April 2023 MIS – FAQ
Monthly Tasks

MIS Annual Checklist of Completed Tasks

Timeline April	Task	Date Completed	Purpose
By 4/25	Collect Catastrophic and NPE data		Save for KSDE Auditing
By 4/25	Complete Catastrophic and NPE claims		Enter Catastrophic and NPE data in SPEDPro
By 4/25	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
	Check discipline reports for accuracy		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 FY2023
	Begin discussions of next year programs		Prepare for next year service locations by building
	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 30,2023

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 55 - 60.
            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 of School for the Blind ESY 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.

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?

Discipline data review

Discipline data populating in SPEDPro comes from the KIAS application. Local school staff can enter discipline data in real time (as incidences occur) or as a batch submission for all incidences for the school year.

Final Discipline data is used in the Indicator 4 calculations
 Inaccurate discipline may skew a district's Indicator 4 results.

Areas of discipline data to review
 Correct student is reported.
 The basis of removal is correct (drugs, weapons, serious bodily injury, code of conduct violations)
  Question any hearing officer removal with administrators.
 The type of removal is correct, (suspension, expulsion, interim alternative educational setting)
  In-school vs. out of school suspension
 The duration of the removal is correct.
  Total days of removal is accurate and have no duplication.
 Duplicate entries
  The same incident (by date) is reported under multiple categories.
   For example: 180 days for weapons position is reported as out of school suspension, expulsion, and removal to an interim alternative educational setting. Total days of removal equals 540 days.
 Students omitted from Table 5
  These students are reported in KIAS as IDEA removal, but IDEA status does not align with SPEDPro service line data. Possible reasons:
   SPEDPro data is incomplete, IEP services are missing in SPEDPro.
   Student is not claimed in SPEDPro.
   Disability not listed in SPEDPro.
   Incident occurred prior to IEP services.
   Incident occurred after student exited IDEA services.
   Student is Gifted, not IDEA.
   Wrong student reported in KIAS.

Deadline: <u>KIAS Discipline data collection closes June 30</u>
 Report all known data entry errors to the local KIDS administrator prior to June 30

<u>Failure to resolve students omitted from Table 5 can result in a point loss for Timely and Accurate reporting.</u>