2013-2014 School Year
KSDE Special Education Individual Student Data

Report Preparation Instructions and Data Dictionary

Guidelines for IDEA, Part B and Gifted Reporting of Special Education Data that occurred in the 2013-2014 School Year

Purpose: The purpose of this document is to establish consistent instructions, rules, and procedures for submitting Part B and gifted MIS data to KSDE. All agencies submitting MIS data to KSDE must strictly obey and comply with all instructions stipulated in this Data Dictionary, and do not have the authority to invent, change or ignore any instruction, definition, rule or procedure specified in this document. per §300.645, §300.211, §300.600(e)

DATA SUBMISSION SCHEDULE

Beginning Year Set-up: - School Calendars and program settings

Time Line:

July 1	All agencies complete calendars for the current school year.
Prior to	All building settings are entered and submitted to KSDE for approval.
Student Entry	All providers are entered into the MIS

Reporting standard:

Each LEA is required to keep the data as up to date and current as possible. Student records are to be reported at a minimum of monthly updates. Active and exiting students are reported together.

December 1 Child Count:

Data Required – All Students - Each LEA must report every SPED student enrolled and receiving services from the responsible LEA up to and including December 1 of the current school year.

Time Line: -

July 1 - Application is open for all 618 data submissions, uploads and keyboard entry.

December 31 – Deadline for initial submission of MIS data for all active student to KSDE.

To Maintenance of December 1 data, revisions, data corrections, verifications are addressed.

February 28 – Collection window closes. After this date, additional records, revisions or updates will not be extracted. All final verifications, discrepancies, duplicates / overlaps must be resolved. Corrections to the preliminary child count and Indicators 9 & 10 disproportionate representation must be addressed in the application by **Feb. 28**.

All agencies will be measured for timeliness and accuracy based on the finalization of data.

End of Year Comprehensive Report: Collection of EOY data will be completed in two phases.

(1) Students with Contracted Services for Non-Public Equivalency or Catastrophic Aid Reports:

Data Required – All students with Non-Public Equivalency contracts or Catastrophic Aid applications.

Time Line: -

April 1 to April 30. Collection window is open and all data must be submitted to KSDE.

May 1 Collection window closes. All verifications and discrepancies must be resolved**.**

(2) All Part B & Gifted Students:

Data Required – All Students who were **served** at any time during the current fiscal school year (July 1 through June 30). Include only the services delivered during the 2013-14 school year.

Time Line: -

June 30 - Deadline for initial submission of MIS data for all students served to KSDE.

To Maintenance of June EOY data, revisions, data corrections, verifications are addressed.

September 15 – Collection window closes. After this date, additional records, revisions or updates will not be extracted. All final verifications, discrepancies, duplicates / overlaps must be resolved by **Sept. 15**.

All agencies will be measured for timeliness and accuracy based on the finalization of data.

An Equal Employment/Educational Opportunity Agency

The Kansas State Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: KSDE General Counsel,120 SE 10th Ave. Topeka, KS 66612, 785-296-3204

OSEP Compliance Indicator 20

Timely and Accurate submission of data: All Part B and gifted MIS student data submitted to KSDE must be an accurate representation of the student's special education program, determined by the student's IEP team. MIS data elements shall not be manipulated, fabricated or altered in any way that creates a distortion of the frequency, duration or location of services or attempts to avoid detection by the KSDE verification process. If a data file or any part of a data file is submitted to KSDE contains fabricated or manipulated data, KSDE considers the entire file to be invalid and out of compliance. KSDE will not accept any data file(s) that contain fabricated or manipulated information. KSDE compliance monitors will examine the accuracy of **ALL** MIS data including the timeliness and accuracy of MIS data submissions and reports this on the District Score Sheet. Any agency not meeting the deadline or identified as submitting invalid or inaccurate data will be considered non-compliant for timeliness and/or accuracy.

Key dates used to measure timeliness

December 1 Child Count Data Extraction:

December 31 – Deadline for initial submission to KSDE of MIS data for all students.
Initial submissions will be date stamped by the KAN_Service application. Initial submissions uploaded after this date will be considered untimely on the District Score Sheet.

January 31 – Addressing initial Verification responses.
The process of responding to verifications must start by this date. Those organizations starting after this date will be counted as untimely on the District Indicator 20 report.

