Index of MIS Support Documents

- 18-21-year-old Programs
  - FAQ – May 2020
  - Transition school reporting chart- Data Dictionary page 34, FY2023 workbook, page 6
- Beginner / new data clerk self-guided training. Posted @www.KSDE.org, MIS page
- Begin Year set up.
  - Discovery process and program verification - FY2023 workbook, pages 25-28
  - Required tasks completed at the start of school - FY2019 workbook, page 40,
  - FAQ – August 2018, 2019
- Blank / Null / Invalid values in student data fields
  - Finding bad data - FY2019 workbook pages 18-19,
- Building Information / guidance
  - Building information analysis in SPEDPro - FY2018 workbook, pages 26-30,
  - Discovering program types - FY2021 workbook, page 14,
  - Inaccurate minutes - FY2019 workbook, pages 31,
  - Incorrect building types - FY2019 workbook, pages 32-33,
  - Managing Building time Posted @www.KSDE.org, MIS page, under Support Documents
  - Missing building - FY2017 workbook, pages 12-14,
  - Preschool program types, codes - FY2018 workbook, page 14,
  - Special education programs, codes - FY2018 workbook, page 15,
- Calendars
  - Calendar type guidance - FY2020 workbook, page 19,
  - Snow Day guidance - FY2020 workbook, page 8,
- Catastrophic aid
  - General guidance - FY2020 workbook, page 32,
  - FAQ – March 2020
- Claiming students, Claiming code
  - Claiming FAQ - FY2023 workbook, page 2
  - Student Profile (Yes / no) values - FY2018 workbook, page 35
  - Student Profile (Yes / no) values - FY2021 workbook, page 6
- Compensatory Services
  - Reporting requirement - Data Dictionary, page 11. FY2023 workbook, page 3
- Continuous Data Entry Practices
  - FAQ - October 2018
  - FAQ - November 2018
- Contract Provider role
  - Data Dictionary, Page 17
  - Contract Provider qualifications - FY2019 MIS workshop handbook, page 8
  - Contract Provider exclusions - FY2019 MIS workshop handbook, page 8
- Days of service
  - 1 day of service per year, data entry. - FY2024 MIS workshop handbook, page 3
- December 1 child count
  - Preparing local data for finalization – Ready for Dec 1 PowerPoint presentation.
Index of MIS Support Documents

- Projected December 1 child count report displays current 12-1 population for verification.
- Directory Information
  - Crosswalk, Program types to setting codes - FY2018 MIS workbook, pages 14 - 15, 25-30
  - Documenting Program types and Session Chart - FY2021 workbook, page 15
  - Reviewing Directory sessions - FY2020 workbook, page 19,
  - Troubleshooting Program types and session minutes - FY2021 workbook, pages 8-9,
  - FAQ – October 2019
- Discipline Data and Reports
  - Discipline Incidents with no services - FY2021 workbook - page 22
  - Discipline Incident report - FY2020 workbook, page 37
  - Discipline Incident report Deadline - FY2021 workbook, page 16
  - Table 5 Discipline report – FY2019 workbook, page 28-29
- Discovery Process
  - Begin school year Discovery - Data Dictionary, page 13, 30. FY2023 workbook, page 25
- District central office building
  - Directory buildings representing District central office - FY2018 MIS workbook, page 11
- Duplicate records in SPEDPro
  - End of Year report - FY2020 workbook, page 37
  - Finding and removing - FY2019 workbook, pages 16-18,
  - Finding and removing - FY2021 workbook, pages 19-21,
  - Finding and removing - FY2022 workbook, pages 5-7,
- Early Childhood settings
  - Support documents Posted on MIS Page @www.KSDE.org, MIS page.
- End of the School Year Guidance
  - Closing the school year, FAQ - September 2018
  - Preparing End of Year data, FAQ - May 2018, 2019
- Environment / LRE / Indicator 5 & 6 / category codes
  - MIS to OSEP (Federal) environment code crosswalk, FY2019 workbook, - pages 23-24
  - MIS to OSEP (Federal) environment code crosswalk, FY2018 workbook, - page 13
- Exit data guidance / clarifications.
  - Basis of exit coding - FY2019 workbook page 6, 25-28,
  - Crosswalk of MIS Exit codes to OSEP Exit categories - FY2023 workbook, page 3
- Exit Reports
  - Exit status report - FY2020 workbook, - page 36,
  - Exit status report - FY2021 workbook, page 21
  - Unresolved Exits - FY2020 workbook, - page 36,
- File review, MIS Accuracy worksheet
  - Posted @www.KSDE.org, MIS and student data page
- Gaps in Services
  - Finding solution & fixing - FY2020 workbook, Pages 22-25,
- Grade level
  - Data Quality check on projected report - FY2021 workbook, Page 17
Index of MIS Support Documents

