Kansas State Department of Education

SPEDPro
Special Education Data Project

User’s Guide


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Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Subject</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Introduction</td>
<td></td>
</tr>
<tr>
<td>II</td>
<td>About this Manual</td>
<td></td>
</tr>
<tr>
<td>III</td>
<td>Important Terms</td>
<td></td>
</tr>
<tr>
<td>IV</td>
<td>Registering for Access</td>
<td></td>
</tr>
<tr>
<td>V</td>
<td>Logging into SPEDPro</td>
<td></td>
</tr>
<tr>
<td>VI</td>
<td>Welcome Page</td>
<td></td>
</tr>
<tr>
<td>VII</td>
<td>Getting Started – Begin Year set up</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Calendars</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Building Information</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Settings</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Personnel</td>
<td></td>
</tr>
<tr>
<td>VIII</td>
<td>Data Entry</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student Search</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student Profile</td>
<td></td>
</tr>
<tr>
<td></td>
<td>IEP List</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Service Line Data</td>
<td></td>
</tr>
<tr>
<td>IX</td>
<td>Verification Overview</td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>Importing Files</td>
<td></td>
</tr>
<tr>
<td>XI</td>
<td>Non-Public Equivalency – NPE Contracts Application</td>
<td></td>
</tr>
<tr>
<td>XII</td>
<td>Catastrophic Aid Application</td>
<td></td>
</tr>
<tr>
<td>XIII</td>
<td>Reports</td>
<td></td>
</tr>
<tr>
<td>XIV</td>
<td>Discipline Data</td>
<td></td>
</tr>
<tr>
<td>XV</td>
<td>Security and Personally Identifiable Information (PII)</td>
<td></td>
</tr>
</tbody>
</table>

Related Documents

<table>
<thead>
<tr>
<th>Date</th>
<th>Document Title</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2020</td>
<td>MIS Data Dictionary</td>
<td><a href="http://www.ksde.org">www.ksde.org</a></td>
</tr>
<tr>
<td>All Year</td>
<td>NPE Contract Forms</td>
<td><a href="http://www.ksde.org">www.ksde.org</a></td>
</tr>
<tr>
<td>All Year</td>
<td>Catastrophic Aid Application</td>
<td><a href="http://www.ksde.org">www.ksde.org</a></td>
</tr>
</tbody>
</table>

2 SPEDPro User’s Guide: Version 5.0. 07/01/2019
## Revision History

<table>
<thead>
<tr>
<th>Date</th>
<th>Reason for Changes</th>
<th>Version</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/01/2015</td>
<td>New Application Release.</td>
<td>1.0</td>
</tr>
<tr>
<td>3/22/2016</td>
<td>Catastrophic Aid and NPE guidance updated</td>
<td>1.1</td>
</tr>
<tr>
<td>10/6/2016</td>
<td>Updates to Discipline data and Reports</td>
<td>2.0</td>
</tr>
<tr>
<td>6/12/2017</td>
<td>Data Entry - Students moving within Coop / Interlocal Member districts</td>
<td>3.0</td>
</tr>
<tr>
<td>7/31/2017</td>
<td>Section XIV - Using SPEDPro to verify student level data</td>
<td>3.1</td>
</tr>
<tr>
<td>9/01/2017</td>
<td>Added Using Report to Verify Data section</td>
<td>4.0</td>
</tr>
<tr>
<td>04/01/2018</td>
<td>Part XVI; Security and PII</td>
<td>4.0</td>
</tr>
<tr>
<td>06/05/2018</td>
<td>Service Minutes clarified</td>
<td>4.0</td>
</tr>
<tr>
<td>06/20/2018</td>
<td>Provider Profile redesign</td>
<td>4.0</td>
</tr>
<tr>
<td>06/25/2018</td>
<td>Non-Accredited Private School Organization</td>
<td>4.0</td>
</tr>
<tr>
<td>03/30/2019</td>
<td>Building Information Guidance</td>
<td>5.0</td>
</tr>
<tr>
<td>03/30/2019</td>
<td>Neighborhood School for Private / Parochial students</td>
<td>5.0</td>
</tr>
<tr>
<td>03/30/2019</td>
<td>Modifying Service End Dates</td>
<td>5.0</td>
</tr>
</tbody>
</table>
Part I: Introduction

The SPEDPro system is designed to allow data of special education students to be submitted to KSDE for state and federal data reporting requirements. You will find that many of the terminology and rules have not changed from previous MIS applications. What has changed is the way the information is processed.

Part II: About this Manual

This User’s Guide begins with an overview of KSDE Authentication and logging into SPEDPro. You will then be introduced to the system itself.

Also included in this guide are some notes and tips that highlight important topics.

**NOTE:** The “Notes” box will mention items that require special attention.

**TIP:** The “Tip” box will contain recommendations and/or “shortcuts” as the user works through SPEDPRO.

Part III: Important Terms

Below is a glossary of terms that are specific to SPEDPro.

<table>
<thead>
<tr>
<th>Term</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actions Menu</td>
<td>Menu on student record to view, edit, delete or to access student data pages</td>
</tr>
<tr>
<td>Directory / Directory Updates</td>
<td>The database that contains building information. A KSDE web application that is updated by district staff annually or as needed.</td>
</tr>
<tr>
<td>Organization</td>
<td>The Local Educational Agency (LEA) associated to students, providers, buildings, calendars, etc. in SPEDPro</td>
</tr>
<tr>
<td>Student Profile</td>
<td>The student’ demographic page in SPEDPro</td>
</tr>
<tr>
<td>User type</td>
<td>Also known as Access level or the permissions an individual would have when accessing the application, such as read only, edit capabilities etc.</td>
</tr>
</tbody>
</table>
Part IV: Registering for Access to SPEDPro and the Special Education MIS Collection System

New User Registration

Individuals who do not have access to KSDE web applications need to register for a user name.
Individuals who currently have access to KSDE applications will need to request access to SPEDPro. To register for a new user name, use the following web address:
At this website, click on the Register button, as shown below:

NOTE: You may want to skip this section if you have already registered for access to SPEDPro, under the same organization.

