Verification Checks for Student MIS

Codes Check Description

# Indicates the service line number that contained the data discrepancy that generated the verification check.

0001 (A#)	Attendance building not a valid building number or blank.
0003 (AKG)	All Day kindergarten / Preschool confirmation field has an invalid character, (not Y or No)
0004 (AS#)	Attendance building(s) and service settings do not correspond. *May **not** OK, Must correct*!
0005 (B2)	Birth date in error because calculated Dec. 1 age is greater than 22, or age less than 3
0006 (BMP)	Behavior Management Plan confirmation field has an invalid character, (not Y or No)
0007 (C#)	Calendar not found for attendance on service line #.
0008 (CMB)	Location of services is community based (E) for a preschool student. Verify location of service.
0009 (CST)	Consulting time is less than 3 or > than 25 minutes. (Assistive technology & Audiology excluded)
0010 (CTY)	County of residence missing or invalid.
0011 (D#)	Days are blank or exceed building maximum or exceed the range between the start and end dates May be a result of the number of days per week and number of weeks results in more total days Than what are marked as in session on the calendar for this service location.
0012 (EN1)	Service end date missing or outside of the calendar range, or extends (overlaps) into the next IEP by date. before the start date, not in the current Fiscal Year, extends beyond the start date of the next IEP, extends past the exit date
0013 (EN2)	Service end date is before the earliest start date on student profile.
0014	Service end date is after student profile agency exit date (except setting S)
0015 (EN3)	Service end date is after the last day of school on the attendance building calendar.
0016 (EST)	Extended School Term confirmation field has an invalid character, (not Y or No)
0017 (EX1)	Exit date outside range of July 1-June 30 of current fiscal year.
0018 (EX3)	Exit date and the IEP date are the same day. *May **not** be verified as OK*, actual IEP date must be reported.
0019 (EX5)	Exit date missing or not a valid date for student with exit status.
0020 (EX6)	Exit date valid but status is not an exit status.
0021 (F01)	Funding missing or not 1, 2, 4, 5.
0022 (F02)	Eligibility is 1 and student does not have a valid primary disability code
0023	Student age at exit is < 3 or > 21
0024 (F04)	Student's age is ≤ 2 or student's age is ≥ 22.
0025 (F05)	Eligibility is 4 "GI" is marked and a disability code is present.
0027 (F09)	Funding =2 and responsible USD (assign child count) is between D0101 – D0512
0028 (GR4)	Grade is ≤ 10 and status = Graduate with diploma.
0032 (I3)	IEP date is after the exit date. *May **not** be considered as OK, exit day or IEP day **must** be modified.*
0035 (INC)	Student has overlapping services of incarceration settings and settings outside of the correctional facility.
0036 (INT)	Services - AC, SH, IN & NU times exceed the classroom possibilities
0037 (J)	Service setting is blank or invalid
0038 (JA)	Building setting does not qualify for KDCF, JJA or Parental placement data. Settings not (L, M, J, D, Y, I)
0039 (JHS)	Homebound setting "P" is used in combination with school based settings.
0040 (KID)	The KIDS student ID number is either blank or invalid.
0041 (KTS)	The service line(s) contains a K setting, service is not KT, or a provider is listed.
0042 (KTX)	The amount of K time in combination with service time exceeds the buildings cap per school day.
0043 (LGP)	Language of parent missing or is not a valid code
0044 (M#)	Minutes missing or minutes exceed amount of class time for the service location.
0045 (NSL)	No service lines are present for the IEP.
0046 (O1)	Neighborhood school is missing or invalid number
0047 (O1)	Neighborhood school reported does not qualify as a neighborhood school

