

## January 2020 MIS – FAQ

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

MIS Annual Checklist of Completed Tasks			
Time line	Task	Date Complete	Purpose Do Data Quality checks
January	Update December & Jan. IEPs		Continuous Activity – Keeping data up-to-date
	Review Projected December 1, Gifted summery Review EOY reports for accuracy		Confirm population totals Check for missing data, inaccuracies, unexpected values listed
	Run Overlap report, resolve service dates. Verification 0085, 0123, 0124		Contact other MIS clerk to resolve Overlaps.
	Address / Resolve Verifications		<b>Request assistance from KSDE to help resolve</b>
	Verification 0214		Settings reported are not found in the Directory
	Verifications 0004, 0007, 0011, 0012, 0039, 0045, 0047, 0070,		Correct service line data skewing OSEP environments
	Verification 0220, 0221		Correct data that contradicts the correct OSEP categories
			Discover possible exits or students with current IEP not reported
			Find / correct active students with services ending before December 1

### **Contact KSDE for assistance correcting unresolved verifications**

### **Unresolved verifications may effect a district’s Level of Determination.**

#### 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.

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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<sup>rd</sup> 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<sup>rd</sup> 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 received IEP services last school year, then the student did not transition from Part C to Part B by their 3<sup>rd</sup> 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.