

Preparing for the December 1 child count finalized on April 30

Preparing for the December 1 finalization

Timeline	Task	Purpose	Where Task is Done	Date Completed
By 4/15	Be cautious Importing records with December 1 services	Why? > To avoid introducing problematic data needing to be fixed	SPEDPro Imports	N/A
By 4/15	Review > Projected December 1, Gifted summary. Review EOY reports for accuracy	Confirm Dec. 1 population child count totals. Check for missing data, inaccuracies, unexpected values	SPEDPro reports	
By 4/15	Check - Unclaimed Student report	Confirm these students are to be excluded from Dec. 1	SPEDPro reports	
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	SPEDPro reports Verification list	
By 4/15	Verify Indicator 6 report	Confirm preschool population and environments are as expected.	SPEDPro reports	
By 4/15	Address / Resolve High priority Verifications	Request assistance from KSDE to help resolve	Verification list	
By 4/15	Inconsistent service line report is clear	No students are listed on the report	SPEDPro reports	
By 4/15	Service minutes exceeds building minutes	No students are listed on the report	SPEDPro reports	
By 4/15	Discipline cross check	Service line settings are "U" for students served in out of school suspension / expulsions locations on December 1	SPEDPro service lines	
By 4/15	Verification 0214	Settings reported are not found in the Directory	Verification list	
By 4/15	Verifications 0004, 0007, 0011, 0012, 0039, 0045, 0047, 0053, 0070	Unresolved verifications may skew OSEP environment calculations which may later result in 0203 & 0210	Verification list	
By 4/15	Verification 0220, 0221	Contradictory OSEP categories must be corrected	Verification list	
By 4/15	End of Year Projected report check	Discover possible exits or students with current IEP not reported	SPEDPro reports	
By 4/15	End of Year Projected report check	Find / correct active students with services ending before December 1	SPEDPro reports	
By 4/15	Verification 0176	All 0176 are resolved. Every student has a current year KIDS record matching with responsible school reported in SPEDPro.	Verification list	

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Catastrophic Aid and Non-Public Equivalency

Timeline	Task	Purpose	Where Task is Done	Date Completed
By 4/25	Collect Catastrophic and NPE data	Save for KSDE Auditing	SPEDPro record	
By 4/25	Complete Catastrophic and NPE claims	Enter Catastrophic and NPE data in SPEDPro	SPEDPro record	
By 4/25	Submit Catastrophic and NPE claims	Submit Catastrophic and NPE data in SPEDPro	SPEDPro record	

Continuous Activity

Timeline	Task	Purpose	Where Task is Done	Date Completed
	Enter March & April IEPs and exits	Continuous Activity – Keeping data up to date	SPEDPro	
	Address Verifications	Continuous Activity – Keeping data accurate	Verification list	
	Check discipline reports for accuracy	Continuous Activity – Keeping data accurate	SPEDPro reports	
	Check Exiting reports	Continuous Activity – Keeping data accurate	SPEDPro reports	
	Review Projected End of year report	Continuous Activity – Keeping data accurate	SPEDPro reports	
	Update local procedural manual	Document April process and procedures.	Local MIS Procedural Manual	
	Update Timely and Accurate results template	Record completed tasks and point deductions for FY2025	T and A results template	
	Begin discussions of next year programs	Prepare for next year service locations by building	Administrator discussion	
	Draft a Directory Chart for FY2027	Prepare Directory information for local board clerk entry	Directory Chart	

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. April 15 target date.

Recommended training material – “Ready for December 1” Zoom recording. Posted on the MIS and Student data page at www.ksde.gov. Review February 2026 FAQ for additional information.

Catastrophic and NPE reminders

What is a Catastrophic Aid student?

A student whose cost of special education services is greater than \$63,340 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 \$63,340.

Where do I find the cost information?

Inquire with your Finance department about invoices and bills paid.

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

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

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 an 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.gov.

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 30,2025

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
 - i. Catastrophic form is accessed by opening the student's IEP list page > select the Catastrophic Aid button – SPEDPro User's Guide pages 55 - 60.
 1. Answer the three Justification questions.
 2. Enter line-item expenditures in whole dollars.
 3. Enter line-item deductions in whole dollars.
 - 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 51 – 54
 1. For each NPE service, click the new button at the top right of the page.
 2. Save each completed NPE service.
 3. The NPE contracted agency would be the same building listed on the student's MIS service lines.
 4. 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 of 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 a complete NPE form. Do not create service lines. Service lines outside of the school calendar will trigger multiple verifications.

Why is it important?

High Priority verifications and data quality reports

Resolving high priority verifications and data quality reports is key to an organization's success for reporting Timely and Accurate data. The SPEDPro verification process and Data Quality reports focus on specific Federally mandated and State level reporting categories and the data that comprise these categories. High Priority verifications can be found in the MIS Data Dictionary.

High Priority verifications that address accurate reporting of OSEP data categories

OSEP Environment – 0004, 0007, 0008, 0011, 0012, 0014, 0035, 0036, 0039, 0041, 0042, 0044, 0045, 0047, 0058, 0068, 0070, 0072, 0075, 0077, 0123, 0124, 0146, 0147, 0198, 0199, 0212, 0214, 0224, 0228

OSEP Age – 0005, 0073, 0176

OSEP Exiting – 0019, 0020, 0028, 0063, 0067, 0144, 0148, 0171, 0172.

OSEP Disability – 0022, 0049, 0050, 0053, 0055, 0090, 0139, 0197, 0220, 0224

OSEP Responsible school – 0060, 0175, 0176, 0221, 0224, 0225, 0227

OSEP Unduplication requirement – 0085, 0123, 0124, 0169

OSEP Timely and accurate requirement – all above are factors, plus – 0148, 0203, 0210, 0220, 0221, 0224, 0225.

Inconsistent Service Line Report – For OSEP Disability. > [Must be clear by April 30.](#)

Service Minutes Exceed Building Minutes – For OSEP Environment calculations. > [Must be clear by April 30.](#)

Unclaimed student report – For qualified exclusions from all OSEP reports. > [Must be clear by April 30.](#)

Verifications that address accurate reporting of state level data.

State level data – 0010, 0038, 0043, 0056, 0058, 0065, 0083, 0084, 0096, 0145, 0170, 0207, 0215, 0216,

MIS reports that address accurate reporting of OSEP & State Level data categories

OSEP Environment – Projected 12-1 report, Inconsistent service line, Service minutes exceeds building minute reports. Indicator 6 report is confirmed with early childhood special education staff.

OSEP Age – Projected 12-1, Projected EOY reports.

OSEP Exiting – Projected EOY, Unresolved Exit, Exit status, Unknown Exit, Projected Table 4 Exit reports.

OSEP Disability – Projected 12-1, Projected EOY reports.

OSEP Responsible School – Projected 12-1, Projected EOY reports.

OSEP Discipline – Projected Table 5 Incident report, Projected Discipline Summary, IDEA Discipline Validation report.

OSEP Unduplication requirement – Projected 12-1, Projected EOY, Overlap reports - remove duplicate ID numbers.

OSEP Timely and accurate requirement - Projected 12-1, Projected EOY, Overlap, Inconsistent service line, Service minutes exceeds building minute reports. Unclaimed student report. IDEA Discipline Validation report. Verification reports.

State Level Data – Projected Gifted Summary, Projected EOY, NPE Summary reports.

Please contact KSDE if assistance is needed resolving / clearing any verification or Data Quality report.