

April 2024 MIS – FAQ

Monthly Tasks

Preparing for the December 1 child count finalized on April 30

MIS Annual Checklist of Completed Tasks

Timeline April	Task	Date Completed	Purpose
By 4/15	Last day to Import December 1 records		To avoid introducing problematic data needing to be fixed
By 4/15	Review Projected December 1, Gifted summery. Review EOY reports for accuracy		Confirm population totals. Check for missing data, inaccuracies, unexpected values
By 4/15	Check - Unclaimed Student report		Confirm these students are to be excluded from Dec. 1
By 4/15	Run Overlap report, resolve service dates. Verification 0085, 0123, 0124		Contact other MIS clerk to resolve Overlaps. Remove duplicate services from multiple IEPs
By 4/15	Run Indicator 6 report		Confirm preschool environments are as expected.
By 4/15	Address / Resolve Verifications		Request assistance from KSDE to help resolve
By 4/15	Discipline cross check		Service line settings are "U" for students served in out of school suspension / expulsions locations on December 1
By 4/15	Verification 0214		Settings reported are not found in the Directory
By 4/15	Verifications 0004, 0007, 0011, 0012, 0039, 0045, 0047, 0070		Unresolved verifications may skew OSEP environment calculations which may later result in 0203 & 0210
By 4/15	Verification 0220, 0221		Contradictory OSEP categories must be corrected
By 4/15	End of Year Projected report check		Discover possible exits or students with current IEP not reported
By 4/15	End of Year Projected report check		Find / correct active students with services ending before December 1
By 4/15	Verification 0176		All 0176 are resolved. Every student has a current year KIDS record corresponding to the responsible school reported in SPEDPro.

Catastrophic Aid and Non-Public Equivalency

By 4/25	Collect Catastrophic and NPE data		Save for KSDE Auditing
By 4/25	Complete Catastrophic and NPE claims		Enter Catastrophic and NPE data in SPEDPro
By 4/25	Submit Catastrophic and NPE claims		Submit Catastrophic and NPE data in SPEDPro

Continuous Activity

	Enter March & April IEPs and exits		Continuous Activity – Keeping data up to date
	Address Verifications		Continuous Activity – Keeping data accurate
	Check discipline reports for accuracy		Continuous Activity – Keeping data accurate
	Check Exiting reports		Continuous Activity – Keeping data accurate
	Review Projected End of year report		Continuous Activity – Keeping data accurate
	Update local procedural manual		Document April process and procedures.
	Update Timely and Accurate results template		Record completed tasks and point deductions for FY2024
	Begin discussions of next year programs		Prepare for next year service locations by building
	Draft a Directory Chart for FY2025		Prepare Directory information for local board clerk entry

Ready for December 1 finalization.

April 30 is the target date for finalizing the December 1, 2023 report.

Recommend tasks to prepare for finalization are listed in the Task Checklist above.

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Recommended training material – “Ready for December 1” Zoom recording. Posted on the MIS and Student data page at www.ksde.org. Review February 2024 FAQ for additional information.

Reminder for Catastrophic and NPE Data Entry

What is a Catastrophic Aid student?

A student who’s cost of special education services is greater than \$63,830 this school year.

What is the significance of the dollar amount?

The organization who pays these expenses qualifies to be reimbursed 75% of the amount over the minimum threshold of \$63,830.

Where do I find the cost information?

Work with your Finance department for invoices and bills paid.

Is there a Catastrophic Aid claim form that can be used for data entry?

The Catastrophic Aid claim form is designed to assist with data entry. Posted on the Special Education Fiscal Resources > Categorical Aid page at KSDE.org.

What is a Non-public Equivalence student?

A student who receives IEP services in a non-public private program, institution, or agency during this school year. KSB and KSD summer ESY sessions also qualify for NPE reimbursement.

Is there a NPE claim form that can be used for data entry?

Yes, it is posted on the Special Education Fiscal Resources > Categorical Aid page at KSDE.org.

Where are the claims for reimbursement made?

In SPEDPro. Access to the Catastrophic Aid application and NPE application are associated to the student profile in SPEDPro. See pages 51-60 in the SPEDPro User Guide for data entry details.

What are the last steps after the claims are submitted?

KSDE reviews the Catastrophic Aid claims for approval.

Invoices, NPE contracts and copies of provider’s license are kept locally in preparation for the KSDE fiscal auditors.

Catastrophic and NPE Data Entry – Month of April – Target Due date April 30,2023

1. Completed NPE or Catastrophic forms claims are submitted through SPEDPro.
 - a. Importing to SPEDPro
 - i. Import specifications can be found in the Data Dictionary
 1. NPE – Page 27
 - ii. Import files can be created in Excel following the specifications, then saved in text file format (.TXT)
 1. From the Import Files page in SPEDPro > select the file type > browse> choose the file > Upload. Next check Import file history for alerts
 - a. NPE claim can be reviewed by selecting the student profile > click the NPE Contract link on the navigation pane.
 - b. Keyboard entry in SPEDPro
 1. Catastrophic form is accessed by opening the student’s IEP list page > select the Catastrophic Aid button – SPEDPro User’s Guide pages 55 - 60.
 - a. Answer the three Justification questions.
 - b. Enter line-item expenditures in whole dollars.
 - c. Enter line-item deductions in whole dollars.

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2. NPE Contract form can be reviewed by selecting the student profile > click the NPE Contract link on the navigation pane. – SPEDPro User's Guide pages 51 – 54
 - a. For each NPE service, click the new button at the top right of the page.
 - b. Save each completed NPE service.
 - c. The NPE contracted agency would be the same building listed on the student's MIS service lines.
 - d. Submitted NPE claim totals are found on the reports page as NPE summery report.
2. NPE note: – If a student participates in the Kansas School for the Deaf or School for the Blind ESY summer program, the student's home USD will need access to the student's record in SPEDPro. to complete the claim. To obtain access a KIDS Collection record will be needed to make the student to district association.
 - a. Contact the KIDS administrator as either KSD or KSB and request a new KIDS record be submitted listing a local elementary, middle high school, or the district's central office as the funding school (D15) in the KIDS record.
 - b. Completion of the NPE claim for students at the KSD or KSB summer program only need to create a student profile and completed NPE form. Do not create service lines. Service lines outside of the school calendar will trigger multiple verifications.

Why is it important?

Discipline data review.

Discipline data populating in SPEDPro comes from the KIAS application. Local school staff can enter discipline data in real time (as incidences occur) or as a batch submission for all incidences for the school year.

Final Discipline data is used in the Indicator 4 calculations.

Inaccurate discipline may skew a district's Indicator 4 results.

Areas of discipline data to review

Correct student is reported.

The basis of removal is correct (drugs, weapons, serious bodily injury, code of conduct violations)

Question any hearing officer removal with administrators.

The type of removal is correct, (suspension, expulsion, interim alternative educational setting)

In-school vs. out of school suspension

The duration of the removal is correct.

Total days of removal is accurate and have no duplication.

Duplicate entries

The same incident (by date) is reported under multiple categories.

For example: 180 days for weapons position is reported as out of school suspension, expulsion, and removal to an interim alternative educational setting. Total days of removal equals 540 days.

Students omitted from Table 5

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These students are reported in KIAS as IDEA removal, but IDEA status does not align with SPEDPro service line data. Possible reasons:

- SPEDPro data is incomplete, IEP services are missing in SPEDPro.
- Student is not claimed in SPEDPro.
- Disability not listed in SPEDPro.
- Incident occurred prior to IEP services.
- Incident occurred after student exited IDEA services.
- Student is Gifted, not IDEA.
- Wrong student reported in KIAS.

Deadline: KIAS Discipline data collection closes June 30

Report all known data entry errors to the local KIDS administrator prior to June 30

Failure to resolve students omitted from Table 5 can result in a point loss for Timely and Accurate reporting.

What if a district only submits discipline data in KIAS at the end of the school year / in June?

Request a report of the known disciplinary removals as of current date. The district would keep a running total of all removals in preparation for their final submission in June. Those out of school suspensions and expulsions from early in the school year that intersect December 1 would be crosschecked with December 1 service locations. If service lines do not list out of school service locations, then additional investigation is needed. Either the discipline data is in question, or the service location is in question.

Track Timely and Accurate results for December 1 data in T&A results template.

With the finalization of the December 1 Child Count report, unresolved student level data quality issues may result in point loss deductions for Timely and Accurate reporting. The Timely and Accurate Score Sheet identifies each category of Timely and Accurate measurement. The Timely and Accurate Results Template provides a spreadsheet method for tracking individual students who trigger point loss deductions. The Timely and Accurate Results Template can assist in identifying areas needing improvement and confirmation of level of determination for the current school year. Both the Timely and Accurate Score Sheet and the Timely and Accurate Results Template are posted under support document on the MIS page at www.ksde.org

[MIS and Student Data \(ksde.org\)](http://www.ksde.org)