KIDS assignment system, a KSDE web application.

- Occasionally a student will be assigned more than 1 ID number.
- Occasionally the same number is assigned to multiple (different) students.

These issues may become prevalent as verifications trigger, or a student is unexpectedly listed on SPEDPro reports.

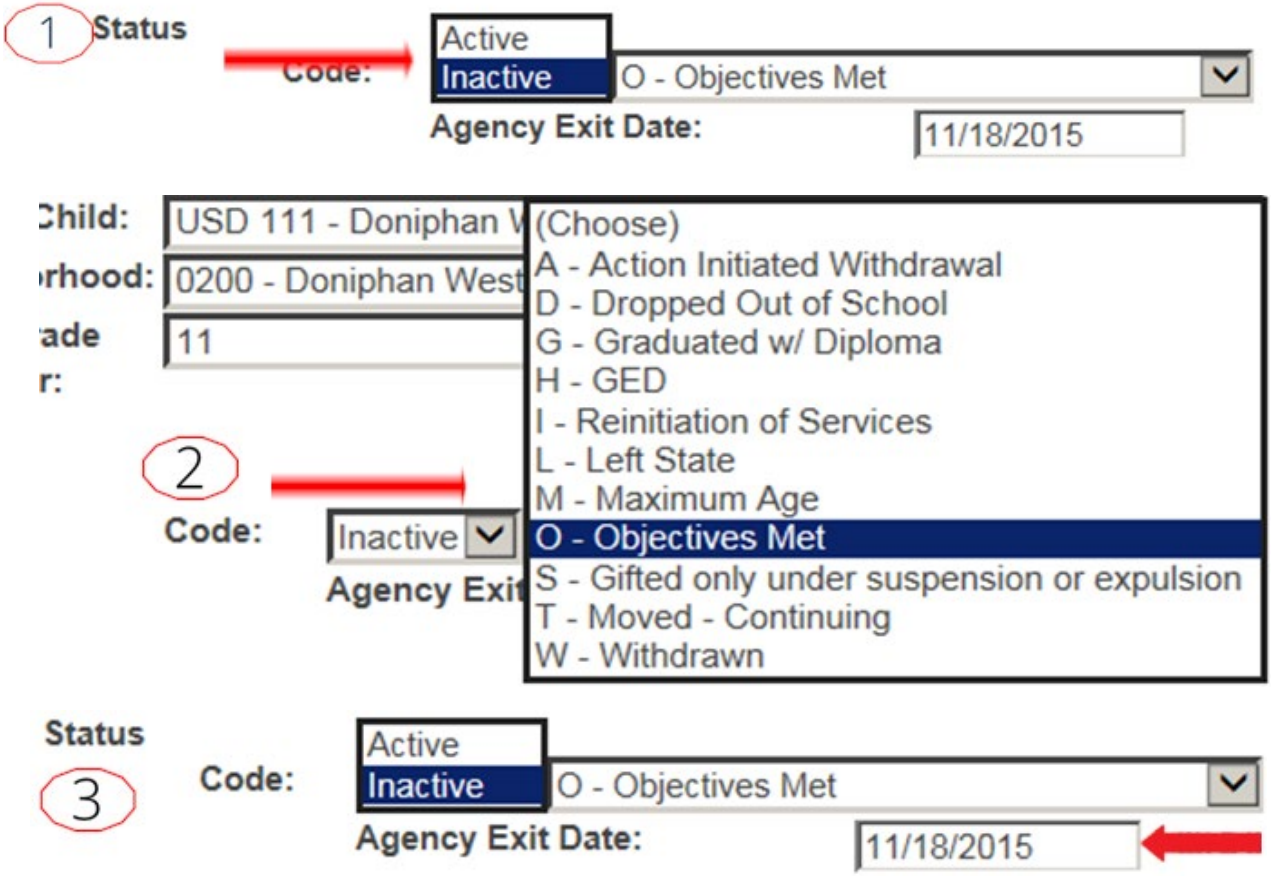
Exiting

How to exit a student
Steps 1 - 3

Exit data is listed on the student profile.

1. Change current status inactive
2. Select Basis of exit
3. Enter Exit Date
4. Save

Note: Students who move within Coop / Interlocal member districts do not qualify as exits.