Those SPED Coop staff members, who need access to all districts in the coop, would select the organization in the 700 range to gain access to all districts collectively. This will require a new registration under the 700 User level if the staff member is already registered under different organization(s). This process (using the 700 range organization) does not apply to individual districts, special purpose schools or Interlocals (which register under their organization number in the 600 series of numbers).

On the Registration page, enter the required information as indicated by the red asterisk. Under the Organization section, you will need to request your organization and all buildings.
You will need to select the application “SPEDPro”. You will also need to select the application access level from the list.

Access Levels

- MIS Clerk - “District Update” - Full rights to enter, edit, delete, export, run reports.
- SPED Director - Full rights to enter, edit, delete, export, run reports
- SPED Teachers - Read only,
- Other SPED Staff - Read only

**TIP:**
Do not use spaces when defining your login ID. When creating your password keep in mind the password requirements shown on the screen. You will need to remember the Login ID, password, security question/answer, and birth date that you entered. KSDE does not store this information for you.

Fill in the birth date, security question and answer. When you have completed all required information on the registration form, click the **Submit** button at the bottom of the screen.

If all data on the registration form is valid, you will get a message that says “Thank You for Registering”. The registration request will be sent to your superintendent or SPED director for approval. You will receive an email when your access request is approved, and your username and password are ready for use.

**Existing Users Requesting SPEDPro Access**

Individuals that currently have access to KSDE web applications will need to request access to SPEDPro. Use the **Manage My Account** option to add SPEDPro to the list of approved applications.
Follow these steps to add SPEDPro to your list of available KSDE web application:

1. Login on the KSDE Web Applications page
2. Click the **Manage My Account** link (shown above)
3. Check the box in front of SPEDPro
4. Select your access level
5. Click **Submit**

Other application such as the Special Education MIS Collection System, follow the same steps. Your request will be sent to the KSDE MIS Data Manager for approval. Please let KSDE know the names of new staff applying for access permissions. When approved, you will receive an email indicating that you can access SPEDPro.

**TIP:** If you forget your KSDE web applications password, click on the link that says “Forgot Your Password?” on the Authentication screen. You will be prompted to supply the answer to a security question (the question entered when you originally registered), type in your birth date, and enter a new password. If your security question answer and birthday match what you originally entered when you registered for KSDE web application access, then your new password will be activated. Remember; KSDE does not record your password, so you are responsible for managing and remembering it.

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**Part V: Logging into SPEDPro**

SPEDPRO, like the other KSDE web applications, is available on the KSDE Authentication page. To access SPEDPRO, enter your KSDE username and password to the KSDE Web Applications page ([https://online.ksde.org/authentication/login.aspx](https://online.ksde.org/authentication/login.aspx)). Locate SPEDPro in the list of approved KSDE applications (example list shown below) and click on the application to open it.

Select SPEDPro form the list of approved (active) applications
NOTE: Some of the applications may be grayed out. This means that they are either not active applications, or that you have not yet been approved for access to those applications.

Go button - allows the user to access student records for the select organization for the default school year.

The SPEDPro welcome screen visible when you access the system may differ slightly from the image displayed below based upon your type of user access level.
The main section is where you will find the welcome screen. It will contain any special messages and will change as updates occur.

❖ The left section provides the user with a list of available menu items. These items may be different depending on your access level and may change as you navigate through the screens.
❖ The top right contains the Help link. This link will provide access to help pages.

Coop and Interlocal users
   District view defaults to your LEA and Building view defaults to the district office
   → to view all districts and building in your agency select All Organizations and all buildings from the drop down menu
First Alert

Do not use the back button on your web browser when navigating in SPEDPro

Do not use

Do not use the back button on your web browser to navigate.

Use the Navigation Pane and Links to navigate to and from pages within SPEDPro
Welcome page confirms the user’s level of access and school year

User: Mason Vosburgh  District: D0111  Access Level: District_Update  School Year: 2019

Part VII: Getting Started – Begin Year set up

Prior to entering students the following steps must be completed first.

1. Create calendars for the school year
2. Mark and submit current year setting codes for building and programs.
3. Enter current year providers in the Personnel List

Calendars List Page

New Calendar
To create a new Calendar, click on New in the upper right corner of the Calendar List screen. Select the current school year and District.
Start with a universal default district calendar; apply to all grades. Calendar displays days in session as white background in the screen below.

Follow these steps in sequence

1. Enter the first and last day of school. Required fields as indicated by the Red * asterisk.
2. Click the date for all day’s school is not in session and students are NOT in attendance. The days not in session are grayed out. Weekends are also in grey. The remaining “white” days indicate the days when school is in session.
Once you have made all the necessary changes to the calendar, click on **Save**. You will return back to the Calendar List screen.

**NOTE:** Starting with a district calendar for all grades and all buildings will apply by default.
- When a building follows a different calendar, then a building calendar would be created and applied to the relevant building.
- When a preschool program follows a different calendar from the district or building, then a preschool calendar would be created and applied to the relevant building.

### Private / Parochial School Calendars
Permissions to create Private / Parochial school calendars is based on the USD that bounds the Private / parochial school. This indicator is marked by building in the Directory Updates application.

**Within which district boundaries is the private/parochial school located?**

USD 402 Augusta

The process for creating Private / Parochial school calendars is the same.
Create a building specific level calendar for all Private / Parochial schools

**Step 1** - Click the “New” button
**Step 2** – Change the district to the Z0 or X0 Private / Parochial organization
**Step 3** – Select the individual building
**Step 4** – Select applicable grade levels
**Step 5** – Enter first and last day of school
**Step 6** – Mark the school days not in session
**Step 7** - Save

**School Year:** 2018 - 2019

**District:** Z0031 - Wichita Catholic Diocese

**Building:** 1885 - St Elizabeth Ann Seton Catholic Elem

**Calendar Type:** All Pre-K

**Start Date:** 08/16/2018

**End Date:** 05/25/2019

**Calendar Search:**
In the Calendar List screen, the top portion of the screen displays the calendar list for all buildings you have access to view. If you need to narrow the results, use the drop-down arrows to display a specific
School Year, District, or Building. Click on Search. Once you find the building, you have several options. The actions you have available are to Edit, Copy, Delete and create New.

