# January 2024 MIS – FAQ

## Data Quality Checks – Preparing for December 1 finalization.

### MIS Annual Checklist of Completed Tasks

<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>Continuous Activity – Keeping data up to date</td>
<td></td>
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<tr>
<td></td>
<td>Review Projected December 1, Gifted summary. Review EOY reports for accuracy</td>
<td></td>
<td>Confirm population totals. Check for missing data, inaccuracies, unexpected values listed, Incomplete data See 3h below</td>
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<tr>
<td></td>
<td>Discipline Crosscheck</td>
<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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<td></td>
<td>Run Overlap report, resolve service dates. Verification 0085, 0123, 0124</td>
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<td>Contact other MIS clerk to resolve Overlaps.</td>
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<td></td>
<td>Address / Resolve Verifications</td>
<td></td>
<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>Settings reported are not found in the Directory</td>
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<td>High Priority Verifications 0004, 0007, 0011, 0012, 0039, 0044, 0045, 0047, 0070, 0176, 0220, 0221</td>
<td></td>
<td>Correct service line data skewing OSEP environments</td>
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<td>Verification 0220, 0221</td>
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<td>Correct data that contradicts the correct OSEP categories</td>
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<td>EOY report analysis</td>
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<td>Possible exits or students with current IEP not reported</td>
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<td>EOY report analysis Check for Incomplete data</td>
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<td>Find / correct active students with services ending before December 1 (Aug – Nov)</td>
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<td>Unclaimed student report</td>
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<td>Check the accuracy of students listed</td>
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## Contact KSDE for assistance correcting unresolved verifications.

Unresolved verifications may affect a district’s Level of Determination.

### Verification report

**Q. What should I look for?**

1. **Unresolved verifications**
   a) **Service line verifications affecting the OSEP / Federal environment category**
      - 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.
      - 0225 - Multiple responsible schools for the same period of time.
   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.
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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

Projected End of Year Reports and December 1 report
Q. **What should I look for?**

1. Start with the child count. Are the number of IDEA students in the Projected Dec. 1 report accurate?
   a) How do address this?
      Compare to your IEP system to verify child counts. Check IDEA and Gifted counts separately.

2. Duplicates
   a) Duplicate records are not permitted per OSEP reporting requirements.
   b) Run Duplicate check using projected December 1 report.
      i) Reference the FY 2019 MIS Workshop handbook. Pages 16-18 for guidance
      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) This indicates an invalid responsible school.
         (2) Use FY 2018 MIS Workshop handbook. Page 20 for guidance
         (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 collection records.
      ii) A comparison of December 1 age to grade level may find incorrect birthdates in KIDS Collection.
   c) Neighborhood LEA = Blank
      i) This indicates a closed school.
         (1) Same process as above, filter on Neighborhood LEA field, check for blank values.
         (2) To fix it change the neighborhood school to an open and active building.
   d) Students with disability category of DD and age is greater than 9.
      i) Use FY 2018 MIS Workshop handbook. Page 21 for guidance
   e) Grade level = Blank or incorrect. Age and Grade level are illogical combinations.
      i) Use FY 2018 MIS Workshop handbook. Page 19 for guidance
         (1) To fix it, enter the applicable grade level.
   f) Service code = Blank
      ii) To fix it, enter the applicable service code.
   g) Setting code is invalid “Z”.
      i) Use FY 2019 MIS Workshop handbook. Page 18 for guidance
      ii) To fix it, enter the applicable setting code.

h) Incomplete data
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i) Students with Active status (B, C, E, I, N, R) and services ending (latest end date) Aug. - Nov.
j) County of residence = Blank
   i) Same process as above, filter on County of Residence field.
   ii) To fix it, enter the applicable county code.
k) Parent language = Blank
   i) Same process as above, filter on Parent Language field
   ii) To fix it, enter the applicable 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
b) Use FY 2018 MIS Workshop handbook. Page 21 for guidance

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.
   i) To fix this, either DD would either be a primary disability with no secondary or deleted as secondary.

7. Overlap report.
a) The report should have no students are listed.
   i) If the student is overlapping with an outside organization, contact the organization’s MIS clerk to
      confirm dates of service.
   ii) If the student is overlapping within your organization, check the service lines for duplicate service
dates of different IEPs or for duplicate student profiles.

8. Unclaimed Student report
a) Are there unclaimed students listed accurate, or should they be claimed for the Federal reports?

Verification 0170 clarification – This verification flags students who have their 3rd birthday during a prior school
year and are reported in SPEDPro this school year with a current status of “B” – Part C to Part B transition
student. The verification logic is using the last day of school of the district level calendar of the student’s
responsible district / organization. If the student’s 3rd birthday is on or before the last day of school, then the
verification triggers.

How to resolve 0170 –
a. If the student received IEP services last school year, then the current status would be changed to
   continuing and the record saved.
b. If the student did not received IEP services last school year, then the student did not transition from Part C
to Part B by their 3rd birthday. This happens when the parent chooses not to transition but elects to begin
services in the new school year. In the case, changing the status to new referral would resolve the
verification.

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.
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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 is “U”.

Why is it Important?

**Neighborhood school** - The school the student is enrolled in for General Education

The MIS uses Neighborhood school for classification of students in several OSEP reports.

- **Least Restrictive Environment** - Neighborhood school factors in the calculation of the OSEP Environment categories used for Indicator 5. IEP Students who receive General Education in a Private / Parochial school should list the Private / Parochial school as Neighborhood School. The designation of a Private / Parochial Neighborhood school categorizes the student in a separate LRE category of (PP) - Private / Parochial student. Thus, avoiding classification into the categories of Separate school, Residential facility, Homebound / hospital or greater than 60% outside of the regular class
- **Disciplinary removals** - Students identified as Private / Parochial are removed from OSEP Suspension / Expulsion reports and Indicator 4
- **Graduation / Dropout** - Students identified as Private / Parochial are removed from OSEP Exiting reports and Indicators 1 & 2
- **Significant Disproportionality** - Students identified as Private / Parochial are removed from Indicator 9 & 10 Significant Disproportionality calculations.

**Avoiding verification 0224** - if a student has a Private / Parochial Neighborhood School on the December 1 final report, keep the Private / Parochial Neighborhood School for the remainder of the school year to avoid verification 0224. Do not change it.

If the student is a public-school student on the Final December 1 report and enrolls in a Private / Parochial later in the school year, keep the public Neighborhood School for the remainder of the school year to avoid verification 0224. Do not change it.