

## 2017 – 2018 KSDE - IDEA Part B and Gifted Special Education Data Dictionary, Appendix

### Catastrophic Aid

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.

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 reimbursement granted to the school district must be deposited in its special education fund. Districts also are required to provide financial information to KSDE upon request. KSA 2000 Supp. 72-983

All Catastrophic Aid claims must be submitted through the current year KSDE MIS collection application. The form may be submitted through keyboard data entry or as a batch file import.

A MIS student record must be submitted first then the catastrophic aid application amended to the student record. The catastrophic aid data must be reported to KSDE no later than the close of business April 30, 2017.

Application form data elements

1. KIDS ID - **REQUIRED** Must be a KIDS ID for which a Profile exists in the Target School Year
2. Student Last Name - Must Match the Student's Legal Last Name OR blank
3. Student Gender – 0 = Female, 1 = Males, or blank
4. Student First Name - Must Match the Student's Legal Last Name OR blank
5. School year – format YYYY, **REQUIRED** Must be a School Year for which data entry is Open
6. Payment LEA – **REQUIRED**, must match a valid LEA or Assign Child Organization for which the user has access

The application Justification – This section consists of 3 open ended questions

7. Describe the student's unique or severe physical, mental, social, emotional or educational characteristics that require additional costs.
8. Justify the cost of the services/placement, as specified in all of the student's IEPs in effect during FY2017, explaining why the student needed the services/placement.
9. 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
- 10 – 44. The Breakdown of Expenditures – Must be whole dollars from 1 - 999999 OR blank (is treated as zero)
- D1 – D6 - Deductions – Must be whole dollars from 1 - 999999 OR blank (blank is treated as zero).

A worksheet is available at [www.ksde.org](http://www.ksde.org) 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

#### 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. Justifications are compared to the MIS data for consistency. 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 Provider ID numbers is required for all providers to assure proper licensure and payment of catastrophic aid.

Data verification – the following verifications codes and descriptions may appear upon submission to KSDE

0137	Payment LEA is invalid
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Please submit an ASCII text file (Tab Delimited) in the above field sequence.

<b>Catastrophic Aid ASCII Text File Format</b>				
	Sequence		Field Name	Field Size
<b>Student Data</b>	1		KIDS ID Number	10
	2		Student's Legal Last Name	60
	3		Student's Gender	1
	4		Student's Birth of Date	10
	5		School Year	4
	6		Assign Payment LEA	5
<b>Justification</b>	7		Question 1 Narrative	1000
	8		Question 2 Narrative	1000
	9		Question 3 Narrative	1000
<b>1000 Instruction</b>	10	100	Personnel Services - Salaries	\$ 6
	11	200	Employee Benefits	\$ 6
	12	300	Purchased Professional and Technical Services	\$ 6
	13	320	Include contract services provided by an agency other than your school district.	\$ 6
	14	400	Purchased Property Services	\$ 6
	15	500	Other Purchased Services	\$ 6
	16	600	Supplies and Materials	\$ 6
	17	700	Equipment (Retain List for Auditing)	\$ 6
<b>2100 Support Services - Student</b>	18	800	Debt Service and Miscellaneous	\$ 6
	19	100	Personnel Services - Salaries	\$ 6
	20	200	Employee Benefits	\$ 6
	21	300	Purchased Professional and Technical Services	\$ 6
	22	320	Include contract services provided by an agency other than your school district.	\$ 6
	23	400	Purchased Property Services	\$ 6
	24	500	Other Purchased Services	\$ 6
	25	600	Supplies and Materials	\$ 6
<b>2200 Support Services - Instructional Staff</b>	26	700	Equipment (Retain List for Auditing)	\$ 6
	27	800	Debt Service and Miscellaneous	\$ 6
	28	100	Personnel Services - Salaries	\$ 6
	29	200	Employee Benefits	\$ 6
	30	300	Purchased Professional and Technical Services	\$ 6
	31	320	Include contract services provided by an agency other than your school district.	\$ 6
	32	400	Purchased Property Services	\$ 6
	33	500	Other Purchased Services	\$ 6
<b>2700 Transportation Services - Student</b>	34	600	Supplies and Materials	\$ 6
	35	700	Equipment (Retain List for Auditing)	\$ 6
	36	800	Debt Service and Miscellaneous	\$ 6
	37	2710	Vehicle Operation	\$ 6
	38	513	Trans services purchased by outside company	\$ 6
	39	519	Mileage Paid in lieu of transportation	\$ 6
<b>2900 Other Support Services</b>	40	520	Insurance Services	\$ 6
	41	2720	Monitoring Services	\$ 6
	42	2730	Vehicle Service and Maintenance	\$ 6
	43	2790	Other Transportation Services	\$ 6
	44		Other services not claimed elsewhere in the 2000 series.	\$ 6
<b>Deductions from special education expenditures. State and federal funds received for this student.</b>	45	D1	State SPED Transportation reimbursement	\$ 6
	46	D2	State Categorical Aid, student's proportionate share	\$ 6
	47	D3	Federal VI-B Funds, student's proportionate share	\$ 6
	48	D4	Federal Medicaid Funds received for this student	\$ 6
	49	D5	State Medicaid Replacement Funds received for student	\$ 6
	50	D6	All other state or funds received for this student	\$ 6