**Edit Calendar**
When you select Edit Calendar from the drop-down menu to the left of the building, the original calendar now becomes editable. Changes can be made and saved.

To make changes to the Calendar, click on an individual day to either select that day or deselect that day, whichever is the case. Once you have made all the necessary changes, click on Save. You will be brought back to the Calendar List screen.
Delete Calendar

To delete a Calendar, click on Delete from the drop-down arrow to the left of the building that has the calendar that needs to be deleted. A box that requires you to verify that this calendar should be deleted is displayed. Click on OK to delete or Cancel to return to the Calendar List screen without taking action.

Building Information Page

1. Enter setting codes for building and program for the current school year
   a. Find the active buildings for your organization
   b. Confirm the schedules, sessions, class and building minutes are accurate.
      i. Inaccurate times must be corrected in the State Directory Updates.
   c. Meet with administrators early in the school year (July – August) to discover the types of programs offered in each building for the current school year.
   d. Enter the settings codes for programs offered in these buildings for the current year
      i. Submit settings to KSDE for approval
   e. Review the Special Education program locations for accurate minutes
      i. Provide the local board clerk schedule information as needed.

The navigation link in the left pane allows you to access the Building information.
• Building information should be submitted by September 1 to ensure student data is populated within the first month of school as determined by the district / organization level calendar. This will be used for your Unresolved Exit report from the prior school year.

Minutes List
To display minutes for each school, click on the Minutes List link in the lift navigation pane. The top portion of the screen displays the Minutes List for all buildings you have access to view. The minutes are pulled directly from the Directory Updates. If you need to narrow the results, use the drop-down arrows to display a specific School Year, District, or Building. Click on Search.

<table>
<thead>
<tr>
<th>Building Name</th>
<th>Building Type</th>
<th>Setting Codes</th>
<th>Calendar</th>
<th>Minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>0199 - Donphan West Schools Dist Donphan Co</td>
<td>Central Office</td>
<td></td>
<td>District Level: All Grades Start: 8/19/2014 End: 5/20/2015 Days: 190</td>
<td>0</td>
</tr>
<tr>
<td>0200 - Donphan West High School</td>
<td>High School</td>
<td>C, G, I, X</td>
<td>District Level: All Grades Start: 8/19/2014 End: 5/20/2015 Days: 190</td>
<td>420</td>
</tr>
<tr>
<td>0201 - Donphan West Middle School</td>
<td>Middle School</td>
<td>C, G, T, X</td>
<td>District Level: All Grades Start: 8/19/2014 End: 5/20/2015 Days: 190</td>
<td>420</td>
</tr>
</tbody>
</table>

Directory Information displays on the right in the Minutes column
- Check for the correct session minutes
- Check for the correct programs matching to the settings listed.
- Corrections to the Directory can be made by the local board clerk or by KSDE

Private / Parochial Schools - Accredited

Schedule’s and session minutes for Private / Parochial schools pull from the state directory updates. If a Private / Parochial School does not complete the directory updates, contact the KSDE Data Manager with the correct current year sessions and schedules. The clock time for starting bell, dismissal bell and minutes per lunch period are needed for each program type - preschool, Kindergarten and grades 1-12. KSDE will update these in the directory and save them to the application.
Clicking the “building info” button on a service line displays the minute and days value present in the Directory.
Values of N/A (behind the Red Circles) indicates the directory updates are not entered for the students grade level at this building.

**Private / Parochial Schools – Non-Accredited**

Schedule’s and session minutes for non-accredited private / parochial schools pull from the state directory under a single Organization - X0440. The KSDE Special Education Data Manager updates the current year Directory sessions and schedules. The clock time for starting bell, dismissal bell and minutes per lunch period are needed for each program type - preschool, Kindergarten and grades 1-12 must be sent to KSDE to update these in the directory and save them to the application.

**Settings List Page**

Each building’s settings are displayed on the Settings List page, accessed from the navigation pane. The drop down menus on this page provides a search feature to find buildings by district and status. The status indicates where the building settings are in the approval process. A search on Status = All, returns all buildings which have settings created and their position in the approval process.

**New Settings**
The New button is selected to create settings for a building for the first time in a school year. Upon selection, the page refreshes with a form listing all possible settings. Mark only those settings applicable to building being created.

Select the setting name and code that represent the programs offered in the building or the environment in the service location. Once all settings are correctly accounted for, select Save and Submit. The form is sent to KSDE for approval. A saved form means it is “In Progress” (still working on it) and has NOT been submitted for approval. Only building with approved settings will appear on service lines for data entry. A setting form can be un-submitted for changes if necessary or deleted and recreated anew.

Always align preschool settings in SPEDPro to the preschool program types listed in the Directory for the same building. For example, the Directory lists a reverse mainstream session for Lincoln elementary. The corresponding setting code would be submitted in SPEDPro for the same building.

When settings are approved, the Actions available are View, or Unsubmit. View will allow you to read the approved settings but are unable to make changes. Unsubmit removes the building from the Approved status back to “In-Progress” stage.

The process works the same for Private / parochial schools in the catchment

1. Go to the settings list page
2. Click the new button on the top right
3. Select the parochial organization and building
4. Mark the settings
5. Click save and submit
Correcting, changing or removing existing settings

Settings cannot be edited directly. Changing settings is completed on the Settings list page by building. To edit or make corrections, the setting form must be un-submitted or deleted first.

Next follow the steps about to create a new form, make changes and re-submit for approval.

Deleting a current form and entering new settings and re-submitting completes the same task.