Codes Check Description **Verification Checks for Student MIS**

0048 (O2)	Any service setting contains "O" and neighborhood school is not Home
0049 (Q1)	Primary disability is blank or invalid.
0050 (Q2)	Secondary disability is invalid.
0051 (OSL)	Only one service line and the student has 2 areas of exceptionality.
0052 (Q5)	Primary exceptionality is DD and age is outside the 3 - 9 range on exit date.
0053 (Q5)	Primary exceptionality is DD and age is outside the 3 - 9 range on December 1.
0054 (Q5)	Primary exceptionality is DD and age is outside the 3 - 9 range on June 30.
0055 (Q6)	Primary disability is DD and Secondary disability is present.
0056 (Q7)	Primary or Secondary exceptionality is SL (Speech Language) and SS (Related Service) is used.
0057 (P#)	Provider SSN blank, not 9 digits or an invalid number on any service line.
0058 (PRS)	Student's grade is 1 or higher and the location(s) of services are in a preschool classroom. (B, F, R, W)
0060 (R1)	Responsible building is invalid, private / parochial, administration or home.
0061 (R2)	Responsible building does not belong to assign child count organization.
0063 (S1)	Enrollment Status missing or not valid status code.
0065 (S2)	Students turned age 3 in current school year and active status is not (N) or (B).
0067 (S3)	Status code M used for a student under the age of 21.
0068 (KDCF)	Non-LEA placement code is invalid. Data must be coded as J, P, S or blank.
0070 (ST#)	Service start date is blank or invalid or prior to the first day of school
0071 (ST#)	Service start date is after the service end date
0072 (ST#)	Service start date is past the exit date
0073 (ST#)	Service start date is before the student's 3rd birthday
0074 (ST#)	Service start date is not in the current school year
0075 (ST#)	Service start date is prior to the IEP date
0077 (TME)	Total time for all services exceeds amount building's daily minutes.
	This verification my not be reported to KSDE as OK, MIS data must be corrected.
0078 (TRN)	Transportation confirmation field has an invalid character, (not Y or blank)
0080 (USX)	Student's active status is K or Q and service setting is not "U" on December 1.
0081 (USX)	Student's active status is K or Q and service setting is not "U" at EOY.
0082 (V#)	Service code invalid for service line.
0083 (VGI)	Student is identified as Gifted and there are no Gifted services on services lines.
0084 (VGI)	Gifted services are listed on lines and Gifted exceptionality is not marked
0085	There is more than 1 active student profile for the same student
0087	Student status is "I" and the prior status is not "W"
0089	More than 1 provider is marked as primary provider.
0090	Secondary disability is reported without a primary disability
0111	Secondary disability is an invalid value
0112	Student Status is not valid for student profile school year\
0113	Service end date is not in the student profile school year
0115	Student profile agency start date is not in the selected school year
0117	Student profile School Psychologist is not valid to be a School Psychologist
0118	Student profile School Psychologist is not valid for the assign child count organization
0119	Student profile School Psychologist is not valid for the student profile school year
0121	Primary Provider on IEP Service Line has an invalid value. Please mark "Yes" or "No"
0122	Primary Building indicator on IEP Service Line has an invalid value. Please mark "Yes" or "No"
0123	Service line start date is causing an overlap with another service line on another IEP
0124	Service line end date is causing an overlap with another service line on another IEP
0125	IEP date is a future date after today
0138	Gifted exceptionality is not marked Yes or No
0139	Primary and Secondary exceptionalities cannot be the same

Verification Checks for Student MIS

Codes	Check	Description
0140		More than 1 building is marked as primary on IEP. Select only 1 building
0141		Initial evaluation date is after exit date
0142		Re-evaluation date is after exit date
0143		All day KG / preschool marked for a student grade 1 or higher
0144		Student didn't receive services on his/her exit date. Please align end and exit dates.
0145		Data in KAN_Service shows student is entering from another agency, Status = E
0146		Student does not show service on December 1
0147		Continuing student does not have services within 10 days of the first day of school.
0148		Active student does not have services within 10 days of the last day of school
0169		There is a gap between Services and the student did not exit & return within the same school year.
0170		Student's Status is "B" and student age is > 3 at July 1st
0171		Student's Status is "D" and student has appeared in another district.
0172		Student's Status is "T" and no subsequent district is listed for the student and evidence is blank
0173		Service code is blank or not a valid code
0175		Assign child organization is not valid
0176		There is not a KIDS record for this combination of school year and responsible building
0177		Grade level is blank or an invalid code.
0197		Primary disability is blank and gifted is not marked YES.
0198	(D#)	Days per week on the service line exceeds the number of days per week the program is in session
0199		Student in a (R, W, M, or J) program and has less than a full session of service time
0195		Indicator 12 record for the student profile and the student profile status is not "Part C --> B"
0196		Indicator 12 Part B organization is blank
0198		Service line "days per week" exceeds the days per for this location
0201		The provider for this service line is inactive
0203		Student has IEP services on 12-1-2011 but was not included on the December 1 child count
0204		Student counted on OSEP table 4 but modified data removes the student from the report.
0205		Student did not count on OSEP table 4 but modified data includes the student from the report.
0207		IEP is over 1 year old
0210		Student counted on OSEP table 1 but modified data removes the student from the report.
0212		K time start and end dates must be equal to or less than the special education service line dates.

Indicator 12 verifications

Codes	Check	Description
0178		Please enter an Indicator 12 status.
0179		Indicator 12 status is "eligibility was not determined" - please enter a reason for "other".
0180		Indicator 12 status is "child was eligible, an IEP was written" and first IEP Date is blank
0183		Indicator 12 status is "child was eligible, an IEP was written" and "IEP days delayed" is > 0. Please enter a reason for the delay.
0184		Indicator 12 status is "child was eligible, an IEP was written" and "IEP days delayed" is > 0. Please enter a reason for the staff delay.
0185		Indicator 12 status is "child was eligible, an IEP was written" and "IEP days delayed" is > 0. Please enter a reason for the "other".
0186		Indicator 12 status is "child was eligible, an IEP was not written". Please enter a reason.
0187		Indicator 12 status is "child was eligible, an IEP was not written" Please enter a reason for the staff delay.
0188		Indicator 12 status is "child was eligible, an IEP was not written". Please enter a reason for the "other".
0189		Indicator 12 status is "child was not eligible". Please enter an Eligibility Determination Date.
0190		Indicator 12 status is "child was not eligible". Eligibility Determination Date cannot be in the future.
0192		Indicator 12 status is "child was not eligible" and "Eligibility Determination Delayed Days" is > 0. Please enter a reason.

