

January 2021 MIS – FAQ

Data Quality Checks – How to manage my December 1 data.

MIS Annual Checklist of Completed Tasks			
Time line	Task	Date Complete	Purpose Do Data Quality checks
January	Update December & Jan. IEPs		Continuous Activity – Keeping data up-to-date
	Review Projected December 1, Gifted summery Review EOY reports for accuracy		Confirm population totals Check for missing data, inaccuracies, unexpected values listed
	Discipline Crosscheck		Confirm long term out of school suspension / expulsions over December 1 are correctly reported on service lines.
	Run Overlap report, resolve service dates. Verification 0085, 0123, 0124		Contact other MIS clerk to resolve Overlaps.
	Address / Resolve Verifications		Request assistance from KSDE to help resolve
	Verification 0214		Settings reported are not found in the Directory
	Verifications 0004, 0007, 0011, 0012, 0039, 0045, 0047		Correct service line data skewing OSEP environments
	Verification 0220, 0221		Correct data that contradicts the correct OSEP categories
			Discover possible exits or students with current IEP not reported
			Find / correct active students with services ending before December 1

Contact KSDE for assistance correcting unresolved verifications Unresolved verifications may affect a district’s Timely and Accurate reporting.

Verification report

Q. What should I look for?

1. Unresolved verifications

a) Service line verifications affecting the OSEP / Federal environment

0004 – Invalid or missing service settings.

0007 – Missing calendar

0011 – Zero days or days exceeding the calendar days in session

0012 – Service dates are outside of the calendar range

0039 – Setting “P” homebound listed for the same dates as school based settings.

0045 – No service lines are present.

0047 – Invalid neighborhood school

0070 – Service start date is blank or prior to the first day of school

0123 – Service start date is causing an Overlap

0124 - Service end date is causing an Overlap

0214 – Setting code does not match to the same program session in the directory.

0220 – Not all December 1 service lines have the same disabilities and / or Gifted indicator.

0221 – Not all December 1 service lines have the same Responsible school.

B) Other Verifications affecting the OSEP / Federal child count categories

0005 – Age of the student is less than 3 or greater than 21.

0022 – Area of disability is missing for a non-Gifted student.

0049 – Area of disability is an invalid code.

0053 - Area of disability = DD for dates outside of the students calculated age of 3 – 9.

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0060 – Responsible school is invalid

0085 – Multiple active profiles are present for the same student.

0176 – The responsible school listed does not match to or is not found in student’s KIDS record

C) Exit data flags

0014 – Service dates are after the student’s exit date

0019 – Inactive status and no exit date

0020 – Exit date is listed but “Current” status is active

0144 – The latest service end date does not equal the student’s exit date.

0146 – There is a Gap in services excluding the December 1 date

<h3>Review your projected December 1 report.</h3>

If required data elements are missing, invalid or duplicate records are present on February 28, the USD stands to lose points for Timely and Accurate reporting. Check each of the items listed below.

Projected December 1 report

Q. What should I look for?

1. Start with the child count. Are the number of students in the projected report correct?
 - a) How do I check the correct number of students?
 - i) Compare the IDEA child counts in your IEP system to the Projected December 1 report in the MIS
 - b) What if the Projected December 1 report in the MIS is high?
 - i) Remove student records as applicable.
 - c) What if the Projected December 1 report in the MIS is low?
 - i) Compare student ID numbers to find excluded students.
 - ii) Check the Unclaimed student report, Unclaimed students are excluded from December 1
 - iii) Check service line dates. Service dates not intersecting December 1 would exclude the student
 - iv) Check for Zero days of service on December 1. Verification 0011
2. Duplicates
 - a) Duplicate records are not permitted per OSEP reporting requirements.
 - b) Run Duplicate check using projected December 1 report.
 - i) Use FY 2019 MIS Workshop handbook. Pages 16-18
 - ii) To fix it, remove duplicate records. Only one record per student is allowed.
3. Find missing data or invalid data
 - a) Invalid Assign Child Count organization
 - i) Does the ACC column have a Z0 or X0 organization listed?
 - (1) Yes, X0 & Z0 ACC organization indicates an invalid responsible school.
 - (2) Use FY 2018 MIS Workshop handbook. Page 20 to resolve.
 - (3) To fix it change the responsible school to an elementary, middle or high school in your agency.
 - b) Birthdate of student
 - i) Verify the correct birthdate is pulling from the KIDS records
 - c) Neighborhood LEA = Blank
 - i) This indicates a closed school.
 - (1) Same process as above, filter on Neighborhood LEA field
 - (2) To fix it change the neighborhood school to an open and active building.

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- d) Students with disability category of DD and age is greater than 9
 - i) Refer to the FY2018 MIS Workshop handbook. Page 21
- e) Grade level = Blank
 - i) Refer to the FY2018 MIS Workshop handbook. Page 19
 - (1) To fix it, enter a valid grade level.
- f) Service code = Blank
 - i) Refer to the FY 2019 MIS Workshop handbook. Page 19
 - ii) To fix it, enter a valid service code
- g) Setting code is invalid “Z”
 - i) Refer to the FY2019 MIS Workshop handbook. Page 18
 - ii) To fix it, enter a valid setting code
- h) County of residence = Blank
 - i) Same process as above, filter on County of Residence field.
 - ii) To fix it, enter a valid county code
- i) Parent language = Blank
 - i) Same process as above, filter on Parent Language field
 - ii) To fix it, enter a valid Parent language
- 4. Settings inconsistent with for the students age or grade level
 - a) Preschool settings for student older than age 6 or grade levels higher than Kindergarten
 - i) Refer to the FY2018 MIS Workshop handbook. Page 21
- 5. Accurate Responsible school
 - a) The Responsible school on the December 1 service lines is in the Responsible organization during the date ranges that intersect the December 1 date.
 - b) If a student moves between member districts of a Coop or Interlocal, report the correct responsible school by service date. Report multiple responsible schools under the same IEP by service date range. A Responsible school typically does not change based on a new IEP, but is reported by building exit and entry dates.
- 6. DD as a secondary disability.
 - a) DD stands alone as a primary disability.
 - b) To fix this, either DD would either be a primary disability with no secondary or deleted as secondary
- 7. Overlap report
 - a) Is the report empty and no students are listed?
- 8. Unclaimed Student report
 - a) Are there unclaimed students listed that should be claimed for the Federal reports?

Discipline Crosscheck –

- a. Request discipline data for students with incidences from August – November resulting long term out-of-school suspensions / expulsions.
 - b. Crosscheck service lines for “U” settings in cases when these removals intersected the December 1 date
 - c. Correct service line attendance buildings and setting codes accordingly
 - d. Example – November 13 incident resulting in a 45 removal to an interim alternative placement
 - a. Expected service line data
 - i. Amended service lines are present for duration of disciplinary removal
 - ii. Service location is not a school building
 - iii. Service setting = “U”
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Parochial status – Students enrolled in Private / Parochial schools for general education will list the Private / Parochial building as the Neighborhood school. If the student is a Private / Parochial student on December 1, keep the same Private / Parochial building listed as the Neighborhood school for the entire school year.

Changing the Private / Parochial Neighborhood school after the December 1 report is finalized, will result in a change of OSEP Environment. This change will trigger a 0224 verification and affect the district's timely and accurate reporting status for the school year.