Settings List page – selecting Actions

The In-Progress stage allows the user to View, Edit, Submit or Delete the settings listed. Once changes have been made to the settings, you have several actions available. Save allows for further data entry at another time. Save & Submit should be selected when you are done with the data entry and are ready to submit for approval. Delete will completely remove this form. You will be prompted to verify that you do want to permanently delete this first. Submit will automatically send the form on for approval and does not provide you the opportunity to look at it before submission. Cancel will return you to the Settings List screen without taking action.
• NOTE: New and closed buildings are established in the State Directory updates. The Directory updates application is where agency administrator’s manage all information related to building associated with their agency. This includes, requesting the opening of a new building (or SPED program). The opening process will generate a new building number. Other functions include closing or renaming a building, modifying schedules etc.

Personnel List Page

The Personnel List is a table containing all of the licensed special education service providers and NPE contract providers in your agency. The screen below displays a sample list.
From the Personnel List screen the available Actions are: Edit, Delete or New. Click on **Edit** from the drop-down arrow to the left of the person you wish to make changes in the information to. Once the changes have been made, click on **Save**.

A **New** person can be added to the Personnel List by clicking on the **New** button located in the top right of the screen. A new blank form will be displayed and is ready for data to be entered.

The form allows data entry for all providers in your agency. Require fields include:

- **Name** – First and Last
- **Educator ID**
- **Organization of Assignment** for each provider
  
  Select organization(s) from the drop-down list. Click **Add New Org button**

Roles – Check (in the box) each applicable role and save
- Service Line
- Provider, Case Manager, School Psych, SLP, **NPE** Contract Provider
When each organization is completed, click on Save. If the form should not be saved, click on Cancel

**Inactivating Providers – Fixing providers with incorrect ID numbers**

1. Remove your districts from the marked organizations at the bottom of the profile by removing all roles associated to the provider.
2. Save the record
3. Recreate the provider profile anew with the correct ID, roles, and assignments then save the record

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**Part VIII: Data Entry**

**Student Search**

The left pane of the Home screen is the navigation pane. To access student information, click on the **Student Search** link which will take you to a screen that will provide the opportunity to search for a student utilizing multiple search criteria or where you are able to display a list of all students in your school or district.
One criterion allows selection of Status. The Status limits the search to students who already exist in SPEDPro or who do not exist in SPEDPRO, but may have current year KIDS records. To find those with KIDS records, search under KIDS Collection. If you are unsure of the status, you will be able to search all students both in KIDS Collection and in SPEDPro by selecting ALL.

New students - If the student is accounted for in KIDS system by the responsible agency, then the student can be entered into SPEDPro, if not then a KIDS record must be submitted by the responsible agency to the KIDS collection system before the student can be entered into SPEDPro.

Once all of the known search criteria have been entered, click on Search. A list of possible students matching your search criteria (or all students) will be displayed. Once you have located the student from the displayed list, click on the Select link located to the left of the name.
Student “Profile” List

Once you select a student, you will be directed to the Student “Profile” List page. The top portion of this screen displays the KIDS ID, Name, Local Record ID, Date of Birth, and Grade level for that student. The bottom portion of the screen displays all profiles you are authorized to view. The authorization is based on the user access level the user login provides.

Once the student search is complete, then select the student to create a profile.

New Profile

To create a new profile for a student, find the student first and navigate to the Student Profile List screen. Click on New, located in the upper right area of the screen to create a new profile.

Complete the form utilizing the dropdown arrows where provided and entering the rest of the data. Click on “Save” when you have finished entering all the information for this profile.
Once you have created a new profile and saved it, you will return the Student Profile screen. The following are the Actions available with a profile: View Profile, Edit Profile, View IEPs, Cat Aid, and Delete Profile.
Profile Indicators

Mark the Yes / No, Placed by Residence County and BIP values from the drop down menu. Note: Students with Claiming Indicator marked No will be excluded from SPEDPro reports

It is the student profile that links the student to a given organization for a given school year. The profile acts as the header record for which all other data associated to the student is connected to. This includes the IEP and service lines, NPE contracts, catastrophic aid applications etc. If a student profile is deleted for a school year, then all other data related to the profile is also deleted. The action of deleting a student profile will erase or completely remove the student and all data from the organization for the school year.

View Profile

When View Profile is selected, you will view a screen similar to the one below. You will not be able to edit information in the profile from this screen. You will be able to see the Status, Evaluations, Providers, Exceptionality, Indicators and Language. If you wish to edit this information, you will need to click on the Edit button located at the lower right corner of the screen. You will be directed to a screen with editable fields.

Editing Profile – changing existing profile data
Select Edit profile from the “Action” items. This allows the profile data fields to be editable using the drop down arrows to select new values. Permitted values will be available for selection.

From the Profile List screen you are able to select Edit Profile. This will take you directly to a screen similar to the one shown below. This screen can also be accessed by clicking on the Edit button at the bottom of the View Profile screen. Either method accesses the same screen. This screen provides the opportunity to edit/update Status, Evaluations, Providers, Indicators and Language for this profile. Make
the desired changes to the profile and click on Save. Click on Cancel to return to the Profile List screen without taking action

**Delete Profile**

From the Profile List screen, **Delete Profile** is an Action option. If selected you will see a pop-up window that verifies that you really want to delete the profile. Click on **OK** to delete the Profile permanently or **Cancel** to stop the deletion and return to the Profile List screen. Deleting the profile will totally remove all other pages of information associated with the student for the school year, including IEP and services.

Warning: Be sure you are deleting the correct profile in the correct school year. If a profile from one school year appears in a different school and it is deleted, it will be removed from the school year list on the profile and the target school year. Be sure the target school year and the profile are the same.
At the bottom of the student’s profile, there is an audit log for this profile. Showing the history of changes to the record by User, Organization and date stamp.
Private / Parochial students

Private / Parochial students are identified by the Organization and building listed. Select the Neighborhood (X0 or Z0) Organization from the drop down. Next select the appropriate school under the organization where the student is enrolled for General education.

