Pieces of the Puzzle

Introduction to Special Education data reporting - MIS

KANSAS STATE DEPARTMENT OF EDUCATION

www.ksde.gov | #KansansCan

Kansas leads the world in the success of each student.

Modules

Module One – Introduction to MIS reporting

log in, access

Module Two – Getting started

Navigation, Calendar, Building information, Directory - Building association, Class minutes, settings, Providers

Module Three – Student data

Entering and exiting student records

Module Four – Verifications and reports

Module Five – State Funding

Module Six – Closing the school year

Module Seven – Other related topics

Module 4 – Verifications and reports

Module 4 objective

Provide an understanding of the process of checking for the information submitted for data anomalies, outliers and errors.

Verification search criteria

Data quality reports.

Sorting reports to confirm populations and finding anomalies

How to crosscheck discipline report data to service lines

Module 4 corresponds to Parts IX, XIII & XIV in the SPEDPro User guide

See the SPEDPro User guide for more details

Verifications

Verifying the accuracy of data submitted is an essential component of the MIS process

SPEDPro utilizes two partnering tools for validating information submitted to the application

1. Data Quality reports
2. Verification process

The verification process analysis individual data fields and applies formulated logic to the values contained in each data field. If the data reported is missing, invalid, or illogical a verification flag is triggered. This process is completed on the Verification list page in SPEDPro

The Verification process does not catch all discrepancies. The SPEDPro data quality reports must be used as a companion to the verification process. The details in each data field are reviewed in the Projected reports to confirm the values listed are correct.

Verifications should be prioritized.

High priority verifications relate to OSEP reported categories. These include area of student age, disability, educational environment, exit date and basis of exit, discipline removals, duplicate records, overlaps and responsible school

Verifications

Verification page

Querying for individual verification checks is completed on the verification page in SPEDPro.

Checks can be run using different search criteria or by all verifications collectively.

Using the verification search criteria, verifications can be run by

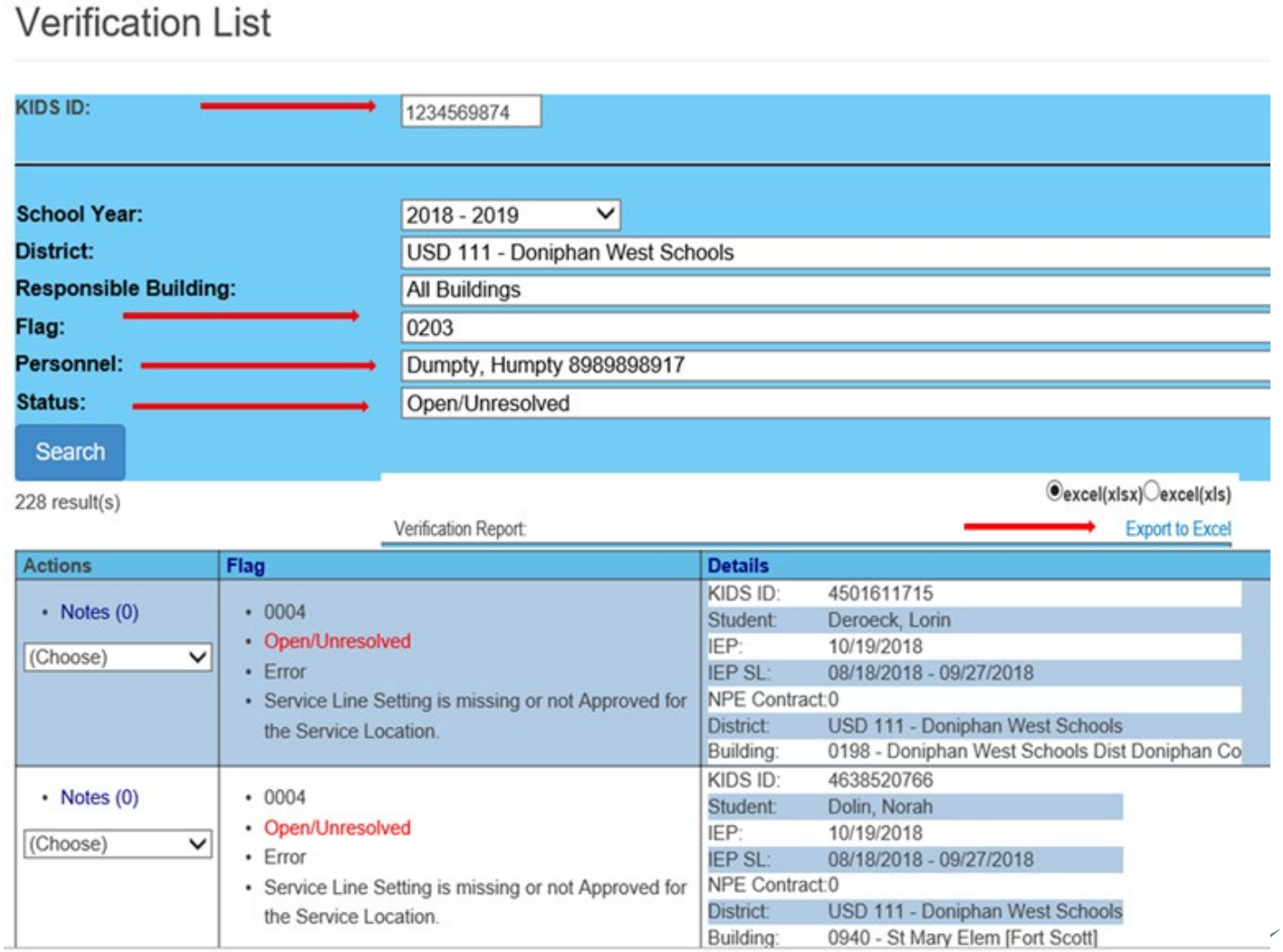
- Individual student
- Responsible School – keep on “all buildings”
- Single verification flag
- Service line provider
- Open / Unresolved status
- Closed / resolved status.