- Directory Chart / classroom association - FY2021 workbook, Page 15
- Impact on OSEP Environments, FY2021 workbook, Page 25

- Help Desk
  - MIS Help Desk – 785-296-4945

- IEP
  - IEP in dispute, data entry - FY2024 workbook, pages 8 - 9

- Incomplete data,
  - Active students with services ending before the last day of school - FY 2018 workbook, page 20
  - Active students with services ending before the last day of school - FY 2021 workbook, page 16

- Import Alerts
  - Alert guidance - FY2020 workbook, page 16,
  - Alert messages - FY2017 workbook, pages 10-12,
  - Alert messages - FY2021 workbook, pages 6-8,
  - Displaying alerts in a text file - FY2019 workbook, pages 31,
  - Import alerts - FAQ - December 2017

- Importing Guidance
  - Initial submission & continuous activity requirement - FY2019 workbook, page 4,
  - Resubmission of records guidance - FY2022 workbook, page 26,

- Import Template
  - Template Layout - FY2018 workbook, page 37
  - Posted under Support Documents
    - @https://www.ksde.org/Default.aspx?tabid=519

- K Time Guidance
  - Before / After school K-Time building identified. – FY2018 workbook, page 15,
    FY2019 workbook, page 15
  - Case examples for reporting K time - FY2016 workbook, pages 34-36,
  - Collection form, time calculation - Posted @www.KSDE.org, - MIS page / Support Documents
  - Date parameters - FY2018 workbook, page 8,
  - When to report K time - FY2017 workbook, pages 28-30,

- Levels of Determination – December 1
  - FAQ - February 2018
  - FAQ - February 2019

- MIS Procedural Guide Document outline
  - Posted @www.KSDE.org, MIS and student data page / support documents

- Moving between Coop / Interlocal Member districts
  - Reporting guidance - FY2019 workbook page 6,

- Neighborhood school factor on December 1 report
  - Data Dictionary Building chapter pages 7-10, Definition, private / parochial section / examples.
  - Private / Parochial school status for OSEP Environment, FY2021 workbook, page 24
  - Private / Parochial school status for OSEP Environment, FY2022 workbook, page 3
Index of MIS Support Documents

- Non-public equivalency
  - FTE calculation by student - FY2023 workbook, pages 13-14
  - General Guidance - FY2020 workbook, pages 30-31,
  - FAQ - March 2020
- Out of school Suspension / Expulsion, Service line alignment
  - Incident date cross check - FY2018 workbook, page 23
  - Service location guidance FY2021 workbook, page 13
- OSEP reports overview
  - FY2019 workbook, pages 20-29 - Description and content
  - FY2019 workbook, pages 29-30 - SPEDPro data field crosswalk to report
- OSEP environments
  - FY2019 workbook, pages 23-24 - Environment categories, codes & calculation
  - FY2020 workbook, page 14 - change of 5-year-old population
  - FY2022 workbook, page 3 - Private / Parochial school status for OSEP Environment,
- OSEP Discipline report guidance
  - Accuracy crosscheck & analysis - FY2019 workbook page 29,
- Overlaps –
  - Defined – Data Dictionary
  - When to run report - FY2021 workbook page 16
- Private / Parochial student identification
  - FY2021 workbook, page 24
  - Data Dictionary, Building chapter, private / parochial section / examples
- Preschool classrooms
  - Report special education preschool class time - FY2021 workbook, page 9,
- Promote Providers
  - General guidance - FY2021 workbook, pages 12-13
- Provider Profile guidance
  - Entering providers on Personnel list - FY2019 workbook page 37,
  - Missing providers - FY2017 workbook page 20,
  - Organization association - Data Dictionary, Provider section.
  - Provider roles & organization association - FY2019 workbook pages 7-8,
- Quality Checks & Data Analysis reports
  - Examples - FY2018 workbook, pages 25, 39
  - Projected reports - FY2021 workbook, page 16-18,
  - FAQ - January 2019
- Reports
  - List of reports and report function - Data Dictionary pages 33-34, FY2023 workbook pages 7-13
- Reports – Data Quality checks
  - Checking for invalid and missing values – FY2022 workbook pages 7-12
- Reports - December 1 data management
  - FAQ - January 2018
  - FAQ - December 2018
Index of MIS Support Documents

