

February 2024 MIS – FAQ MIS Checklist Review

February Tasks and Timelines

MIS Annual Checklist of Completed Tasks

Timeline	Task	Date Complete	Purpose
February	Update January & Feb. IEPs and exits		Continuous Activity – Keeping data up to date.
	Review Projected December 1, Gifted summery. Review EOY reports for accuracy		Confirm population totals. Check for missing data, inaccuracies, unexpected values
	Check - Unclaimed Student report		Confirm these students are to be excluded from MIS
	Run Overlap report, resolve service dates. Verification 0085, 0123, 0124		Contact other MIS clerk to resolve Overlaps. Remove duplicate services from multiple IEPs
	Address / Resolve Verifications		Request assistance from KSDE to help resolve
	Discipline cross check		Service line settings are "U" for students served in out of school suspension / expulsions locations on December 1
	Verification 0214		Settings reported are not found in the Directory
	Verifications 0004, 0007, 0011, 0012, 0039, 0045, 0047, 0070		Unresolved verifications may skew OSEP environment calculations which may later result in 0203 & 0210
	Verification 0220, 0221		Contradictory OSEP categories must be corrected
	End of Year Projected report check		Discover possible exits or students with current IEP not reported
	End of Year Projected report check		Find / correct active students with services ending before December 1
	Verification 0176		All 0176 are resolved. Every student has a current year KIDS record corresponding to the responsible school reported in SPEDPro.
	Update local MIS Procedural Manual		Add new tasks, document changes in existing processes
	Check for Incomplete data		Active students with services ending in Aug - Nov

Preliminary December 1 review.

- a. December 1 Projected report
 - i) Does the number of students equal the number of IDEA students in your IEP program?
 - ii) Do all report columns have valid values?
 1. Grade levels are present and align with student age.
 2. Primary and / or Secondary disability columns do not have a value of "ZZ".
 3. ACC organizations listed are your agency or a member district.
 4. Private / parochial students have a X0 / Z0 neighborhood organization.
 5. All Services column does not have blank values.
 6. All Settings column does not list the value "Z".
- b. Discipline cross check
 - i) Confirm service line settings for students' subject to out of school suspensions / expulsions on December 1 are reported as "U" for services provided in off campus locations.
- c. Unclaimed student report
 - i) Confirm all students listed are not to be included on the December 1 report.
- d. Overlaps and duplicates.

February 2024 MIS – FAQ

MIS Checklist Review

- i) No students are listed on the Overlap report.
 - ii) Students are listed only once on the Projected report.
 - 1. Student ID numbers are listed only once on the Projected report.
 - 2. Reference the FY 2019 MIS Workshop handbook. Pages 16-18 for guidance
 - e. Gifted Summery report.
 - i) Does the number of students equal the number of IDEA students in your IEP program?
 - f. Projected End of Year report
 - i) Complete data - Are the student records complete?
 - (1) No active students with services ending prior to December 1 are present.
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Areas of focus that could affect the district's level of determination.

- Verification 0214 – Unresolved 0214 means reported settings may be invalid because of Directory disassociation.
 - Verification 0176
 - Responsible schools must be valid for the current year. 0176 can be fixed. KIDS record type SPED works.
 - Verification 0085, 0123, 0124
 - Unresolved Overlaps & duplicates - Overlaps and Duplicates can be resolved by modifying service dates.
 - Verifications 0004, 0007, 0011, 0012, 0039, 0045, 0047, 0070 - verifications related to OSEP environments.
 - Verifications resulting from invalid settings, calendars, service dates, neighborhood school - corrections made prior to finalization of December 1 data can avoid a point loss for inaccuracy.
 - December 1 services provided to students in off campus locations due to out of school suspension / expulsion is correctly reported under a "U" setting. Reporting school-based settings could result in a point loss for inaccuracy.
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Why is it Important?

Claiming value - Claiming means the student is to be included (1 = Yes) or excluded (0 = No) for IDEA / 618 or Gifted Child Count reports under your organization.

Purpose of reporting students with Claim Code = Yes:

December 1 child count - Include on report.

Gifted Summery report - Include on report.

End of Year Comprehensive report - Include on report.

OSEP Exiting and Discipline reports - Include on report.

Verification of Data - Verification results are displayed.

Overlap report - Include on report.

Exit status, Unknown exit and Unresolved exit reports - Include on report.

Reasons to report students with Claim Code = No:

Students served by your LEA under contract with the student's responsible district.

Students who have not reached their 3rd birthday.

Students claimed for NPE reimbursement for the KSSB or KSSD summer ESY session.

Unclaimed Student Report - List of students with claiming code = No, for the above reasons.

Note: Unclaimed (No) students who are later claimed (Yes) after the December 1 report is finalized and qualify for inclusion on the December 1 report, may result in a point loss for accurate reporting - Row 8