When the desired search criteria is selected,

click the search button to display the results

Verifications

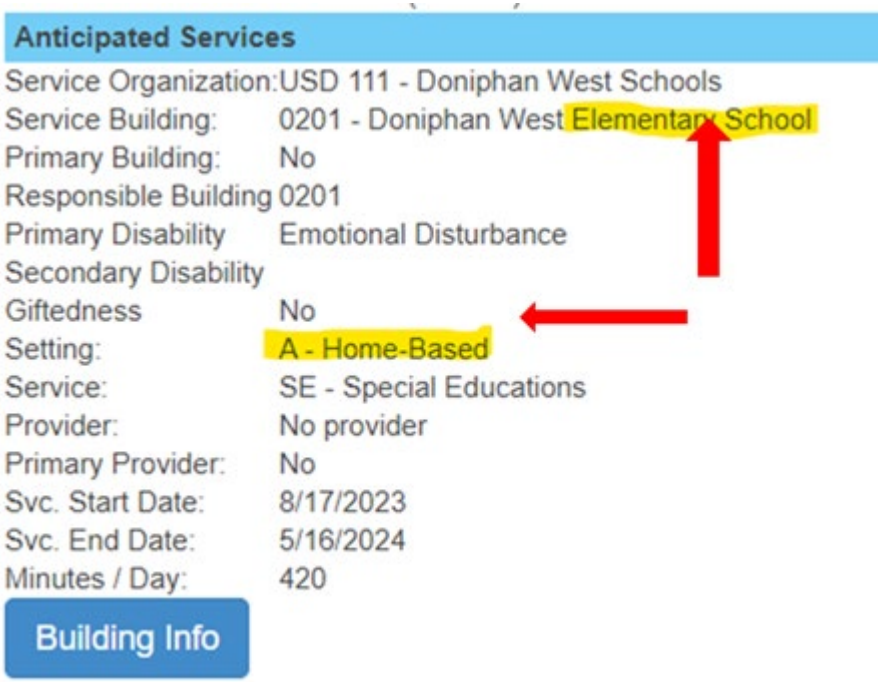
- Default to all students with verification
- Verifications can be filtered by;
- Agency / Building
- Student or ID #
- Flag / type
- Open / unresolved
- Search
- Print verification report



Verifications

Verification Tip -

For quick analysis, use the Actions drop down to jump and view the service line triggering the specific verification



Verification report

Report lists Profile ID, IEP ID, Service line ID or NPE ID

Use ID number as reference to find data triggering verification.