How to exit a student

Step 4

Exiting

Ending Services – How to Truncate end dates

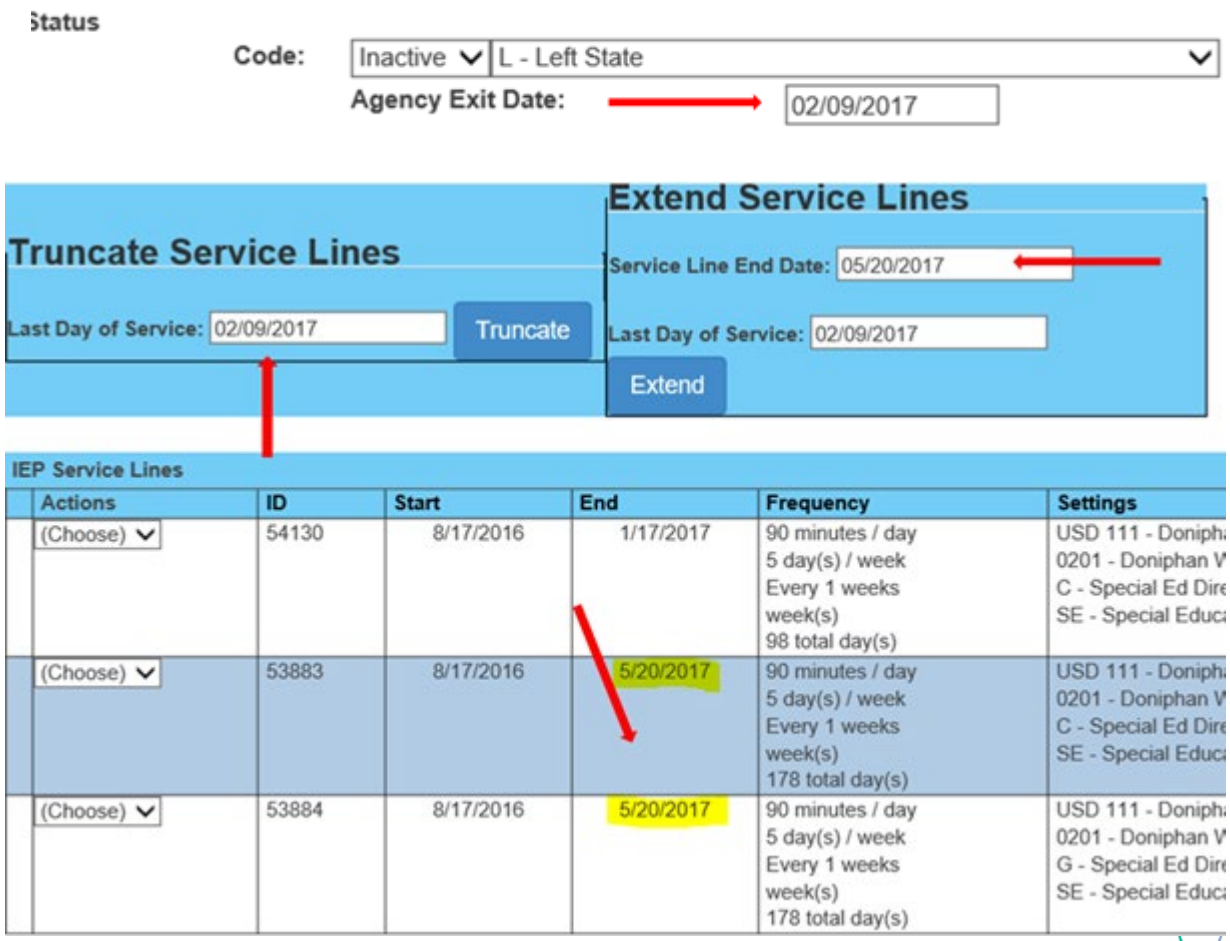
End all services – use Truncate button to end every service on the same date

1. Go to the IEP list
2. Select the current IEP
3. Enter the exit date as last day of services
4. Click Truncate - Save

Change targeted end date

Use Extend service lines tool

1. Enter target end date
2. Enter new last day of service
3. Click Extend - Save



Exiting Tips

Inactivity

If the student does not receive IEP support for two consecutive weeks / 10 school days, the student is considered inactive and Exit data is reported in SPEDPro.

Exit date

The exit date is determined by the last day the student received IEP service. The exit date and the latest service end date are the same day. Verification 0144 checks to confirm these dates are equal.

Basis of Exit

Drop Out status is the default basis of exit, unless there is evidence the student exited one of the other 9 exiting categories.

Request for records, revocation document, received diploma, reached maximum age, no longer has a disability

Student records

- Dates and Deadlines

April 30

Current year data finalization deadline
The following data sets will be finalized on April 30.

- December 1 child count and environments

KSDE will measure this deadline for determination of timely and accurate reporting

Exiting and Discipline

- Dates and Deadlines

November 15

Prior year data finalization deadline
The following data sets will be finalized on November 15.

- Exiting data. Students who exited special education in the prior school year
- Discipline data. Students subject to disciplinary removals in the prior school year

KSDE will measure this deadline for determination of timely and accurate reporting

MIS Contact

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