

## Timely and Accurate process for scoring categories

Category	#	Item	Process
Timely Submission	1	MIS Begin Year set up started by September 15	Data Source - Calendar, Settings - From building information page in SPEDPro / MIS. Any USD not completing the task by the timeline, may not receive a point award. Data Source - Providers - From the Personal List by year report in SPEDPro. Any USD not completing the task by the timeline, may not receive a point award. Timeline – task completed by September 15
Timely Submission	2	Initial Submission of current year students completed by September 15	Data Source - Projected End of Year report in SPEDPro / MIS. Any USD not completing the task by the timeline, may not receive a point award. Timeline – task completed by September 15
Timely Submission	3	Indicator 11 – District submitted all required information by the deadline for the Initial Data Collection window	Data Source – KIAS application > Reports > Timely submission report > Target school year > Monitoring type = IDEA Indicator 11 Process - Open the Excel report, apply the filter to row 1. Choose / filter the Timely Submission column. Select "No" value if present. Any organization identified as "No" is subject to a point deduction on row 3 of the Timely and Accurate score sheet. Any USD not completing the task by the timeline, is subject to a point loss.
Timely Submission	4	Indicator 12 – District submitted all required information by the deadline for the Initial Data Collection window	Data Source – KIAS application > Reports > Timely submission report > Target school year > Monitoring type = IDEA Indicator 12 Process - Open the Excel report, apply the filter to row 1. Choose / filter the Timely Submission column. Select "No" value if present. Any organization identified as "No" is subject to a point deduction on row 3 of the Timely and Accurate score sheet. Any USD not completing the task by the timeline, is subject to a point loss.
Timely Submission	5	Indicator 13 – District submitted all required information by the deadline for the Initial Data Collection window	Data Source – KIAS application > Reports > Timely submission report > Target school year > Monitoring type = IDEA Indicator 13 Process - Open the Excel report, apply the filter to row 1. Choose / filter the Timely Submission column. Select "No" value if present. Any organization identified as "No" is subject to a point deduction on row 3 of the Timely and Accurate score sheet. Any USD not completing the task by the timeline, is subject to a point loss.
Timely Submission	6	Complete Provider FTE in Kansas Grants Reporting System (KGRS) was reported by the April Payment	Data Source - April (4 <sup>th</sup> ) payment and Final (5 <sup>th</sup> ) <u>regular term payment report</u> in KGRS. Exclude providers in area of GI & IT. Select LEA and Claimed FTE, sum FTE by LEA. Calculate percentage difference of total FTE between the April and Final payments. Any USD with a percentage increase from April to June of greater than 5%, and an FTE increase of greater than 1.0, are subject to a point loss. Timeline – July
Timely Submission	7	All buildings submitted the Discipline Data Collection by the deadline	Data Source 1 - Timely submission report > Discipline > report in KIAS. Select Discipline Data Collection. Those districts marked Not timely are considered tardy and listed on row 7. Data Source 2 - LEA Submitted / Not Submitted for the target year. Select Discipline Data Collection. All USD found under data not submitted are listed on row 7. Timeline - November of the subsequent school year - report is run for prior year