Provider	Student Last Name	Student First Name	KIDS ID	DOB	Responsible Org	Responsible Bldg	Flag	Profile ID	IEP ID	Service Line	NPE Contract ID
	Quicksall	Johanna	4610995492	05/30/2015	D0437		0004				
SPED Teacher	Arballo	Carnell	8711815361	11/23/2002	D0111	0201	0004			55992	
Speech Provider	Harper	Andrew	5738373065	10/15/1996	D0111	0201	0004			55997	
Bunny Ears	Mcfield	Laurette	9114067935	05/21/2016	D0437	6512	0005	11898			
Regular Show	Harper	Andrew	5738373065	10/15/1996	D0111	0201	0005	11962			
	Sherling	Brandin	1002152283	04/08/2013	D0259		0045		17278		
Speech Provider	Ahyou	Jakob	9378275435	04/30/2014	D0437	6513	0020	11908			
	Vandiford	Faith	6026325484	02/14/2016	D0111	0201	0007			56000	
	Vandiford	Faith	6026325484	02/14/2016	D0111	0201	0150				1234

Uses of the verification report

Check list of students needing correction

Present data issues to providers.

Content source for documenting point dedications on the Timely and Accurate template

Verification Assistance

If assistance is needed resolving verifications or data quality reports, follow these steps

Call or email the KSDE MIS data manager for assistance

Identify the issue of concern

- Verification by code number
- Data quality report by report name
- Import alert – provide the name of the import file and date imported

Identify students by ID number only

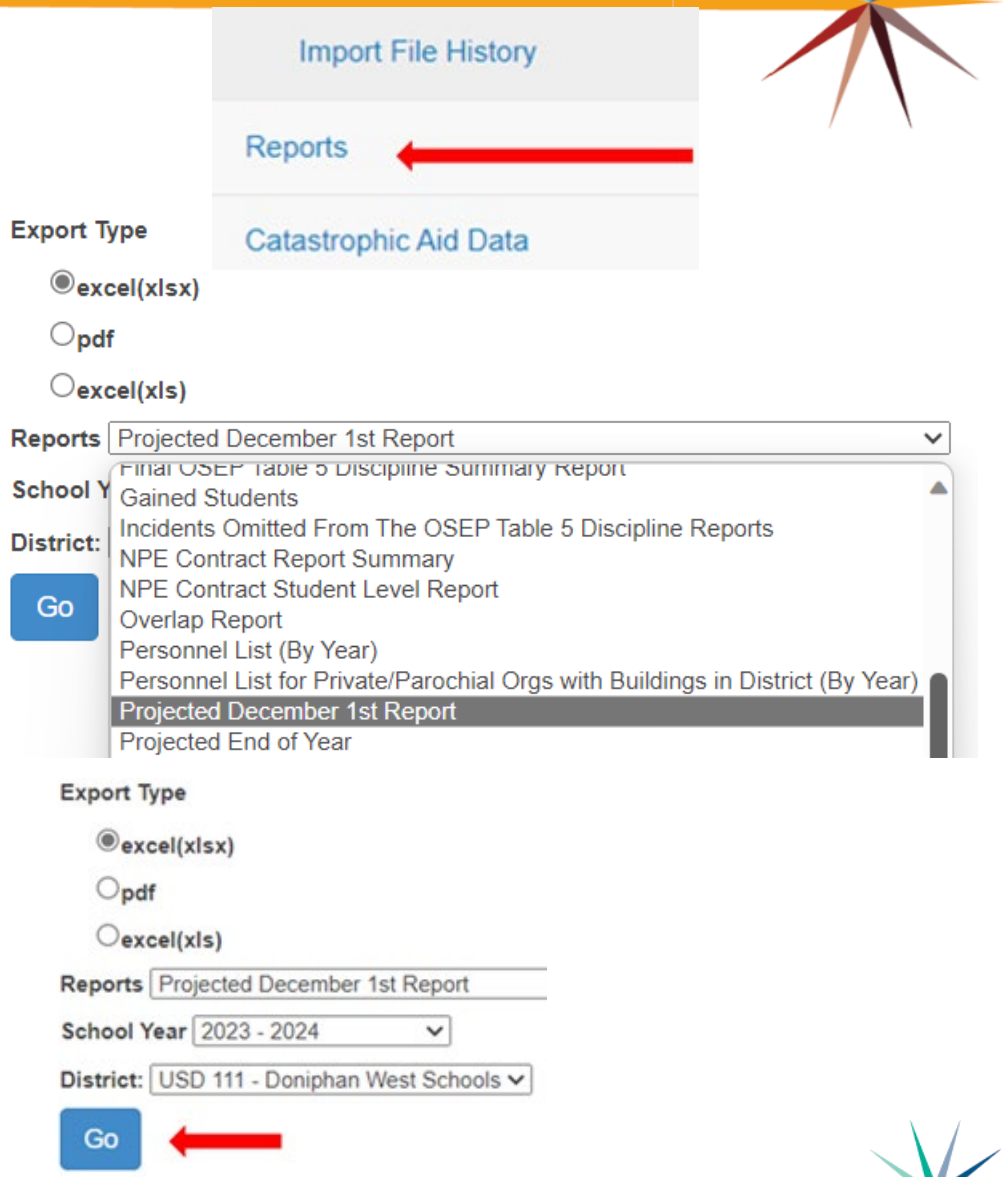
Identify school districts by number not name