- Reports – Federal OSEP reports
  - December 1 report - FY2019 workbook, page 21-24,
  - MIS data reported in Federal submissions - FY2019 workbook, page 29-30
  - Table 4 Exit report - FY2019 workbook, page 25-28
  - Table 5 Discipline report – FY2019 workbook, page 28-29
- Reports - Projected
  - Data quality checks - FY2017 workbook, page 26-27,
  - Data quality checks - FY2018 workbook, page 20-23,
  - Invalid values / blank values - FY2019 workbook, pages 18-19,
  - Missing students - FY2017 workbook, page 21-25,
- Reports – Verification reports
  - Exit status report - FY2020 workbook, - page 36,
  - Exit status report - FY2021 workbook, page 21
  - Discipline Incident report - FY2020 workbook, page 37
  - Discipline Incident report - FY2021 workbook, - page 22,
  - Provider List report - FY2020 workbook, page 11,
  - Report descriptions - FY2018 workbook, page 19,
  - Unclaimed students - FY2020 workbook, - page 10,
  - Unresolved Exits - FY2020 workbook, - page 36,
  - Verification report - FY2020 workbook, - page 13,
  - Verification 0224 report, FY2024 workbook, - pages 5 – 6
  - Verification 0224 Comparison report, FY2024 workbook, - pages 5 - 6
  - When to run reports - FY2021 workbook, page 16, FY2022 workbook page 4
- Reporting Standards
  - Coding examples - FY2018 workbook, pages 4-7,
  - Initial submission of the school year - FY2017 workbook, pages 32,
- Revocation Matrix
  - Posted @www.KSDE.org, MIS student data page > Support Documents
- Service line Information / guidance
  - Building information associating to the service line - FY2018 workbook, page 36,
  - Full Time, AC, IN, SH, NU services - Posted @www.KSDE.org, - MIS student data page > Support Documents
  - Gifted student exiting Part - FY2018 workbook, page 38,
  - No KIDS record for the school year - FY2018 workbook, page 35,
  - Reporting Time as it occurs - Posted @www.KSDE.org, MIS student data page > Support Documents
  - Service line does not save - FY2018 workbook, page 34,
- Setting codes
  - Building types without settings listed - FY2019 MIS workbook, page 32. DD page 18
  - Crosswalk to Directory program types - FY2018 MIS workbook, pages 14 - 15, 25-30
- Snow Days
Index of MIS Support Documents

- Calendar adjustment guidance - FY2020 workbook, Page 8
- SPEDPro Navigation
  - Selected organization - FY2018 workbook, page 37,
- Special education Transportation
  - Service location and clarification - FY2020 workbook, pages 17–18,
- Student Search
  - Search criteria - FY2017 workbook, page 8-9,
- Timely, Accurate and Internal Control scoring and results
  - Challenges or questions of scoresheet results, FY2022 workbook, page 12 & 23. D.D. page 2
  - FAQ – January 2020
  - Scoresheet categories, activities and results template - FY2022 workbook, page 13 - 23
  - Timely and Accurate measurement sources - FY2021 workbook, page 23-28,
  - Timely, Accurate and Internal Control scoresheet by item, FY2022 workbook, page 12-23,
  - FY2023 workbook, page 14-22
- Unresolved Exit report
  - Report criteria & solution - FY2018 workbook, page 24
  - Report criteria & solution - FY2019 workbook, page 7
  - Report criteria & solution - FY2020 workbook, page 32
  - Using the report - FY2020 workbook, - page 16
- Verifications
  - Prioritizing by OSEP Categories - FY2023 workbook, pages 22 – 23
  - High Priority Verifications – Data Dictionary. Section - Verifications that address OSEP data categories.
- Verification process
  - Discovering verification cause - FY2018 workbook, page 34,
  - Reading data in SPEDPro - FY2019 workbook, page 35,
  - Search methodology, data analysis - FY2019 workbook, pages 35-36,
- Verification report layout
  - Data field layout - FY2020 workbook, page 13
- Verification troubleshooting tips.
  - 0036 - FY2022 workbook, page 24
  - 0036 - FY2024 workbook, pages 6 - 8
  - 0176 - FY2022 workbook, page 24
  - 0146 - FY2022 workbook, page 25
  - 0224 - FY2022 workbook, page 25
- Verification 0011
  - Cause and prevention - FY2019 workbook, page 34,
  - Zero days - FY2017 workbook, page 17-19,
- Verification 0176
  - Cause and prevention - FY2017 workbook, pages 28,
  - KIDS record disassociation, solution - FY2019 workbook, page 6,
  - Resolving - FY2020 workbook, - page 20-21,
- Verification 0203 & 0210
Index of MIS Support Documents

- Cause and prevention - FY2018 workbook, pages 17-18,
  - Verification 0214
  - Cause and prevention - FY2018 workbook, page 25,
- Verification 0215
  - Cause and prevention - FY2018 workbook, page 30,
- Verification 0224
  - Cause and prevention - FY2019 workbook, pages 10-14,
  - Cause and prevention - FY2020 workbook, pages 26-29,
  - Report layout - FY2021 workbook, page 24,
  - FAQ - April 2018 Monthly FAQ
- Zero Days of Service
  - Cause and solution - FY2021 workbook, pages 4-5

Note: Workbooks by school year refers to the printed workbook from the annual MIS Workshops. The workbook contains the slide deck of the information presented. Workbooks are found and can be printed from the GSTAD homepage at www.ksdetasn.org