0193	Indicator 12 status is "child was not eligible" and "Eligibility Determination Delayed Days" is > 0. Please enter a reason for the staff delay.
0194	Indicator 12 status is "child was not eligible" and "Eligibility Determination Delayed Days" is > 0. Please enter a reason for "other".

KSDE expects all LEAs to follow the MIS rules as instructed in this Data Dictionary. KSDE reserves the right to analyze all data element(s) submitted. This list of verifications may change as necessary with or without prior notice.

Verification may not be ignored! Unanswered verifications, responses of unknown or unavailable data are not acceptable and will be returned. If you are unable to determine how to make corrections to data flagged for verification, you must contact the KSDE special education data manager for instructions.

Initial Evaluation / Child Find – Clarification and Guidance for the Consent Date

Indicator 11

1) Initial evaluation of a student with a disability – A comprehensive evaluation of a student not currently identified as a student with a disability.

Scenarios for which students are subject to the Indicator 11 sample and conditions when the Initial Evaluation consent date received date is or is not required.

Required: The Consent for Initial Evaluation receipt date **is** required in the MIS

a) Entering students
   i) Cases when the evaluation is in progress and not complete: If a district receives a student whose records do not indicate the date upon which parent consent was obtained and no other record of the date can be obtained (check with parent, prior public agency, etc.), then district should provide notice and request parent consent. The district and parent must agree to a specific time when the evaluation will be completed. The Initial Evaluation receipt date is required when a district who receives a student whose records do indicate the date upon which parent consent was obtained.

b) Cases of students entering from out of state and the receiving district does not adopt the existing IEP, then the receiving district conducts an initial evaluation under IDEA

c) Referral C to B - The evaluation of a student/child, who is not currently identified as eligible under Part B, is an initial evaluation and the Consent for Initial Evaluation receipt date is required.

d) Exited students –Once a child who has been identified as a child with exceptionality has been exited, e either through revocation of consent or a reevaluation resulting in a determination that the child is no longer eligible, a subsequent evaluation would be an initial evaluation. A reevaluation is used to determine continued eligibility and continued need for special education and related services. As such, a reevaluation only applies to a child currently identified as a child with exceptionality. This issue is addressed in Chapter 3 Question 10 of the Kansas Special Education Process Handbook (http://www.ksde.org/LinkClick.aspx?fileticket=RDU7tRkbsqc%3d&tabid=3152&mid=8268.

2) Exclusions: the Consent for Initial Evaluation receipt date is not required.

a) Cases when a student enters from out of state or another Kansas agency and the Initial evaluation process has been completed or the existing IEP is adopted by the receiving LEA.

b) Students eligible under IDEA referred for services under a different area of disability.

c) Student eligible for gifted services now referred for an Evaluation for services under IDEA.

2012 - 2013 KSDE - IDEA Part B and Gifted Special Education Data Dictionary, Appendix

MIS Guidance for IEP students participating in Virtual school or Virtual program

1) Location of Service -Direct SPED support from responsible LEA.
   a) Home - for students accessing the virtual curriculum from their home and SPED support is delivered in the home through visits by the SPED provider or through interactive software, the service location setting = A
   b) On Campus - for students participating in the virtual classroom in a district building and SPED support is delivered in this classroom by the SPED provider, the service location setting = H. Because this classroom can have a blend of IEP and Non-IEP students.
      i) If the student is removed from the virtual classroom to a resource room setting the location of service = G
   c) Off Campus - for students accessing the virtual curriculum non-school location such as the public library or internet café, etc. and SPED support is delivered in this building by the SPED provider or through interactive software, the service location setting = D.
2) Location of Service - Indirect SPED support
   a) Consultative - for students participating in the virtual curriculum in any location and the virtual teacher consults with the SPED provider regarding the virtual student; the service location is X.
3) Building numbers for location of services
   a) Virtual School - this building has a KSDE assigned building number in the state directory
   b) Virtual program - the building where the program is housed, such as the high school
   c) Off campus -
      i) Home is the 9990xxx building in the relevant USD where the student resides
      ii) Non-school location is the 9987xxx location in the relevant USD's catchment area.

A) Neighborhood school - where the student chooses to enroll for general education
   1) Virtual School - this building has a KSDE assigned building number in the state directory
   2) Virtual program - the building where the program is housed, such as the high school
B) Responsible school - the school accountable in terms of AYP or funding
   1) AYP - the building where the average daily attendance and assessment score are assigned and reported to KSDE for public school students
   2) Funding - the public school building for which funds are assigned for private, parochial or home school students.

I) Out of State Students -
   i) Students who reside outside of the state of Kansas are not eligible for general state aid.
   ii) Students, who reside outside of the state of Kansas, may enroll in a Kansas Virtual school or program and may be required to pay tuition as a condition of enrollment.
   iii) Students, who reside outside of the state of Kansas, and are enrolled in a Kansas Virtual school or program, will be required to submit a KIDS collection record to KSDE.
   iv) IEP procedures for out of state virtual students would be the same as out of state student who move
   v) Kansas special education providers can receive categorical aid for out of state students who receive support in Kansas schools.

a) Students receiving educational support from more than 1 Kansas school system
   01) The general state aid is determined by the amount of educational support provided by each agency by the number of minutes of support and the Sept. 20 FTE is divided proportionately.
   02) For the December 1 MIS collection KSDE will assign the child count to the district providing the greatest amount of special education support

03) For the June MIS collection each agency will have the SPED support provided applied to their SPED FTE calculation.