Specify the area of concern

Provide any clarifying details related to the issue

Reports

- How to choose and run a report
- Navigate to the reports page
- Select the target school
- Select the Organization
- Select the report format
- Select the report needed from the drop down menu and file type.
- Click Go to generate the report.



Reports

Projected Child Count Reports

Projected reports – the status of child count reports as of the time they are run.
Used for quality checks before the Federal data is finalized.

Projected - End of Year

Report for fiscal year 2018

KIDS ID	Student First Name	Student Last Name	Date of Birth	Gender	Local Student Identifier	Grade	Age on December 1	Age June 30	Primary Disability	Sec Dis	Gifted	Agency Start Date
6630717465	Ellen	Acosta	07/31/2012	F		5	5	5	DD		N	08/21/2017
9086435068	Skylar	Armstrong	05/17/2011	F	50008	K	6	7	ED		N	08/16/2017
8043268037	Sandy	Bai	05/11/1997	M		12	20	21	ED		N	08/01/2017
9589400434	Charity	Barton	04/24/1995	F		12	22	23	ED		N	08/01/2017
5415085491	Ebb	Beninati	06/28/2013	M		4-Yr-Old Preschooler	4	5	DD		N	08/01/2017

Projected Reports

- Projected December 1 report
- Projected Gifted Summery report
- Projected End of Year
- Projected Table 5 Discipline report
- Projected Table 4 Exit report.

Review these reports in detail to assure all information is accurate

Reports

Final Child Count Reports

Final reports – the official child counts reported federally to OSEP. Finalized reports populate OSEP indicators and are used for year-to-year measurements.

Final December 1st Report

Report for 2023 - 2024 School Year

KIDS ID	Student First Name	Student Last Name	Date of Birth	Gender	Grade	Age on Dec 1	Primary Disability	Sec Dis	Gifted	Agency Start Date	Agency Exit Date	LEA
1234567895	Abigail	Adams	04/08/2008	M	10	15	ED		N	08/16/2023		D0603
2345678912	John	Adams	08/16/2017	M	KG	6	DD		N	08/16/2023		D0603
3456789123	James	Brown	08/20/2008	F	10	15	LD		N	08/16/2023		D0603