## Catastrophic Aid Itemized 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.  $(\$28,000 \div 8) = \$3,500$ .

Hours of service may also be used. For example, provider serves the student 279 hours of the school year,  $(279 \div 1116) = 25\%$ .  $(\$28,000 \times 25\%) = \$7,000$ . This amount is entered on line D2. Paras are done at 40%

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, unless the provider is only licensed in a lower payment category. The licensed Speech provider \* (example below) cannot be paid at the higher Autism rate. 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	Provider License
AM	1090	Heartspring	7/1/2015	6/30/2016	IR
AM	50	Heartspring	7/1/2015	6/30/2016	SL *

1. Multiply the number of hours for each service by the hourly rate on the formula memo
  - a) 1090 hrs. x .000149 (hourly rate for AM service) = .16241 - FTE equivalent
  - b) 50 hrs. x .000045 (hourly rate for SL service) = .00225 - FTE equivalent
2. Sum fractional - FTE equivalents
  - a) .16241 + .00225 = .16466
3. Multiply total FTE equivalent by estimated 2X (this year’s) categorical aid per teacher entitlement
  - a) .16466 x \$28,000 = \$4,610
4. Enter the dollar amount from step 3 on line D2 or D6 of the application.

**D3.** Federal VI-B flow thru Funds- the student’s proportionate share, based on the student’s 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 flow thru Funds (grants excluded) 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 agency had a total of 2,371 IDEA students  $(\$3,089,555 \div 2,371) = \$1,303$ . 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 not deducted under categories D1-D5 above.

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**Contracts for 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. All NPE claims must be submitted through the current year KSDE MIS collection application. A MIS student record must be submitted first then the NPE application amended to the student record. The form may be submitted through keyboard data entry or as a batch file import by April 30 of the current school year. Do not mail form KSDE C-03a to KSDE.

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

	Sequence	Field Name	Field Size
Header Record ↓	1	KIDS ID Number	10
	2	Student's Legal Last Name	60
	3	Student's Gender	1
	4	Student's Birth Date	10
	5	School Year	4
Variable Length Contract Data Set ↓	R1	IEP Date	10
	R2	Assign Payment LEA	5
	R3	Contract Hours	4
	R4	Contracted Service	2
	R5	Providing Agency	40
	R6	Service Start Date	10
	R7	Service End Date	10
	R8	Provider ID	10
	R9	NPE Contractor License Code	2
	R10	Provider's First Name	45
	R11	Provider's Last Name	45

Application form data elements

1. KIDS ID – **REQUIRED**, must be a KIDS ID for which a Profile exists in the Target School Year
2. Student Last Name - Must Match the Student's Legal Last Name OR blank
3. Student Gender - Must Match the Student's Gender OR blank
4. Date of Birth - Must Match the Student's Birth Date OR blank
5. School year – format YYYY, **REQUIRED**, must be a School Year for which data entry is Open
- R1. IEP date – **REQUIRED**, must be a valid date that is equal to or prior to the date the File is imported
- R3. Contract hours – must be an integer between 1-1116
- R4. Contract Service – from the service code table below
- R5. Providing / contracted agency, – open text. Consistent spelling of the agency is required
- R6. Service start date – Format MM/DD/YYYY
- R7. Service end date – Format MM/DD/YYYY
- R8. Provider ID - **REQUIRED**, must be a valid provider ID
- R9. Provider license code - **REQUIRED**, must be a valid provider license code
- R10. Provider first name – must match provider first name or blank
- R11. Provider last name – must match provider last name or blank

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**Criteria for Submitting NPE Contracted Services Data:**

**Assign Payment LEA (F# R2)** - LEA that entered into the contractual agreement – **REQUIRED**, Must match a valid LEA or Assign Child Organization for which the user’s has access

**Contracted Hours (F# R3)** –The total number of hours for each service in-between the start and end date range.  
Must be an integer between 1 – 1116  
Round fractional hours up to the next highest hour.

