

October 2022 MIS – FAQ Continuous Activity.

Using the MIS Task Checklist as a guide, tasks finished in October should be recorded with a completion date.

October Time line	October Tasks	Where Task is Done	Date Completed
	<u>Directory Updates – Building Information page</u> > Confirm accuracy of Directory program types, Session minutes & days per week per completed Discovery Process . Correct mismatched settings to program types.	SPEDPro	
	<u>Directory Updates – Building Information page</u> > identify incorrect Directory program types, Session minutes or days per week listed in error. Contact local board clerk or KSDE for Directory corrections	SPEDPro Directory Updates	
	<u>Final reports, prior school year.</u> > Download from SPEDPro. Save on local network. EOY, Table 4 Exit, Table 5 Discipline reports	Local Network	
	Update the local Directory Chart for all buildings in preparation for FY2024	Local Directory Chart	
	<u>Timely and Accurate Results Template, prior</u> school year. > Confirm results for all categories. See the FY2022 MIS Leadership presentation for guidance.	Timely and Accurate Results Template	
	<u>Timely and Accurate Results Template, current</u> school year. > Enter results for completed begin year set up process.	Timely and Accurate Results Template	
	Review Projected December 1 report	MIS System SPEDPro	
	Review Projected End of Year report	MIS System SPEDPro	
	Address Overlaps	MIS System SPEDPro	
	Enter current year exits.	MIS System SPEDPro	
	Enter new students for the current year.	MIS System SPEDPro	
	Contact KSDE if submitted settings are unapproved	Email KSDE Data Mgr.	
	Provide KSDE with non-accredited school class times for X0440 schools	Email KSDE Data Mgr.	
	Submit August & September IEPs and Exit data to SPEDPro	MIS System SPEDPro	

Complete the Timely and Accurate Results Template for last school year

- a. Check each row / category of Timely and Accurate reporting by category criteria
- b. List students who meet the category criteria in each tab of the template with related data.
 - i. See FY2022 MIS Leadership presentation for row / category criteria details
- c. Update Timely and Accurate worksheet with points awarded or lost on the T & A Results Template
- d. Save the Timely and Accurate Results Template. In March the worksheet may be requested for local review.

Update the local Directory Chart

- a. Enter current year class schedules and program types by building in the Directory Chart
- b. Keep completed Directory Chart until July
 - i. In July, use the prior year Directory Chart as a starting point to discover current year class schedules and program types by building
 - ii. In early August, Provide the updated Directory Chart to local board clerks for data entry.

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Review Current Year reports.

- a. Projected December 1 report
 - i. List of all student served by the LEA on December 1. Are all students accounted for?
 - ii. Check for duplicates. No student should be listed more than once. See FY19 workbook
- b. Projected End of Year report
 - i. Check for active IDEA students who should be on the December 1 report but are not
 - ii. Filter the report columns and check for missing or invalid data
- c. Overlap report
 - i. List of students with service dates overlapping with another agency. More than one agency is claiming to have served the same student on the same dates in two or more different locations.
 - ii. To resolve overlaps, modify service start and / or exit dates to remove overlaps
 - iii. Speak with the Data Clerk from the overlapping agency and coordinate efforts as all overlaps must be resolved.
- d. Unclaimed student report
 - i. Confirm all students listed are not to be claimed for Federal or State reporting

Why is it Important?

Report Analysis – Early reviews of projected reports finds issues and resolves problems before finalization

How do I start the analysis? - Apply the Excel filter tool to the column header of the projected reports. Select the drop-down arrow for each column and confirm the values listed.

What do I look for? – Total population. The End of Year report lists all students served throughout the school year. Students not listed on the December 1 report would be on the End of Year report. The reason for exclusion from December 1 can be identified on the End of Year report. No disability, no December 1 services, etc.

Age / Grade / DD correlation– preschool grade for students age > 6. Grades KG – 12 for 3 – 4-year-olds
Check for DD disability and December 1 age is greater than 9

Blank values – Missing service codes, blank Grade level, no race / ethnicity, gender, blank responsible school

Student age – December 1 age of 0, 1 or greater than 21 indicates an incorrect age in KIDS Collection records

Invalid values – X0 / Z0 organizations listed under Assign child count, “Z” value under all settings

Discipline incident report – confirm students under OSS / Expulsions on December 1 are not reported with school-based settings. Services would be reported under the “U” setting in off campus locations

Unclaimed student report – Only students not counting on December 1 or End of year should be listed

Overlap report – Service date ranges can only apply to a single organization

Duplicate records – A student is only reported once, with a single profile. Check for multiple student profiles.

Tip – Newly discovered Exiters from last school year (May exits) are not reported with the first day of school as the exit date.

If a current year student record exists for a student who exited at the end of last school year or over the summer, delete the current year profile from SPEDPro

Security reminder - Do not include or attach Personally Identifiable student Information (PII) in emails sent to KSDE. If a specific student is in question, only refer to the student by their KIDS ID number