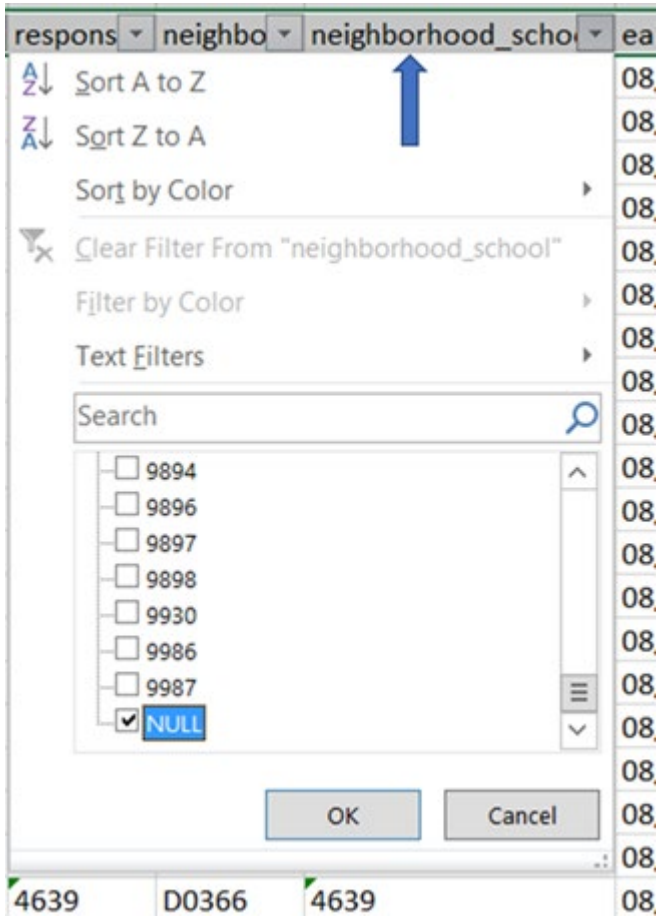
Final Reports

- Final December 1 report
- Final Gifted Summery report
- Final End of Year
- Final Table 5 Discipline report
- Final Table 4 Exit report.

Save these reports as the official child counts

Report Tools – Use to Verify Data

Projected reports can be used to verify data during the collection



Use the column filters to find missing or inaccurate information

Missing Neighborhood / responsible schools

Missing Demographics like race / ethnicity can mean no KIDS records

Exit dates and exit codes not aligning

Age and grade levels not representative.

Missing Grade levels

KG – 12 students with Preschool settings

Verify total number of students

Reports

Projected Reports

Cross check the data fields to look for data outliers

Look for erroneous dates

A. Earliest Start date equals first day of school
B. Current IEP equals first day of school
C. First IEP equal first day of school

A	B	C	
Earliest Service Start Date	**Lastest Service End Date**	**Current IEP Date**	**First IEP Date**
08/18/2022	03/11/2023	08/18/2022	08/18/2022
08/18/2022	05/05/2023	08/18/2022	08/18/2022
08/18/2022	04/03/2023	08/18/2022	08/18/2022
08/18/2022	12/16/2022	08/18/2022	08/18/2022

Continuing students should have an IEP from the prior school year
Entering students should have an IEP date from the prior organization
If the IEP date is the first day of school, this can be a red flag.

Reports

Projected End of Year Report

Projected EOY has all students listed.

Use Projected EOY for detailed data analysis

Projected End of Year

Report for 2022 - 2023 School Year

A B A

KIDS ID	Student First Name	Student Last Name	Date of Birth	Gender	Agency Start Date	Agency Exit Date	LEA	ACC	Responsible Building	Neighborhood Building	Earliest Service Start Date	Lastest Service End Date	Current IEP Date	First IEP Date	Current Status
1258963214	Tony	Perez	03/15/2006	M	08/15/2022		D0711	D0500	8350	8350	08/15/2022	10/27/2022	10/29/202	10/29/202	C
4587412369	Pete	Rose	02/12/2011	F	08/15/2022		D0711	D0500	8407	8407	08/15/202	10/20/2022	11/20/202 1	11/1/202 1	E
78965412021	Johnny	Bench	06/03/2008	M	08/15/2022		D0711	D0500	8329	8329	08/15/2022	11/13/2022	01/20/202 2	01/2/202 2	R