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Accurate Submission <b>December 1 Data</b>	8	Included all eligible December 1 students	Data Source - verification report in SPEDPro for verification 0203. For students listed, use the Audit log date stamp to determine when the record was modified to claim December 1 services. The student profile date stamp indicates change to the profile data (imported record). Service line Audit log date stamp indicates change to the service line data (manual change). Data Source - Claiming value. Students who qualify for inclusion in the 618 reports but are unclaimed, can result in a point loss for accurate reporting. Timeline – May after December 1 is finalized
Accurate Submission <b>December 1 Data</b>	9	Excluded all ineligible December 1 students	Data Source - verification report in SPEDPro for verification 0210. For students listed, use the Audit log date stamp to determine when the record was modified to remove December 1 services. The student profile date stamp indicates change to the profile data (imported record). Service line Audit log date stamp indicates change to the service line data (manual change). Data Source - Claiming value. Students who do not qualify for the 618 reports but are claimed, can result in a point loss for accurate reporting. Timeline – May after December 1 is finalized
Accurate Submission <b>December 1 Data</b>	10	Correctly reported December 1 Environments	Data Source - Verification 0224 report in SPEDPro. Note columns OSEP Environment (I & J) for change in values. For students listed, use the Audit log date stamp to determine when the record was modified changing the area of Disability on service lines intersecting December 1. The student profile date stamp indicates change to the profile data (imported record). Service line Audit log date stamp indicates change to the service line data (manual change). Timeline – November after EOY data is finalized
Accurate Submission <b>December 1 Data</b>	11	Correctly reported December 1 Disability category	Data Source - Verification 0224 report in SPEDPro. Note columns OSEP Disability (G & H) for change in values. For students listed, use the Audit log date stamp to determine when the record was modified changing the area of Disability on service lines intersecting December 1. The student profile date stamp indicates change to the profile data (imported record). Service line Audit log date stamp indicates change to the service line data (manual change). Timeline – November after EOY data is finalized
Accurate Submission <b>December 1 Data</b>	12	Correctly reported December 1 Responsible school	a) Data Source - Verification 0224 report in SPEDPro. Note columns Responsible Building (E & F) for change in values. For students listed, use the Audit log date stamp to determine when the record was modified changing the area of Disability on service lines intersecting December 1. The student profile date stamp indicates change to the profile data (imported record). Service line Audit log date stamp indicates change to the service line data (manual change). Timeline – September after EOY data is finalized. b) Data Source – Verification 0176 from the verification list in SPEDPro. Crosscheck building number reported in SPEDPro to the Accountability or Funding school reported in KIDS Collection. The KIDS Collection record may list a different school that should have been reported as responsible or may show no building was designated as responsible due to the omission of a KIDS record submission. c) Note: If verification 0224 and 0176 both apply to the December 1 final report, only count a single point loss under category 12a (verification 0224) Timeline – November after EOY data is finalized
<b>Fiscal Year / School Year Data</b>	13	Provider data was accurately reported in PCA	Data Source - Fiscal Auditing Summery report. From Footprints request, the total FTE claimed by an organization and total FTE paid (claimed FTE – audit exceptions) calculate a percentage difference between claimed and paid. Note organizations with a difference of greater than 5%. If an Interlocal has a difference of greater than 5%, request audit exception detail for provider association. Timeline – 1-year lag until all special education audits are complete.

