2012-2013 School Year
KSDE Special Education Individual Student Data

Report Preparation Instructions and Data Dictionary

Guidelines for IDEA, Part B and Gifted Reporting of Special Education Data that occurred in the 2012-2013 School Year

Purpose: The purpose of this document is to establish consistent instructions, rules, and procedures for submitting Part B and gifted MIS data to KSDE. All agencies submitting MIS data to KSDE must strictly obey and comply with all instructions stipulated in this Data Dictionary, and do not have the authority to invent, change or ignore any instruction, definition, rule or procedure specified in this document. per §300.645, §300.211, §300.600(e)

DATA SUBMISSION SCHEDULE

Beginning Year Set-up: - School Calendars and program settings

Time Line:

July 1	All agencies complete calendars for the current school year.
Prior to	All building settings are entered and submitted to KSDE for approval.
Student Entry	All providers are entered into the MIS

Reporting standard:

Each LEA is required to keep the data as up to date and current as possible. Student records are to be reported at a minimum of monthly updates. Active and exiting students are reported together.

December 1 Child Count:

Data Required – All Students - Each LEA must report every SPED student enrolled and receiving services from the responsible LEA up to and including December 1 of the current school year.

Time Line: -

July 1 - Application is open for all 618 data submissions, uploads and keyboard entry.

December 31 – Deadline for initial submission of MIS data for all active student to KSDE.

To Maintenance of December 1 data, revisions, data corrections, verifications are addressed.

February 28 – Collection window closes. After this date, additional records, revisions or updates will not be accepted. All final verifications, discrepancies, duplicates / overlaps must be resolved. Corrections to the preliminary child count and Indicators 9 & 10 disproportionate representation must be addressed in the application by **Feb. 28**.

All agencies will be measured for timeliness and accuracy based on the finalization of data.

End of Year Comprehensive Report: Collection of EOY data will be completed in two phases.

(1) Students with Contracted Services for Non-Public Equivalency or Catastrophic Aid Reports:

Data Required – All students with Non-Public Equivalency contracts or Catastrophic Aid applications.

Time Line: -

April 1 to April 30. Collection window is open and all data must be submitted to KSDE.

May 1 Collection window closes. All verifications and discrepancies must be resolved**.**

(2) All Part B & Gifted Students:

Data Required – All Students who were **served** at any time during the current fiscal school year (July 1 through June 30). Include only the services delivered during the 2012-13 school year.

Time Line: -

June 30 - Deadline for initial submission of MIS data for all students served to KSDE.

To Maintenance of June EOY data, revisions, data corrections, verifications are addressed.

September 15 – Collection window closes. After this date, additional records, revisions or updates will not be accepted. All final verifications, discrepancies, duplicates / overlaps must be resolved by **Sept. 15**.

All agencies will be measured for timeliness and accuracy based on the finalization of data.

An Equal Employment/Educational Opportunity Agency

The Kansas State Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: KSDE General Counsel,120 SE 10th Ave. Topeka, KS 66612, 785-296-3204

OSEP Compliance Indicator 20

Timely and Accurate submission of data: All Part B and gifted MIS student data submitted to KSDE must be an accurate representation of the student's special education program, determined by the student's IEP team. MIS data elements shall not be manipulated, fabricated or altered in any way that creates a distortion of the frequency, duration or location of services or attempts to avoid detection by the KSDE verification process. If a data file or any part of a data file is submitted to KSDE contains fabricated or manipulated data, KSDE considers the entire file to be invalid and out of compliance. KSDE will not accept any data file(s) that contain fabricated or manipulated information. KSDE compliance monitors will examine the accuracy of **ALL** MIS data including the timeliness and accuracy of MIS data submissions and reports this on the District Score Sheet. Any agency not meeting the deadline or identified as submitting invalid or inaccurate data will be considered non-compliant for timeliness and/or accuracy.

Key dates used to measure timeliness

December 1 Child Count Collection:

December 31 – Deadline for initial submission to KSDE of MIS data for all students.
Initial submissions will be date stamped by the KAN_Service application. Initial submissions uploaded after this date will be considered untimely on the District Score Sheet.

January 31 – Addressing initial Verification responses.
The process of responding to verifications must start by this date. Those organizations starting after this date will be counted as untimely on the District Indicator 20 report.

February 28 – Collection window closes. All data must be finalized
All discrepancies and verifications must be resolved by this date to be counted as timely on the District score sheet. Subsequent changes to data will result in loss of points for Indicator 20.

End of Year Comprehensive Report Collection:

June 30 - Deadline for initial submission to KSDE of MIS data for all students served in the FY.
Initial submissions will be date stamped by the KAN_Service application. Initial submissions uploaded after this date will be considered untimely on the District Score Sheet.

