Timely and Accurate Data Submission and Internal Controls

	Timely Submission	Point Award
1	MIS Begin Year set up started & Initial Submission by September 15	1
2	Initial Submission of current year students completed by September 15	1
3	Indicator 11 – District submitted all required information by the deadline for the Initial Data Collection window	1
4	Indicator 12 – District submitted all required information by the deadline for the Initial Data Collection window	1
5	Indicator 13 – District submitted all required information by the deadline for the Initial Data Collection window	0
6	Complete Provider FTE in KGRS/PCA was reported by the April Payment	1
7	All buildings submitted the Discipline Data Collection by the deadline	1
8	Federal Fiscal File review	1
9	IDEA and Gifted file review	1
	Timely Submission Activity Score	8/9
	Accurate Submission	Point Award
	December 1 Data	
10	Included all eligible December 1 students	1
11	Excluded all ineligible December 1 students	1
12	Correctly reported December 1 Environments	1
13	Correctly reported December 1 Disability category	1
14	Correctly reported December 1 Responsible school	0
	Fiscal Year / School Year Data	
15	Included all eligible IDEA exiters	1
16	Excluded all ineligible IDEA exiters	1
17	Disciplinary removals for IDEA students align between KIAS and SPEDPro	1
18	IEP service locations align with out of school disciplinary removals	1
19	Verifications reports were addressed before the school year data was finalized	1
20	All student level records contained complete MIS data for the school year.	1
	Accurate Submission Activity Score	10/11
	Internal Controls	Point Award
21	Administrator participation in annual MIS training	1
22	MIS Data clerk participation in annual MIS training	1
23	Local MIS Procedural Guide is present at the LEA Level	1
24	The LEA complied with reporting standards and guidance of support staff	1
	Internal Controls Activity Score	4/4
	Total Activity Score	23/24
	Substantially Compliant	Yes

Timely and Accurate Data Submission and Internal Controls

Timely Submissions

1. MIS Begin Year set up started by September 15
    a. Calendars, settings, providers entered
2. Initial Submission of current year students completed by September 15
    a. Initial submission of current year students records entered into MIS
3. Indicator 11 – District submitted all required information by the deadline for the Initial Data Collection window
4. Indicator 12 – District submitted all required information by the deadline for the Initial Data Collection window
5. Indicator 13 – District submitted all required information by the deadline for the Initial Data Collection window
6. Complete Provider FTE was reported in KGRS/PCA by the April Payment
    a. All buildings completed KGRS reporting by 95% of Provider FTE was reported in KGRS by the April Payment. 95% accuracy for the FTE being claimed, not 95% accuracy for the individuals being claimed.
7. All buildings submitted the Discipline Data Collection by the deadline
    a. By June 30 as reported in the KIAS application
8. Federal Fiscal File review is reported by the submission deadline.
    a. November deadline
9. IDEA and Gifted file review
    a. November deadline

Accurate Submission

December 1 Data

10. Included all eligible December 1 students
    a. No 0203 verification
11. Excluded all ineligible December 1 students
    a. No 0210 verification
12. Correctly reported December 1 Environments
    a. No 0224 verification
13. Correctly reported December 1 Disability category
    a. No 0224 verification
14. Correctly reported December 1 Responsible school
    a. No 0224 / 0176 verification

Timely and Accurate Data Submission and Internal Controls

Fiscal / School Year Data

15. Included all eligible IDEA exiters age 14-21
    a. No Unresolved Exits
16. Excluded all ineligible IDEA exiters age 14-21
    a. Active students not reported as exited
17. Disciplinary removals for IDEA students align between KIAS and SPEDPro
    a. Issues flagged in the KIAS / SPEDPro Disciplinary Incident report are resolved.
18. IEP service locations align with out of school disciplinary removals
    a. Students correctly reported in the "U" setting for the duration of the removal
19. Verifications reports were addressed before the school year data was finalized
    a. No unresolved verifications
    b. Exit status report has been resolved
20. All student level records contained complete data for the school year.
    a. Active students have services through the end of the school year.

Internal Controls

21. Administrator participation in annual MIS training
22. MIS Data clerk participation in annual MIS training
23. Local MIS Procedural Guide is present at the LEA Level
    a. To receive a point for Item 23 the LEA must submit the local MIS Procedural Guide for review by KSDE staff and TASN providers during the collection school year at either the date KSDE established for the LEA or by a date agreed upon by the LEA and the KSDE 618 Data Manager.
24. Data Dictionary requirements and support staff guidance was followed by the LEA

Total Activity Score

– Sum of points from Timely Submission, Accurate Submission, and Internal Controls Categories. If sum of points is 90% or better of total possible points, district is Substantially Compliant. Any district at 21 points or below is considered not substantially compliant.