

Data Quality Checks – Reviewing December 1 data

Timeline	Task	Purpose	Where Task is Done	Date Completed
February	Update January & Feb. IEPs and exits	Continuous Activity – Keeping data up to date		
	<u>Review projected reports</u> Projected December 1, Projected Gifted Summary. Projected EOY report	Confirm population totals. Check columns for missing data, inaccuracies, unexpected values.	SPEDPro Reports	
	Check December 1 Disabilities	Run Inconsistent service line report Resolve students listed, clear report	SPEDPro Reports	
	Check Neighborhood schools	Confirm Private / parochial schools are listed for students enrolled in general education in private / parochial schools	SPEDPro student profile.	
	Check service minutes	Run Service minutes exceed report 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.	
	Verification 0060	Responsible building is invalid > private / parochial school, administration building, daycare / preschool or home	SPEDPro service lines.	
	Run Overlap report, resolve service dates. Verification 0085, 0123, 0124	Contact other MIS clerk to resolve Overlaps.	SPEDPro > student profile and service start & end dates.	
	Verification 0176	Aligning Responsible school with KIDS Collection records	SPEDPro service lines.	
	Verification 0214	Settings reported are not found in the Directory	SPEDPro > building info page	
	High Priority Verifications 0004, 0007, 0011, 0012, 0039, 0044, 0045, 0047, 0070, 0176, 0220, 0221	Incorrect service line data may be skewing OSEP environment categories	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 Check for Incomplete data	Find / correct active students with services ending August – November	SPEDPro Reports	
	Unclaimed student report	Check the accuracy of students listed	SPEDPro Reports	
	Update local MIS Procedural Manual	Add new tasks, document changes in existing processes		
	Address / Resolve Verifications	Request assistance from KSDE to help resolve	SPEDPro Verification	

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 columns do 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 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 and Gifted student 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.
- Service minutes exceed building minutes report
 - Unresolved service minutes will skew the OSEP environment calculations and impact Indicators 5 & 6

February 2026 MIS – FAQ

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:

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 factors: 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 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.
Students identified as only students 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.