A. Part time students - student who participate in both virtual programs and in programs in local school buildings.

1. December 1 collection
   a) The child count will be awarded to the organization providing direct service in the "brick and mortar" building on December 1
2. June Collection
   a) Records from both organizations will be collected and the relevant amount of student FTE will apply to both organizations.

Directory Updates – Guidance for Special Education Programs

The State Educational Directory is created each school year with information about schools across the state. The directory comes in a printed version which contains information about districts and accredited schools. The database that stores this information is a KSDE web application named Directory Updates. Detailed information like class minutes, building times, kindergarten and preschool sessions, days per week are entered in the Directory Updates by district or building administrators. Special education programs are not printed in the directory but are present in the Directory Updates database. These special education programs all have building numbers and are all listed alongside the accredited schools. Since these special education programs have only been used for MIS reporting in the past, district or building administrators may be unfamiliar with these programs and may need assistance in completing the data entry. With schedule information complete these special education programs will be available to use on service lines in KAN_Service. If additional data is required, see these recommendations:

Schedules require starting and dismissal times by A.M and P.M. Do not use military times.

Schedules – Preschools and Kindergarten - enter actual schedules for each session
Home, off site community locations, – enter the district standard schedule
Hospitals, local correctional facilities, – enter the district standard schedule
Non-accredited private / parochial school – enter the actual daily schedule
Off campus group child care programs (K time) 480 minutes, 5 days per week, no lunch period *
Off campus Alternative, Day schools, out of state programs – enter the actual daily schedule
If the program does not have a set schedule, enter the district standard schedule

Address, phone number, e-mail, contact information – use the special education office.

Administrators – list the director of special education as head teacher or principal.

* Start time of 8 am, dismissal time of 4 pm will result in a 480 minute day with no lunch

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Discipline data codes: the following list is a key to the codes found in the KAN_Service discipline data table

Basis of removal codes:

D	Drug offense	**H**	Due Process Hearing Officer Determination
S	Serious Bodily Injury	**V**	Violation of a school's code of conduct
W	Weapon offense		

The numeric values indicate the number of days of removal by incident date and incident type.

Reporting Early Childhood Special Education Services

Full Sessions

Children that are enrolled in early childhood special education programs such as integrated special education classrooms or reverse mainstream (RMS) classroom would be considered to be receiving special education support for the entire time they attend these programs.

Example 1 – The RMS program has 180 minutes per session 4 days per week. Student 1 attends the program 2 days per week for 150 days. The MIS would be reported; Line 1 = 180 min for 150 days.

Example 2 - The RMS program has 180 minutes per session 4 days per week. Student 2 attends the program 4 days for 150 days and receives pull out services for 30 minutes 2 days per week. The MIS would be reported; Line 1 = 180 min for 75 days, Line 2 = 30 min for 75 days, and Line 3 = 150 min for 75 days.

If a student falls on the "Not in full session" verification report; respond addressing these points

1. Student attends a full session. Refer to the "Reporting Time as it Occurs" or "Time by days" support document. Correct the service lines to account for a full day session of services and resubmit the student record.
2. Student attends part time / not a full daily session. Respond as such on the verification report and return the verification report to KSDE.
3. The test for full sessions does not apply to general education programs such as headstart, 4-year old at risk, community based / private preschools, group day care facilities etc.

Participation in Regular Early Childhood Programs

OSEP LRE environments for early childhood students (age 3, 4 or 5 on December 1) are tiered between those children who attend a Regular Early Childhood Program (page 14) and those who do not. To assure children who participate in these Regular Early Childhood Programs are correctly accounted for; the MIS uses a data element known as K-Time (page 13). K-time represents the portion of the child's day that they are not receiving special education services and are participating in a program that has a ratio of 50% or more non-disabled peers. Support documents for collecting and calculating K-time are found at http://www.ksde.org/Default.aspx?tabid=2586. Selected clarifications are provided below.

Example 3 - Child 3 attends a RMS program for 180 minutes 4 days a week. The program has a 20 minute recess and a 15 minute snack time daily during the 180 minute session. Is the recess and snack times considered K-Time? No, because recess and snack times are part of the RMS program.

Example 4 - Child 4 comes to the preschool for breakfast before the start of the RMS session. Is the pre-session breakfast considered K-time? Yes - if the meal time is open to all children attending any early childhood program in the facility. No - if the meal time is only open to children participating in the special education program.

Example 5 - Child 5 attends both a morning and afternoon RMS session and stays for a lunch period between the sessions. Is the lunch period considered K-time? Same as example 4 above.

Example 6 - Child 6 attends a morning Headstart session and spends the afternoon hours with his brother at babysitter's house. Is the time at the babysitters considered K-time? No – babysitters do not qualify as a regular early childhood program. However, the time the child spends in the Headstart classroom without SPED support does qualify as K-Time.

Example 7- Child 7 is a 5 year old kindergartener who spends 90 minutes a day in the resource room. Do I need to report K-Time for a KG student? Yes the remainder of the KG session qualifies as K-Time. If K-Time is not recorded, the student may not count as attending a Regular Early Childhood Program.

