

## May 2019 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. Use the projected EOY report to find active students with services ending before the last day of school.
  - b. Verification 0207 (IEP over 1 year old) is an indicator that services to the end of the school year may not be accounted for.
  
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.
    - iii. This report should have no students listed by September 15
  
  - 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 through April
    - 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. This report should have no students listed by September 15
    - vi. 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.
    - vi. This report should have no students listed by September 15
  
  - 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?

## **May 2019 MIS – FAQ**

### **End of Year Preparation**

- 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
    - 1. FY2019 MIS workshop handbook shows how to find and remove duplicate records
  - iii. Find and correct 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. Find and correct unequal exit dates and latest service end 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.

Discipline incidences are reported in KIAS. The current year discipline collection closes on June 30. Please notify local KIAS users of any discrepancies to be corrected before the June 30 deadline.

Note; Verification 0176 – KIDS Collection for the current year closes on June 30

If there is no responsible school available for selection in SPEDPro, the district has until June 30 to submit a KIDS record listing a valid responsible school. Remind the local KIDS administrator the SPED record type will work to resolve this reporting requirement. KIDS record type “SPED” work to resolve 0176