Timely Submission Category

	Timely Submission Category	Process
1	MIS Begin Year set up completed by September 15	Data Source - Calendar, Settings - From Building Information page in SPEDPro, Process - record the absence of current year school Calendars and building settings. Data Source - Providers - From the Personal List by year report in SPEDPro. Process – record the absence of current year school Providers. Districts not completing the task by the timeline are subject to a point loss. Timeline – September 15 deadline for task completion. Analysis September 16.
2	Initial Submission of current year students completed by September 15	Data Source - Projected End of Year report in SPEDPro Process - Use Assign child count values to determine submission of student records by reporting deadline. Districts without child counts are subject to a point loss. Timeline – September 15 deadline for task completion. Analysis September 16
3	Indicator 11 – District submitted all required information by the deadline for the Initial Data Collection window	Data Source – KIAS application > Reports > Timely submission report > Target school year > Monitoring type = IDEA Indicator 11 Process - Open the Excel report, apply the filter to row 1. Choose / filter the Timely Submission column. Select "No" value if present. Any organization identified as "No" is subject to a point. Timeline - November.
4	Indicator 12 – District submitted all required information by the deadline for the Initial Data Collection window	Data Source – KIAS application > Reports > Timely submission report > Target school year > Monitoring type = IDEA Indicator 12 Process - Open the Excel report, apply the filter to row 1. Choose / filter the Timely Submission column. Select "No" value if present. Any organization identified as "No" is subject to a point. Timeline - November.
5	Indicator 13 – District submitted all required information by the deadline for the Initial Data Collection window	Data Source – KIAS application > Reports > Timely submission report > Target school year > Monitoring type = IDEA Indicator 13 Process - Open the Excel report, apply the filter to row 1. Choose / filter the Timely Submission column. Select "No" value if present. Any organization identified as "No" is subject to a point deduction on row 3 of the Timely and Accurate score sheet. Any USD not completing the task by the timeline is subject to a point loss.
6	Complete Provider FTE in Kansas Grants Reporting System (KGRS) was reported by the April Payment	Data Source - April (4th) payment and Final (5th) regular term payment report in KGRS. Data Set – OSEP claimed FTE by provider area. Include areas of AP, AU, BD, CS, IN, NU, OM, OT, PS, PT, RE, SL, SW, EC, HI, ID, IR, LD, MD, SM, VI. EC includes both area and High / Low levels of EC. Professional and Para FTE are combined by LEA. Areas of GI & IT and High / low levels of IT are excluded. Providers who started after December 1 and providers who ended before December 1 are excluded. Result > subset of Dec. 1 providers by selected area. Process - Select LEA and Claimed FTE, sum FTE by LEA. Calculate percentage difference of total FTE between the April and Final payments. Any LEA with a percentage increase from April to June of greater than 5%, and an FTE increase of greater than 1.0, are subject to a point loss. Timeline – July

Timely and Accurate process for scoring categories

	Timely Submission Category	Process
7	All buildings submitted the Discipline Data Collection by the deadline	Data Source 1 – KIAS Timely submission report > Discipline. Process – In KIAS, Select > reports page > Timely submission report > Discipline Data Collection > target school year > All districts > all buildings. Those districts marked Not timely (column F) are subject to a point loss. Data Source 2 - KIAS home page. Monitoring type > Select Discipline Data Collection. Event status of Not started and In progress means the discipline data has not been submitted to KSDE. Those districts identified as not submitted are subject to a point loss Timeline - November of the subsequent school year - report is run for prior Year.
8	IDEA Fiscal File Review	Data Source – KIAS application > Reports > Timely Submission Report > Target school year > Monitoring type = Federal Fiscal File Review Process - Open the report, review Timely Submission column, any organization identified as "No" Timeline – Self assessment due in November, Data verification in December-January
9	IDEA and Gifted File review	Data Source – KIAS application > Reports > Timely submission report > Target school year > Monitoring type = IDEA and Gifted File Review - Open the Excel report, apply the filter to row 1. Choose / filter the Timely Submission column. Select "No" value if present. Any organization identified as "No" is subject to a point. Timeline - November

Accurate Submission Category

	December 1 Data	Process
10	All eligible December 1 students were included	Data Source 1 - Verification report in SPEDPro = verification 0203. Process - For students listed, use the Audit log date stamp to determine when the record was modified to report December 1 services. The student profile date stamp indicates change to the profile data (imported record). Service line Audit log date stamp indicates change to the service line data (manual change). Students with unresolved verification 0203 are subject to a point loss. Data Source 2 – Unclaimed student report. Process – Run Unclaimed student report. Students with December 1 services but are unclaimed are subject to point loss for accurate reporting. Timeline – May after December 1 is finalized
11	All ineligible December 1 students were excluded	Data Source - Verification report in SPEDPro = verification 0210. Process - For students listed, use the Audit log date stamp to determine when the record was modified to remove December 1 services. The student profile date stamp indicates change to the profile data (imported record). Service line Audit log date stamp indicates change to the service line data (manual change). Students with unresolved verification 0210 are subject to a point loss. Timeline – May after December 1 is finalized

