

December 2020 MIS – FAQ

December 1 reports, - what to do with them?

MIS Annual Checklist of Completed Tasks			
Time line	Task	Date Complete	Purpose Do Data Quality checks
December	Update November & December IEPs and exits		Continuous Activity
	Review Projected December 1, Gifted summery and EOY reports for accuracy		Check for missing data, inaccuracies, unexpected values listed in report columns
	Find active students with services ending prior to December 1		Discover possible exits or students with current IEP not reported.
	Address / Resolve Verifications		Correct data that excludes students from the count
	Compare MIS counts to IEP system		Confirm the number of students is accurate
	Run Overlap report, resolve service dates		Resolve Overlaps
	Confirm exits prior to December 1		Resolve possible 0210 verifications
	Unclaimed students		Verify claiming value for all students

Questions on how to resolve a specific Verification?

Contact SPEDPro help desk, 785-296-4945

Missing FY2021 students – Check the Unresolved Exit report from FY2020. Students listed on this report may be active in FY2021, but their record in missing from SPEDPro

Projected December 1 report

1. Total Population.
Confirm the number of IDEA students is accurate.
 - a. Crosscheck the number of active students to your local IEP program
 - b. Look for inactive students in one system but not the other
 - c. Look for active students in one system but not the other
2. Check for data accuracy
 - a. See November 2019 FAQ for specific data discrepancies
3. Remove duplicate records
 - a. Use the duplicate search process from the FY 2019 MIS workshop notebook, pages 16-18
4. Update incorrect grade levels
 - a. 88 students have no grade level entered
 - b. 16 preschool age students (age 3,4,5) have grade levels 1-5

Gifted Summery report

1. Total Population
Confirm the number of IDEA students is accurate.
 - a. Crosscheck the number of active students to your local IEP program
 - b. Look for exits in one system but not the other
 - c. Look for new students in one system but not the other

Unclaimed student report

1. Claiming value

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Does the student on the list have the correct claiming value on the student profile?

- a. A blank value means **No** was selected. Student is not being claimed for federal child counts.
- b. If **Yes** is the correct value. The profile needs to be updated
Select the student profile in EDIT mode. Click the Claiming drop down menu, choose YES.
Click the save button

Overlap report

1. Students with overlapping service line dates will be listed on the report

Check the Current Status of the student

- a. Did the student exit your agency? If yes, then the latest service end date is likely long.
 - i. To resolve the overlap, shorten the service line end dates to the day before the reported start date from the overlapping agency. Enter the new date as the new exit date on the student profile
- b. Did the student enter your agency? If yes, then contact the MIS clerk from the overlapping agency and request they shorten the service line end dates to the day before the student started in your agency.
- c. Does the report only list single Overlap ACC? If yes, then the overlap may present because services from the first IEP of the school year were not ended prior to the start of services on the subsequent IEP.
 - i. To resolve the overlap, use the Truncate Service Line tool in SPEDPro to end all service lines on the day before the subsequent services start on the new IEP.
 - ii. If some service lines ended before the overlapping dates, use the Extend Service line tool in SPEDPro to target and change only overlapping dates.
- d. Does the report only list single Overlap ACC? If yes, then the overlap may present because the student has multiple profiles present.
 - i. To resolve the overlap, delete all but one student profile.
- e. Does the report list member districts of my Coop or Interlocal as the Overlap ACC? If yes, then the overlap is present because the student has multiple profiles present.
 - i. To resolve the overlap, delete all but one student profile

The overlap report should be blank with no students listed throughout the school year.

Projected End of Year report

5. Missing December 1 students.

Check for data anomalies that are keeping students from counting on December 1.

- a. Active students with services ending before December 1
- b. IDEA Student reported as gifted only
- c. Students present in SPEDPro but not present on projected reports. – Check claiming value.
- d. Invalid Assign child count values

Reminder – if you have unapproved settings, contact KSDE directly to get them resolved.