Catastrophic Aid

Because some students have unique or severe physical, mental, social/emotional, or educational characteristics that require expensive interventions, the 1994 Legislature authorized reimbursement to school districts for excessive expenditures incurred in providing special education services. Reimbursement is granted at 75% of costs that exceed twice the per teacher entitlement for categorical aid (from the prior school year), after deducting all other state and / or federal aid for the student. The intent of KSA 2000 Supp. 72-983 is to provide relief for costly services that cannot be delivered through the district's normal special education program (e.g., additional and intensive related services or private school placements in- or out-of-state). If the appropriation for the payment of grants under this act is insufficient to pay the full amount, payments will be prorated by KSDE**.**

Amounts requested under this act can be used only to reimburse school districts for excessive expenditures in providing special education services for students who have unique or severe needs. All money requested by the school district must be deposited in its special education fund. Districts also are required to provide financial information to KSDE upon request.

All Catastrophic Aid data must be submitted electronically. This includes both the Justification and Expenditures section. KAN_Service is available for data entry and data export to KSDE.
See page iii of the MIS data dictionary for reporting procedures to KSDE. The catastrophic aid data must be reported to KSDE no later than the close of business April 30, 2013.

To access catastrophic Aid, LEA's are required to complete and submit the application.

A) The application Justification – This section consists of 3 open ended questions
   1. Describe the student's unique or severe physical, mental, social, emotional or educational characteristics that require additional costs.
   2. Justify the cost of the services/placement, as specified in all of the student's IEPs in effect during FY2013, explaining why the student needed the services/placement.
   3. If your district is contracting with another school district or private agency for provision of the services/ placement specified in the current IEP, justify the cost of contracting with the other school district or private agency
B) The Breakdown of Expenditures – Enter all amounts in whole dollars
C) Deductions – Enter the whole dollar amounts of other sources of special education funding. A worksheet is available to assist with these calculations

Note: Due process and administrative costs are NOT reimbursable under this program. Also, staff development and in-service for teachers are NOT allowable costs

Submission Procedures:

1. Enter the catastrophic aid information into KAN_Service and submit to KSDE

Approval Process

All applications will be reviewed by the KSDE administrators for payment approval. Those applications with sufficient expenditures, valid justification and complete MIS data will be approved for payment. Conversely those applications with insufficient expenditures, inadequate justification or incomplete MIS data will be denied. Districts will be notified of a rejected application, the basis of the rejection and may reapply for funds if time allows. Valid SSN numbers is required for all providers to assure proper licensure and payment of catastrophic aid.

Please submit an ASCII text file (Tab or Comma Delimited) in the above field sequence.

Catastrophic Aid ASCII Text File Format 2011 – 2012 School Year

	Sequence		Field Name		Field Size
Student Data	1		KIDS ID Number		10
	2		Last Name (Student)		30
	3		First Name		25
	4		Middle Initial		1
	5		SSN of Student		9
	6		Birth Date		10
Justification	7		Question 1 Narrative		Open
	8		Question 2 Narrative		Open
	9		Question 3 Narrative		Open
	10		Assign Payment LEA		3
1000 Instruction	11	100	Personnel Services - Salaries	$	6
	12	200	Employee Benefits	$	6
	13	300	Purchased Professional and Technical Services	$	6
	14	320	Include contract services provided by an agency other than your school district.	$	6
	15	400	Purchased Property Services	$	6
	16	500	Other Purchased Services	$	6
	17	600	Supplies and Materials	$	6
	18	700	Equipment	$	6
	19	800	Other	$	6
2100 Support Services - Student	20	100	Personnel Services - Salaries	$	6
	21	200	Employee Benefits	$	6
	22	300	Purchased Professional and Technical Services	$	6
	23	320	Include contract services provided by an agency other than your school district.	$	6
	24	400	Purchased Property Services	$	6
	25	500	Other Purchased Services	$	6
	26	600	Supplies and Materials	$	6
	27	700	Equipment	$	6
	28	800	Other	$	6
2200 Support Services - Instructional Staff	29	100	Personnel Services - Salaries	$	6
	30	200	Employee Benefits	$	6
	31	300	Purchased Professional and Technical Services	$	6
	32	320	Include contract services provided by an agency other than your school district.	$	6
	33	400	Purchased Property Services	$	6
	34	500	Other Purchased Services	$	6
	35	600	Supplies and Materials	$	6
	36	700	Equipment	$	6
	37	800	Other	$	6
2700 Transportation Services - Student	38	100	Personnel Services - Salaries	$	6
	39	200	Employee Benefits	$	6
	40	300	Purchased Professional and Technical Services	$	6
	41	320	Include contract services provided by an agency other than your school district.	$	6
	42	500	Other Purchased Services	$	6
	43	600	Supplies and Materials	$	6
	44	700	Equipment	$	6
Deductions from special education expenditures. State and federal funds received for this student.		D1	State SPED Transportation reimbursement	$	6
		D2	State Categorical Aid, student's proportionate share	$	6
		D3	Federal VI-B Funds, student's proportionate share	$	6
		D4	Federal Medicaid Funds received for this student	$	6
		D5	State Medicaid Replacement Funds received for student	$	6
		D6	All other state or funds received for this student	$	6

Catastrophic Aid Deductions

Catastrophic Aid applications require itemization of both expenditures / cost of services and deductions for other sources of reimbursement. Total expenditures and total deductions determine the total net cost applied in the reimbursement formula

D1. State SPED Transportation reimbursement. The total cost of SPED transportation of the student, including attendant care providers / bus paras accompanying the student during the travel time. Transportation costs are submitted to KSDE School Finance on form 308. These costs are listed in section 2700 of the catastrophic aid application.