	December 1 Data	Process
12	Correctly reported December 1 Environments	Data Source - Verification 0224 report in SPEDPro. Process - Check columns "I & J" (OSEP Environment) for a change in values. For students listed, use the Audit log date stamp on the current student profile to determine when the record was modified by changing the OSEP Environment on service lines intersecting December 1. The student profile date stamp indicates change to the profile data (imported record). Service line Audit log date stamp indicates change to the service line data (manual change). Students with an unresolved 0224 are subject to a point loss. Timeline – November after EOY data is finalized
13	Correctly reported December 1 Disability category	Data Source - Verification 0224 report in SPEDPro. Process - Check columns "G & H" (OSEP Disability) for a change in values. . For students listed, use the Audit log date stamp on the current student profile to determine when the record was modified by changing the area of Disability on service lines intersecting December 1. The student profile date stamp indicates change to the profile data (imported record). Service line Audit log date stamp indicates change to the service line data (manual change). Students with unresolved verification 0224 are subject to a point loss. Timeline – November after EOY data is finalized
14	Correctly reported December 1 Responsible school	a) Data Source - Verification 0224 report in SPEDPro. Process -Check columns "E & F" (OSEP Responsible school) for a change in values. For students listed, use the Audit log date stamp on the current student profile to determine when the record was modified by changing the Responsible school on service lines intersecting December 1. The student profile date stamp indicates change to the profile data (imported record). Service line Audit log date stamp indicates change to the service line data (manual change). Students with unresolved verification 0224 are subject to a point loss. Timeline – September after EOY data is finalized. b) Data Source – Verification 0176 from the verification list in SPEDPro. Crosscheck building number reported in SPEDPro to the Accountability or Funding school reported in KIDS Collection. The KIDS Collection record may list a different school that should have been reported as responsible or may show no building was designated as responsible due to the omission of a KIDS record submission. Students with unresolved verification 0176 are subject to a point loss. c) Note: If verification 0224 and 0176 both apply to the December 1 final report, only count a single point loss under category 12a (verification 0224) Timeline – November after EOY data is finalized

Fiscal Year / School Year Data

	Fiscal Year / School Year Data	Process
15	All eligible IDEA exiters were included	Using the OSEP subset for Table 4. Students (December 1) age 14 - 21 a) Data Source - Unresolved Exit report in SPEDPro for the concluded school year. Process - For students listed select a subset of students (Dec 1 age 14 -21). Cross check student ID number in KIDS Collection application. Use Reports > Standard > Student History. Query the ID under the concluded school year. Check for the presence of EXIT records and the basis of exit. Students with unreported exit data in SPEDPro are subject to a point loss. b) Data Source – Final EOY report. Process - Check for students with June 30 age of 21 and no exit state or inactive status of G or M not reported. Unreported exit data for students aged 21 are subject to a point loss. c) Data Source – Final OSEP Table 4 Exit report. The source of Indicator 14 population. Eligible Dropouts, Graduates, Maximum age and GED transfers omitted from Table 4 result in a point loss for category 14. d) Data Source – Unclaimed student report. Exiting students ages 14 - 21 should not be reported as unclaimed. e) Gifted students who exit IDEA. Data Source – Final EOY report. Students who exit IDEA services, are no longer a student with a disability and subsequently receive Gifted services in the same school year are considered OSEP exits. Process – Filter EOY report for December 1 age 14 -21, no primary disability, no exit date, no inactive status and All Services column contains codes for IDEA students (SE, OT, PT, etc.) see Data Dictionary service code page for list. Timeline – November after EOY data is finalized
16	All ineligible IDEA exiters were excluded	Using the OSEP subset for Table 4. Students (December 1) age 14 - 21 a) Data Source - the Final OSEP Table 4 Exit report (prior year) and Projected End of Year report (current year). Query on duplicate ID numbers. Process - Identify students reported as Graduate in prior school year but are active in current year. b) Data Source - Final OSEP Table 4 Exit report. Process - Cross check students with exit dates on the first day of school. Query KIDS collection. Verify the number of days of membership and attendance. Students with zero days of membership and attendance are considered as Exited is the wrong school year. Services ended in the school year prior. c) Data Source – Unknown Exit report. Process - Cross check students for inaccurate basis of exit of moved, known to be continuing with KIDS EXIT Collection records. If the USD reports a different basis of exit (Drop out, Graduate, transfer to GED, Deceased) then a point loss results in category 15. d) Data Source - Exit status report. Process – Check KID Collection records for students listed in the report. Confirmed cases when evidence different Exit categories are reported. Timeline – November after EOY data is finalized