Student Form

KIDS ID: 5678488708  Name: Alvero, Barrie Britt
Local Record ID: 2152 - Sacred Heart Elem [Fairville]
School Year: 2208 - Tipton High
2244 - St John Elem [Beloit]
2246 - St John High
2276 - St Joseph Elem [Oakley]
3038 - Sacred Heart High [Salina]
3044 - St Marys Elem [Salina]
3308 - Sacred Heart Elem
5152 - Manhattan Catholic Schools
5252 - St Marys Elem [Ellis]
6486 - St Andrews Elem
7980 - Holy Family Elementary [Hays]
7984 - Thomas More Prep-Marian
LEA: Z0031 - Wichita Catholic Diocese
School Year: 0940 - St Mary Elem [Fort Scott]
Assign Child:
1334 - St Mary's Colgan High
Neighborhood:
1338 - St Mary's Elem [Pittsburg]
1856 - All Saints Catholic Elem
1860 - Blessed Sacrament Catholic
1864 - Christ The King Catholic Elem
1868 - Holy Savior Catholic Academy
1882 - St Anne Catholic Elementary
1886 - St Francis Of Assisi Elem
1887 - Resurrection Catholic School
1888 - St Joseph Catholic (Wichita)
1890 - St Jude Catholic Elem
1892 - St Margaret Mary Elem

Status
IEP List

You have a couple of ways to access the IEP List. The first choice is to click on the View IEPs selection from the dropdown list on the Profile List screen.

The second option is to click on the IEP List button at that top of a student’s profile page.

Either method will take you to the same location which is the View IEP List screen that should be similar to the one shown below. The Actions available for each IEP are: View SLs, New SL, New Comment, Edit IEP, Copy IEP, and Delete IEP.
New IEP

To create a new IEP, click on New IEP button in the top right of the IEP List screen.
A new box will be displayed that will provide a space to enter the IEP date. A drop-down calendar will appear when you click on the date. Enter or select the day and then click on Save.

![Image of IEP Date dialog box]

**Edit IEP**

Edit IEP means to change the IEP date or the Allow Gap status. From the IEP Action menu, you have the option of modifying the IEP. Click on the down arrow to the left of the IEP that needs editing and click on Edit IEP. A pop-up Dialog box will appear displaying the Audit Log and the option of changing the IEP Date or marking Allow Gap. Enter or select the new values and then click “Update”.

![Image of Edit IEP dialog box]
Delete IEP

To delete an IEP, click on the down-arrow to the left of the IEP to be deleted and then click on Delete IEP. This will prompt a box that requires you to verify that this IEP should be deleted. Click on OK to delete or Cancel to return to the IEP List screen without taking action.

Service Lines

New Service Line

From the IEP List, select New SL from the dropdown list of the IEP. A screen similar to the one below is displayed. Fill in the Anticipated Services section and then click on Save.
Some students will have multiple IEPs. When the View IEP List screen is accessed, the IEP list is displayed below the Student Information section. Below the IEP list is service line information. When there are multiple IEPs, the service line displayed initially will be the service line(s) for the first IEP. To view a list of service lines for a different IEP, click on the down arrow on the IEP line and select View SLs.

**Service line detail**

- **Service Organization** – enter the LEA of attendance building / service location.
- **Service building** – enter the attendance building or service location
- **Primary building** – (optional), - select YES for use on reports such as rosters etc.
- **Responsible building** – Student’s Accountability school
- **Primary Disability** – as designated by the IEP team
- **Secondary Disability** - as designated by the IEP team
- **Gifted Indicator** – Status of participation in a Gifted Program
- **Setting** – the code representing the program or environment present in the service location
- **Service** – the code for the type of service the student receives in the service building
- **Start date** – the first day the service becomes effective in the school year
- **End date** – the last day the service is delivered in the school year
- **Frequency** – how often is the service delivered, weekly, bi-weekly, monthly, etc.
- **Total days** – the total number of school days the service is delivered between the start and end dates.
  
  Use only 1 of 2 options to arrive at total days
  
  a. Report only total days from the IEP.
  b. Report Days per week and frequency and SPEDPro will calculate total days from the calendar

**View Service Line**

From the list of IEP Service Lines, the Actions are to View, Edit or Delete the line. The Student Information is listed at the top followed by the Anticipated Services section. Below that will be a list of errors on the Service Line, if any. The final section displays the Audit Log if there has been any activity on this Service Line.
Edit Service Line

Text is not editable from the View screen. Click on Edit in the lower right corner to access the Edit Service Line screen. OR from the IEP List, choose Edit from the Service Line dropdown arrow. The text is now editable to make any necessary changes to the Anticipated Services section and then click on Save.

Delete Service Line

To delete a service line, from the IEP List choose Delete from the Service Line dropdown arrow. You will see a screen that verifies that you really want to delete the service line. Click on OK to permanently delete the service line or Cancel to stop the deletion and return to the IEP List screen.
Service location data

Calendars and Directory data can be viewed for service locations by selecting the building info button for the target service line.

Calendars and building schedules open in a new tab in your browser.
Service Minutes

Service minutes have a maximum value equal to the Class minutes of the session associated to the service location by grade level. For example a grade KG student is limited to the amount of Class minutes of the KG session in the service location.

Note: If the student receives IEP support during the lunch period, then a separate service line is required to account for the lunch period minutes. This is reported separately because the lunch period is not considered part of the accredited school day and is not included as class time minutes in the State Directory.

Modifying Service line End Dates

Service line end dates can be modified on the student’s IEP page by an individual service line or several at a time by truncating (shortening the number of days of service) or extending (lengthening the number of service days) by using the Truncate or Extend Service Line tools.

Truncate Service Lines – Service lines can be truncated when services actually end before the anticipated end date. Such as a student exited or their IEP has been amended and some services cease. The user selects the new Last Day of Service. This date is applied to every date after the new Last Day of Service. Total days of service are recalculated based on this new date.

See example below

Truncate Service Lines will only change the 05/20/2015 date to 11/25/2015. The date of 10/01/2014 will not change.
Extend Service Lines - a service line or group of service lines can be extended when services actually continued beyond the anticipated end date. Such as a gap in services occurred because the next IEP of the school year was more than 365 days from the prior IEP. A student continued to receive services to the end of the school year on an IEP that was more than 365 days old.

