

## Data Quality Checks – Reviewing December 1 data

| Timeline | Task                                                                                                          | Purpose                                                                                                                                 | Where Task is Done                                       | Date Completed |
|----------|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|----------------|
| January  | Update December & Jan. IEPs                                                                                   | Continuous Activity – Keeping data up to date                                                                                           | SPEDPro                                                  |                |
|          | <u>Review projected reports</u><br>Projected December 1,<br>Projected Gifted Summary.<br>Projected EOY report | Confirm population totals.<br>Check columns for missing data, inaccuracies, unexpected values.                                          | SPEDPro Reports                                          |                |
|          | Check December 1 Disabilities                                                                                 | Run Inconsistent service line report<br>Resolve students listed, clear report                                                           | SPEDPro Reports                                          |                |
|          | Check service minutes                                                                                         | Run Service minutes exceed report<br>Resolve students listed, clear report                                                              | SPEDPro Reports                                          |                |
|          | Discipline Crosscheck                                                                                         | Confirm long term out of school suspension / expulsions over December 1 are correctly reported on service lines. Check for “U” settings | SPEDPro service lines.                                   |                |
|          | Run Overlap report, resolve service dates.<br>Verification 0085, 0123, 0124                                   | Contact other MIS clerk to resolve Overlaps.                                                                                            | SPEDPro > student profile and service start & end dates. |                |
|          | Verification 0214                                                                                             | Settings reported are not found in the Directory                                                                                        | SPEDPro > building information page                      |                |
|          | High Priority Verifications 0004, 0007, 0011, 0012, 0039, 0044, 0045, 0047, 0070, 0176, 0220, 0221            | Correct service line data skewing OSEP environments                                                                                     | SPEDPro > student record data                            |                |
|          | Verification 0220, 0221                                                                                       | Correct data that contradicts the correct OSEP categories                                                                               | SPEDPro > student record data                            |                |
|          | Review Indicator 6 report                                                                                     | Verify population and setting category                                                                                                  | SPEDPro Reports                                          |                |
|          | EOY report analysis                                                                                           | Possible exits or students with current IEP not reported                                                                                | SPEDPro Reports                                          |                |
|          | EOY report analysis<br>Check for Incomplete data                                                              | Find / correct active students with services ending before December 1 (Aug – Nov) > See 3.h) below                                      | SPEDPro Reports                                          |                |
|          | Unclaimed student report                                                                                      | Check the accuracy of students listed                                                                                                   | SPEDPro Reports                                          |                |
|          | Address / Resolve Verifications                                                                               | <b>Request assistance from KSDE to help resolve</b>                                                                                     | SPEDPro Verification                                     |                |

Contact KSDE for assistance correcting unresolved verifications.

Unresolved verifications may affect a district’s Level of Determination.

## Verification report

Q. What should I look for?

1. Unresolved verifications

- a) Service line verifications affecting the OSEP / Federal environment category
  - 0004 – Invalid or missing service settings.
  - 0007 – Missing calendar
  - 0011 – Zero days or days exceeding the calendar days in session
  - 0012 – Service dates are outside of the calendar range
  - 0039 – Setting “P” homebound listed for the same dates as school-based settings.
  - 0045 – No service lines are present.
  - 0047 – Invalid neighborhood school
  - 0070 – Service start date is blank or prior to the first day of school
  - 0123 – Service start date is causing an Overlap
  - 0124 – Service end date is causing an Overlap
  - 0214 – Setting code does not match to the same program session in the directory.
  - 0220 – Not all December 1 service lines have the same disabilities and / or Gifted indicator.
  - 0221 – Not all December 1 service lines have the same Responsible school.
  - 0225 – Multiple responsible schools for the same period of time.
- b) Other Verifications affecting the OSEP / Federal child count categories
  - 0005 – Age of the student is less than 3 or greater than 21.
  - 0022 – Area of disability is missing for a non-Gifted student.
  - 0049 – Area of disability is an invalid code.
  - 0053 – Area of disability = DD for dates outside of the students calculated age of 3 – 9.
  - 0060 – Responsible school is invalid
  - 0085 – Multiple active profiles are present for the same student.
  - 0176 – The responsible school listed does not match to or is not found in student’s KIDS record
- c) Exit data flags
  - 0014 – Service dates are after the student’s exit date
  - 0019 – Inactive status and no exit date
  - 0020 – Exit date is listed but “Current” status is active
  - 0144 – The latest service end date does not equal the student’s exit date.
  - 0146 – There is a Gap in services excluding the December 1 date

## Projected End of Year Reports and December 1 report

Q. What should I look for?

2. Start with the child count. Are the number of IDEA students in the Projected Dec. 1 report accurate?

- a) How do address this?  
Compare to your IEP system to verify child counts. Check IDEA and Gifted counts separately.

Q. What if specific students are missing from the Projected Dec. 1 report?

- a) Check the Unclaimed student report. A student is not claimed in SPEDPro.
- b) Check the Projected EOY report. The service dates may not intersect December 1. Look for bad birthdate, missing disability code, invalid settings, no service codes, ACC designation X0 / Z0.

3. Duplicates

- a) Duplicate records are not permitted per OSEP reporting requirements.
- b) Run Duplicate check using projected December 1 report.
  - i) Reference the FY 2019 MIS Workshop handbook. Pages 16-18 for guidance
  - ii) To fix it, remove duplicate records. Only one record per student is allowed.

