

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 CAPS was reported by the April Payment	1
7	All buildings submitted the Discipline Data Collection by the deadline	1
	Timely Submission Activity Score	6/7

	Accurate Submission	Point Award
	December 1 Data	
8	Included all eligible December 1 students	1
9	Excluded all ineligible December 1 students	1
10	Correctly reported December 1 Environments	1
11	Correctly reported December 1 Disability category	1
12	Correctly reported December 1 Responsible school	0
	Fiscal Year / School Year Data	
13	Provider data was accurately reported in CAPS	1
14	Included all eligible IDEA exiters	1
15	Excluded all ineligible IDEA exiters	1
16	Disciplinary removals for IDEA students align between KIAS and SPEDPro	1
17	IEP service locations align with out of school disciplinary removals	1
18	Verifications reports were addressed before the school year data was finalized	1
19	All student level records contained complete MIS data for the school year.	1
	Accurate Submission Activity Score	11/12

	Internal Controls	Point Award
20	Administrator participation in annual MIS training	1
21	MIS Data clerk participation in annual MIS training	1
22	Local MIS Procedural Guide is present at the LEA Level	1
23	The LEA complied with reporting standards and guidance of support staff	1
	Internal Controls Activity Score	4/4

	Totals	Points
	Total Activity Score	21/23
	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 CAPS by the April Payment
 - a. All buildings completed CAPS reporting by 95% of Provider FTE was reported in CAPS by the April Payment. 95% accuracy for the FTE being claimed, not 95% accuracy for the individuals being claimed.
 - b. KSDE staff will review the FTE of any district whose data indicates it will lose a point on Item 6. KSDE staff will filter CAPS data by the start date of each FTE to look for those districts that added multiple positions in the final payment, or the last two payments, because the district forgot to add them at the beginning of the year.
7. June 30
 - a. As measured in the KIAS application

Accurate Submission

December 1 Data

1. Included all eligible December 1 students
 - a. No 0203 verification
2. Excluded all ineligible December 1 students
 - a. No 0210 verification
3. Correctly reported December 1 Environments
 - a. No 0224 verification
4. Correctly reported December 1 Disability category
 - a. No 0224 verification
5. Correctly reported December 1 Responsible school
 - a. No 0224 / 0176 verification

Fiscal / School Year Data

1. Provider data was accurately reported in CAPS
 - a. 95% accuracy for the FTE being claimed, not 95% accuracy for the individuals being claimed.
 - b. KSDE staff will review the audit exceptions of any district whose data indicates it will lose a point on Item 13 and allow the district to provide information as to why it should not lose a point on Item 13. The audit results for row 13 will be the prior school year measured.
2. Included all eligible IDEA exiters age 14-21
 - a. No Unresolved Exits
3. Excluded all ineligible IDEA exiters age 14-21
 - a. Active students not reported as exited
4. Disciplinary removals for IDEA students align between KIAS and SPEDPro
 - a. Issues flagged in the KIAS / SPEDPro Disciplinary Incident report are resolved.
5. IEP service locations align with out of school disciplinary removals
 - a. Students correctly reported in the “U” setting for the duration of the removal
6. Verifications reports were addressed before the school year data was finalized
 - a. No unresolved verifications
 - b. Exit status report has been resolved
7. All student level records contained complete data for the school year.
 - a. Active students have services through the end of the school year.

Timely and Accurate Data Submission and Internal Controls

Internal Controls

1. Administrator participation in annual MIS training
2. MIS Data clerk participation in annual MIS training
3. 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 2020–21 school year at either the date KSDE established for the LEA or by a date agreed upon by the LEA and Mason Vosburgh.
 - b. Following the 2020–21 school year, MIS Procedural Guides must be submitted according to the date KSDE establishes and the [3-Year Monitoring Cohort List](#). In this review KSDE staff and TASN providers will check updates to the MIS Procedural Guide since the first submission.
4. 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 20 points or below is considered not substantially compliant.