December 2018 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
	Find active students with services ending prior to December 1		Discover possible exits or students with current IEP not reported.
	Address / Resolve Verifications		Correct data that excludes students from the count
	Compare MIS counts to IEP system		Confirm the number of students is accurate
	Run Overlap report, resolve service dates		Resolve Overlaps
	Confirm exits prior to December 1		Resolve possible 0210 errors

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 exits in one system but not the other
   c. Look for new students in one system but not the other
2. Check for data accuracy
   a. See November 2018 FAQ
3. Remove duplicate records
   a. Use the duplicate search process from the FY 2019 MIS workshop notebook, pages 16-18

Gifted Summery 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 exits in one system but not the other
   c. Look for new students in one system but not the other

Overlap report

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. <u>Does the report only list single Overlap ACC?</u> 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. <u>Does the report list member districts of my Coop or Interlocal as the Overlap ACC?</u> 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

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

Projected End of Year report

4. <u>Missing December 1 students.</u>
    Check for data anomalies that are keeping students from counting on December 1.
    a. Active students with services ending before December 1
    b. IDEA Student reported as gifted only
    c. Students present in SPEDPro but not present on projected reports. – Check claiming value.
    d. Invalid Assign child count values

<u>Reminder – if you have unapproved settings, contact KSDE directly to get them resolved.</u>

Reminder – Report any unexpected `glitches or system crashes in SPEDPro to KSDE as soon as they occur.
KSDE will need the following details to investigate the issue.

Description of the issue or problem
Date and time the issue occurred
Where in the application did the issue occur?
Step taken leading up to the issue
KIDS ID number of the issue is related to student data
Provider name if the issue is related to providers
Screen shots of the problem are a big help