

February 2025 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. Check for missing data, inaccuracies, unexpected values
	Check - Unclaimed Student report		Confirm these students are to be excluded from reports
	Run Overlap report, resolve service dates.		Contact other MIS clerk to resolve Overlaps.
	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		Find students with incomplete data, possible exits or students with their current IEP unreported
	End of Year Projected report check		Find / correct active students with services ending before December 1
	Check Neighborhood schools		Confirm Private / parochial schools are listed for students enrolled in general education in private / parochial schools
	Verification 0176		Responsible school aligns with KIDS Collection records
	Update local MIS Procedural Manual		Add new tasks, document changes in existing processes

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

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- i) Confirm service line settings for students' subject to out of school suspensions / expulsions intersecting the December 1 date, 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 or EOY report.
- d. Overlaps and duplicates.
 - i) No students are listed on the Overlap report.
 - ii) Students are listed only once on the Projected December 1 & EOY report.
 - 1. 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.

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, missing Directory data, 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.

Why is it Important?

OSEP Environment – The Federal category which represents the location where special education and related services are provided. Also known as Educational Environment as defined by OSEP.

Purpose of OSEP Environments:

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Determining an Educational Environment by student is a data reporting requirement under the IDEA. The OSEP Environment categories are measured at the USD level for Indicators 5 & 6
Indicators 5 & 6 factor in a District's Level of Determination.

How are OSEP Environments determined?

OSEP Environments are calculated categories based on December 1 services including service location, service setting, frequency, minutes of service and neighborhood school.

Are all students calculated the same way?

- Preschoolers (Indicator 6) are measured by participation time in a regular early childhood program (< 6 hours per week or > 6 hours per week) and a 50% measurement of inclusion service in a regular early childhood program.
- School age students KG-12 (Indicator 5) use a 3 tier measurement of <80%, 79-41%, >40% of inclusion services inside the regular class. Also, the neighborhood school determines public / private school classification.
- Both age groups factor Separate Class, Separate School, residential, and Home settings. Correctional (Ind. 5)

Where are the different categories listed and defined?

In the Data Dictionary page 31, with the corresponding MIS codes listed in the projected December 1 report.

How are OSEP Environments calculated for Gifted students?

OSEP Environments are calculated only for students with disabilities. Gifted students only students are excluded. Gifted students identified with a disability are included in the December 1 child count, but Gifted services coded under the GI code are excluded from the OSEP Environment calculations.

Is the OSEP Environment measured for Timely and Accurate reporting?

Yes, OSEP Environment is one of the 23 areas of Timely and Accurate measurement.