**Contracted Special Education or Related Service Codes (F# R4)** - From the table below.

⇒ 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 *
Note: * Service types will default payment to the corresponding provider license		VO - Vocational Special Education *

**Providing / contracted Agency (F# R5)** - 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 ID (F# R8)** - **REQUIRED** Must be a valid Provider ID code

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

**First Date of the Delivered Service: (F# R6)** – 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.

**Last Date of the Delivered Service: (F# R7)** - 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 student’s exit date.

**Area of provider licensure (F# R9)** - Select from the table below

NPE Provider License Codes				MC	SEIMC	RC	Rehab. Counseling
AD	Special Ed. Admin	DT	Diagnostic Teacher	MR	Mental Retardation *	RD	Registered Dietitian
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

**Note:** \* Payment rate can change if provider’s area of license indicates a provider has different qualifications. For example: An AM service delivered by a licensed SL provider pays at the SL rate.

**IEP or IFSP Staffing or Annual Review Meeting Date (F# R1)** - The date of the IEP or IFSP documenting the services to be delivered under contract for the current fiscal year.

**Contract verification codes**

149	Payment LEA Blank	152	Contract provider is missing
150	Payment LEA invalid	153	Provider not valid in current year
151	Contracted Agency is blank	156	Service code is blank or invalid
219	NPE payment rate based on provider license		

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### 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 provided 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 current School Year 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 anticipated 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.

**Data Codes used in MIS reports**

**Discipline data codes:** - Key to the codes found in the MIS discipline data table

**Basis of removal codes:**

<b>D</b>	Drug offense	<b>H</b>	Due Process Hearing Officer Determination
<b>S</b>	Serious Bodily Injury	<b>V</b>	Violation of a school’s code of conduct
<b>W</b>	Weapon offense		

Discipline records include numeric values for the number of days of removal by incident date and incident type.

**OSEP Environment Codes for LRE and Indicators 5 & 6**

Early Childhood Environments		School age Environments	
	Age 3-5		Age 6-21
<b>TM</b>	10 hours or more & Services 50% > in regular EC programs	<b>RC</b>	Less than 21 % outside reg. class
<b>UM</b>	less than 10 hours & Services 50% > in regular EC programs	<b>RR</b>	21 % - 60 % outside reg. class
<b>TL</b>	10 hours or more & Services < 50% in regular EC programs	<b>SC</b>	More than 60 % outside reg. class
<b>UL</b>	less than 10 hours & Services < 50% in regular EC programs	<b>SS</b>	Separate School
<b>SP</b>	Separate Class	<b>RF</b>	Residential Facility
<b>SS</b>	Separate School	<b>HH</b>	Homebound / Hospital
<b>HO</b>	Home	<b>PP</b>	Private Parochial Student
<b>PL</b>	Service Provider Location	<b>CF</b>	Correctional Facility

10-hour test is based on the student’s participation in a qualified regular early childhood program per week.

**OSEP Race / Ethnicity**

Category	Code	Category	Code
American Indian or Alaska Native	A	Native Hawaiian or Other Pacific Islander	P
Asian	S	Two or more races	M
Black or African American	B	White	W
Hispanic	H		

**Directory Updates – Guidance**

The State Educational Directory is created each school year with information about all schools and all programs across the state. The database that stores this information is a KSDE web application named Directory Updates. **Each school year, class schedules are reported by start and dismissal time, lunch time times, kindergarten and preschool sessions by program type, and days per week.** The Superintendent, district board clerk and KSDE SPED Data manager have permissions to make Directory updates. Recommended guidance for entering Directory data:

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

- Preschools and Kindergarten - enter the district standard schedule for each session by program type
- Home, off site community locations, Hospitals out of state programs – enter the district standard schedule
- Local correctional facilities, programs without a set schedule, – enter the district standard schedule
- Non-accredited private / parochial school – enter the actual daily schedule
- **Before or after school K time programs w/o IEP support in other locations. Enter 8 am to 4 pm without lunch minutes.**

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

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

**Preschool program types for each directory session by start, dismissal times and days / week**

Program Type	Directory value	Setting Code	Program Type	Directory value	Setting Code
Headstart	6	B, K	SPED Reverse Mainstream	9	W
4 Year Old At-Risk	7	B, K	All other Reg / Gen Ed PreS	10	B, K
Integrated SPED	8	R	Itinerant Services – All other	10	G

## 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.



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**Special Education Program types, descriptions and examples**

Non-public - Off campus, MIS default settings - D, E, U, T, X Directory level – 12

