

## February 2018 MIS – FAQ

### MIS Checklist Review

The December 1 Child Count Report will be finalized at the end of February.  
Is everything in order?

Check list tasks – have these tasks been documented with completion dates?

Beginning of the school year tasks

1. Entered Current year Calendar in the MIS
2. Entered Current year Providers in the MIS
3. Entered Current year Settings in the MIS
4. Current year Directory sessions have been confirmed as correct or corrections made
5. Current year Directory program types have been confirmed as correct or corrections made
6. Current year students are promoted by grade, status, and buildings
7. Neighborhood, responsible and attendance buildings are changed to current year schools
  - a. Preschool to Elementary school students
  - b. Elementary to Middle school students
  - c. Middle to High school students
  - d. Students placed in Special Education programs
8. Preschool settings for Kindergarteners have been updated to elementary school settings.
9. Responsible schools have been updated for student who moved between Coop and Interlocal member districts.
10. Current year Students are entered into the MIS.
11. Unresolved Exit report from prior school year completed
  - a. Summer exits have been accounted for in prior school year MIS
  - b. Reasons for student listed as unresolved exits have been documented.
12. All students who exited in the prior year have been deleted from the current year
  - a. Beginning of the year Overlaps have been resolved.
13. Students who attended prior summer ESY have been marked yes in current year MIS

Ongoing tasks continuous through the school year

14. Documented contacts with local KIDS Administrators requesting initial and / or corrected KIDS Collection records for specific students
15. All IEPs have been updated, recorded with monthly completion dates
16. All current year exits have been entered, recorded with monthly completion dates
17. All new (entering, new referrals, Reinitiation) students entered, recorded with monthly completion dates
18. Projected reports are run
  - a. Data is analyzed for accuracy
    - i. Correct birthdates, service settings, area of disability, service dates, etc. are present.
    - ii. Missing and invalid data elements are corrected
  - b. Data is analyzed for completeness
    - i. Student counts confirmed against IEP programs
    - ii. Quality checks completed
  - c. OSEP categories confirmed as correct within correct parameters
  - d. Year to year data comparisons completed
    - i. Shifts of more than 20% are confirmed and explained.
19. All Overlaps are resolved as they become present
20. All verifications are resolved as they become present