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.

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

Closing the school year

- Module 6 objective

- How to use SPEDPro data quality reports to find unresolved issues prior to the finalization and closure of current year data collection.

Module 5 corresponds with the “Closing the school year” webinar posted on the MIS and student data page at

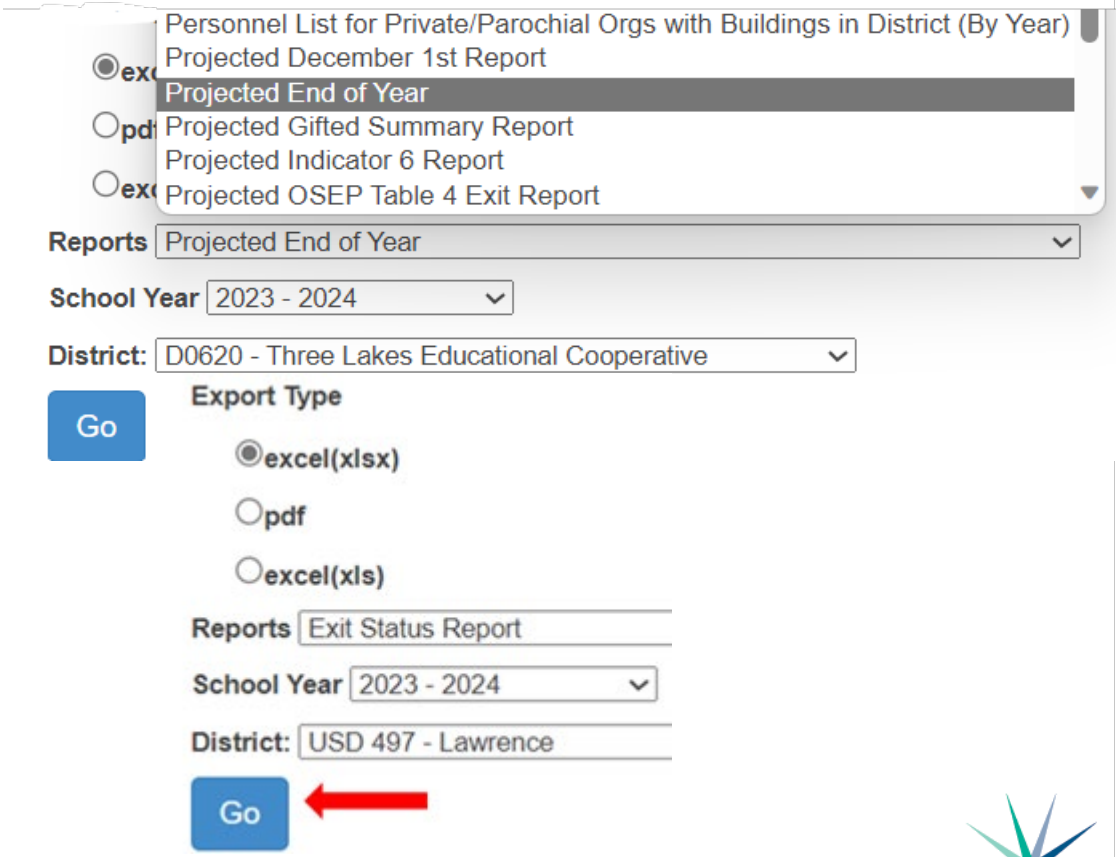
Watch the “Closing the school year” webinar for more details.

Closing the school year

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.



Closing the school year

Overlap report

Overlaps are caused when service date ranges between the start and end are reported on different IEPs for the same student.

An Overlap can occur on the same student record when more than 1 IEP lists the same service dates

An Overlap can occur for the same student when the same service dates are reported by multiple agencies.

The Overlap report will identify the Overlap source (ACC column), single agency or multiple agencies.

Overlaps must be resolved prior to the finalization of current year collection and the final End of Year report.

Closing the school year

Projected End of Year Report

The Projected End of Year report is very important for managing the quality of the data submitted throughout the school year.

Projected EOY Report can find

- Duplicate records
- Incomplete data
- Missing services, invalid “Z” settings
- Grade level and age disparities
- Inaccurate Assign child count organizations
- DD Students older than age 9
- Missing and inaccurate data values
- Total student population
- All exits

Review in great detail the contents of the Projected End of Year report. Make all corrections to all discrepancies found before the finalization of the End of Year report.

Closing the school year

Projected End of Year Report

Duplicates and Overlaps

Federal reporting specifications require unduplicated counts of students in each categorical data set.

Duplicates are determined by the presence of multiple records for the same student from the same organization. Duplicates can be found in the projected End of Year report.

Overlaps are determined by the presence of services from multiple organizations or multiple IEPs within the same service line start and end dates. Overlaps can be found in the Overlap report.

