

## February 2024 MIS – FAQ

### MIS Checklist Review

#### February Tasks and Timelines

##### MIS Annual Checklist of Completed Tasks

| Timeline | Task                                                                         | Date Complete | Purpose                                                                                                                          |
|----------|------------------------------------------------------------------------------|---------------|----------------------------------------------------------------------------------------------------------------------------------|
|          |                                                                              |               | Do Data Quality checks                                                                                                           |
| February | Update January & Feb. IEPs and exits                                         |               | Continuous Activity – Keeping data up to date.                                                                                   |
|          | Review Projected December 1, Gifted summery. Review EOY reports for accuracy |               | Confirm population totals.<br>Check for missing data, inaccuracies, unexpected values                                            |
|          | Check - Unclaimed Student report                                             |               | Confirm these students are to be excluded from MIS                                                                               |
|          | Run Overlap report, resolve service dates. Verification 0085, 0123, 0124     |               | Contact other MIS clerk to resolve Overlaps.<br>Remove duplicate services from multiple IEPs                                     |
|          | Address / Resolve Verifications                                              |               | Request assistance from KSDE to help resolve                                                                                     |
|          | Discipline cross check                                                       |               | Service line settings are "U" for students served in out of school suspension / expulsions locations on December 1               |
|          | Verification 0214                                                            |               | Settings reported are not found in the Directory                                                                                 |
|          | Verifications 0004, 0007, 0011, 0012, 0039, 0045, 0047, 0070                 |               | Unresolved verifications may skew OSEP environment calculations which may later result in 0203 & 0210                            |
|          | Verification 0220, 0221                                                      |               | Contradictory OSEP categories must be corrected                                                                                  |
|          | End of Year Projected report check                                           |               | Discover possible exits or students with current IEP not reported                                                                |
|          | End of Year Projected report check                                           |               | Find / correct active students with services ending before December 1                                                            |
|          | Verification 0176                                                            |               | All 0176 are resolved. Every student has a current year KIDS record corresponding to the responsible school reported in SPEDPro. |
|          | Update local MIS Procedural Manual                                           |               | Add new tasks, document changes in existing processes                                                                            |
|          | Check for Incomplete data                                                    |               | Active students with services ending in Aug - Nov                                                                                |

### Preliminary December 1 review.

- a. December 1 Projected report
  - i) Does the number of students equal the number of IDEA students in your IEP program?
  - ii) Do all report columns have valid values?
    1. Grade levels are present and align with student age.
    2. Primary and / or Secondary disability columns do not have a value of "ZZ".
    3. ACC organizations listed are your agency or a member district.
    4. Private / parochial students have a X0 / Z0 neighborhood organization.
    5. All Services column does not have blank values.
    6. All Settings column does not list the value "Z".
- b. Discipline cross check
  - i) Confirm service line settings for students' subject to out of school suspensions / expulsions on December 1 are reported as "U" for services provided in off campus locations.
- c. Unclaimed student report
  - i) Confirm all students listed are not to be included on the December 1 report.
- d. Overlaps and duplicates.

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- i) No students are listed on the Overlap report.
  - ii) Students are listed only once on the Projected report.
    - 1. Student ID numbers are listed only once on the Projected report.
    - 2. Reference the FY 2019 MIS Workshop handbook. Pages 16-18 for guidance
  - e. Gifted Summery report.
    - i) Does the number of students equal the number of IDEA students in your IEP program?
  - f. Projected End of Year report
    - i) Complete data - Are the student records complete?
      - (1) No active students with services ending prior to December 1 are present.
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### Areas of focus that could affect the district's level of determination.

- Verification 0214 – Unresolved 0214 means reported settings may be invalid because of Directory disassociation.
  - Verification 0176
    - Responsible schools must be valid for the current year. 0176 can be fixed. KIDS record type SPED works.
  - Verification 0085, 0123, 0124
    - Unresolved Overlaps & duplicates - Overlaps and Duplicates can be resolved by modifying service dates.
  - Verifications 0004, 0007, 0011, 0012, 0039, 0045, 0047, 0070 - verifications related to OSEP environments.
    - Verifications resulting from invalid settings, calendars, service dates, neighborhood school - corrections made prior to finalization of December 1 data can avoid a point loss for inaccuracy.
  - December 1 services provided to students in off campus locations due to out of school suspension / expulsion is correctly reported under a "U" setting. Reporting school-based settings could result in a point loss for inaccuracy.
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### Why is it Important?

**Claiming value** - Claiming means the student is to be included (1 = Yes) or excluded (0 = No) for IDEA / 618 or Gifted Child Count reports under your organization.

#### Purpose of reporting students with Claim Code = Yes:

December 1 child count - Include on report.

Gifted Summery report - Include on report.

End of Year Comprehensive report - Include on report.

OSEP Exiting and Discipline reports - Include on report.

Verification of Data - Verification results are displayed.

Overlap report - Include on report.

Exit status, Unknown exit and Unresolved exit reports - Include on report.

#### Reasons to report students with Claim Code = No:

Students served by your LEA under contract with the student's responsible district.

Students who have not reached their 3<sup>rd</sup> birthday.

Students claimed for NPE reimbursement for the KSSB or KSSD summer ESY session.

Unclaimed Student Report - List of students with claiming code = No, for the above reasons.

Note: Unclaimed (No) students who are later claimed (Yes) after the December 1 report is finalized and qualify for inclusion on the December 1 report, may result in a point loss for accurate reporting - Row 8