

April 2022 MIS – FAQ Monthly Tasks

MIS Annual Checklist of Completed Tasks			
Time line	Task	Date Completed	Purpose
April	Collect Catastrophic and NPE data		Save for KSDE Auditing
	Complete Catastrophic and NPE claims		Enter Catastrophic and NPE data in SPEDPro
	Submit Catastrophic and NPE claims		Submit Catastrophic and NPE data in SPEDPro
	Enter March & April IEPs and exits		Continuous Activity – Keeping data up-to-date
	Address Verifications		Continuous Activity – Keeping data accurate
	Review Projected End of year report		Continuous Activity – Keeping data accurate
	Update local procedural manual		Document April process and procedures.
	Update Timely and Accurate results template		Record completed tasks and point deductions for FY2022
	Draft a Directory Chart for FY2023		Prepare Directory information for local board clerk entry

Catastrophic and NPE Data Entry – Month of April – Target Due date April 30,2022

1. Completed NPE or Catastrophic forms claims are submitted through SPEDPro
 - a. Importing to SPEDPro
 - i. Import specifications can be found in the Data Dictionary
 1. NPE – Page 27
 - ii. Import files can be created in Excel following the specifications, then saved in text file format (.TXT)
 1. From the Import Files page in SPEDPro > select the file type > browse> choose the file > Upload. Next check Import file history for alerts
 - a. NPE claim can be reviewed by selecting the student profile > click the NPE Contract link on the navigation pane.
 - b. Keyboard entry in SPEDPro
 1. Catastrophic form is accessed by opening the student’s IEP list page > select the Catastrophic Aid button – SPEDPro User’s Guide pages 54 - 59
 - a. Answer the three Justification questions
 - b. Enter line item expenditures in whole dollars
 - c. Enter line item deductions in whole dollars
 2. NPE Contract form can be reviewed by selecting the student profile > click the NPE Contract link on the navigation pane. – SPEDPro User’s Guide pages 51 – 54
 - a. For each NPE service, click the new button at the top right of the page
 - b. Save each completed NPE service.
 - c. The NPE contracted agency would be the same building listed on the student’s MIS service lines
 - d. Submitted NPE claim totals are found on the reports page as NPE summery report.
2. NPE note: – If a student participates in the Kansas School for the Deaf or School for the Blind ES/ summer program, the student’s home USD will need access to the student’s record in SPEDPro to complete the claim. To obtain access a KIDS record will be needed to make the student to district association.

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- a. Contact the KIDS administrator as either KSD or KSB and request a new KIDS record be submitted listing a local elementary, middle high school, or the district's central office as the funding school (D15) in the KIDS record.
- b. Completion of the NPE claim for students at the KSD or KSB summer program only need to create a student profile and completed NPE form. Do not create service lines. Service lines outside of the school calendar will trigger multiple verifications.

Why is it important ?

Student Grade level

The student's grade level reported in SPEDPro is used for verification logic, OSEP Environment calculation, FTE calculations, Directory and calendar associations.

Calendar association - The student's grade level determines the building's calendar applied to service lines. If Preschool or Kindergarten programs do not follow the District calendar, then a separate calendar is created

Note: Separate preschool calendars for different preschool programs is not needed. An All Preschool calendar will cover all Preschool program types.

Class schedules - The student's grade level determines the building's class minutes applied to service lines for verification checks, OSEP Environment calculation and FTE calculations.

Preschool Grade level - applies the attendance building's preschool class minutes to service lines

Kindergarten Grade level - applies the attendance building's KG class minutes to service lines

1 - 12 Grade level - applies the attendance building's Daily class minutes to service lines

OSEP Environment - Students age 5 on December 1 will be categorized in an OSEP environment based on the student's grade level reported in SPEDPro.

Students age 5 on December 1 with a preschool grade level will apply the early childhood environment calculation and be included in the Indicator 6 population.

Students age 5 on December 1 with a K - 12 grade level will apply the school age environment calculation and be included in the Indicator 5 population

Note: Changing a 5-year old's grade level from Preschool to Kindergarten or Kindergarten to Preschool after the December 1 report has been finalized, will change the student's OSEP Environment category. This will trigger verification 0224 and result in a point loss for timely and accurate reporting.

Recommendation: Do not change a 5-year old's grade level after the December 1 child count report has been finalized. Keep the same December 1 grade level through the end of the school year.