February 28 – Collection window closes. All data must be finalized
All discrepancies and verifications must be resolved by this date to be counted as timely on the District score sheet. Subsequent changes to data will result in loss of points for Indicator 20.

End of Year Comprehensive Data Report Extraction:

June 30 - Deadline for initial submission to KSDE of MIS data for all students served in the FY.
Initial submissions will be date stamped by the KAN_Service application. Initial submissions uploaded after this date will be considered untimely on the District Score Sheet.

August 15 – Addressing initial Verification responses.
The process of responding to verifications must start by this date. Those organizations starting after this date will be counted as untimely on the District score sheet.

September 15 – Collection window closes. All data must be finalized
All discrepancies and verifications must be resolved by this date to be counted as timely on the District Score Sheet. Subsequent changes to data will result in loss of points for Indicator 20.

Date Stamps – The following methods will be used to measure the timeliness of data reported to KSDE.

- Data files uploaded to KSDE are date stamped by the KAN_Service application.
- Keyboard corrections to student records are date stamped by the KAN_Service application
- Comments / responses addressing verifications are date stamped by the KAN_Service application

Agency directors will be notified when data submitted to KSDE failed to meet deadlines.

Unreliable Data: At any time upon discovery of uncorrected inaccurate, erroneous or unreliable data, KSDE will inform, present evidence and require the responsible agency to make corrections as directed prior to the finalization of the collection window. Failure to make the correction may result in loss of Indicator 20 points for not following KSDE directions or guidance.

The District Score Sheet – An annual report of timeliness and accuracy of data submitted to KSDE. The district score sheet is a grid that awards points (on an all or nothing basis) for the successful completion of submitting timely and accurate data to KSDE in accordance with the collection timelines and requirements, following the collection standards, guidelines and rules. Timeliness and accuracy will be measured for several categories, including 618 data, SPP indicators and participation in training. A score sheet will be created for each school district. LEAs that submit data for multiple districts will be awarded or subtracted points for each member district.

FY 2014 ASCII TEXT FILE SPECIFICATION

All information contained in MIS files and submitted to KSDE must conform to the following specifications

1) The data reported to KSDE must be applicable, relevant and germane only to the 2013 –2014 school year. Data from prior school years or anticipated data for future school years is irrelevant to this collection

2) Each student record will contain 1 header (fields 1-28) and at least 1 set of service data (fields R1-R13). For students receiving more than 1 service, additional sets of service data will be appended to the student's record.

3) All individual student records must be reported in ASCII text file format. Each field must be delimited with either a tab character (™) ending a carriage return (¶) following the last service field.

	Sequence	Field Name	Maximum Length	Format	Constraints
Header Record Fields 1 – 28	1	KIDS ID	10	Numeric	Required
	2	Last Name, Student's Legal	60	Alpha	Required
	3	Student's Gender	1	Alpha	Required
	4	Student's Birth Date	10	Date (MM/DD/YYYY)	Required
	5	School Year	4	Numeric (YYYY)	Required
	6	Responsible Building Identifier	4	Numeric	Required
	7	Neighborhood Building Identifier	4	Numeric	Required
	8	Grade Level	2	Numeric	Required
	9	Status Code	1	Alpha	Required
	10	Exit Date	10	Date (MM/DD/YYYY)	Conditional
	11	Evidence	50	Alpha-Numeric	Conditional
	12	Initial Eval Consent Received Date	10	Date (MM/DD/YYYY)	Optional
	13	Re-Evaluation Completion Date	10	Date (MM/DD/YYYY)	Optional
	14	School Psychologist SSN	9	Numeric	Optional
	15	SLP SSN	9	Numeric	Optional
	16	Case Manager SSN	9	Numeric	Optional
	17	Primary Disability	2	Alpha	Conditional on field 24
	18	Secondary Disability	2	Alpha	Conditional
	19	Gifted	1	Alpha	Conditional
	20	Extended School Year	1	Alpha	Required
	21	SPED Transportation	1	Alpha	Required
	22	All Day Kindergarten	1	Alpha	Required
	23	Behavior Intervention Plan – BIP	1	Alpha	Required
	24	Eligibility (Funding) code	1	Numeric	Required
	25	Placements KDCF/JJA/LEA/Parent	1	Alpha	Required
	26	County of Residence	2	Alpha	Required
	27	Language of Parent	10	Alpha	Required
	28	IEP Date	10	Date (MM/DD/YYYY)	Required
Variable Length Service Data Set Fields R1– R13	R1	Service Location (Attend Building) ID	4	Numeric	Required
	R2	Primary Service Location Indicator	1	Alpha	Optional
	R3	Setting Code	1	Alpha	Required
	R4	Service Code	2	Alpha	Required
	R5	Provider SSN	10	Numeric	Conditional on field R4
	R6	Primary Provider Indicator	1	Alpha	Optional
	R7	Service Start Date	10	Date (MM/DD/YYYY)	Required
	R8	Service End Date	10	Date (MM/DD/YYYY)	Required
	R9	Minutes per Day	3	Numeric	Required
	R10	Days per Week	1	Numeric	Required
	R11	Weeks between start and end dates	2	Numeric	Conditional
	R12	Frequency	2	Numeric	Conditional
	R13	Total days	3	Numeric	Conditional

