

October 2018 MIS – FAQ

Continuous Activity.

Using the MIS Task Checklist as a guide, completed tasks in October should be marked as completed

Time line	Task	Where Task is Done	Date Completed
October	Save and make backups of the final reports from prior year on local network. EOY, Table 4 Exit, Table 5 Discipline reports	Local Network	
	Resolve any Directory issues, including missing or incorrect program types. Session minutes or days per week missing or in error.	MIS System SPEDPro Directory Updates	
	Review Projected December 1 report	MIS System SPEDPro	
	Address Overlaps	MIS System SPEDPro	
	Update current year exits.	MIS System SPEDPro	
	Update new students for the current year.	MIS System SPEDPro	

1. Finalize Directory Updates

- a. Verify session minutes and building minutes are accurate
- b. Confirm all sessions are accounted for
 - i. Special education programs
 1. Home, Off-site non-public, after school K time building
 - a. Session minutes mirror the local elementary school.
 - i. Grade 1-12 session is present
 - ii. All day KG session is present
 - iii. "All other" preschool session is present
 - ii. Preschool sessions align with preschool settings
 1. Setting "B" – at least one of these program session is present
 - a. Head Start
 - b. 4 year old at risk
 - c. All other preschool
 2. Setting "R"
 - a. Integrated preschool session is present
 3. Setting "W"
 - a. Reverse Mainstream preschool session is present

2. Review Current Year reports.

- a. Projected December 1 report
 - i. List of all student served by the LEA on December 1. Are all students accounted for?
 - ii. Is the report unduplicated? No student should be listed more than once
- b. Overlap report
 - i. List of students with service dates overlapping with another agency. More than one agency is claiming to have served the same student on the same dates in two or more different locations.
 - ii. To resolve overlaps, modify service start and / or exit dates to remove overlaps
 - iii. Speak with the Data Clerk from the overlapping agency and coordinate efforts as all overlaps must be resolved.

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- iv. Tip – Move in student – Are you reporting the same IEP services that were delivered from the sending agency? If yes, delete the service lines from the other agency
- v. Tip – Move out student – Is the overlap start date days before your exit date? If yes, then you exit date and service end dates may be long. The student was already in the new agency before the exit date. To fix it change the exit date and latest service end dates to equal the day before the overlaps starts.
- vi. This report should not have any students listed at the end of the school year.

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November Activity

MIS Annual Checklist of Completed Tasks

Time line	Task	Date Complete	Purpose
November	Update October & November IEPs and exits		Continuous Activity
	Run Overlap report		Resolve Overlaps
	Address Verifications		Resolve Verifications
	Review Preliminary December 1 report		Do Data Quality checks
	Review Gifted Summery report.		Confirm the number of students

Notify KSDE if current year settings remain unapproved

1. Review Preliminary December 1 report
 - a. Verify the number of students
 - b. Discover why IDEA students are not listed
 - i. Check claiming values
 - ii. Check zero days of service
 - iii. Check service line dates
 - c. Do data quality checks – correct any issue found below
 - i. Duplicate records are present.
 - ii. Students age 10 and old with Primary disability of DD
 - iii. Grade level is blank
 - iv. Federal Environment is blank
 - v. Setting code is blank or the letter “Z”
 - vi. Service code is blank
 - vii. Assign child count a X0 or Z0 organization
 - viii. Responsible school is blank
 - ix. Neighborhood school organization is blank
 - 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