Enter the service line end date to extend. This is the Target date
Enter the new end date for those with the targeted dates to be extended.
Click the Extend button

See example below

Extend Service Lines will only change the 10/01/2014 date to 10/17/2014.
The date of 05/20/2015 will not change

Verification 0169 – Gap in service

The Extend Service Lines tool can be used to resolve verification 0169 in cases when a student did not exit and return to the same service organization
Students who move between Coop / Interlocal member districts during the school year

Because students who move between member districts never leave the organizations catchment, these students are not considered exits. All that is required is updated service line data and an updated student profile.

1. End the first set of services line as of the last day of IEP services in the first organization
2. Create new service lines starting at the new service location and responsible school.

1. If the move between schools creates a gap between calendar days, next edit the IEP, then mark Allow Gap, click “Update” to save.
2. Go to the Student profile and change the Assign Child Count district and neighborhood school to the current district and building and save it.

Gifted students exiting IDEA / Part B services
This scenario would be a case of an IDEA student who had a disability at some point during the school year, exited IEP services then continued with or, began to receive only “Gifted” services. Because the student exited IDEA, the student is no longer considered a student with a disability and may qualify for the IDEA Table 4 Exit report.
On the student profile, enter the last day IDEA services were delivered as the exit date, then make the status inactive with the actual basis of exit.

On the service lines with an area of disability present, enter an end on these service lines. Align the service end date to equal the exit date from the profile. See example, service line 1 below

On service lines after the exit date, list only Gifted services for the remainder of the school year. See example, service line 2 below

Note: Verification 0072, Service start date is after the student’s exit date, has been turned off and should not display in this scenario.
Part IX – Verification Overview

Running the verification routine:

Verifications are found only on the verification list page available from the Verification List link on the navigation page.

Verifications are run when the search criteria and search button is selected

Verification list

Students with Open / Unresolved verifications are listed by the default sort of alphabetic by last name. Details of the students are in the right column, verification flag description is in the center column and action choices to navigate the verification source are in the left column.
Subsets of students can be listed by selecting the subset criteria.

- Searching on individual student by KIDS ID number
- Searching on specific Responsible school
- Searching on specific Verification flags
- Searching on service line provider
- Searching on only verification needing fixing are considered Open / unresolved
- Verifications that have been corrected and pass the verification test are moved to the resolved category.

### Verification List

<table>
<thead>
<tr>
<th>KIDS ID:</th>
<th>1234567890</th>
</tr>
</thead>
</table>

**School Year:** 2015 - 2018
**District:** USD 111 - Doniphan West Schools
**Responsible Building:** 0199 - Doniphan West Elementary School
**Flag:** 0019
**Personnel:** All Staff
**Status:** Open/Unresolved

16 result(s)

<table>
<thead>
<tr>
<th>Actions</th>
<th>Flag</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notes (0)</td>
<td>0007</td>
<td>Open/Unresolved</td>
</tr>
<tr>
<td>Notes (0)</td>
<td>0006</td>
<td>Open/Unresolved</td>
</tr>
<tr>
<td>Notes (0)</td>
<td>0004</td>
<td>Open/Unresolved</td>
</tr>
</tbody>
</table>

- Service location missing or not approved for the Service Location.
Verification Strategy

When investigating verification, it is important to follow the logic in the verification description know what is being flagged. Then you go from the verification page to the corresponding data fields in SPEDPro, note how the values reported relate to the verification description.

In this case the 0144 descriptions read -
• Student did not receive services on his/her exit date. Please align service end date and exit date to be equal

Check the 2 things in the alert description
Service end date – on the service lines
Exit date - on the student profile

Use the navigation drop downs to view the values triggering the verification.

<table>
<thead>
<tr>
<th>Actions</th>
<th>Flag</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Notes (0)</td>
<td>• 0144</td>
</tr>
<tr>
<td></td>
<td>• Open/Unresolved</td>
</tr>
<tr>
<td></td>
<td>• Error</td>
</tr>
<tr>
<td>(Choose)</td>
<td>• Student didn't receive services on his/her exit date. Please align end and exit dates</td>
</tr>
<tr>
<td>View Profile</td>
<td></td>
</tr>
<tr>
<td>View IEP</td>
<td></td>
</tr>
<tr>
<td>View Service Line</td>
<td></td>
</tr>
</tbody>
</table>

The last day of services reported is 3/20/2017,
Relevant question: Why do services stop on 03/20 and not on the exit date?

Use the navigation drop downs to view the values triggering the verification.

<table>
<thead>
<tr>
<th>Actions</th>
<th>Flag</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Notes (0)</td>
<td>• 0144</td>
</tr>
<tr>
<td></td>
<td>• Open/Unresolved</td>
</tr>
<tr>
<td></td>
<td>• Error</td>
</tr>
<tr>
<td>(Choose)</td>
<td>• Student didn't receive services on his/her exit date. Please align end and exit dates</td>
</tr>
<tr>
<td>View Profile</td>
<td></td>
</tr>
<tr>
<td>View IEP</td>
<td></td>
</tr>
<tr>
<td>View Service Line</td>
<td></td>
</tr>
</tbody>
</table>
SPEDPro User’s Guide

The Exit date you are reporting is 5/18/2017

Note the values triggering the verification and proceed with a fix

Verification List

List addressing errors and exceptions are displayed via the Verification List. To access the list, use the navigation pane on the left side and click on Verification List. The Verification list will display a list that, by default, displays all open or unresolved issues. A screen similar to the one below will be displayed.

The top portion of the screen provides various fields to enter search criteria to narrow the number of verifications listed. Once the criteria has been entered or selected, click on Search.

Verifications can be exported to Excel as a report for provider input or respond to KSDE.
Part X: Importing Files

SPEDPro provides a means to enter students without entering them via data entry. You are able to upload files that contain the necessary information. Please see the Data Dictionary to see the import file layout information. There is a specific way the file must be formatted and what kind of text may be included. The Data Dictionary will be your guide to ensure the file is in the correct format to uploading.