Locations outside of school buildings or campus where students receive services  
 Work locations, job sites, library, stores, restaurants, swimming pools, parks, etc.  
 Includes locations for students served off campus due to out of school suspensions / expulsions

Home MIS default settings – A, O, P, T, U, X Directory level – 15

Homes or a residence where students receive services  
 Home based, home bound, home school or at home due to out of school suspension / expulsion

Public off campus MIS possible settings – G, H, J, U, T, X Directory level – 19

Programs run by a school district, Coop or interlocal located outside of Elementary or  
 Secondary school buildings  
 18 – 21 year old programs, day schools, alternative schools

Community based preschools MIS default settings - B, G, K, T, X Directory level – 18

Preschool programs run by private organizations located in the community  
 Yogi Bear preschool, Topeka head-start, Happy Diaper preschool, etc.

Public off site preschools MIS default settings - G, T, X MIS possible settings - B, K, R, W Directory level –14

Preschool administered / operated by a district, coop or interlocal, not housed in a public  
 School building, For example - USD 123 preschool program

K time building MIS default settings - K Directory level – 21

Organized structured child care program not housed in a public school building, were no  
 Special education services or support occurs. Used only for before or after school participation.  
 Mary Jones child care, St. Patrick’s church day care, YMCA child care, etc.

Incarceration MIS default settings - I, T, X Directory level – 16

Local or county, regional jail facilities  
 Douglas County jail, Topeka Juvenile, etc.

Hospital MIS default settings - L, T, X Directory level – 13

Local or county hospitals  
 Allen County Hospital, Kansas Rehab Hospital, Hays Medical Center, etc.

**Standard Special Education Directory programs and default service settings**

Program	Default Settings	Program	Default Settings
Off-site non public	D, E, U, T, X	Community based Preschool	B, G, K, T, X
Home	A, O, P, U, T, X	After School K time program	K
Hospital	L, T, X	Incarceration	I, T, X

## Reporting Full sessions of Services

**Full Sessions Defined**– Students participating in special education programs such as Day Schools (J), Residential facilities (M), Integrated (R) and Reverse Mainstream (W) classrooms typically participate for the entire session for each day of attendance. Full sessions are determined by the sum of classroom minutes plus pull out minutes of services for each day of attendance. Interpreter, Attendant care, Nurse and School health services are not deductions from the session minutes because these services can occur simultaneously with special education and related services or are part of the special education program that the student participates in. Students in these programs with less than a full session will be flagged for verification.

## 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
Header Record ↓	1	School Year	4
	2	Provider ID	10
	3	Staff First Name	45
	4	Staff Last Name	45
Repeating	R1	Organization	5
	R2	Staff Role	1

Field descriptions:

Header

1. School Year – format YYYY, must be for a year a collection is open
2. Provider ID – must have an ID from KSDE teacher licensure or CAPS
3. Provider First Name - Must Match the Provider's Legal First Name OR blank
4. Provider Last Name - Must Match the Provider's Legal Last Name OR blank

Repeating values – for each different set of applicable organization, role and / or licensure

R1. Organization - Must be an Organization that exists in the Directory that is within the user's scope of access for the School Year.

Format – D0, S0, X0, Z0 prefix followed by 3-digit number.

R2. Provider Role – Must be a valid Staff Position (1, 2, 3, 4, or 5)