Deduction = 80% of the total transportation cost submitted on form 308 is listed on line D1

D2. State Categorical Aid: Students proportionate share. In cases of students served by licensed providers and / or para educators who are submitted for categorical aid by any USD, COOP or Interlocal.

Deduction = the providers case load can be used to determine the students proportionate share. For example: A provider serving 8 students receives $28,000 in categorical aid. ($28,000 ÷ 8) = $3,500. Hours of service may also be used. For example provider serves the student 279 hours of the school year, (279 ÷ 1116) = 25%. ($28,000 x 25%) = $7,000. This amount is entered on line D2. Paras are done at 40%

Note: for student served in NPE contracted agencies by providers not submitted on Personnel for categorical aid, D2 would not apply and would be left blank.

D3. Federal VI-B Funds, student's proportionate share, based on the students age on December 1 of the current school year. A student age 3, 4 or 5 would deduct both the VI-B preschool grant and 3-21 funds received.

Deduction = the total Federal VI-B grant awarded to the LEA for the current Fiscal Year divided by the number of students on the LEA December 1 child count of the current school year. For example the 3-21 COOP grant for FY2012 was $3,089,555, on December 1 the coop had a total of 2,371 IDEA students ($3,089,555 ÷ 2,371) = $1,303. The amount of $1,303 is entered on line D3.

D4. Medicaid funds received

Deduction = enter the amount of Medicaid funds received on line D4

D5. Medicaid replacement funds received

Deduction = enter the amount of Medicaid funds received on line D5

D6. All other state or federal funds received for example, Non-Public Equivalency reimbursement. NPE pays on the number of hours for all services delivered by fully licensed providers from the qualifying agency for the fiscal school year. The NPE formula memo lists the rate per hour which converts to an FTE in the payment formula.

Deduction = Calculate each contracted service separately by the rate per hour fraction by service type. Related services not listed in the memo pay at the rate of the student's primary disability. Sum each service line subtotal to a grand total. Multiply the grand total by the estimated per teacher entitlement for categorical aid to determine the dollar amount. Enter the resulting dollar amount on line D6. See Formula:

Formula: based on hours of service from contractor invoices, IEP services or provider service delivery log.

Service	Hours	Agency	Start date	End date
AM	1090	Heartspring	7/1/2012	6/30/2013
SL	50	Heartspring	7/1/2012	6/30/2013

1. Multiply the number of hours for each service by the hourly rate on the formula memo
   i. 1090 x .000149 = .16241 - FTE equivalent
   ii. 50 x .000045 = .00225 - FTE equivalent
2. Sum fractional - FTE equivalents
   i. .16241 + .00225 =.16466
3. Multiply total FTE equivalent by estimated per teacher entitlement for categorical aid
   i. .16466 x $28,900 = $4,758
4. Enter the dollar amount from step 3 on line D6 of the application.

Contracts for the Provision of Special Education Services-

This section refers to students who receive specific special education or related services delivered by a contracted provider pursuant to K.S.A. 72-967(a)(5). These services are contracted by the USD, Interlocal, or COOP (the first party) to be delivered by a private nonprofit corporation or public or private institution (the second party) to a student within the jurisdiction of the first party.

The purpose of Non-Public Equivalency contracts is to provide a vehicle for the USD, Interlocal, or COOPs to access categorical aid reimbursement for those services delivered under contract by the second party providers. Use this section in lieu of mailing form KSDE C-03a to The Kansas State Dept. of Education.

Data Fields for Contracted Services: Submit an ASCII text file (Tab Delimited) in the following field sequence.

ASCII Text File Format			
	Sequence	Field Name	Field Size
Header Record	1	KIDS ID Number	10
	2	Last Name (Student)	60
	3	Gender	1
	4	Middle Initial	1
	5	Birth Date	10
	6	School Year	4
	7	Assign Payment LEA	3
Variable Length Service Data Set	1.01	IEP Date	10
	1.02	Contract Hours	4
	1.03	Contracted Service	2
	1.04	Providing Agency	40
	1.05	Service Start Date	10
	1.06	Service End Date	10
	1.07	Provider SSN	9
	1.08	Provider License Code	2
	1.09	Provider First Name	15
	1.10	Provider Last Name	30

Requirements for all student records – Every service delivered to the student under contract for the current fiscal year will be accounted for. Each IEP / IFSP will be itemized and listed individually on a separate service data sets.

Each student record will contain 1 leading header (fields 1-8) followed by at least 1 set of service data (fields 1.01 - 1.10).
For students receiving more than 1 service, additional sets of service data will be appended to the student's record. E.g., the 2nd service set consists of fields 2.01-2.08, the 3rd service 3.01-3.08, 4th 4.01-4.08, 5th 5.01-5.08, etc.