Projected EOY Report can find

- Duplicate records
- Incomplete data
- Missing services, invalid "Z" settings
- Grade level to age disparities
- Inaccurate Assign child count organizations
- DD Students older than age 9

Example of Incomplete data

A. Active students

B. Services ceasing before the end of the school year

Reports

Verification Reports

Several reports are for quality analysis, comparing student level data state wide. These reports flag inaccuracies in the current data that may need to be corrected locally.

Unresolved Exit Report

Report for fiscal year 2018

LEA	ACC	KIDS ID	First Name	Last Name	Date of Birth	Status Code	Latest End Date
D0618	D0262	2663781541	Russel	Blasz	01/03/1999	E	04/10/2018
D0618	D0262	2920779281	Emerald	Cheong	02/12/2003	E	04/10/2018
D0618	D0262	4785029935	Germaine	Cutshaw	03/31/2011	C	05/15/2018
D0618	D0265	8246484451	Raymon	Amonette	11/03/2001	E	05/16/2018
D0618	D0265	4364942758	Soloman	Britton	12/01/2000	E	04/01/2018
D0618	D0265	7782156629	Mateo	Geho	04/07/2001	N	03/30/2018
D0618	D0265	3905832526	Garnett	Yurich	10/10/2002	C	05/21/2018

Verification Reports

- Overlap Report
- Unresolved Exit Report
- Exit Status Report
- Unknown Exit report
- Discipline Incident Report

These reports provide evidence that current information needs to be corrected.

Report Tips

Do not ignore data quality reports

Data Quality reports are a High Priority and factor in Timely and Accurate measurements

Unclaimed student report

List of students not counting on OSEP reports

Overlap report

List of students with the same service dates in more than 1 IEP or organization

Unresolved exit report

Exit data is not reported for students not active in current school year

Discipline IDEA Data Validation report

KIAS Discipline data is in question

Exit status report

Evidence that the reported basis of exit must be changed

Unknown Exit report

Basis of exit reported is questionable, student not found elsewhere

Data Quality Reports

Unclaimed Student Report

List of students to be excluded from federal reports and child counts

Unclaimed Student Report

Report for 2020 - 2021 School Year

KIDS ID	Student First Name	Student Last Name	LEA	ACC	Profile ID
1458235548	Patrick	Mahomes	D0308	D0308	2201446
1715872789	Travis	Kelsey	D0308	D0308	2201433

Note: High Priority report

Claiming means claiming in SPEDPro.

SPEDPro claiming is unrelated to KIDS records.

Not claiming a qualified IDEA student would impact Timely and Accurate reporting

When to run the report – continually through the school year.

Data Quality Reports

Overlap Report

List of students – with service dates overlapping other SPEDPro records.

2 Organization listed Overlap is in your data and a different agency. Service line dates overlap

Overlap Report

ACC	Overlap ACC	SASIDs ID	First Name	Last Name	Birth Date	Status	Exit Date	Start Date	Overlap Starts	Overlap Ends
D0101	D0101,D0259	3739683929	Blaine	Thompson	11/13/1989	Continuing Student		10/10/2016	10/10/2016	12/12/2016
D0259	D0101,D0259	3739683929	Blaine	Thompson	11/13/1989	Returned		09/01/2016	10/10/2016	12/12/2016
D0259	D0259	1725923939	August	Polzer	04/21/2011	Returned		07/01/2016	07/01/2016	11/11/2016
D0259	D0259	1725923939	August	Polzer	04/21/2011	Continuing Student		07/01/2016	07/01/2016	11/11/2016

Overlap of a single organization indicates the overlap is in your data alone.

Multiple profiles or same service dates on multiple IEPs

When to run the report - continually through the school year.

Data Quality Reports

Unresolved Exit report

List of Active students from the prior school year not found in the current school year.