August 15 – Addressing initial Verification responses.
The process of responding to verifications must start by this date. Those organizations starting after this date will be counted as untimely on the District score sheet.

September 15 – Collection window closes. All data must be finalized
All discrepancies and verifications must be resolved by this date to be counted as timely on the District Score Sheet. Subsequent changes to data will result in loss of points for Indicator 20.

Date Stamps – The following methods will be used to measure the timeliness of data reported to KSDE.

- Data files uploaded to KSDE are date stamped by the KAN_Service application.
- Keyboard corrections to student records are date stamped by the KAN_Service application
- Comments / responses addressing verifications are date stamped by the KAN_Service application

Agency directors will be notified when data submitted to KSDE failed to meet deadlines.

Unreliable Data: At any time upon discovery of uncorrected inaccurate, erroneous or unreliable data, KSDE will inform, present evidence and require the responsible agency to make corrections as directed prior to the finalization of the collection window. Failure to make the correction may result in loss of Indicator 20 points for not following KSDE directions or guidance.

The District Score Sheet – An annual report of timeliness and accuracy of data submitted to KSDE. The district score sheet is a grid that awards points (on an all or nothing basis) for the successful completion of submitting timely and accurate data to KSDE in accordance with the collection timelines and requirements, following the collection standards, guidelines and rules. Timeliness and accuracy will be measured for several categories, including 618 data, SPP indicators and participation in training. A score sheet will be created for each school district. LEAs that submit data for multiple districts will be awarded or subtracted points for each member district.

FY 2013 ASCII TEXT FILE SPECIFICATION

All information contained in MIS files and submitted to KSDE must conform to the following specifications

1) The data reported to KSDE must be applicable, relevant and germane only to the 2012 –2013 school year. Data from prior school years or anticipated data for future school years is irrelevant to this collection
2) Each student record will contain 1 header (fields 1-28) and at least 1 set of service data (fields R1-R13). For students receiving more than 1 service, additional sets of service data will be appended to the student's record.
3) All individual student records must be reported in ASCII text file format. Each field must be delimited with either a tab character (™) ending a carriage return (¶) following the last service field.

	Sequence		Field Name	Maximum Length	Format
Header Record Fields 1 - 28	1		KIDS ID	10	Numeric
	2		Last Name, Student's Legal	60	Alpha
	3		Student's Gender	1	Alpha
	4		Student's Birth Date	10	Date (MM/DD/YYYY)
	5		School Year	4	Numeric (YYYY)
	6		Responsible Building Identifier	4	Numeric
	7		Neighborhood Building Identifier	4	Numeric
	8		Grade Level	2	Numeric
	9		Status Code	1	Alpha
	10		Exit Date	10	Date (MM/DD/YYYY)
	11		Evidence	50	Alpha-Numeric
	12		Consent Initial SPED Eval Date	10	Date (MM/DD/YYYY)
	13		Re-Eval Date	10	Date (MM/DD/YYYY)
	14		School Psychologist SSN	9	Numeric
	15		SLP SSN	9	Numeric
	16		Case Manager SSN	9	Numeric
	17		Primary Disability	2	Alpha
	18		Secondary Disability	2	Alpha
	19		Gifted	1	Alpha
	20		Extended School Year	1	Alpha
	21		SPED Transportation	1	Alpha
	22		All Day Kindergarten	1	Alpha
	23		Behavior Intervention Plan - BIP	1	Alpha
	24		Eligibility (Funding) code	1	Numeric
	25		Placements KDCF/JJA/LEA/Parent	1	Alpha
	26		County of Residence	2	Alpha
	27		Language of Parent	10	Alpha
	28		IEP Date	10	Date (MM/DD/YYYY)
Variable Length Service Data Set Fields R1– R13	R1		Service Location (Attend Building) ID	4	Numeric
	R2		Primary Service Location	1	Alpha
	R3		Setting Code	1	Alpha
	R4		Service Code	2	Alpha
	R5		Provider SSN	10	Numeric
	R6		Primary Provider	1	Alpha
	R7		Service Start Date	10	Date (MM/DD/YYYY)
	R8		Service End Date	10	Date (MM/DD/YYYY)
	R9		Minutes per Day	3	Numeric
	R10		Days per Week	1	Numeric
	R11		Weeks between start and end dates	2	Numeric
	R12		Frequency	2	Numeric
	R13		Total days	3	Numeric

Creating MIS Data Files

LEAs using the ASCII Text File Reporting Method: The student data is submitted to the KAN_Service application at a minimum of twice a year as an ASCII TEXT file. The file specifications are listed above, see FY 2013 ASCII TEXT FILE SPECIFICATION.

Because the data reported is only relevant to the current school year, the source for this data may be derived by combining service data from more than 1 IEP to account for all days of services.