Tip – check for duplicates and overlaps throughout the school year. The December 1 final report requires and unduplicated count of students.

Closing the school year

Projected End of Year Report

Check for Duplicate records

A

B

C

KIDS ID	Student First Name	Student Last Name	Date of Birth	Gender	Local Student Identifi	Grade	Age on December 1	Primary Disability	Agency Start Date	Agency Exit Date	LEA	ACC
2589632147	Travis	Kelce	7/10/2011	M	875661	7	12	LD	8/17/2023	2/9/2024	D0617	D0397
2589632147	Travis	Kelce	7/11/2011	M	441237	7	12	LD	2/11/2024		D0617	D0410

A - Use the Excel Conditional Formatting tool to find duplicate ID numbers

B – Duplicate records found from the same organization

C - Multiple USD from the same organization

Solution

Exit record from D0397 is not valid. The student did not exit the Coop / Interlocal.

Combine all services from both USD into a single record. Delete the record with the exit date and exit status.

The presence of duplicate data will result in a point loss for accurate reporting.

Closing the school year

Projected End of Year Report

Check for Incomplete Data

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	08/15/202		D0711	D0500	8407	8407	08/15/202	10/20/2022	11/10/202 1	11/10/202 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	01/20/202 2	R

Example of Incomplete data

A. Active students

B. Services ceasing before the end of the school year

<u>Solution</u>

A. The current status is correct. Service dates to the end of the school year are missing

B. The service end date is correct. An exit date and inactive status needs to be added

The presence of Incomplete data will result in a point loss for accurate reporting.

Closing the school year

Projected End of Year Report

Check for students age 21 without inactive status and exit date

Age 21 is the last year of eligibility.

Inactive status must be;

Maximum Age or Graduate with Diploma

Projected End of Year

Report for 2022 - 2023 School Year

KIDS ID	Student First Name	Student Last Name	Date of Birth	Gender	Grade	Age on December 1	Age June 30	Primary Disability	Agency Start Date	Agency Exit Date	LEA
6726173857	Vince	Alires	08/24/2001	M	12	21	21	SL	08/18/2022		00616

Solution

If the student received a regular high school diploma, change current status to Graduation

If the student did not receive a regular high school diploma, change current status to Reach Maximum age