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4. Find missing data or invalid data.
  - a) Invalid Assign Child Count organization
    - i) Does the ACC column have a Z0 or X0 organization listed?
      - (1) This indicates an invalid responsible school.
      - (2) Use FY 2018 MIS Workshop handbook. Page 20 for guidance
      - (3) To fix it change the responsible school to an elementary, middle or high school in your agency.
  - b) Birthdate of student
    - i) Verify the correct birth date being pulled from the KIDS collection records.
    - ii) A comparison of December 1 age to grade level may find incorrect birthdates in KIDS Collection.
  - c) Neighborhood LEA = Blank
    - i) This indicates a closed school.
      - (1) Same process as above, filter on Neighborhood LEA field, check for blank values.
      - (2) To fix it change the neighborhood school to an open and active building.
  - d) Students with disability category of DD and age is greater than 9.
    - i) Use FY 2018 MIS Workshop handbook. Page 21 for guidance
  - e) Grade level = Blank or incorrect. Age and Grade level are illogical combinations.
    - i) Use FY 2018 MIS Workshop handbook. Page 19 for guidance
      - (1) To fix it, enter the applicable grade level.
  - f) Service code = Blank
    - i) Use FY 2019 MIS Workshop handbook. Page 19 for guidance
    - ii) To fix it, enter the applicable service code.
  - g) Setting code is invalid "Z".
    - i) Use FY 2019 MIS Workshop handbook. Page 18 for guidance
    - ii) To fix it, enter the applicable setting code.
  - h) Incomplete data
    - i) Students with Active status (B, C, E, I, N, R) and services ending (latest end date) in Aug. - Nov.
  - j) County of residence = Blank
    - i) Same process as above, filter on County of Residence field.
    - ii) To fix it, enter the applicable county code.
5. Settings inconsistent with for the students age or grade level
  - a) Preschool settings for students older than age 6 or grade levels higher than Kindergarten
  - b) Use FY 2018 MIS Workshop handbook. Page 21 for guidance
6. Accurate Responsible school
  - a) The Responsible school on the December 1 service lines is in the Responsible organization during the date ranges that intersect the December 1 date.
  - b) If a student moves between member districts of a Coop or Interlocal, report the correct responsible school by service date. Report multiple responsible schools under the same IEP by service date range. A Responsible school typically does not change based on a new IEP but is reported by building exit and entry dates.
7. DD as a secondary disability.
  - a) DD stands alone as a primary disability.
    - i) To fix this, either DD would either be a primary disability with no secondary or deleted as secondary.
8. Overlap report.
  - a) The report should have no students listed.
    - i) If the student is overlapping with an outside organization, contact the organization's MIS clerk to confirm dates of service.
    - ii) If the student is overlapping within your organization, check the service lines for duplicate service dates of different IEPs or for duplicate student profiles.
9. Unclaimed Student report
  - a) Are there unclaimed students listed accurate, or should they be claimed for the Federal reports?

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Verification 0170 clarification – This verification flags students who have their 3<sup>rd</sup> birthday during a prior school year and are reported in SPEDPro this school year with a current status of “B” – Part C to Part B transition student. The verification logic is using the last day of school of the district level calendar of the student’s responsible district / organization. If the student’s 3<sup>rd</sup> birthday is on or before the last day of school, then the verification triggers.

## How to resolve 0170 –

- a. If the student received IEP services last school year, then the current status would be changed to continuing and the record saved.
- b. If the student did not received IEP services last school year, then the student did not transition from Part C to Part B by their 3<sup>rd</sup> birthday. This happens when the parent chooses not to transition but elects to begin services in the new school year. In the case, changing the status to new referral would resolve the verification.

## Discipline Crosscheck –

- a. Request discipline data for students with incidences from August – November resulting long term out-of-school suspensions / expulsions.
- b. Crosscheck service lines for “U” settings in cases when these removals intersected the December 1 date.
- c. Correct service line attendance buildings and setting codes accordingly.
- d. Example – November 10 incident resulting in a 45 removal to an interim alternative placement.
- a. Expected service line data.
  - i. Amended service lines are present for duration of disciplinary removal.
  - ii. Service location is not a school building.
  - iii. Service setting is “U”.

## **Why is it Important?**

**Neighborhood school** - The school the student is enrolled in for General Education.

The MIS uses Neighborhood school for classification of students in several OSEP reports.

Least Restrictive Environment - Neighborhood school factors in the calculation of the OSEP Environment categories used for Indicator 5. IEP Students who receive General Education in a Private / Parochial school should list the Private / Parochial school as Neighborhood School. The designation of a Private / Parochial Neighborhood school categorizes the student in a separate LRE category of (PP) - Private / Parochial student. Thus, avoiding classification into the categories of Separate school, Residential facility, Homebound / hospital or greater than 60% outside of the regular class

Disciplinary removals - Students identified as Private / Parochial are removed from OSEP Suspension / Expulsion reports and Indicator 4

Graduation / Dropout - Students identified as Private / Parochial are removed from OSEP Exiting reports and Indicators 1 & 2

Significant Disproportionality - Students identified as Private / Parochial are removed from Indicator 9 & 10 Significant Disproportionality calculations.

Avoiding verification 0224 - if a student has a Private / Parochial Neighborhood School on the December 1 final report, keep the Private / Parochial Neighborhood School for the remainder of the school year to avoid verification 0224. Do not change it.

If the student is a public-school student on the Final December 1 report and enrolls in a Private / Parochial later in the school year, keep the public Neighborhood School for the remainder of the school year to avoid verification 0224. Do not change it.