All individual student records must be reported in ASCII text file format. Each field must be delimited with either a tab character (\) or a comma (**,**) and ending a carriage return (¶) following the last service field.

Criteria for Submitting Contracted Services Data:

The contracted services data must be reported to KSDE for the final FY categorical aid payment. Reported contracted service(s) must be delivered during the current Fiscal School Year.

Assign Payment LEA (F# 7) - Enter the first party LEA number.

Contracted Hours (F# 1.02) –The total number of hours for each service in-between the start and end date range. Round fractional hours up to the next highest hour.

Contracted Special Education or Related Service Codes (F# 1.03) - Enter the service code.

⇒ If the contracted service is not listed below, use the student's Primary Exceptionality as the service code for students age 6-21. List only one service per service line with corresponding service dates.

AM	-	Autism	ID		Intellectually Disabled	PT	-	Physical Therapy
DB	-	Deaf-Blind	IT	-	Infant Toddler Services (0-2)	MD	-	Multiple Disabilities
DD	-	Developmentally Delayed	IN	-	Interpreter Services	LD	-	Specific Learning Disabilities
ED	-	Emotional Disturbance	OH	-	Other Health Impaired	SL	-	Speech / Language
GI	-	Giftedness	OI	-	Orthopedic Impairments	TB	-	Traumatic Brain Injury
HI	-	Hearing Impaired	OT	-	Occupational Therapy	VI	-	Visual Impairment
						VO	-	Vocational Special Education

Exit Date (F# 8) – The date a student exits and services are discontinued at a providing agency.
Examples of exits: A student moves, completes objectives, withdraws from services, or dies. For students who exit prior to the contract end date, the LEA must complete a contract revision and modify the contract end date.

Providing Agency (F# 1.04) - The name of the 2nd party agency providing services under the terms of the contract. Agency name must be entered exactly the same for all students on all fields.

Provider Name and SSN (F# 1.07, 1.09, 1.10) - The name and valid Social Security Number of the case manager or primary service provider is required for all providers to assure proper licensure and payment of categorical aid.

Contracted Delivery Dates – Dates for contracted services delivered to student within a fiscal year.

First Date of the Delivered Service: (F# 1.05) – The first date the contracted provider delivers the service directly to the student. Contracts may begin on or after July 1 of the current fiscal year.

Provider License Codes				MC	SEIMC	RC	Rehab. Counseling
AD	Special Ed. Admin	DT	Diagnostic Teacher	MR	Mental Retardation	RD	Registered Dietician
AP	Adaptive PE	EC	Early Childhood	MT	Music Therapy/Ed	RE	Recreation Therapy
AS	Assistive Technology	GI	Gifted	NU	Nurse	SL	Speech/Language
AT	Art Therapy	HI	Hearing Impaired	OM	Orient./Mobil. Specialist	SM	Severe Multiple Disability
AU	Audiology	HO	Homebound	OT	Occupational Therapy	SU	Supervisor
BD	Behavior Disorder	IN	Educational Interpreter	PD	Personnel Development	SW	Social Work
BR	Braille Transcriber	IR	Interrelated Program	PE	Program Evaluation	TR	Transition Services
BS	Behavior Specialist	IS	Integration Specialist	PI	Physically Impaired	VI	Visually Impaired
CS	Counselor	IT	Infant/Toddler	PS	Psychology	VO	Vocational Special Needs
DM	Dance/Movement Therapy	LD	Learning Disability	PT	Physical Therapy	WS	Work Study/Vocational

Last Date of the Delivered Service: (F# 1.06) - The last day the contracted provider delivers the service directly to the student. Contracted services must end on or before June 30 of the current fiscal year.

* **Note:** Contract end dates may not be a future date beyond a students exit date.

IEP or IFSP Staffing or Annual Review Meeting Date (F# 1.01) - The date of the IEP or IFSP documenting the services to be delivered under contract for the current fiscal year.

Area of provider licensure (F# 1.08) - Select from the table below

Contract verification codes

0149	Payment LEA Blank	0153	Contract provider role not marked	158	Contract hours are greater 1116
0150	Payment LEA invalid	0155	Provider not in current year org.	159	Start date is blank or invalid
0151	Contracted Agency is blank	156	Service code is blank or invalid	0163	End date is blank or invalid
0152	Contract provider is missing	157	Contract hours are zero or blank	0165	End date is in next FY

Contracts between school districts and Private non-profit Corporations, Public or Private Institutions

Instructions for KSDE Form C-03(a)(b) and MIS Contract for Services Data under K.S.A. 72-967

1) Form C-03(a) must be completed whenever a school district wishes to contract with a private non-profit corporation, public or private institution or agency for the provision of special education and/or related services for a student identified with an exceptionality.

2) The school district receiving the service(s) is designated as the First Party, and the agency is designated as the Second Party.

3) The first party must hold the original (with all signatures) and one copy for auditing purposes for 5 years.

4) Non-public equivalency contracts cannot be written for any student receiving services from a specific individual service provider. To access categorical aid reimbursement for individual providers; list these providers on the KSDE Personnel Report.