1. Case Manager
2. School Psychologist
3. Speech Language Pathologist
4. NPE provider
5. Service line provider

## Verification Checks for Student MIS

### Codes Check Description

- 0004 Service Line Setting is missing or not approved for the Service Location.
- 0005 Age of student is outside of the 3 to 21 range per service line dates for current school year
- 0007 Calendar not found for service location.
- 0008 Location of services is community based (E) or Regular class (C) for a preschool student.
- 0009 Consulting time is less than 3 or > than 30 minutes. (Assistive technology & Audiology excluded)
- 0010 County of residence missing or invalid.
- 0011 Days are blank or exceed building maximum or exceed the range between the start and end dates  
According to the days marked as in session on the calendar used for this service line
- 0012 Service End Date outside of the calendar range or overlaps the next IEP
- 0014 Service end date is prior to or after student's exit date
- 0018 IEP Date is on or after the Profile Exit Date
- 0019 Student has an inactive status and no exit date
- 0020 Exit date is present and valid but status is not an inactive.
- 0022 Student is claimed and does not have a primary disability or Gifted Marked Yes
- 0028 Grade is  $\leq 10$  and status = Graduate with diploma.
- 0035 Student has overlapping services of incarceration settings and settings outside of the correctional facility.
- 0036 Services - AC, SH, IN & NU times exceed the classroom possibilities
- 0038 Service location does not qualify as a KDCF, JJA or Parental placement facility.
- 0039 Homebound setting "P" is used in combination with school based settings.
- 0041 K Time service settings and KT service codes do not align and / or a provider is listed.
- 0042 The amount of K time in combination with service time exceeds the buildings cap per school day.
- 0043 Language of parent missing or is not a valid code
- 0044 Minutes missing or minutes exceed amount of class time for the service location.
- 0045 No service lines are present for the IEP.
- 0047 Neighborhood school reported does not qualify as a neighborhood school
- 0048 Any service setting contains "O" setting and neighborhood school is not Home
- 0049 Primary disability code is blank or invalid.
- 0050 Secondary disability code is invalid.
- 0053 Age of student is outside of the 3 to 9 range per service line dates for current school, with DD disability.
- 0055 Primary disability is DD and Secondary disability is present
- 0056 Primary or Secondary exceptionality is SL (Speech Language) and SS (Related Service) is used.
- 0058 Student's grade is 1 or higher and the location(s) of services are in a preschool classroom. (B, R, W)
- 0060 Responsible building is invalid, private / parochial, administration or home.
- 0063 Status code missing or not valid status code.
- 0065 Students turned age 3 in current school year and active status is not (N) or (B).
- 0067 Status code M used for a student under the age of 21
- 0068 Placed by code is invalid. Data must be coded as J, P, S or L.
- 0070 Service start date is blank or invalid or prior to the first day of school
- 0072 Service start date is after the exit date
- 0073 Service start date is before the student's 3<sup>rd</sup> birthday
- 0075 Service line start date is before the IEP date
- 0077 Total time for all services exceeds amount building's daily minutes.

This verification may not be reported to KSDE as OK, MIS data must be corrected.

## 2017 – 2018 KSDE - IDEA Part B and Gifted Special Education Data Dictionary, Appendix

### Codes Check Description      Verification Checks for Student MIS

- 0083 Student is identified as Gifted and there are no Gifted services on services lines.
- 0084 Gifted services are listed on lines and Gifted exceptionality is not marked YES
- 0085 There is more than 1 active student profile for the same student
- 0090 Secondary disabilities are reported without a primary disability
- 0096 Service line provider not found by ID and service location in provider list
- 0113 Service end date is not in the student profile school year
- 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
- 0139 Primary and Secondary exceptionalities cannot be the same
- 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 MIS shows student is entering from another agency, change Status to "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 students 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 found for the student
- 0175 Assign Child Organization is not valid for the current School Year
- 0176 There is not a KIDS record for this combination of school year and responsible building
- 0197 Primary disabilities is blank and gifted is not marked YES.
- 0198 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
- 0203 Student has IEP services on 12-1, 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
- 0208 Student was included on the Final OSEP Table 5 Discipline Report but no longer meets the criteria to be included on the report for this LEA.
- 0210 Student counted on OSEP table 1 but modified data removes the student from the report.
- 0212 K time start and end dates are outside of the IEP service line start and / or end range of dates
- 0213 Student has status "S" and student is not Gifted only at the time of the exit.
- 0214 Service line program type by setting code is not found in the directory
- 0215 Annual status is an inactive, blank or does not match to current active status.
- 0216 Student does not have a disability and has services not appropriate for Gifted only
- 0220 December 1st service lines have different primary disability, secondary disability, and gifted values
- 0221 December 1st service lines have different responsible schools
- 0223 December 1st service lines have different start and end dates. Please align

## 2017 – 2018 KSDE - IDEA Part B and Gifted Special Education Data Dictionary, Appendix Virtual school or Virtual programs Guidance for IEP students' participation

### Service line guidance

- 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 Public off-campus.
  - c) Other locations -
    - i) Home is the XXXX building in the relevant USD where the student resides
    - ii) Non-school location is the YYYY location in the relevant USD's catchment area.
- 4) Responsible school - the school accountable in terms of AYP or funding
  - 1) Accountability School - the building where the average daily attendance and assessment score are assigned and reported to KSDE for public school students
  - 2) Funding School- the public school building for which funds are assigned for private, parochial or home school students

### Student profile guidance

- 1) Neighborhood school - where the student chooses to enroll for general education
  - 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. Out of State Students – Report the All Out of state building 9986 under organization D0999
    - 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.

**Other cases**

- 1) Students receiving educational support from more than 1 Kansas school system
  - a. 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.
  - b. For the December 1 MIS collection KSDE will assign the child count to the district providing the greatest amount of special education support
  - c. For the June MIS collection each agency will have the SPED support provided applied to their SPED FTE calculation.
- 2) 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.