

March 2026 MIS – FAQ

March Tasks and Timelines

Timeline	Task	Purpose	Where Task is Done	Date Completed
February	Update February & March IEPs and exits	Continuous Activity – Keeping data up to date	SPEDPro	
	<u>Review projected reports</u> Projected December 1, Projected Gifted Report & Summary. Projected EOY report	Confirm population totals. Check subgroups (columns) for missing data, inaccuracies, unexpected values and duplicate records.	SPEDPro Reports	
	Projected Indicator 6 review	Verify population, service minutes, settings & Ind. 6 category for accuracy	With agency early childhood admin.	
	Check December 1 Disabilities Verification 0220	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 Verification 0044	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.	
	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	
	Identify potential Catastrophic and NPE students	Preparation for April collection		
	Prep Catastrophic and NPE claims	Preparation for April collection	SPEDPro	

Non-Public Equivalency and Catastrophic Aid Claims

Non-public Equivalency and Catastrophic Aid claims are collected during the month of April in SPEDPro.

Pre-submission preparation – Month of March

1. Discovery process – Identify current year IEP students who,
 - a. Receive IEP support under contract in a private / non-public out of district program.
 - b. Have special education services costing more than \$61,630 for the school year.
 - c. May participate in the forthcoming Kansas School for the Blind or Deaf summer ESY programs.
 - d. Confirm students from prior year NPE and Catastrophic Aid reports to see if they are in the same program this year.
 - e. Consult with LEA finance office to assist with calculation of expenditures
2. Forms - Completed NPE & Catastrophic forms can be used for data entry.
 - a. Non-Public equivalency contract forms are posted at www.ksde.gov
 - i. [Categorical Aid](#)
 - b. Catastrophic Aid forms are posted at <https://www.ksde.gov/>
 - i. [Categorical Aid](#)
3. KSDE Auditing preparation > Information needed per qualifying student.
 - a. Current year bills, invoices and payment vouchers that document the catastrophic expenses paid by the school district, Interlocal or Coop from July 1st – present
 - b. Total costs claimed = Known costs from July 1 + estimated anticipated costs through June 30.
 - c. Contractual agreement between LEA and non-public (NPE) service program
 - d. Copy of service provider(s) license, including out-of-state programs

Prepare Data Entry –

4. Using the completed NPE or Catastrophic forms, data is entered into SPEDPro.
 - a. Importing to SPEDPro
 - i. Import specifications can be found in the Data Dictionary
 1. NPE specifications – Page 27
 2. Catastrophic – Catastrophic aid applications **cannot** be imported at this time.
 - 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 (NPE Contract) > 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 (left) navigation pane.
 - b. Keyboard entry in SPEDPro
 - i. Catastrophic form is accessed by opening the student's IEP list page > select the Catastrophic Aid button – SPEDPro User's Guide pages 60 – 65.
 - a. Answer the three Justification questions.
 - b. Enter line-item expenditures in whole dollars.
 - c. Enter line-item deductions in whole dollars.Justification answers can be provided by the local administrators. They can be brief explanations. Local finance officers can provide the Line-item expenditures and deductions. These data elements can be on hard copy form or other local documentation.
 - ii. 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 55 – 60
 - 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.

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5. 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 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 will result in an overlap.

Verification and Data Quality reminder –

April 30 is the target finalization date for the December 1, 2025 OSEP report. Documentation of unresolved verifications and Data Quality reports related to December 1 data will be recorded as of May 1. If the unresolved data issues result in finalization delays, or inaccurate OSEP categorization, unresolved issues will be recorded on the District's Timely and Accurate score sheet.

Recommendation – Address verifications and Data Quality reports as soon as possible. Contact KSDE if assistance is needed.

Why is it Important?

Service Minutes Exceed building minutes report

SPEDPro report measuring the amount of Special education service time within the parameters of the service location building minutes.

What is the intent of this report?

The report is intended to flag students with more service minutes than the service building is in session.

How does the report logic work?

The report logic looks at the service line (start and end) date range(s) then using the service location calendar determines how many school days are in session in the data range. The number of school days is multiple by the total number of building minutes to determine the maximum minutes in the range. If the service minutes for the same date range exceeds buildings minutes, then the student is listed on the report.

What if the student has multiple service buildings?

Service time ranges with multiple service buildings are not measured. See the chart below

The IEP services are in 5 different service ranges. If any IEP service minutes in ranges 1, 2, 3, or 5 exceed the maximum building minutes, the student is listed on the report. Range 4 has 2 different service buildings. Range 4 is not measured for the Minutes Exceeds report.

		Service Lines						
Service lines	Building	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Service Line 1	0001							
Service Line 2	0001							
Service Line 3	0001							
Service Line 4	0002							
		Range 1	Range 2		Range 3		Range 4*	Range 5
Ranges 1,2,3, and 5 are checked								
*Range 4 - not checked as multiple buildings in Range								

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How does this report impact the organization's data?

Data Accuracy – The reliability of the services reported are in question. Service minutes would be no greater than the minutes offered in the service building. This report is used for the District's Timely and Accurate measurement.

Indicator 5 - Minutes of service are used in the calculation of the student's OSEP Environment. Inflated minutes can skew the resulting OSEP Environment category. Unreliable OSEP Environment categories can have a negative effect on the district's Level of Determination.

How are students cleared from the report?

Service lines must be adjusted and service minutes reduced to clear the student from the report.

How is the data analyzed?

Plotting the services by day can identify which services are reported in error. Look for duplicated services, Extracurricular or indirect services coded with school based settings, lunch services not listed separately.

M	T	W	R	F
250	250	250	250	250
60		60		60
	55		55	
40	50	40	50	40
135		135		135
30	30	30	30	30
515	385	515	385	515