

## May 2018 MIS – FAQ

### End of Year Preparation

1. Accounting for all IEPs - be sure IEP services are covered through the end of the school year for active students.
  - a. As the school year comes to a close, the number of verification 0207 (IEP over 1 year old) should decrease as the last IEP of the school year is entered into SPEDPro.
  - b. SPEDPro will accept current year IEPs dated up to the last day of school.
  
2. Reports – Use the following reports to help with data accuracy
  - a. Exit status report
    - i. List of students with subsequent activity after they exited your agency.
    - ii. The report is evidence the exit status reported needs to be changed to “T” – Moved known to be continuing in another Kansas organization.
  
  - b. Unknown exit report
    - i. List of students reported as “T” – Moved known to be continuing in another Kansas organization. – However the student is not found elsewhere.
    - ii. Focus of student with exit dates From August 2017 through April 2018
    - iii. Check with local KIDS administrator to see if the basis of exit should be different.
    - iv. Expect reported Exit codes to change for some students.
    - v. Listed students may affect the accuracy of the OSEP Table 4 Exit report.
  
  - c. Overlap report
    - i. List of students with service dates overlapping with another agency. More than one agency is claiming to have served the same student on the same dates in two or more different locations.
    - ii. To resolve overlaps, modify service start and / or exit dates to remove overlaps
    - iii. Speak with the Data Clerk from the overlapping agency and coordinate efforts as all overlaps must be resolved.
    - iv. Tip – Move in student – Are you reporting the same IEP services that were delivered from the sending agency? If yes, delete the service lines from the other agency
    - v. Tip – Move out student – Is the overlap start date days before your exit date? If yes, then you exit date and service end dates may be long. The student was already in the new agency before the exit date. To fix it change the exit date and latest service end dates to equal the day before the overlaps starts.
  
  - d. Projected OSEP Table 4 exit report
    - i. List of student who qualify for the OSEP exit report.
      1. IDEA student
      2. Age 14 -21
      3. Last exit of the school year (from any agency)
      4. Has not become active Special Education elsewhere after the exit date (excludes moved students)
    - ii. Does the list contain all of the qualified students with the correct basis of exit?
  
  - e. Projected End of Year report
    - i. List of all student served by the LEA during the school year. Are all students accounted for?
    - ii. Is the report unduplicated? No student should be listed more than once

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- iii. Look for students with Active status and services that end before the last day of school. Active student would have services through the last day of school.
  - iv. Are exit dates and latest service end dates equal (are the same date)? These dates would always be the same date.
- f. NPE Summery report
- i. Check to see that all students with NPE claims are accounted for.
  - ii. For qualifying students, confirm the FTE amount has been factored correctly on the catastrophic aid deduction for NPE reimbursement.
- g. Catastrophic Aid claims
- i. Check the status of the Catastrophic Aid claim. If the claim has been denied, contact KSDE for assistance
3. Table 5 discipline data –
- a. Follow local procedures for confirmation with buildings that discipline incidences have been reported by building. If a building had zero incidences of disciplinary removal during the current school year, the building is required to report zero.

Note; KIAS system not ready for receiving discipline data as of May 1, 2018. They system is not currently functional but is expected to operational in the near future.

Once the KIAS system is operational, discipline will populate into SPEDPro as individual incidences are reported in KIAS. SPEDPro will continue to have projected summery and Incident reports for review. New reports are forthcoming that will assist with verifying the accuracy of the students reported and the detail of the incident. Guidance for the Discipline data will be forthcoming