5) First Party is eligible for the following reimbursable expenses provide through an approved contractual agreement with a providing agency:

   Part of the cost of the Contracted Services:

   Reimbursement due a district for a contract with an accredited providing agency shall be based on the ratio of the number of children served to the average special class size for a given category of exceptional children determined in hourly increments of service by the State Board as authorized by K.S.A. 91-12-37(a)(4).
   See Formula memo for Nonpublic School Equivalents for the 2012 – 2013 School Year (FY 2013) for hourly rates.

   Transportation Reimbursement

   Do NOT include transportation reimbursement. The amount equal to eighty (80%) of the actual travel expenses incurred for providing transportation for an exceptional child to special education services is submitted on Form #308, Special Education Transportation Reimbursement. The School Finance Department of KSDE mails this form to school districts on or about May 1.

6) Second Party is not eligible for any special education entitlements under K.S.A. 72-986.

7) Services provided by an accredited providing agency, or any other entity, using district personnel should not be submitted to KSDE on this contract form.

8) Reimbursement will be based on the hours documented in the individual students' Service Delivery Log. State auditors will compare contracts to Service Delivery Logs. Payments may be prorated if contract hours and Service Delivery Logs are not identical, or if there was a break in the student's direct services. See Appendix D of the Special Education Reimbursement Guide.

Revision of Contracts-Form KSDE C-03(c) Notice of Contract Revision or Termination

1) If the duration of the contract changes, i.e. services begin at a later date or are terminated prior to the original dates, then a contract revision must be completed to reflect the actual service start and end dates, and hours adjusted accordingly.

2) If the frequency of services change from the original contracted amount, then a contract revision must be completed to reflect the actual amount (in hours) delivered up to that point, plus the anticipate amount to be delivered to the contacted end date. In the case of a new IEP or IFSP, the duration of the contract may be unaffected, only the hours of service are revised.

3) If a student changes programs (IT program 1 to IT program 2) and is still receiving services from the same agency and the dates of the contract have not changed, neither the contract nor the MIS needs to be revised.

Note: New contract data must be entered on separate MIS contract service lines if:
A contracted providing agency changes.
A contract expires and services resume at a later date, or if there is a break in service delivery.
A different service is delivered, i.e. from Developmentally Delayed (DD) to Speech / Language (SL)
Multiple services are provided by different provider or at different times
An exited student returns and services are resumed.

Providers

Data Fields for Provider Uploads: Submit an ASCII text file (Tab Delimited) in the following field sequence.

ASCII Text File Format				
	Sequence	Field Name	Field Size	Format
Header Record	1	School Year	4	Numeric （YYYY）
	2	SSN	9	Numeric
	3	First name	50	Alpha
	4	Last name	50	Alpha
	5	Contractor License code	2	Alpha
	6	Case manager	1	Alpha
	7	Contract Provider	1	Alpha
	8	Provider	1	Alpha
	9	School Psychologist	1	Alpha
	10	Speech Language Pathologist	1	Alpha
Repeating	R1	Organization	5	Alpha-Numeric

Field descriptions.

5. School year – the school year for which the provider is associated with students
6. SSN – social security number of the provider
7. First name - of the provider
8. Last name - of the provider
9. Contractor license code – only required if field 7 is marked as Yes. See list of codes on A-10 or below.
10. Case manager – provider has a role of Case manager, Y= Yes, N = No
11. Contract Provider - provider has a role of Contract provider, Y= Yes, N = No
12. Provider – any remaining provider role such as classroom teacher, Y= Yes, N = No
13. School Psychologist - provider has a role of School Psychologist, Y= Yes, N = No
14. Speech Language Pathologist - provider has a role of SLP, Y= Yes, N = No

R1 Organization – The organization where the provider serves students. Report the organization prefix in combination with the organization number. For example D0113 for USD 113, S0514 for a special purpose school. Note Coop and Interlocal numbers do not list the provider in each of the member districts. Each member district the provider serves would be listed individually as a repeating field.

Contractor License Codes							
AD	Special Ed. Admin	EC	Early Childhood	MR	Mental Retardation	RC	Rehab. Counseling
AP	Adaptive PE	GI	Gifted	MT	Music Therapy/Ed	RD	Registered Dietician
AS	Assistive Technology	HI	Hearing Impaired	NU	Nurse	RE	Recreation Therapy
AT	Art Therapy	HO	Homebound	OM	Orient./Mobil. Specialist	SL	Speech/Language
AU	Audiology	IN	Educational Interpreter	OT	Occupational Therapy	SM	Severe Multiple Disability
BD	Behavior Disorder	IR	Interrelated Program	PD	Personnel Development	SU	Supervisor
BR	Braille Transcriber	IS	Integration Specialist	PE	Program Evaluation	SW	Social Work
CS	Counselor	IT	Infant/Toddler	PI	Physically Impaired	TR	Transition Services
DM	Dance/Movement Therapy	LD	Learning Disability	PS	Psychology	VI	Visually Impaired
DT	Diagnostic Teacher	MC	SEIMC	PT	Physical Therapy	VO	Vocational Special Needs
						WS	Work Study/Vocational