January 2021 MIS – FAQ
Data Quality Checks – How to manage my December 1 data.

<table>
<thead>
<tr>
<th>Time line</th>
<th>Task</th>
<th>Date Complete</th>
<th>Purpose</th>
<th>Do Data Quality checks</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>Update December &amp; Jan. IEPs</td>
<td></td>
<td></td>
<td>Continuous Activity – Keeping data up-to-date</td>
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<tr>
<td></td>
<td>Review Projected December 1, Gifted summery</td>
<td></td>
<td></td>
<td>Confirm population totals</td>
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<td></td>
<td>Review EOY reports for accuracy</td>
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<td>Check for missing data, inaccuracies, unexpected values listed</td>
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<td></td>
<td>Discipline Crosscheck</td>
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<td></td>
<td>Confirm long term out of school suspension / expulsions over December 1 are correctly reported on service lines.</td>
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<tr>
<td></td>
<td>Run Overlap report, resolve service dates. Verification 0085, 0123, 0124</td>
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<td></td>
<td>Contact other MIS clerk to resolve Overlaps.</td>
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<td></td>
<td>Address / Resolve Verifications</td>
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<td>Request assistance from KSDE to help resolve</td>
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<tr>
<td></td>
<td>Verification 0214</td>
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<td></td>
<td>Settings reported are not found in the Directory</td>
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<td>Verifications 0004, 0007, 0011, 0012, 0039, 0045, 0047</td>
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<td></td>
<td>Correct service line data skewing OSEP environments</td>
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<tr>
<td></td>
<td>Verification 0220, 0221</td>
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<td>Correct data that contradicts the correct OSEP categories</td>
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<td>Discover possible exits or students with current IEP not reported</td>
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<td>Find / correct active students with services ending before December 1</td>
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Contact KSDE for assistance correcting unresolved verifications
Unresolved verifications may affect a district’s Timely and Accurate reporting.

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.
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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

Review your projected December 1 report.

If required data elements are missing, invalid or duplicate records are present on February 28, the USD stands to lose points for Timely and Accurate reporting. Check each of the items listed below.

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 correct?
   a) How do I check the correct number of students?
      i) Compare the IDEA child counts in your IEP system to the Projected December 1 report in the MIS
   b) What if the Projected December 1 report in the MIS is high?
      i) Remove student records as applicable.
   c) What if the Projected December 1 report in the MIS is low?
      i) Compare student ID numbers to find excluded students.
      ii) Check the Unclaimed student report, Unclaimed students are excluded from December 1
      iii) Check service line dates. Service dates not intersecting December 1 would exclude the student
      iv) Check for Zero days of service on December 1. Verification 0011
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) Yes, X0 & Z0 ACC organization indicates an invalid responsible school.
         (2) Use FY 2018 MIS Workshop handbook. Page 20 to resolve.
         (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.
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d) Students with disability category of DD and age is greater than 9
   i) Refer to the FY2018 MIS Workshop handbook. Page 21

e) Grade level = Blank
   i) Refer to the FY2018 MIS Workshop handbook. Page 19
      (1) To fix it, enter a valid grade level.

f) Service code = Blank
   i) Refer to the FY 2019 MIS Workshop handbook. Page 19
      ii) To fix it, enter a valid service code

g) Setting code is invalid “Z”
   i) Refer to the FY2019 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

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) Refer to the FY2018 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?

Discipline Crosscheck –
   a. Request disciple data for students with incidences from August – November resulting long term out-of-school suspensions / expulsions.
   b. Crosscheck service lines for “U” settings in cases when these removals intersected the December 1 date
   c. Correct service line attendance buildings and setting codes accordingly
   d. Example – November 13 incident resulting in a 45 removal to an interim alternative placement
      a. Expected service line data
         i. Amended service lines are present for duration of disciplinary removal
         ii. Service location is not a school building
         iii. Service setting = “U”
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Parochial status – Students enrolled in Private / Parochial schools for general education will list the Private / Parochial building as the Neighborhood school. If the student is a Private / Parochial student on December 1, keep the same Private / Parochial building listed as the Neighborhood school for the entire school year.

Changing the Private / Parochial Neighborhood school after the December 1 report is finalized, will result in a change of OSEP Environment. This change will trigger a 0224 verification and affect the district’s timely and accurate reporting status for the school year.