

November 2021 MIS – FAQ

November Activity

Using the MIS Task Checklist as a guide, tasks finished in November should be recorded with a completion date.

November Time line	MIS Annual Checklist of Completed Tasks	Where Task is Done	Purpose	Date Completed
	Update October & November IEPs and exits	MIS System SPEDPro	Continuous Activity	
	Overlap report – contact other clerks to resolve	MIS System SPEDPro	Resolve Overlaps	
	Run Verifications – correct data	MIS System SPEDPro	Resolve Verifications	
	Review Projected December 1 report Review Projected End of Year report	MIS System SPEDPro	Data Quality check Verify counts	
	Update local MIS procedural manual with completed October & November tasks	Local MIS procedural manual	Document local procedures	
	Finalize current year Directory Chart	Directory Chart	Draft document to share with board clerks next year.	
	Discover Disciplinary removals resulting in Out of School service locations over December 1	Local schools, IEP teams, KIAS users	Assure correct service location on December 1	

Notify KSDE if current year settings remain unapproved

1. Review Projected December 1 report
 - a. Verify the number the of IDEA students for the December 1 count.
 - b. Discover why IDEA students are not listed
 - i. Check Unclaimed Student report for student who should be claimed.
 - ii. Check service lines for zero days of service
 - iii. Check service line dates using Projected End of Year report.
 - c. Do data quality checks using projected reports – correct any issue found below
 - i. Remove duplicate records are present on the Projected EOY report.
 - ii. Address any Students age 10 and old with Primary disability of DD
 - iii. Find students with blank Grade level, enter correct grade level
 - iv. Find IDEA students with blank Federal Environment codes on December 1.
 - v. Find students with blank Setting codes or the letter “Z”
 - vi. Find students with blank Service codes
 - vii. Find students with Assign child count organization of X0 or Z0. Indication of incorrect responsible school.
 - viii. Find students with blank Responsible school.
 - ix. Find students with blank Neighborhood school organization.
 - d. Analyze and verify service line data in cases when
 - i. Federal environment category is not expected for specific student.
 - ii. Preschool settings reported for students grade KG or higher
 - iii. Preschoolers with “R” or “W” programs for less than a full session
 - iv. Verification 0176 indicates the responsible school is in error.
 - e. Analyze and verify student profile data in cases when
 - i. Grade level is inconsistent with student’s age
 - ii. Public school is listed as neighborhood school for a private / parochial student
 - iii. Annual status is continuing and services start after first day of school
 - f. Contact local KIDS administrator to resolve verification 0176 for inaccurate Responsible school.

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Why is it Important?

Discovery of Long Term Out of School Suspensions / Expulsions -

Students removed from their current IEP placement due to a disciplinary removal resulting in an Out of School Suspension (OSS) or Expulsion (EXP) are coded differently in the MIS. In cases when a student is subject to an Out of School Suspension or Expulsion and IEP support is provided in an off-campus location, the MIS setting code of "U" is reported for the duration of the disciplinary removal. This becomes important when the duration of the disciplinary removal intersects the December 1 date. Service lines intersecting December 1 are used to calculate the OSEP Environment category. If a student is subject to an OSS / EXP that intersects December 1 and the service settings reported indicate school-based settings, then the data reported may be considered inaccurate. This scenario may result in a point loss for Timely and Accurate reporting.

Recommendation - Look for evidence a disciplinary incident has occurred. Check for Prior Written Notices or Manifestation Determination documents related to a change of placement due to a disciplinary removal. Use the date of removal and school calendar to verify the duration of the removal. Update MIS records to align the dates of services provided in alternative locations and code these services under the "U" setting.

Note: This same document can be used to confirm accuracy of the KIAS data reported later in the school year.