Example 1 – A student with more than 1 IEP e.g. a November 3, 2011 & 2012 IEP dates
December 1, data – Report all services, known and anticipated services for the school year
June 30, EOY data – Report all services, known and anticipated services for the school year
For both data submissions report all IEPS that were in effect, the first set of service are from the Nov. 3, 2011 IEP starting on the first day of school and the Nov 3, 2012 IEP with services to the end of the school year.

Example 2 – A continuing student with an April 10, 2012 IEP date
December 1 data – Report all services from the first day of school to April 9, 2013
June 30, EOY data – Report all services from the first day of school to April 9, 2012
Plus all services from the April 10, 2012 IEP to the last day of school.

Example 3 – A new referral begins special education in your LEA for the first time in October 2012
December 1 data – Report all services from the first day of service to the last day of school
June 30, EOY data – Report all services from the first day of service to the last day of school

Please note: In the case of examples 1 and 3, the student had complete data for the school year reported during the December 1 collection window. If the student had no additional activity during the school year, new IEP, amended IEP, did not exit etc. then the data from the original submission on December 1 is considered complete and there is no requirement to submit duplicated information during the June collection window. The original record will be used for both MIS collections.

Example 4 – A student exits your agency
December 1 data – If student is active on December 1 report as instructed above
December 1 data – If student exits prior to December 1, then student is reported in June only
June 30, EOY data – Report the actual number of weeks for all services delivered by your agency between the student's start date up to the date they exited your agency.

Reporting Data Files to KSDE

All student data must correspond to the file specifications as described in the data dictionary, or they will be rejected. All student data files are submitted to KSDE by keyboarding the data into the KAN_Service application or by into the KAN_Service application at https://online.ksde.org/authentication/login.aspx.

Creating a School Calendar – Step 1- Go to the calendar list in KAN_Service found on the navigation pane.

Set the calendar parameters – Step 2 – Set a default calendar for the district or organization and select all grades. This calendar will apply to all service lines unless a different calendar overrides (step 6). Select the new calendar button to create a new calendar for the school year.

Mark the days not in session – Step 3 - Using the agency's board approved calendar, in the KAN_Service calendar form by entering the following information in the required data fields.

- ⊙ Enter the students' first day of school (attendance) and last day of school. ESY is not considered.
- ⊙ Identify all days classes are not in session, including holidays, in-service days, conferences, etc. by clicking on the specific day and graying out the specific day as not in session. Partial or half school days count as a whole day and are not mark or grayed out as not in session.
- ⊙ The number of student contact days will determine the number of total days in session for the school year for which a student may receive services.
- ⊙ Create a separate school calendar for each district within a COOP or Interlocal.

July					August					September					October					November					December				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
		1	2	3	3	4	5	6	7		1	2	3	4				1	2	2	3	4	5	6		1	2	3	4
6	8	8	9	10	10	11	12	13	14	7	8	9	10	11	5	6	7	8	9	9	10	11	12	13	7	8	9	10	11
13	14	15	16	17	17	18	19	20	21	14	15	16	17	18	12	13	14	15	16	16	17	18	19	20	14	15	16	17	18
20	22	22	23	24	24	25	26	27	28	21	22	23	24	25	19	20	21	22	23	23	24	25	26	27	21	22	23	24	25
27	28	29	30	31	31					28	29	30			26	27	28	29	30	30					28	29	30	31	

January					February					March					April					May					June				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
				1	1	2	3	4	5	1	2	3	4	5				1	2	3	4	5	6	7		1	2	3	4
4	5	6	7	8	8	9	10	11	12	8	9	10	11	12	5	6	7	8	9	10	11	12	13	14	7	8	9	10	11
11	12	13	14	15	15	16	17	18	19	15	16	17	18	19	12	13	14	15	16	17	18	19	20	21	14	15	16	17	18
18	19	20	21	22	22	23	24	25	26	22	23	24	25	26	19	20	21	22	23	24	25	26	27	28	21	22	23	24	25
25	26	27	28	29						29	30	31			26	27	28	29	30	31					28	29	30		

The above calendar is only an arbitrary example of how to do the calculation and is not representative of any school district and may not be used as an actual calendar for MIS purposes.

Save the calendar – Step 5 - Click the save button

Accounting for a Relationship between Calendars and all locations of service– Step 6

Fund 1 USD – Every USD has a calendar. Each attendance building relates to a specific calendar. The district calendar applies to all the district buildings unless; a building or program deviates from the district calendar. **Only** then is a specific building or program calendar created. To create a building or program calendar begin again at step 2 above and select the desired building and grade levels for the program that does not follow the default calendar.
Use these same steps for Private / Parochial schools in your catchment area.
Fund 2 agencies – Create one building specific calendar for each building in your agency.