# January 2020 MIS – FAQ

## Data Quality Checks – How to manage my December 1 data.

### MIS Annual Checklist of Completed Tasks

<table>
<thead>
<tr>
<th>Time line</th>
<th>Task</th>
<th>Date Complete</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>Update December &amp; Jan. IEPs</td>
<td>Continuous Activity – Keeping data up-to-date</td>
<td></td>
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<tr>
<td></td>
<td>Review Projected December 1, Gifted summery Review EOY reports for accuracy</td>
<td>Confirm population totals Check for missing data, inaccuracies, unexpected values listed</td>
<td></td>
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<tr>
<td></td>
<td>Run Overlap report, resolve service dates. Verification 0085, 0123, 0124</td>
<td>Contact other MIS clerk to resolve Overlaps.</td>
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<td></td>
<td>Address / Resolve Verifications</td>
<td>Request assistance from KSDE to help resolve</td>
<td></td>
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<tr>
<td></td>
<td>Verification 0214</td>
<td>Settings reported are not found in the Directory</td>
<td></td>
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<tr>
<td></td>
<td>Verifications 0004, 0007, 0011, 0012, 0039, 0045, 0047, 0070.</td>
<td>Correct service line data skewing OSEP environments</td>
<td></td>
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<tr>
<td></td>
<td>Verification 0220, 0221</td>
<td>Correct data that contradicts the correct OSEP categories</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Verification report</th>
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<tbody>
<tr>
<td>Q. What should I look for?</td>
</tr>
<tr>
<td>1. Unresolved verifications</td>
</tr>
<tr>
<td>a) Service line verifications affecting the OSEP / Federal environment</td>
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<tr>
<td>0004 – Invalid or missing service settings.</td>
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<tr>
<td>0007 – Missing calendar</td>
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<tr>
<td>0011 – Zero days or days exceeding the calendar days in session</td>
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<tr>
<td>0012 – Service dates are outside of the calendar range</td>
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<tr>
<td>0039 – Setting “P” homebound listed for the same dates as school based settings.</td>
</tr>
<tr>
<td>0045 – No service lines are present.</td>
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<tr>
<td>0047 – Invalid neighborhood school</td>
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<tr>
<td>0070 – Service start date is blank or prior to the first day of school</td>
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<tr>
<td>0123 – Service start date is causing an Overlap</td>
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<tr>
<td>0124 - Service end date is causing an Overlap</td>
</tr>
<tr>
<td>0214 – Setting code does not match to the same program session in the directory.</td>
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<tr>
<td>0220 – Not all December 1 service lines have the same disabilities and / or Gifted indicator.</td>
</tr>
<tr>
<td>0221 – Not all December 1 service lines have the same Responsible school.</td>
</tr>
<tr>
<td>B) Other Verifications affecting the OSEP / Federal child count categories</td>
</tr>
<tr>
<td>0005 – Age of the student is less than 3 or greater than 21.</td>
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<tr>
<td>0022 – Area of disability is missing for a non-Gifted student.</td>
</tr>
<tr>
<td>0049 – Area of disability is an invalid code.</td>
</tr>
<tr>
<td>0053 - Area of disability = DD for dates outside of the students calculated age of 3 – 9.</td>
</tr>
<tr>
<td>0060 – Responsible school is invalid</td>
</tr>
<tr>
<td>0085 – Multiple active profiles are present for the same student.</td>
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</table>

Contact KSDE for assistance correcting unresolved verifications
Unresolved verifications may effect a district’s Level of Determination.

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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.
   b) Run Duplicate check using projected December 1 report.
      i) Use FY 2019 MIS Workshop handbook. Pages 16-18
      ii) 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
      i) Does the ACC column have a Z0 or X0 organization listed?
         (1) This indicates an invalid responsible school.
         (2) Use FY 2018 MIS Workshop handbook. Page 20
         (3) To fix it change the responsible school to an elementary, middle or high school in your agency.
      b) Birthdate of student
         i) Verify the correct birthdate is pulling from the KIDS records
      c) Neighborhood LEA = Blank
         i) This indicates a closed school.
         (1) Same process as above, filter on Neighborhood LEA field
         (2) To fix it change the neighborhood school to an open and active building.
      d) Students with disability category of DD and age is greater than 9
         i) Use FY 2018 MIS Workshop handbook. Page 21
      e) Grade level = Blank
         i) Use FY 2018 MIS Workshop handbook. Page 19
            (1) To fix it, enter a valid grade level.
      f) Service code = Blank
         i) Use FY 2019 MIS Workshop handbook. Page 19
         ii) To fix it, enter a valid service code
      g) Setting code is invalid “Z”
         i) Use FY 2019 MIS Workshop handbook. Page 18
         ii) To fix it, enter a valid setting code
      h) County of residence = Blank
         i) Same process as above, filter on County of Residence field.
         ii) To fix it, enter a valid county code
      i) Parent language = Blank
         i) Same process as above, filter on Parent Language field
         ii) To fix it, enter a valid Parent language
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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
      i) Use FY 2018 MIS Workshop handbook. Page 21

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. DD as a secondary disability.
   a) DD stands alone as a primary disability.
   b) To fix this, either DD would either be a primary disability with no secondary or deleted as secondary

7. Overlap report
   a) Is the report empty and no students are listed?

8. Unclaimed Student report
   a) Are there unclaimed students listed that should be claimed for the Federal reports?

Verification 0170 clarification – This verification flags students who have their 3\textsuperscript{rd} birthday during a prior school
year and are reported in SPEDPro this school year with a current status of “B” – Part C to Part B transition
student. The verification logic is using the last day of school of the district level calendar of the student’s
responsible district / organization. If the student’s 3\textsuperscript{rd} birthday is on or before the last day of school, then the
verification triggers.

How to resolve 0170 –
   a. If the student received IEP services last school year, then the current status would be changed to
      continuing and the record saved.
   b. If the student did not receive IEP services last school year, then the student did not transition from Part C
to Part B by their 3\textsuperscript{rd} birthday. This happens when the parent chooses not to transition, but elects to begin
services in the new school year. In the case, changing the status to new referral would resolve the
verification.