	Fiscal Year / School Year Data	Process
17	Disciplinary removals for IDEA students align between KIAS and SPEDPro	Data Source - Discipline IDEA Data Validation Report. Process - Students listed in the report are considered unresolved and are subject to a point loss for the responsible USD. Timeline – November after EOY data is finalized
18	IEP service locations align with out of school disciplinary removals	Data Source - Final OSEP table 5 Discipline Incident report. Process - Select a subset of students with long term removals (10 or more days) of OSS, Expulsion, IAES with an incidence date prior to December 1. If the days of removal imposed intersect the December 1 date per the applicable school calendar. Check the reported SPEDPro service setting intersecting December 1. If the December 1 service setting is other than "U", the student data is subject to a point loss for inaccurate December 1 service location. Timeline – November after EOY data is finalized
19	Verifications / Data Quality reports were addressed before the school year data was finalized	Discrepancies from Dec 1 & EOY data sets resulting from unresolved verifications and Data Quality reports. a) Data Source - Verification list in SPEDPro, verification status = open / unresolved. Process Select subsets of verifications that align to OSEP reporting categories. See > Data Dictionary High Priority verifications / OSEP categories. b) Data Source – Inconsistent service line report. Process – Identify students listed on the Inconsistent service line report. c) Data Source - Service minutes exceed building minutes report Process - Identify students listed with more service time than the building is open. Students with unresolved verifications or inconsistent service lines are subject to a point loss for the student's responsible USD. Timeline – May and November after OSEP reports are finalized. .

	Fiscal Year / School Year Data	Process
20	All student level records contained complete MIS data for the school year.	a) Data Source – Final December 1 & Final End of Year report in SPEDPro All required data elements have been submitted. Process - Crosscheck the Final December 1 & Final End of Year report for students with missing or invalid data elements that apply to OSEP reporting categories. Including student demographics, buildings, service settings, grade level, disability, service dates, etc. b) Data Source – Final End of Year report in SPEDPro & verification 0148. Process - Crosscheck the Final End of Year report for students with Active status and the Latest service end date is before the end of the school year. c) Data Source – Overlap report. Process – Identify all unresolved overlaps (duplicated services in multiple districts) not confirmed as valid (shared custody) result in a point loss. d) Data Source – Final December 1 and Final End of Year reports in SPEDPro. Process – Identify duplicate records - Each student has only 1 record per LEA. Multiple records result not confirmed as valid (shared custody) are subject to a point loss for the student's responsible USD. Timeline – November after EOY data is finalized. e) Data Source – Final End of Year report in SPEDPro. All services provided to all students under every IEP is reported. Crosscheck the Final End of Year report for students with active IEPs from previous a LEA not reported in the current school year. For example, an omitted move-in IEP. Students with a first day of service date equal to the first IEP date may be an indicator an inaccurate IEP is reported or the first IEP upon entry has been omitted.

Internal Controls

	Internal Controls	Process
21	Administrator participation in annual MIS summer training	Data Source - attendance records for the current year MIS training, presentation, or workshop. Process – Document districts without representation / attendance at annual training Timeline – September after MIS trainings have completed
22	MIS Data clerk participated in annual MIS summer training	Data Source - attendance records for the current year MIS training, presentation, or workshop. Process – Document districts without representation / attendance at annual training Timeline – September after MIS trainings have completed
23	Local MIS Procedural Guide is present at the LEA Level	Data Source - Local procedural manuals are submitted to KSDE upon request. Local procedural manuals are saved in the Egnyte application. Process – Organizations without a current up-to-date MIS procedural manual are subject to a point loss for each member district of the organization. Timeline – September after MIS trainings have completed

	Internal Controls	Process
24	The LEA complied with reporting standards and guidance of support staff	Data Source – Saved correspondence & notes between LEA staff and KSDE. These details comprise the "Companion notes". Correspondence & notes are saved on the Home drive > Yearly reports > Indicator 20 - TA > School year folder. Example: sending confidential student information (PII) in email correspondence after a warning was given after the first infraction. Example: Data Quality report / verification is displaying falsely. Explanation of discrepancy is provided with justification. Points are restored. Process – Review correspondence & notes for incidences of non-compliance. Organizations not complying with the reporting standards are subject to a point loss Timeline – November after EOY data is finalized.