

February 2020 MIS – FAQ MIS Checklist Review

The December 1 Child Count Report will be finalized on February 28.

Is everything in order?

MIS Annual Checklist of Completed Tasks			
Time line	Task	Date Complete	Purpose Do Data Quality checks
February	Update January & Feb. IEPs and exits		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
	Check - Unclaimed Student report		Confirm these students are to be excluded from Dec. 1
	Run Overlap report, resolve service dates. Verification 0085, 0123, 0124		Contact other MIS clerk to resolve Overlaps. Remove duplicate services from multiple IEPs
	Address / Resolve Verifications		Request assistance from KSDE to help resolve
	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
	Verification 0176		All 0176 are resolved. Every student has a current year KIDS record corresponding to the responsible school reported in SPEDPro.

Areas of focus that could affect the district’s level of determination

- Verification 0214 – Unresolved verification 0214 may result in a point deduction for not following MIS instructions
- Verification 0176
 - Responsible schools are valid for the current year. Fixed with KIDS record type SPED
- Verification 0085, 0123, 0124
 - Unresolved Overlaps & duplicates - may result in a point loss for Inaccuracy of December 1 data
- Verifications 0004, 0007, 0011, 0012, 0039, 0045, 0047, 0070
 - Verifications resulting from unapproved settings - may result in a point loss for inaccuracy of December 1 data
 - Resulting unreliable OSEP environments - may result in a point loss for inaccuracy of December 1 data
- 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 disability, environment, age, gender categories confirmed as correct
 - d. Year to year data comparisons completed
 - i. Shifts of more than 20% are confirmed and explained.
- All verifications are resolved as they become present