Creating MIS Data Files

LEAs using the ASCII Text File Importing Method: The data is submitted to KAN_Service at a minimum of monthly updates in a FY2014 ASCII TEXT formatted file. Specifications above:

Procedural overview: A student import file will have all services accounted from the responsible agency for the current school year. Subsequent imports will also include IEP and service data from prior current year imports. Please note: the system does not combine or merge data with student records existing in the application. Each import would contain the school snap shot of current year services know at the time of the import.

Example 1 – A student with more than 1 IEP e.g. a November 18, 2012 & Nov. 3 2013 IEP dates
Initial submission – (August 2013) report the services associated to the 11/18/2012 IEP.
Subsequent submission – (December 2013) Report all current school year services from both IEPs, 1 record per IEP. The first record has service from the Nov. 3, 2012 IEP starting on the first day of school to Nov. 2nd, the Nov 3, 2013 IEP with services from Nov. 3rd to the end of the school year, 1 record per IEP. If there are no ensuing data changes, no additional imports are required.

Example 2 – A continuing student with an April 10, 2013 IEP date
Initial submission – Report all current school year services, first day of school to Apr. 9, 2014
Subsequent submission – Report all current school year services, first day of school to Apr. 9, 2014. Report all current school year services from both IEPs, 1 record per IEP

Example 3 – A new referral begins special education in your LEA for the first time in October 2013
Initial submission – Report all services from the first day of service to the last day of school
Subsequent submission – Not required unless an ensuing data change occurs before years end

Please note: In the case of example 3, the student had no ensuing activity or changes, no amended or new IEP, did not exit, etc. Thus the student data is complete for the school year. There is no requirement to resubmit. The initial submission will apply to all current year MIS reports.

Example 4 – A student exits your agency
Initial submission – The initial submission contains current year service up to exit date.
Subsequent submission – required if the student returns to SPED in the current school year.

Example 5 – A student exits your agency, then returns to IEP services
If the student exits and returns under the same IEP
Report all current school year services, first day of service to exit. Then additional services for service return to annual IEP review date or last day of school which ever date comes first.
If the student exits and returns with services covering multiple IEPs
Report all current school year services as above from all IEPs, 1 record per IEP
Note: Because the student is returning to services, there is a natural gap between service end dates and new starting dates. Service lines are marked as "allow gap" to avoid gap verifications.

Example 6 - A student exits IDEA services, and (returns) or (continues) only in a gifted program
Two records are required with specific values; all other fields may be equal or conditional

1. Record 1
   a. Field 3 (Status) contains an exit status, Field 9 (Exit date) contains an exit date
   b. Field 17 (Primary disability) is populated, Field 18 is conditional
   c. Field 24 (eligibility/ funding) is value 1 or 2.
   d. Field R8 (service end date) all service end dates equal the Field 9 exit date
2. Record 2
   a. Field 3 (Status) contains an active status, Field 9 (Exit date) is blank
   b. Field 19 (Gifted indicator) has a Yes (Y) value
   c. Field 24 (eligibility/ funding) is value 4
   d. Field R4 (service code) only contains Gifted (GI) services
   e. Field R7 (service start dates) all start dates are subsequent to exit date in 1a above

