

February 2021 MIS – FAQ MIS Checklist Review

The December 1 Child Count Report will be finalized on February 28.

Is everything in order?

MIS Annual Checklist of Completed Tasks			
Time line	Task	Date Complete	Purpose Do Data Quality checks
February	Update January & Feb. IEPs and exits		Continuous Activity – Keeping data up-to-date
	Review Projected December 1, Gifted summary. Review EOY reports for accuracy		Confirm population totals Check for missing data, inaccuracies, unexpected values
	Check - Unclaimed Student report		Confirm these students are to be excluded from Dec. 1
	Run Overlap report, resolve service dates. Verification 0085, 0123, 0124		Contact other MIS clerk to resolve Overlaps. Remove duplicate services from multiple IEPs
	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, 0070		Correct service line data skewing OSEP environments
	Verification 0220, 0221		Correct data that contradicts the correct OSEP categories
	Cross check IEP applications		Cross check total population. Confirm subgroup numbers.
	Review projected End of Year report		Find active students with services ending before Dec. 1
	Verification 0176		All 0176 are resolved. Every student has a current year KIDS record corresponding to the responsible school reported in SPEDPro.

Need assistance with unresolved verifications, data reports or projected reports?

Contact KSDE as soon as possible.

Assistance will be provided in order of receipt.

Please don't wait until the last week of February

Areas of focus that apply to timely and accurate reporting

- Verification 0214 – Setting code is not represented by a corresponding program in the Directory
 - Fixed by correcting the setting code or updating the Directory
- Verification 0176 - Responsible schools are valid for the current year
 - Fixed by selecting the correct building or submission of KIDS record with the same building.
- Verification 0085, 0123, 0124 - Unresolved Overlaps & duplicates
 - Fixed by correct service dates, exiting students, or removing duplicate records.
- Verifications 0004, 0007, 0011, 0012, 0039, 0045, 0047, 0070 – Indication OSEP environment is unreliable.
 - Fixed by correction of service line data - attendance building, settings, calendar, or neighborhood school.
- Projected reports are run
 - a. Data is analyzed for accuracy – all required data fields contain valid values
 - i. Correct demographics, service settings, area of disability, service dates, etc. are present.
 1. Fixed by updating SPEDPro record or submission of KIDS Collection records for demographics

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- b. Data is analyzed for completeness
 - i. Student counts confirmed against IEP programs
 - ii. Quality checks completed
- c. Overlap report and Unclaimed student reports are confirmed by individual student.
- d. Year to year data comparisons completed
 - i. Shifts of more than 20% are confirmed and explained.
- OSEP Population subgroups - disability, environment, age, gender etc. categories confirmed as correct
- Cross check Out of School Suspensions intersecting December 1. Confirm dates and service location.

➤ Data Quality Tip – Use the projected EOY report to find missing December 1 students

Follow these steps

1. Run a current year End of Year report – open report
2. Highlight the header row (row 6) and apply a filter to the row
3. Using the drop-down arrow on column header, filter these columns and select these values
 - a. Current status (column AP)
 - i. B, C, E, I, N, R
 - b. Latest service end date (column V)
 - i. Dates prior to December 1 (July, August – November dates)

The resulting subset are active students with services ending before December 1. These students maybe Exiters or December 1 students with incomplete data. Investigate each student listed. Exit those students who ended services before December 1.

For students who did not exit, these students are not included on the Projected December 1 or Gifted Summery reports. Update their MIS record to include services from the end date to the anticipated end date on their current IEP. Listing services covering the December 1 date, will qualify these students to be included in the December 1 or Gifted Summery reports.