Once you have a file ready to upload, click on the Import Files link in the left navigation pane. A screen similar to the one below will be displayed.

Click on the Browse button to navigate to the folder that contains the file. Once you have selected the file, click on Upload. You will be provided feedback letting you know if the upload was success. If was not successful, you will receive information explaining what cause the upload to fail.
Import History

The history page displays a list of files that have been imported to SPEDPRO. The user that imported the file, the date and time, the file name, and how many records were uploaded will be on the history screen.

Import Alerts

Import File History

If imported files have an issue, you will see the number of alerted records in the “Alert” column.

A command to open text file will display.

The text file will open in notepad.

The reason for the Alert is listed in the error description column, followed by the data submitted.

Note: an Alert is not an indication that the record failed to Import. The “Error Description” provides the reason why the Alert was triggered.
To easily read the details and see the any discrepancy in the fields, copy the Text from notepad and paste into Excel. Excel will align the data in rows and columns.

An Alert may simply be a warning such as values in the file do not match to KIDS records. There may be 1 or more reasons causing the alert.

Check the student record after Import to see if the Import was successful and if the Import created duplicate records.
Part XI: Non-public Equivalency Contracts (NPE Contracts)

Some students will have services provided by external agencies and their providers under a non-public equivalency contract. To enter / view those NPE contracts, go to the student’s Profile. The link to the NPE form is found on the navigation pane to the left. Select the NPE contract link to open the form.

Click the New button, the form appears on screen, click new for each contracted service and enter each contracted service individually and save.

Completed contracts appear below the blank service form, with additional actions under drop down menu.
View NPE Contract

View an existing contract. Under NPE Actions, select View Service. The form appears for viewing.

Edit NPE Contract

To edit a contract, select Edit service under NPE Actions. The original form appears with the data fields open for editing. You are able to make changes by filling in the form utilizing the drop down arrows and open text fields. When the form is complete, click on Save to keep the changes made to the contract. Cancel will keep you on the service form page without saving changes.

NPE Providers

Note the only providers available for selection are those marked in personnel are those with Contract provider roles.

Delete NPE Contract

You are able to delete a NPE service. You will see a screen that verifies that you really want to delete the service. Click on OK to permanently delete the service or Cancel to stop the deletion and return to the NPE form page.

To delete an entire contract, each service must be deleted individually.
Kansas State School for the Deaf and School for the Blind Summer session.

Note: If the student is participating in the KS State School for the Blind or School for the Deaf summer session and your USD, Coop or Interlocal is billed for participation in the program, then the student can qualify for NPE reimbursement. Additional steps, such as creating a student profile for your organization, may be needed to make the claim.

1. If the student is not claimed in KIDS collection by the student’s home / neighborhood USD, then a KIDS record will be required before the USD, Coop or Interlocal can access the student in the MIS to enter the NPE data in the MIS.
   a. Request the KIDS administrator at KSSB or KSSB to submit a KIDS record (ASGT type) with the Neighborhood school listed as the students funding school. This will give permissions to the student record.
2. Once a KIDS record is present, search for the student using the “In KIDS” filter
3. Select the student, create a new student profile as instructed above (Part IX).
   a. Mark the claiming status as “Not Claimed”
   b. Assign child count, neighborhood school, grade and status are required.
   c. Save the profile
      i. Optional - Click new IEP and save an IEP with the student’s current IEP date
3. Do not enter service lines.
4. Complete the NPE application as instructed above.
5. Do not create an IEP or Service lines on the IEP page. Only a student profile needs to be created.

Students claiming NPE for the KSSB or KSSB summer programs do not have IEP data. The NPE contract can be accessed from the student profile.

A NPE form can be created by clicking the new button to start a blank form.
Part XII: Catastrophic Aid

The navigation link in the left pane allows you to access the Catastrophic Aid List. A list of existing submissions is displayed. You will note that the submission Status varies depending on where the submission is in the process. The status list may display one of the following: In Progress, Submitted, Reviewed, Approved, or Declined. The Action you will be able to take depends on the Status of the submission.

This same screen may also be accessed by clicking on Catastrophic Aid from a student Profile screen. Either way you access the screen, your options will be the same.
New Catastrophic Aid – Accessing the form

A new Catastrophic Aid application is created by completing the application form and submitting the form to KSDE. Accessing the form can be done 2 ways. First do a student search and find and select the student who qualifies for Catastrophic Aid.

A. From the Student List page, choose action “Cat Aid” to navigate to the Catastrophic Aid form.
B. From the student’s IEP List page, click the Catastrophic Aid button to navigate to the Catastrophic Aid form.

A blank form is displayed.
Fill in the form completing each section, the justifications and expenditures and deductions.
When you have completed the form, you have several options available. **Save** will allow further editing before submitting for approval. **Save & Submit** will send the form on for approval. You will not be able to make changes once you click on this button. **Cancel** will clear the contents of the form and return the form as blank.

<table>
<thead>
<tr>
<th>Per Student Minimum:</th>
<th>56900</th>
<th>Net Cost:</th>
<th>150000</th>
</tr>
</thead>
</table>

**Save** | **Save & Submit** | **Delete** | **Cancel**

A submission that is still “In Progress” will have the options to Edit, Submit, or Delete.

### Edit Catastrophic Aid

From the Catastrophic Aid Data screen, link found on the Navigation Pane on the left.

**Catastrophic Aid Data**

Click on the down-arrow on the student you wish to edit. (Remember you are only able to edit a submission that is *In Progress.*) The complete Catastrophic Aid form is now displayed allowing you to enter the information. The form does have several different sections. The various sections are displayed below.

