

# January 2018 MIS – FAQ

## Reports – Which reports help manage my December 1 data?

### Verification report

Q. What should I look for?

#### 1. Unresolved verifications

##### a) Service line verifications affecting the OSEP / Federal environment

0004 – Invalid or missing service settings.

0007 – Missing calendar

0011 – Zero days or days exceeding the calendar days in session

0012 – Service dates are outside of the calendar range

0039 – Setting “P” homebound listed for the same dates as school based settings.

0045 – No service lines are present.

0047 – Invalid neighborhood school

0070 – Service start date is blank or prior to the first day of school

0123 – Service start date is causing an Overlap

0124 - Service end date is causing an Overlap

0214 – Setting code does not match to the same program session in the directory.

0220 – Not all December 1 service lines have the same disabilities and / or Gifted indicator.

0221 – Not all December 1 service lines have the same Responsible school.

##### B) Other Verifications affecting the OSEP / Federal child count categories

0005 – Age of the student is less than 3 or greater than 21.

0022 – Area of disability is missing for a non-Gifted student.

0049 – Area of disability is an invalid code.

0053 - Area of disability = DD for dates outside of the students calculated age of 3 – 9.

0060 – Responsible school is invalid

0085 – Multiple active profiles are present for the same student.

0176 – The responsible school listed does not match to or is not found in student’s KIDS record

##### C) Exit data flags

0014 – Service dates are after the student’s exit date

0019 – Inactive status and no exit date

0020 – Exit date is listed but “Current” status is active

0144 – The latest service end date does not equal the student’s exit date.

0146 – There is a Gap in services excluding the December 1 date

### Projected December 1 report

Q. What should I look for?

#### 1. Start with the child count. Are the number of students in the projected report

##### a) How do address this?

Compare to your IEP system to verify child counts, add or remove student records as applicable. Check claiming indicator

#### 2. Duplicates

##### a) Duplicate records are not permitted per OSEP reporting requirements.

i) To fix it, remove duplicate records. Only one record per student is allowed.

#### 3. Find missing data or invalid data

##### a) Invalid Assign Child Count organization – **this must be fixed**

i) Does the ACC column have a Z0 or X0 organization listed?

(1) This indicates an invalid responsible school.

(2) To fix it change the responsible school to an elementary, middle or high school in your agency.

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- b) Neighborhood LEA = Blank
    - i) This indicates a closed school.
      - (1) To fix it change the neighborhood school to an open and active building.
  - c) Grade level = Blank
    - i) Calendar is not found, Directory sessions are not found.
      - (1) To fix it, enter a valid grade level.
  - d) Service code = Blank
    - i) To fix it, enter a valid service code
  - e) Setting code is invalid “Z”
    - i) To fix it, enter a valid setting code
  - f) County of residence = Blank
    - i) To fix it, enter a valid county code
  - g) Parent language = Blank
    - i) To fix it, enter a valid Parent language
4. Settings inconsistent with for the students age or grade level
- a) Preschool settings for student older than age 6 or grade levels higher than Kindergarten
5. Accurate Responsible school
- a) The Responsible school on the December 1 service lines is in the Responsible organization during the date ranges that intersect the December 1 date.
  - b) If a student moves between member districts of a Coop or Interlocal, report the correct responsible school by service date. Report multiple responsible schools under the same IEP by service date range. A Responsible school typically does not change based on a new IEP, but is reported by building exit and entry dates.
6. Exit date issues
- a) Exit date listed is in last school year
  - b) Exit date is a future date that has not arrived yet
  - c) Exit date and latest service end date do not match

#### Projected End of the Year report.

##### Q. What should I look for?

- 1. Inconsistencies and illogical patterns in the data
  - a) Students with Active status and services end before December 1.
  - b) Grade levels inconsistent with the student’s age
    - i) Preschool or Kindergarten grade level for students age 6 or older
  - c) Primary disability = Blank and Gifted Indicator = No
  - d) Federal / OSEP environment = Blank and Gifted Indicator = No
  - e) Multiple / Duplicate records for the same student
  - f) Students with primary disability of DD and December 1 age is outside of the 3 – 9 age range.

#### Overlap report.

##### Q. What should I look for?

- 1. The overlapping organizations
  - a) If the organizations are both an internal and external, this is due to a move in or move out
  - b) If the only organization is internal (your district), then the overlap is on the student’s service lines
  - c) If the organizations are multiple member districts, then the overlap may be related to multiple profiles.
- 2. The overlapping dates – factor the activity of your student. Did the student move in or move out?
  - a) If the overlap starts (days) before your exit date, then your service end dates are likely long

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- i) To fix it, end the service lines and change the exit date to the day before the overlap starts
- b) If the overlap starts before the student move in, contact the other MIS clerk for discussion
- 3. Shared records. – Sharing student records with external organizations can create artificial overlaps
  - a) Shared records commonly contain services from both the current and prior organization when imported.
    - i) To fix it remove the services delivered in the prior organization before importing or delete these service lines from the MIS after the Import has completed.
- 4. Overlaps beginning related to dates on or close to the First Day of School / Beginning of the School year.
  - a) This can be attributed to a shared record when both organizations are reporting Beginning of the School year services.
  - b) This can be attributed to a summer exit. The student moved over the summer, and the student was not exited as of the last day of school from the prior organization.
    - i) To fix this, report the student as an exit in the prior school year. Enter the exit date as the last day of school or the corresponding latest service end date. If the prior year collection has closed, delete the current year student profile from the MIS
- 5. Matching student ID numbers with different student demographics.
  - a) If the first name, last name and / or Date of Birth are not exact or dissimilar matches, this may be a case of an inaccurate student ID number
    - i) To fix it, contact the KIDS Help Desk for assistance with this issue. 785-296-7935. [helpdesk@ksde.org](mailto:helpdesk@ksde.org)

Building Information – The building information page can be printed using the Print function in your web browser

Q. What should I look for?

- 1. School Buildings and SPED Programs with missing class minutes
- 2. School Buildings and SPED Programs with inaccurate session / class minutes
- 3. School Buildings and SPED Programs with inaccurate days per week
- 4. School Buildings and SPED Programs with inaccurate preschool or Kindergarten program types
  - i) To fix it, contact the local board clerk or the KSDE MIS Data manager for assistance with Directory Updates.
  - ii) Directory Updates require session start and dismissal times. The number of lunch minutes, the number of days per week the class is in session and the specific program type.