November 2023 MIS – FAQ

November Activity

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

November Timeline	MIS Annual Checklist of Completed Tasks	Where Task is Done	Purpose	Date Completed
	Update October & November IEPs and exits	MIS System SPEDPro	Continuous Activity	
	Overlap report – contact other clerks to resolve	MIS System SPEDPro	Resolve Overlaps	
	Run Verifications – correct data	MIS System SPEDPro	Resolve Verifications	
	Review Projected December 1 report – save copy Review Projected End of Year report – save copy	MIS System SPEDPro	Data Quality check Verify counts	
	Update local MIS procedural manual with completed October & November tasks	Local MIS procedural manual	Document local procedures	
	Finalize current year Directory Chart	Directory Chart	Draft document to share with board clerks next year.	
	Discover Disciplinary removals resulting in Out of School service locations over December 1	Discipline Incident report in SPEDPro	Assure correct service location on December 1	

November Task

1. Review Projected December 1 report
    a. Verify the number the of IDEA students for the December 1 count.
    b. Discover why IDEA students are not listed
        i.   Check Unclaimed Student report for student who should be claimed.
        ii. Check service lines for zero days of service
        iii. Check service line dates using Projected End of Year report.
        iv. Check for missing or invalid disability category.
        v.   Check for closed buildings reported on service lines or student profile.
    c. Do data quality checks using projected reports – correct any issue found below.
        i.   Remove duplicate records are present on the Projected EOY report.
        ii.   Address any Students aged 10 or older with Primary disability of DD.
        iii. Find students with blank Grade level, enter correct grade level
        iv.   Find IDEA students with blank Federal Environment codes on December 1.
        v.   Find students with blank Setting codes or the letter "Z"
        vi.   Find students with blank Service codes
        vii. Find students with Assign child count organization of X0 or Z0. Indication of incorrect responsible school.
        viii. Find students with blank or closed Responsible school.
        ix.   Find students with blank Neighborhood school organization.
    d. Analyze and verify service line data in cases when
        i.   Federal environment category is not expected for specific student.
        ii. Preschool settings reported for students' grade KG or higher
        iii. Preschoolers with "R" or "W" programs for less than a full session
        iv. Verification 0176 indicates the responsible school may be in error.

- e. Analyze and verify student profile data in cases when
  - i. Grade level is inconsistent with student's age
  - ii. Public school is listed as neighborhood school for a private / parochial student
  - iii. Annual status is continuing, and services start after first day of school
- f. Contact local KIDS administrator to resolve verification 0176 for inaccurate Responsible school.
- g. Save Copies of all Projected reports, Unclaimed students, Overlap, Incidences omitted reports

Why is it Important?

Discovery of Long Term Out of School Suspensions / Expulsions -

Students removed from their current IEP placement due to a disciplinary removal resulting in an Out of School Suspension (OSS) or Expulsion (EXP) are coded differently in the MIS. In cases when a student is subject to an Out of School Suspension or Expulsion and IEP support is provided in an off-campus location, the MIS setting code of "U" is reported for the duration of the disciplinary removal. This becomes important when the duration of the disciplinary removal intersects the December 1 date. Service lines intersecting December 1 are used to calculate the OSEP Environment category. If a student is subject to an OSS / EXP that intersects December 1 and the service settings reported indicate school-based settings, then the data reported may be considered inaccurate. This scenario may result in a point loss for Timely and Accurate reporting.

Recommendation – Check the Projected December 1 report. Filter on the "all settings" field. Select all students with the homebound "P" setting. Confirm these are actual Homebound students and not a student served at home as the result of an out of school suspension or expulsion. Home based services are not classified or reported as homebound.

Table 5 Incident report in SPEDPro. Measure the days of OSS / EXP removals to the school calendar. Find those incidents that intersect the December 1 date. Confirm the service location for December 1 services. Adjust the service line location and settings accordingly.

Check for Prior Written Notices or Manifestation Determination documents related to a change of placement due to a disciplinary removal. Use the date of removal and school calendar to verify the duration of the removal. Update MIS records to align the dates of services provided in alternative locations and code these services under the "U" setting.

Note: The same disciplinary reports are available in the KIAS application. If discrepancies are found in the basis or duration of removal, inform building staff and request the KIAS data be updated.