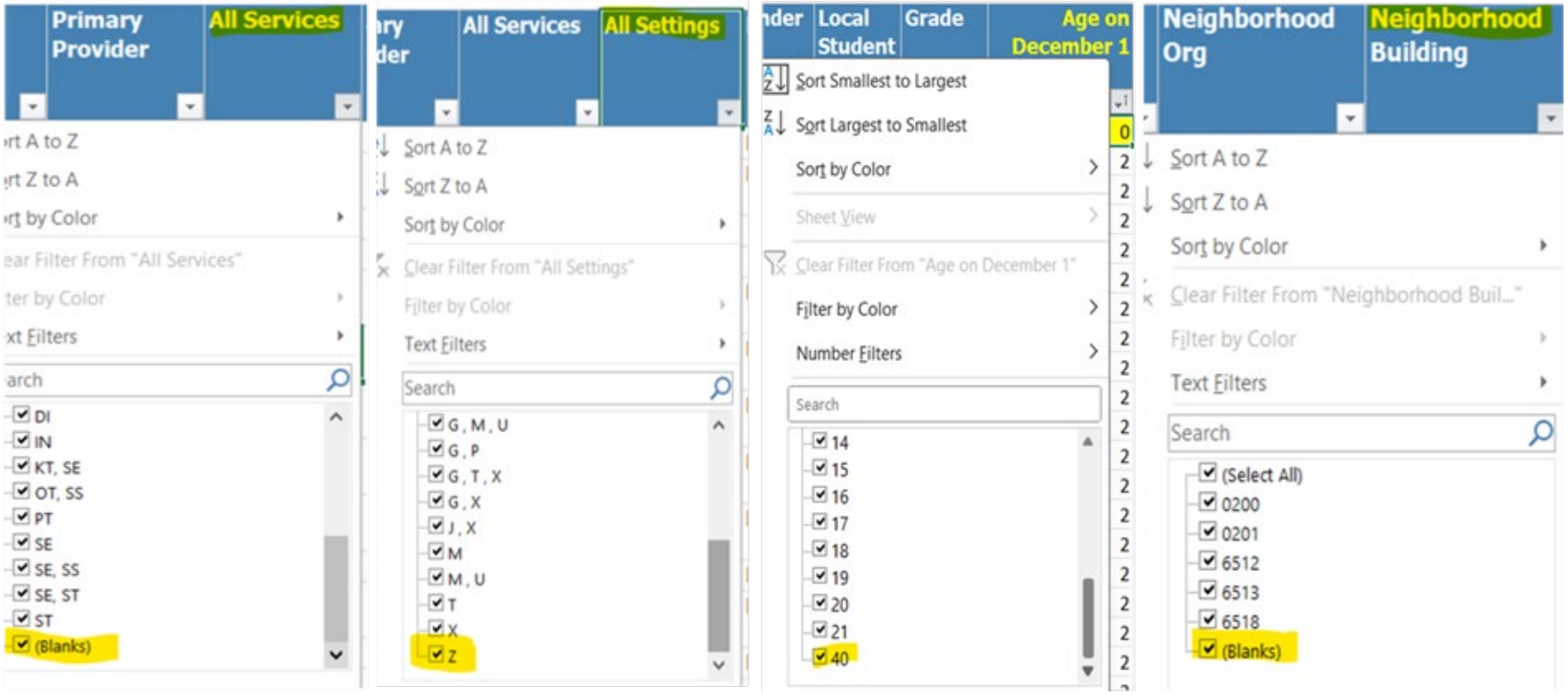
Closing the school year

Projected End of Year Report

Check for Missing / incorrect values

Use the filter tool to check each column for accuracy

Solution: Change the value in the current student record and save.



MIS Tip - A good practice is to run this same check throughout the school year.

Closing the school year | Unclaimed Student Report

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

Unclaimed Student Report

Report for 2020 - 2021 School Year

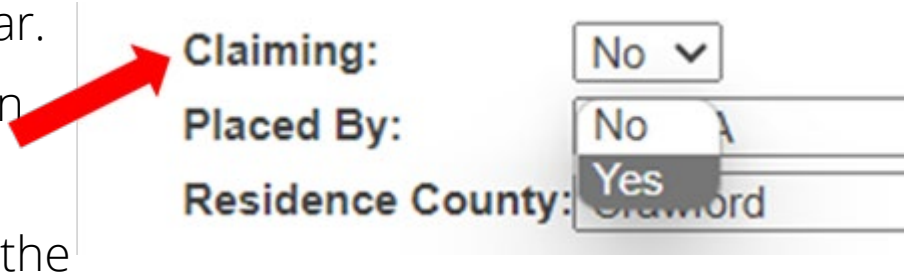
KIDS ID	Student First Name	Student Last Name	LEA	ACC	Profile ID
1458235548	Patrick	Mahomes	D0308	D0308	2201446
1715872789	Travis	Kelsey	D0308	D0308	2201433

Note: High Priority report

Objective: To include all students who received IEP support during the school year.

Confirm these students meet the condition for not claiming. Data Dictionary, page 10.

Changes to the claiming value is made on the student profile.



Closing the school year

Overlap Report

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

Overlap Report

ACC	Overlap ACC	Kid ID	First Name	Last Name	Birth Date	Status	Exit Date	Start D	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, same service dates on multiple IEPs

Closing the school year

Discipline Reports

Discipline data is reported in the Kansas Integrated Accountability System – KIAS. Some organizations enter the incidences by building, other do a batch submission for all buildings. Discover how your districts report discipline data.

Discipline data review – in addition to the Discipline Incident and summery reports in SPEDPro, the basis of removal and total days removed can be confirmed using manifestation documents, notice of change of placement and in rare cases, IEP amendments.

Discipline data review – some students may be incorrectly identified as IEP students on the discipline incident date. These student would be listed on the Incident omitted report in SPEDPro. The Incident omitted report is used for measuring accurate data reporting. This report would be cleared by the EOY finalization.

Note: – Discipline data would be investigated prior to the December 1 finalization to confirm students with 10 or more days of Out of school suspension, expulsion or removal to Interim Alternative setting intersecting the December 1 date, should have corresponding service lines with the "U" setting for the December 1 services.

Closing the school year

Discipline Reports

Discipline Incident report

List of students subject to disciplinary removals by date, removal type and total days of removal. Check for duplicate entries, inaccurate days of removal or incorrect students listed. Alert the KIAS user for corrections

KIDS ID	First Name	Last Name	Incident Date	ISS	OSS	Expelled	IAES	Days of Removal
7897897894	Bob	Wilson	11/08/2023	1	0	0	0	1
3692581475	Wilhelm	Klink	10/11/2023	0	7	7	7	21
3692581475	Wilhelm	Klink	10/11/2023	0	7	7	7	21

Examples

Student Klink has duplicate entries.

- Same incident (by date) listed twice
- OSS, Expulsion & IAES all list the same number of days of removal. Unlikely scenario.

Note: – Students with 10 or more days of Out of school suspension, expulsion or removal to Interim Alternative setting should have corresponding service lines with the "U" setting for the duration of the disciplinary removal.

Closing the school year

Incident Omitted report

Discipline Reports

List of students subject to disciplinary removals by date, removal type and total days of removal. Check for duplicate entries, inaccurate days of removal or incorrect students listed. Notify the KIAS user for corrections and removal of the IDEA indicator in KIAS.

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

Examples		
Smith	No Disability match	Incident dates are before the student was on an IEP
Aikman	No service line	SPEDPro record incomplete. Next IEP is missing
Pugh	No Disability match	student is Gifted only
Landry	No service line	wrong student entered in KIAS. Cousin Bob was suspended.
White	No Disability match	Incident date is after the student exited special ed

Note: – Students with 10 or more days of Out of school suspension, expulsion or removal to Interim Alternative setting should have corresponding service lines with the "U" setting for the duration of the disciplinary removal.

Closing the school year

Exit Reports

Table 4 Exit report

The official count of students ages 14-21 with OSEP qualified exit status.

1. In Special Education at the beginning of the school year (July 1)
2. December 1 Age = 14 -21
3. Last exit of the school year (from the agency providing the last services) counts.

Use the Projected Table 4 Exit to confirm the population of each exit category.

The Exiting reports provide evidence that subsequent student activity has changed reported basis of exit to different OSEP exiting category.

For example

- A reported Dropout should be reported as a moved student
- A reported in-state transfer should be reported as out of state transfer
- An in-state transfer should be reported as an Action initiated withdrawal

- Exit reports are used to measure accurate reporting

Closing the school year

Exit Reports

Exit status report

List of students with subsequent activity after exiting, that changes the reported basis of exit / OSEP exit category.

Exit Status Report

2022 - 2023 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
7852365498	Billy	Gibbons	12/16/1949	D0123	D0456	10/18/2022	D	11/20/2022	D0723	D0305	10/18/2022	11/23/2022	E
1020306051	Frank	Beard	6/11/1949	D0124	D0457	4/13/2023	L	4/29/2023	D0229	D0229	4/13/2023	5/1/2023	E
8888899999	Elwood	Francis	8/23/1957	D0125	D0458	1/9/2023	W	2/17/2023	D0638	D0490	1/9/2023	2/20/2023	I

Examples

Student reported as a dropout, but subsequently enrolled elsewhere

Student reported as left the state, but subsequently enrolled elsewhere in Kansas

Student reported as revoked services, but subsequently resumed special education

Solution

Change the current status to moved, known to be continuing and the student is removed from the report.

Closing the school year

Exit Reports

Unknown Exit report

List of students submitted as on-state transfers, but the student is not found in another Kansas USD or state school after the exit date.

Unknown Exit Report

School Year: 2022 - 2023

KIDS ID	Student First Name	Student Last Name	Date of Birth	Grade	COOP	LEA	IEP Date	Status	Exit Date
8528528522	George	Brett	03/07/2014	10	D0202	D0202	12/06/2022	T	2/15/2023

Possible solutions

- Student moved out of state – change current status to “left state”
- Student went to home school without revocation of services - change current status to “action-initiated withdrawal”
- Student dropped out - change current status to “dropout”
- Student went into GED program - change current status to “enrolled in GED”

Ask KSDE for assistance determining students listed if whereabouts are unknown.

Closing the school year

Exit Reports

Unresolved Exit report

The last data quality report of the prior school year. Current year school year data must be submitted to run the Unresolved exit report.

The report logic selects all active students from the prior school year and looks for a current year record associated to the same organization.

Those active students not found in the current year are considered Unresolved Exits.

Solution

A. Determine if the exit information from the prior year is missing. If so, update the record with and exit date and inactive status. This will clear the student from the report.

B. If the student is active in the current school year, enter the active record in the current school year to clear the student from the report.

The presence of Unresolved Exits will result in a point loss for accurate reporting.

Closing the school year

Exit Reports

Unresolved Exit report

List of students with active status (non-exit) in the prior school year, not found in the MIS for the subsequent school year.

Unresolved Exit Report

LEA	ACC	KIDS ID	First Name	Last Name	Date of Birth	Status Code	Latest End Date
D0001	D0001	3753951557	Babe	Ruth	10/19/2002	C	05/26/2023
D0002	D0002	1478936523	Roger	Maris	11/03/2013	R	2/11/2023
D0003	D0003	2102560214	Reggie	Jackson	12/26/2013	N	
D0004	D0004	8965896589	Duke	Snyder	12/14/2006	E	05/26/2023

Examples

D0001 – Student's birthdate indicates the student reached Maximum age

D0002 – The service end date indicates services ended earlier in the year, an Exiter?

D0003 – No service end date. The MIS record may have been entered by mistake.

D0004 - Student's birthdate indicates the student is of Graduation age

Tip – Contact local KIDS administrators to see if the student has been reported as an exit in other student information systems

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.
- Data Quality reports related to 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

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