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Fiscal Year / School Year Data	14	Included all eligible IDEA exiters	<p>a) Data Source - Unresolved Exit report in SPEDPro for the concluded school year. For students listed select a subset of students (Dec 1 age 14 -21). Cross check student ID number in KIDS Collection application. Use Reports &gt; Standard &gt; Student History. Query the ID under the concluded school year. Check for the presence of USD reported exits in KIDS, unreported in SPEDPro. Identify KIDS exit records reported prior to the finalization of EOY.</p> <p>b) Data Source – Final EOY report. Check for students with June 30 age of 21 and no exit state or inactive status of G or M not reported. Missing exit data for a 21-year-old results in a point loss for category 14.</p> <p>c) Data Source – Final OSEP Table 4 Exit report. The source of Indicator 14 population. Eligible Dropouts, Graduates, Maximum age and GED transfers omitted from Table 4 result in a point loss for category 14.</p> <p>d) Data Source – request from LEA to update student records with exit data after Table 4 report is finalized, (post closure of EOY collection [9/15 deadline]).</p> <p>Timeline – November after EOY data is finalized</p>
Fiscal Year / School Year Data	15	Excluded all ineligible IDEA exiters	<p>a) Data Source - the Final OSEP Table 4 Exit report in SPEDPro for the concluded school year. Run a projected End of Year report for the current school year. Query on duplicate ID numbers. Identify students incorrectly reported as Graduate, in prior school year.</p> <p>b) Data Source - the Final OSEP Table 4 Exit report in SPEDPro for the concluded school year. Cross check students with exit dates on the first day of school. Query KIDS collection. Verify the number of days of memberships and attendance. Students with zero days of memberships and attendance are considered as Exited is the wrong school year. Services ended in the school year prior.</p> <p>c) Data Source – Unknown Exit report. Cross check students for inaccurate basis of exit of moved, known to be continuing with KIDS EXIT Collection records. If the USD reports a different basis of exit (Drop out, Graduate, transfer to GED, Deceased) then a point loss results in category 15.</p> <p>Timeline – After EOY data is finalized &amp; All organizations have submitted current year.</p>
Fiscal Year / School Year Data	16	Disciplinary removals for IDEA students align between KIAS and SPEDPro	<p>Data Source - the <u>Discipline IDEA Data Validation Report</u>.</p> <p>Note any students listed by Assign child count organization.</p> <p>Timeline – November after EOY data is finalized</p>
Fiscal Year / School Year Data	17	IEP service locations align with out of school disciplinary removals	<p>Data Source - Final <u>OSEP table 5 Discipline Incident</u> report. Select a subset of students with long term removals (10 or more days) of OSS, Expulsion, IAES with an incidence date prior to December 1 and the days of removal imposed intersects the December 1 date per the applicable school calendar. Check the reported SPEDPro services intersecting December 1. If the service setting is other than “U”, identify the student record. Note the reported December 1 service location / setting. Timeline – November after EOY data is finalized</p>
Fiscal Year / School Year Data	18	Verifications / Data Quality reports were addressed before the school year data was finalized	<p>a) Data Source - Verification list in SPEDPro, verification status = open / unresolved. Focus on verifications that align to OSEP reporting categories. See Data Dictionary</p> <p>a) b) Data Source - Exit status report. Students listed on the report provide evidence of moved, known to be continuing status in cases when different Exit categories are reported. Timeline – November after EOY data is finalized.</p>

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Fiscal Year / School Year Data	19	All student level records contained complete MIS data for the school year.	<p>a) Data Source – Final End of Year report in SPEDPro &amp; verification 0148. Crosscheck the Final End of Year report for students with Active status and the Latest service end date is before the end of the school year.</p> <p>b) Data Source – Overlap report. All unresolved overlaps (duplicated services in multiple districts) not confirmed as valid (shared custody) result in a point loss.</p> <p>c) Data Source – Final December 1 and Final End of Year reports in SPEDPro. Duplicate records - Each student has only 1 record per LEA. Multiple records result in not confirmed as valid (shared custody) result in a point loss. Timeline – November after EOY data is finalized.</p> <p>d) Data Source – Final End of Year report in SPEDPro. All services provided to the student under every IEP is reported. Crosscheck the Final End of Year report for students with active IEPs from previous a LEA not reported in the current school year. For example, an omitted move-in IEP. Students with a first day of service date equal to the first IEP date may be an indicator an inaccurate IEP is reported or the first IEP upon entry has been omitted.</p>
Internal Controls	20	Administrator participation in annual MIS summer training	Data Source - attendance records for the current year MIS training, presentation, or workshop. Timeline – September after MIS trainings have completed
Internal Controls	21	MIS Data clerk participation in annual MIS summer training	Data Source - attendance records for the current year MIS training, presentation, or workshop. Timeline – September after MIS trainings have completed
Internal Controls	22	Local MIS Procedural Guide is present at the LEA Level	Data Source - Local procedural manuals are submitted to KSDE upon request. Local procedural manuals are saved on the Home drive > Yearly reports > Indicator 20 > Local procedural manual folder. Timeline – September after MIS trainings have completed
Internal Controls	23	The LEA complied with reporting standards and guidance of support staff	Data Source – Saved correspondence & note between LEA staff and KSDE. These details comprise the “Companion notes”. Correspondence & notes are saved on the Home drive > Yearly reports > Indicator 20 > School year folder Timeline – November after EOY data is finalized