

March 2023 MIS – FAQ

Non-Public Equivalency and Catastrophic Aid Claims

MIS Annual Checklist of Completed Tasks

Time line	Task	Date Complete	Purpose
March	Create December 1 Final Report		Save official child count reports
	Create Final Gifted Summery report		Save official child count reports
	Archive Final reports		Store reports in a backup location
	Track Timely and Accurate results for December 1 data in T&A results template		Document students triggering a point loss and reason(s) for point loss
	Update local procedural manual		Revise manual with new processes completed.
	Enter February IEPs and exits		Continuous Activity – Keeping data up to date
	Address Verifications		Continuous Activity – Keeping data accurate
	Check for duplicate records in EOY report		Continuous Activity – Keeping data accurate
	Check Unclaimed student report		Continuous Activity – Keeping data accurate
	Check Overlap report		Continuous Activity – Keeping data accurate
	Identify Catastrophic and NPE students		Preparation for April collection
	Prep Catastrophic and NPE claims		Preparation for April collection

Non-public Equivalency and Catastrophic Aid claims are collected during the month of April in SPEDPro.

Pre-submission preparation – Month of March

1. Discovery process – Identify current year IEP students who,
 - a. Receive IEP support under contract in a private / non-public out of district program
 - b. Have special education services costing more than \$62,930 for the school year.
 - c. Are or may participate in the Kansas School for the Blind or Deaf summer ESY programs

2. Obtain documentation for data entry and auditing
 - a. Non-Public equivalency contract forms are posted at www.ksde.org
 - i. [Categorical Aid \(ksde.org\)](http://www.ksde.org)
 - b. Catastrophic Aid forms are posted at www.ksde.org
 - i. [Categorical Aid \(ksde.org\)](http://www.ksde.org)
 - c. Completed form can be used for data entry
 - d. Obtain copies of the service provider’s license
 - e. Obtain all bills, invoices and payment vouchers that document the catastrophic expenses paid by the school district, Interlocal or Coop

Prepare Data Entry –

3. Using the completed NPE or Catastrophic forms claims can be submitted to SPEDPro
 - a. Importing to SPEDPro
 - i. Import specifications can be found in the Data Dictionary
 1. NPE specifications – Page 27
 2. Catastrophic – Catastrophic aid applications cannot be imported at this time
 - ii. Import files can be created in Excel following the specifications, then saved in text file format (.TXT)

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1. From the Import Files page in SPEDPro > select the file type > browse> choose the file > Upload. Next check Import file history for alerts
 - a. NPE claim can be reviewed by selecting the student profile > click the NPE Contract link on the navigation pane.
 - b. Keyboard entry in SPEDPro
 1. Catastrophic form is accessed by opening the student's IEP list page > select the Catastrophic Aid button – SPEDPro User's Guide pages 54 - 60
 - a. Answer the three Justification questions
 - b. Enter line item expenditures in whole dollars
 - c. Enter line item deductions in whole dollars
 2. NPE Contract form can be reviewed by selecting the student profile > click the NPE Contract link on the navigation pane. – SPEDPro User's Guide pages 51 – 54
 - a. For each NPE service, click the new button at the top right of the page
 - b. Save each completed NPE service.
 - c. The NPE contracted agency would be the same building listed on the student's MIS service lines
 - d. Submitted NPE claim totals are found on the reports page as NPE summery report.
4. NPE note: – If a student participates in the Kansas School for the Deaf or School for the Blind ESY summer program, the student's home USD will need access to the student's record in SPEDPro to complete the claim. To obtain access a KIDS Collection record will be needed to make the student to district association.
- a. Contact the KIDS administrator as either KSD or KSB and request a new KIDS record be submitted listing the district's central office as the funding school (D15) in the KIDS record.
 - b. Completion of the NPE claim for students at the KSD or KSB summer program only need to create a student profile and completed NPE form. Do not create service lines. Service lines will result in an overlap

Track Timely and Accurate results for December 1 data in T&A results template.

With the finalization of the December 1 Child Count report, unresolved student level data quality issues may result in point loss deductions for Timely and Accurate reporting. The Timely and Accurate Score Sheet identifies each category of Timely and Accurate measurement. The Timely and Accurate Results Template provides a spreadsheet method for tracking individual students who trigger point loss deductions. The Timely and Accurate Results Template can assist in identifying areas needing improvement and confirmation of level of determination for the current school year. Both the Timely and Accurate Score Sheet and the Timely and Accurate Results Template are posted under support document on the MIS page at www.ksde.org

[MIS and Student Data \(ksde.org\)](http://www.ksde.org)
<https://www.ksde.org/Default.aspx?tabid=519>

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Why is it Important?

Complete student data for the school year

Complete data means a student record contains all services provided throughout the school year. Examples of students with **incomplete** data includes:

- A. An active student with services ending sometime before the last day of school.
- B. An inactive (exited) student with services ending sometime before the exit date.

Students active on December 1 with incomplete data may be inadvertently omitted from the December 1 count because services do not intersect the December 1 date. This would generate a point loss for Accurate reporting of December 1 data. Row 8 of the Timely and Accurate score sheet.

Students with incomplete data at the end of the school year do not have all services accounted for. This results in an artificially low student FTE when calculating student level FTE for the fiscal year. Additionally, a point loss for Accurate reporting of End of Year 1 data would ensue. Row 19 of the Timely and Accurate score sheet.

It is possible the same student with incomplete data generates two-point losses for Accurate reporting.

Students with incomplete data may not qualify for Non-public Equivalency or Catastrophic reimbursement because there are no corresponding services reported in the MIS.

How to find students with incomplete data?

- A. An active student with services ending sometime before the last day of school.
 - 1. Create an Excel file of the Projected End of Year report.
 - 2. Apply a filter on the header row.
 - 3. Filter on the status, select active status codes B, C, E, I, N, R.
 - 4. Filter on Latest service end date, select all dates prior to the last day of school.
 - 5. The found result are students with incomplete data.

After June 1

- 6. Navigate to the Verification list page in SPEDPro.
 - 7. Run a verification search for flag 0148.
 - 8. The results found are students with incomplete data.
- B. An inactive (exited) student with services ending sometime before the exit date.
 - 1. Navigate to the Verification list page in SPEDPro.
 - 2. Run a verification search for flag 0144.
 - 3. The results found are students with incomplete data.