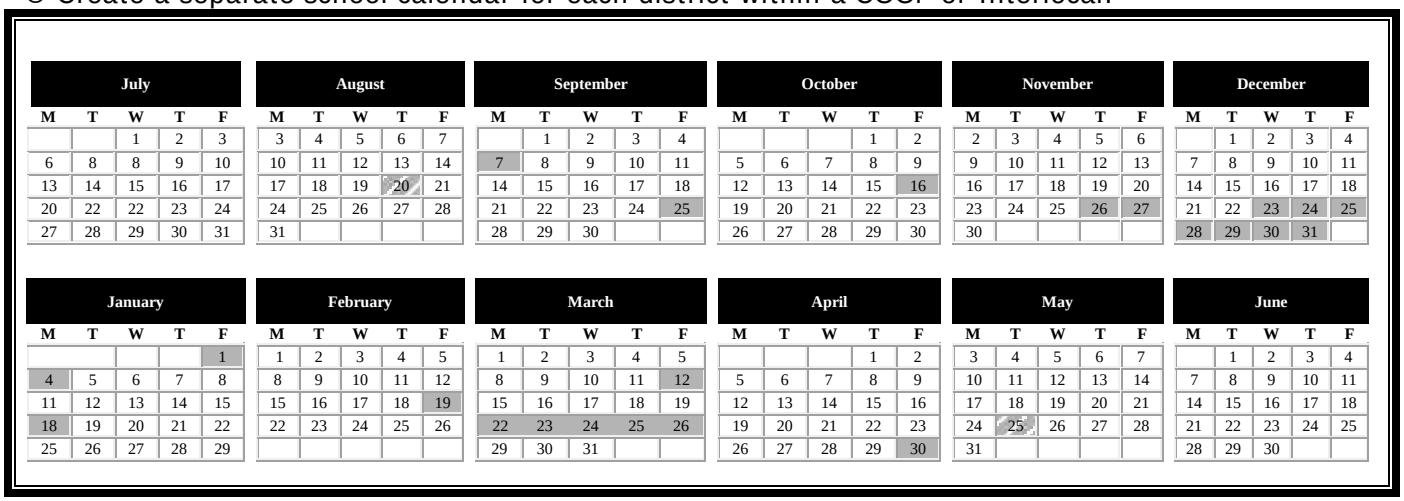
Importing Tips

Creating a School Calendar – Step 1- Go to the calendar list in KAN_Service found on the navigation pane.

Set the calendar parameters – Step 2 – Set a default calendar for the district or organization and select all grades. This calendar will apply to all service lines unless a different calendar overrides (step 6). Select the new calendar button to create a new calendar for the school year.

Mark the days not in session – Step 3 - Using the agency's board approved calendar, in the KAN_Service calendar form by entering the following information in the required data fields.

- ⊙ Enter the students' first day of school (attendance) and last day of school. ESY is not considered.
- ⊙ Identify all days classes are not in session, including holidays, in-service days, conferences, etc. by clicking on the specific day and graying out the specific day as not in session. Partial or half school days count as a whole day and are not mark or grayed out as not in session.
- ⊙ The number of student contact days will determine the number of total days in session for the school year for which a student may receive services.
- ⊙ Create a separate school calendar for each district within a COOP or Interlocal.



July				
M	T	W	T	F
		1	2	3
6	8	8	9	10
13	14	15	16	17
20	22	22	23	24
27	28	29	30	31

August				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

September				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

October				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

November				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

December				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

January				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

February				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

March				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

April				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

May				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

June				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

The above calendar is only an arbitrary example of how to do the calculation and is not representative of any school district and may not be used as an actual calendar for MIS purposes.

Save the calendar – Step 5 - Click the save button

Accounting for a Relationship between Calendars and all locations of service– Step 6

Fund 1 USD – Every USD has a calendar. Each attendance building relates to a specific calendar. The district calendar applies to all the district buildings unless; a building or program deviates from the district calendar. **Only** then is a specific building or program calendar created. To create a building or program calendar begin again at step 2 above and select the desired building and grade levels for the program that does not follow the default calendar.
Use these same steps for Private / Parochial schools in your catchment area.
Fund 2 agencies – Create one building specific calendar for each building in your agency.