

## December 2021 MIS – FAQ

### December 1 reports, - what to do with them?

MIS Annual Checklist of Completed Tasks			
Time line	Task	Date Complete	Purpose Do Data Quality checks
December	Update November & December IEPs and exits		Continuous Activity
	Review Projected December 1, Gifted summery and EOY reports for accuracy		Check for missing data, inaccuracies, unexpected values listed in report columns
	Compare Projected December 1 and Gifted Summery populations to populations in the local IEP application		Confirm the number of students is accurate
	Address / Resolve Verifications		Correct data that excludes students from the count
	Run the Projected EOY report to find active students with services ending prior to December 1		Discover possible exits or students with current IEP not reported.
	Run Overlap report, resolve service dates		Resolve Overlaps
	Confirm exits prior to December 1		Resolve possible 0210 verifications
	Run Unclaimed Student report		Verify claiming value for all students

## Questions on how to resolve a specific Verification?

### Contact SPEDPro help desk, 785-296-4945

#### Projected December 1 report

1. Total Population.  
Confirm the number of IDEA students is accurate.
  - a. Crosscheck the number of active students to your local IEP program
  - b. Look for inactive students in one system but not the other
  - c. Look for active students in one system but not the other
2. Check for data accuracy
  - a. See November 2019 FAQ for specific data discrepancies
3. Remove duplicate records
  - a. Use the duplicate search process from the FY 2019 MIS workshop notebook, pages 16-18
4. Update incorrect grade levels
  - a. Filter report for missing grades
  - b. Cross check grade level and age. Look for preschool grade over age 5.

#### Gifted Summery report

1. Total Population  
Confirm the number of Gifted students is accurate.
  - a. Crosscheck the number of active students to your local IEP program
  - b. Look for exits in one system but not the other
  - c. Look for active students in one system but not the other

#### Exclusions to the December 1 report.

Students not listed on the Projected report may be expected for the following reasons:

- a. Inactive students with services ending before December 1
- b. Active students with services beginning after December 1
- c. Students with a Gap in service over the December 1 date.

## December 2021 MIS – FAQ

- d. Gifted only students, should be on the Gifted Summery report
- e. Students not Claimed. Check claiming value and Unclaimed Student report.

### Unclaimed student report

#### 1. Claiming value

Does the student on the list have the correct claiming value on the student profile?

- a. A blank value means **No** was selected. Student is not being claimed for federal child counts.
- b. If **Yes** is the correct value. The profile needs to be updated  
Select the student profile in EDIT mode. Click the Claiming drop down menu, choose YES.  
Click the save button

### Overlap report

## **The overlap report should be blank with no students listed throughout the school year.**

#### 1. Students with overlapping service line dates will be listed on the report

Check the Current Status of the student

- a. Did the student exit your agency? If yes, then the latest service end date is likely long.
  - i. To resolve the overlap, shorten the service line end dates to the day before the reported start date from the overlapping agency. Enter the new date as the new exit date on the student profile
- b. Did the student enter your agency? If yes, then contact the MIS clerk from the overlapping agency and request they shorten the service line end dates to the day before the student started in your agency.
- c. Does the report only list single Overlap ACC? If yes, then the overlap may present because services from the first IEP of the school year were not ended prior to the start of services on the subsequent IEP.
  - i. To resolve the overlap, use the Truncate Service Line tool in SPEDPro to end all service lines on the day before the subsequent services start on the new IEP.
  - ii. If some service lines ended before the overlapping dates, use the Extend Service line tool in SPEDPro to target and change only overlapping dates.
- d. Does the report only list single Overlap ACC? If yes, then the overlap may present because the student has multiple profiles present.
  - i. To resolve the overlap, delete all but one student profile.
- e. Does the report list member districts of my Coop or Interlocal as the Overlap ACC? If yes, then the overlap is present because the student has multiple profiles present.
  - i. To resolve the overlap, delete all but one student profile

## December 2021 MIS – FAQ

### Why is it Important?

#### Building and Settings

Buildings represent both schools and programs.

All Information related to buildings is collected in the Directory Updates application, including:

- Session start and dismissal time

- Lunch time

- Days per week in session

- Preschool session type

Settings are only associated to Attendance building / service location.

Settings represent the type of special education program offered in the Attendance building

The buildings, settings and service minutes determine the OSEP/ Federal Environment category for Indicators 5 & 6

Buildings and settings factor in time and accurate reporting for December 1 services.

Preschool settings - Service line settings of B, K, R & W are compared to the building's program types in the Directory. If the program types and settings do not align, then verification 0214 trigger as an alert that a correction is needed to either the service setting or the Directory program.

Setting "U" - Students subject to out-of-school suspensions or expulsions receiving services in off campus locations must be reported under the "U" setting for the duration of their removal. Students listed on Final OSEP Discipline Incident report with out-of-school suspensions or expulsions are cross-checked with the Final December 1 report. The Incident date and days of removal are measured using to school calendar to verify the accuracy of the December 1 service location. If the days of removal does not align with service setting (U), then the district has a potential point loss (row 17) for Timely and Accurate reporting.

Changing building or settings - The building and settings present on service lines intersecting the December 1 date will determine the OSEP/ Federal Environment category for Indicators 5 & 6 when the December 1 report is finalized the first week of March. If the student record is updated subsequent to the December 1 finalization and the December 1 buildings or settings have changed, then a change in the OSEP/ Federal Environment category is likely. This may trigger verification 0224 and a potential point loss (row 10) for Timely and Accurate reporting.

Common causes of verification 0224 / Environment changes are:

- Accounting for IEP amendments that occurred prior to finalization.

- Changing the December 1 Attendance building / service location

- Adding or removing December 1 K time

- Changing settings C to G or G to C on December 1 service lines.

- Adding or removing December 1 Day school "J" or Residential "M" placements

- Changing "Home" placement settings A to P or P to A on December 1 service lines

- Changing the neighborhood school from a public to parochial or parochial to public school

Recommendation - From December - February, use the Projected December 1 report to confirm December 1 buildings and settings are accurate and maintain them for the remainder of the school year.