Unresolved Exit Report

2023 - 2024 School Year

LEA	ACC	KIDS ID	First Name	Last Name	Date of Birth	Status Code	Latest End Date
D0123	D0821	7412589632	Gomez	Addams	07/09/2004	C	05/24/2024
D0123	D0935	2365417896	Fester	Addams	04/27/2009	C	02/15/2024

Note: High Priority report

When to run the report -

August - September after initial population of current year students have been submitted.

Why are these students listed?

Did services end in the prior school year?
Was the student omitted from the current year?

No students should be listed on this report.

Data Quality Reports

Discipline IDEA Data Validation report

List of Discipline students not aligning with SPEDPro data

Discipline IDEA Validation Data Report

This report shows the user which students and incidents do not have a corresponding match for IEP service lines (gifted service lines are excluded) in the SPEDPro application on the date of the incident. If this report has alerted you to data that does not match data in the SPEDPro application, before editing the Discipline Data Collection, please check with the person who enters special education data for your district into the SPEDPro application to ensure changes are made in the correct application.

Some of the main reasons incidents don't have a match in SPEDPro and appear on this report are

1. Student not claimed in SPEDPro – See Unclaimed student report.
2. No IEP service line intersecting Incident date
3. No disability found on IEP service lines intersecting Incident date

KIDS ID	Last Name	First Name	Birth Date	LEA	ACC	Responsible Building	Incident Date	No Service Line	Disability Not Matched
7896541235	Brett	George	9/24/2011	D0799	D0123	6998	4/16/2024	X	X

Note: High Priority report – report needs to be clear by EOY finalization.

Why is the student listed? - Student is marked as IDEA on the incident date. But there is no corresponding SPEDPro data

Solution – Student not IDEA, contact local KIAS users to remove the IDEA from the Incident.

Solution – Student is IDEA, update SPEDPro service lines.

Data Quality Reports

Unknown Exit report

Note: High Priority report

List of students – reported as in-state transfer, not found elsewhere in Kansas

Unknown Exit Report

School Year: 2023 - 2024

KIDS ID	Student First Name	Student Last Name	Date of Birth	Grade	COOP	LEA	IEP Date	Status	Exit Date
7859632145	Jose	Cruz	10/18/2013	7	D0123	D0123	5/13/2023	T	11/19/2023

Why is the student listed?

Basis of exit is in question.

Is the student reported with a different basis of exit in the local Student information system?

Move out of state, drop out??

When to run the report, May - August

Data Quality Reports

Exit status report

List of students with activity after the exit date, with evidence of a different basis of exit

Exit Status Report

2023 - 2024 School Year

				Where Exited					Where Continuing				
KIDS ID	Student First Name	Student Last Name	Date of Birth	LEA	ACC	IEP Date	Status	Exit Date	LEA	ACC	IEP Date	Start Date	Status
7896541235	John	Adams	1/11/2011	D0878	D0123	5/22/2023	D	2/15/2024	D0775	D0987	5/22/2023	2/19/2024	E

Note: High Priority report

The Exit status is SPEDPro needs to change.

Listing the student as an in-state transfer "T", clears the student from the report.

This report should be clear when the End of Year report is finalized in November.

Discipline Data

Verify student, basis of removal, type of removal and length (days) of removal

1. Go to Projected Discipline summery report
2. Review the basis of removal, type of removal and days of removal

If discrepancies are found, alert your local KIAS administrator at the building or district level for corrections.

Revisit page for monthly updates to assure corrections have been made in KIAS.

