

MIS Data Accuracy Validation

Comparison of MIS Data to the IEP Narrative Documents

REVIEW WORKSHEET FY 2009

DATE _____/_____/_____

STUDENT				REVIEWER								
KIDS ID Number	Student First Name	Student Last Name	USD / Resp Bldg	Reviewer First Name								
Reviewed documents effective during FY2009 1. IEP / Date _____ 2. IEP / Date _____ 3. Evaluation Document / Date _____ 4. Notice (Placement – Identification) / Date _____				Reviewer Last Name								
<input type="checkbox"/> The complete review contained No Findings <input type="checkbox"/> The complete review contained Findings		Sample Group <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Active</th> <th style="width: 25%;">Exit</th> <th style="width: 25%;">Susp / Exp</th> <th style="width: 25%;">Total</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Active	Exit	Susp / Exp	Total					
Active	Exit	Susp / Exp	Total									
Number of Findings _____												

Item # 1 - Submitting the correct student populations for each IDEA Report No Findings

Does the LEA's MIS Data match the KSDE MIS Manager's Data Child Count for all IDEA Reports?

Method: KSDE MIS Data Manager provides the reported MIS information and the LEA provides the IEP file. Check the files for evidence as to the accuracy of the student's child count status on the IDEA Reports.

A. There is a discrepancy in the accuracy of the Child Count report.
 B. There is a discrepancy in the accuracy of the LRE / FAPE report.
 C. There is a discrepancy in the accuracy of the Exiting report.
 D. There is a discrepancy in the accuracy of the Discipline report.

Comments:

Item # 2 - Age of the student No Findings

Does the age of the student as reported by the LEA to KSDE correspond to the date of birth listed in the student's records? The student's age must match their age as reported by the LEA.

Method: Review the student's enrollment (KIDS) data to verify the LEA has reported the date of birth correctly.

A. There is a discrepancy in the age of the student as reported to KSDE.

Comments:

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Item # 3- Area of Disability

No Findings

Does the exceptionality or disability(s) of the student as reported by the LEA to KSDE per the MIS Student Data match the disability(s) documented in the student records?

Method: Review the student's IEP / Evaluation forms to verify the area of disability was correctly reported to KSDE.

- A. There is evidence to support the student is identified under a different Primary disability category.**
- B. There is no evidence to support the student's primary disability as reported in the MIS.**
- C. There is no evidence to support the student's secondary disability as reported in the MIS.**
- D. There is evidence supporting a different Secondary disability.**

Comments:

Item # 4- Ethnicity

No Findings

Does the ethnicity of the student as reported by the LEA to KSDE match the ethnicity documented in the student's enrollment records?

Method: Review the student's enrollment (KIDS) data to verify the LEA has reported the area of ethnicity correctly.

- There is evidence supporting a difference area of ethnicity.**

Comments:

Item # 5- Frequency / Duration / Location of services

No Findings

Does the educational placement of the student as reported by the LEA to KSDE per the MIS Student Data match the educational placement documented in the student records?

Method: Review the all sections (narrative and / or anticipated services section) in the IEP that describes the educational services to be provided in terms of anticipate frequency, duration and location of each service. Then match this educational placement section of the IEP to MIS data as reported by the LEA to KSDE and verify the accuracy of the educational locations and their corresponding frequency and duration.

- A. There is a discrepancy between the frequencies of services.**
- B. There is a discrepancy between the duration of services.**
- C. There is a discrepancy between the location of services.**
- D. There is a discrepancy between the number of services provided.**
- E. An IEP exists for the student addressing services for the school year and the IEP was not reported in the MIS.**

Comments:

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Item # 6- Exiting for Services

Not Applicable for this student

No Findings

Does the basis of exit & exit date of the student as reported by the LEA to KSDE per the MIS Student Data match the basis of exit & exit date documented in the student records?

Method: Review the student records and determine how and when the student exited special education services; then match this data to the LEA's MIS Student Data Report as reported to KSDE.

- A. There is no evidence to support the student's basis for exit.
- B. There is evidence to support a different basis of exit.
- C. There is evidence to support student exited at a different point in time. (i.e., different collection period, FY, etc.)

Comments:

Item # 7- Discipline Data

Not Applicable for this student

No Findings

Does the discipline - suspension/expulsion data of the student as reported by the LEA to KSDE per the KAN-DIS collection system match the discipline – suspension / expulsion data documented in the student records?

Method: Review the student records and determine the basis, duration and when the student was suspended or expelled through the school year; then match this data to the LEA's MIS Student Data Sheet.

- A. There a discrepancy between the basis of suspension or expulsion.
- B. There is evidence the student was subject to a suspension / expulsion and was not reported to KSDE.
- C. There is evidence which contradicts the number of days the student was removed for discipline purposes.
- D. There is evidence the student does not qualify for the IDEA suspension report and was reported to KSDE.

Comments:

Item # 8- Data Reliability

Not Applicable for this student

No Findings

If verifications were sent to the LEA by the KSDE MIS Data Manager addressing this student's MIS data; were the corrections made in the LEA database? Was this data changed according to the LEA specifications?

Method: Check the student MIS record to verify data modifications presented to KSDE were made in the student record..

- A. There is evidence that data modifications directed by the LEA were not corrected in the local MIS database.

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Item # 9- Services Provided

No Findings

Is there a discrepancy between the Type of Services Provided to the student and reported in the MIS report?

Method: Review the all sections (narrative and / or anticipated services chart) in the IEP that describes the educational services to be provided. Then match this section of the IEP to MIS student data as reported by the LEA to KSDE and verify that the accuracy of the services reported to KSDE in the LEA's MIS report.

- A. There is evidence a special ed or related service was not reported to KSDE.**
- B. There is evidence a special ed or related service was incorrectly reported to KSDE.**
- C. There is evidence a special ed or related service was reported to KSDE that was not delivered to the student.**
- D. There is evidence that extracurricular services were not reported or incorrectly reported to KSDE.**

Comments:

Item # 10 – Responsible LEA

No Findings

Is there a discrepancy between the student's reported District of Enrollment, Neighborhood, AYP / Responsible School or Attendance Building?

Method: Review the student files including the KIDS system to determine school of enrolment and AYP school. Then match these data sources to MIS student data as reported by the LEA to KSDE and verify the accuracy of the reported neighborhood and responsible.

- A. There is evidence the student is enrolled in a private / parochial school.**
- B. There is evidence the student's attendance building data is inaccurate.**
- C. There is evidence the student's AYP / responsible building data is inaccurate.**
- D. There is evidence the student's reported District of Enrollment is inaccurate.**

Comments:

Item # 11 Other Issues of Concern:

Comments:
