

April 2021 MIS – FAQ

Monthly Tasks

MIS Annual Checklist of Completed Tasks			
Time line	Task	Date Completed	Purpose
April 1	Collect Catastrophic and NPE documents		Save for KSDE Auditing
	Complete Catastrophic and NPE claims		Enter Catastrophic and NPE data in SPEDPro
	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
	Review Projected End of year report		Continuous Activity – Keeping data accurate
	Update local procedural manual		Rework April process and procedures.
April 30			

Catastrophic and NPE Data Entry – Month of April – Target Due date April 30,

1. Using the 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

Note: Catastrophic Aid applications must be entered into SPEDPro by Keyboard entry. The Catastrophic aid import routine does not function

- b. Review Catastrophic and NPE claims
 - i. Catastrophic aid claim can be reviewed on the Catastrophic Aid data page or by opening the student’s IEP list page > select the Catastrophic Aid button or the Catastrophic Aid form on the navigation pane
 - ii. NPE claim can be reviewed by selecting the student profile > click the NPE Contract link on the navigation pane.
- c. Keyboard entry in SPEDPro
 - i. Catastrophic form is accessed by opening the student’s IEP list page > select the Catastrophic Aid button – SPEDPro User’s Guide pages 53 - 59
 1. Answer the three Justification questions
 2. Enter line item expenditures in whole dollars
 3. Enter line item deductions in whole dollars
 - ii. 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 50 – 53
 1. For each NPE service, click the new button at the top right of the page
 2. Save each completed NPE service.
 3. The NPE contracted agency would be the same building listed on the student’s MIS service lines
 4. Submitted NPE claim totals are found on the reports page as NPE summery report.

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2. NPE note: – If a student participates in the Kansas School for the Deaf or School for the Blind ESY summer program, the student’s neighborhood 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.