Projected OSEP Table 5 Discipline Summary Report

Report for 2022 - 2023 School Year

KIDS ID	First Name	Last Name	Total Days Out of School Suspension				
			Drugs	Weapons	Viol SCC	Ser Bod Inj	Total
7896541233	Austin	Powers	25	0	0	0	25
5874123698	Julius	Ceaser	0	180	0	0	180
2014523201	Brittney	Spears	0	0	3	0	3

Discipline Data

- Cross check Incident date to total days of removal to find intersection with December 1 date for out of school suspension / expulsion

- Confirm service line setting = “U” for days served while under suspension / expulsion

Final OSEP Table 5 Discipline Incident Report

Report for 2018 - 2019 School Year

Days of Removals from School from Incident date

KIDS ID	ACC	Incident Dat	Out-of-School Suspension	Expelled	Interim Alter
1234566789	D0123	9/25/2019	180	0	0
5678891234	D0123	10/7/2019	0	75	0
9876654321	D0123	11/12/2019	0	0	35

Student Data – Service line data

- Do service lines align with Disciplinary removal?
- If no, then contact building staff who enter KIAS data
- If service location is in question, contact IEP case manager

IEPs

Actions	ID	IEP Date	Allow Gaps	# SLs
(Choose)	18557	5/21/2023	False	3

Truncate Service Lines

Last Day of Service: [ ] Truncate

Extend Service Lines

Service Line End Date: [ ]

Last Day of Service: [ ]

Extend

IEP Service Lines

Actions	ID	Start	End	Frequency	Settings
(Choose)	56321	8/17/2023	11/18/2023	135 minutes / day 5 day(s) / week Every 1 weeks week(s) 66 total day(s)	USD 111 - Doniphan West Schools 0200 - Doniphan West JR/SR High School C - Special Ed Direct Services in a General Ed Classroom SE - Special Educations
(Choose)	56322	11/19/2023	1/30/2024	135 minutes / day 5 day(s) / week Every 1 weeks week(s) 42 total day(s)	USD 111 - Doniphan West Schools 0217 - Off Site non-public Building U - Under Suspension / Under Expulsion SE - Special Educations

Informational reports

Verification 0224 report

Report of students with different OSEP categories that have changed since the December 1 report was finalized.

Responsible school, Area of Disability, OSEP Environment.

Displays the original December 1 OSEP value and the current December 1 value. Records triggering both 0210 and 0224 are listed with an explanation of why verification 0210 is present.

Verification 0224 Report

2023 - 2024 School Year

KIDS ID	First Name	Last Name	ACC	Resp Building Dec 1st	Resp Building Current	OSEP Disability Dec 1st	OSEP Disability Current	OSEP Env Dec 1st	OSEP Env Current	Verifications	Reasons not on Dec 1st Report with current data
1237192013	Petkus	Onie	D0437	6528		VI		PL		0210, 0224	Service lines have missing calendar
1686799055	Gulyas	Gracie	D0111	0201		HI		RC		0210, 0224	Service lines have no valid disability codes
3486547534	Dinh	Minnie	D0437	6518	6518	TB	TB	RF	SP	0224	
6257026253	Daehn	Wilber	D0437	6512		HI		PL		0210, 0224	No Dec 1st Service Line
6543046066	Weismantle	Jocelyn	D0111	0201	0201	SL	DD	UM	UL	0224	
7022192294	Baley	Chandler	D0111	0203		DD		RC		0210, 0224	Service lines have no valid disability codes
8339746758	Rosko	Adria	D0437	6513	7515	AM	AM	SS	SS	0224	
9911849759	Kilpatrick	Anjanette	D0437	6512		LD		SP		0210, 0224	Student not claimed

See the Verification 0224 comparison report for line-by-line details of differences

Informational reports

Gained student report

List of move in IEP students who are newly associated to your organization

Gifted Summary Report

The number of Gifted students in service on December.

Report includes Gifted only student (GI) and IDEA students identified as Gifted (GI+)

Personnel List report

List of current year providers, organization associations, roles and when entered.

Verifications and reports

Dates and Deadlines

April 30

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

- Verifications and reports related December 1 child count and environments
  - See verification section of the Data Dictionary for a list of verifications related to OSEP data categories

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

Verifications and reports

Dates and Deadlines

November 15

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

- Verifications and reports related Exiting and Discipline data
  - See verification section of the Data Dictionary for a list of verifications related to OSEP data categories

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

MIS Contact

Mason Vosburgh

KSDE Data Coordinator

Special Education, Title Services Team

(785) 296-4945

Mason.Vosburgh@ksde.gov