<table>
<thead>
<tr>
<th>Actions</th>
<th>ID</th>
<th>Status</th>
<th>FY</th>
<th>Student</th>
<th>Created Date</th>
<th>Amount</th>
<th>Payment District</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>37</td>
<td>In Progress</td>
<td>2015 - 2016</td>
<td>1482275827</td>
<td>3/17/2016</td>
<td>$64,400.00</td>
<td>USD 111 - Doniphan West Schools</td>
</tr>
<tr>
<td>Edit</td>
<td>41</td>
<td>In Progress</td>
<td>2015 - 2016</td>
<td>3664080136</td>
<td>3/23/2016</td>
<td>$134,020.00</td>
<td>USD 111 - Doniphan West Schools</td>
</tr>
</tbody>
</table>
Payment District and Justification Questions

1. Justify the cost of the service/placement, as specified in all of the students IEPs in effect during the current school year, explaining why the student needed the services/placement. Submit to KSDE the student’s current up-to-date MRS record which lists all services provided, including the anticipated frequency, location, and duration of each service for those expenditures itemized on the.

2. Describe the student’s unique or severe physical, mental, social, emotional or educational characteristics that require additional costs.

3. If your district is contracting with another school district or private agency for provision of the services/placement as specified in all IEPs addressing services in the current school year, justify the cost of contracting with the other school district or private agency. List the name of all contracted agencies, hospitals, schools, mental health centers etc.
When you have completed the form, you have several options available. **Save** will allow further editing before submitting for approval. **Save & Submit** will send the form on for approval. Once submitted the application is locked for editing. **Delete** will clear this Catastrophic Aid form. **Cancel** will undo any changes made in the form without saving.

### Submit Catastrophic Aid

Completed Catastrophic Aid applications can be submitted to KSDE by clicking the Save and Submit button. The form will be automatically submitted for review.
The application process will not be approved if the required sections of the form are incomplete. Including the justifications, expenditures, expense deductions sections. Students must also qualify by meeting the minimum cost threshold. An alert will display if these conditions are not met.

- The net cost must exceed the per student minimum claim to submit Catastrophic Aid.
- Please enter an answer for question 1.
- Please enter an answer for question 2.
- Please enter an answer for question 3.

Delete Catastrophic Aid
Using the button or action item delete, all of the justifications, expenditures and deductions will be cleared and a blank form will return.

Status of Catastrophic Aid applications

Follow the Catastrophic Aid Data link on the Navigation page. A list of students with catastrophic data entered will be listed by their status

<table>
<thead>
<tr>
<th>Actions</th>
<th>ID</th>
<th>Status</th>
<th>FY</th>
<th>Student</th>
<th>Created Date</th>
<th>Amount</th>
<th>Payment District</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Choose)</td>
<td>23</td>
<td>In Progress</td>
<td>2015 - 2016</td>
<td>1711073067 Ahlo, Ariel</td>
<td>3/11/2016</td>
<td>$1,167,177.00</td>
<td>USD 398 - Peabody-Burns</td>
</tr>
<tr>
<td>(Choose)</td>
<td>33</td>
<td>Approved</td>
<td>2015 - 2016</td>
<td>8819574422 Breuninger, David</td>
<td>3/17/2016</td>
<td>$1,033,430.00</td>
<td>USD 410 - Durham-Hillsboro-Lehigh</td>
</tr>
<tr>
<td>(Choose)</td>
<td>36</td>
<td>Reviewed</td>
<td>2015 - 2016</td>
<td>2527322729 Brou, Yovonne</td>
<td>3/17/2016</td>
<td>$650,000.00</td>
<td>USD 408 - Marion-Florence</td>
</tr>
<tr>
<td>(Choose)</td>
<td>25</td>
<td>Declined</td>
<td>2015 - 2016</td>
<td>293343985 Aahrus, Daryl</td>
<td>3/16/2016</td>
<td>$490,454.00</td>
<td>USD 259 - Wichita</td>
</tr>
<tr>
<td>(Choose)</td>
<td>44</td>
<td>Submitted</td>
<td>2015 - 2016</td>
<td>3769169555 Haxton, Gabriela</td>
<td>3/23/2016</td>
<td>$234,655.00</td>
<td>USD 111 - Doniphan West Schools</td>
</tr>
</tbody>
</table>

In Progress – Application is open for editing and data entry. Application Not submitted to KSDE
Submitted – Application is completed, submitted to KSDE. Application has not been reviewed.
Reviewed – Submitted to KSDE, under review. Approval is pending
Declined - Application is completed, submitted to KSDE. Approval was declined. Application may be un-submitted, return to “In Progress” status for editing and resubmission.
Approved - Application is completed, submitted to KSDE. Approved, sent to School Finance for payment
Part XIII: Reports

Reports are accessed on the navigation pane.

Select the desired report from the drop down list.

Select the target school year, the organization and export file type. Click the Go button to run the report.

- **Export Type**
  - **Excel**
  - **PDF**

- **Reports**

- **School Year**
  - 2016 - 2017

- **District**
  - USD 111 - Doniphan West Schools
After a report is run, a download prompt is displayed. Download the report in the desired format, either as a PDF file or in Excel format.

Using Reports to Verify Data

Use crosschecks between corresponding data points. Look for unexpected or illogical comparisons.

Example 1 – Using the Projected End of Year report. Search for students with unequal Agency Exit date and Latest Service end date. This may indicate services actually ceased before the service line end dates.
Example 2 – Using the Projected End of Year report. Search for students with No / blank Agency Exit Date and Latest Service end date is before the last day of school. This indicates that the current IEP covering the remainder of the school year is missing or the Exit Date and Basis of Exit need to be entered.

**Validation Crosschecks**

Projected December 1 report – run from beginning of school to February 28.

1. OSEP Disability = DD and December 1 Age is age 10 or greater
2. All settings contains “B”, “R”, “W” for students grade 1 or higher
3. December 1 age and grade level are extremely distant. Grade level + 5 should be equal to or + / - 1 of each other. Grade 3 + 5 = 8 year old. Ages 6 and less or 9 and greater may indicate an incorrect birthdate in KIDS or incorrect grade level.

Projected End of Year report – run throughout the school year.

1. Exit Date is blank and latest service end date is before the last day of school
2. Exit Date and Latest end date are not equal for IDEA students.
3. OSEP Disability = DD and December 1 Age is age 10 or greater
4. Current Status = “M” and December 1 age is 19 or less
5. Current Status = “S” and Primary and OSEP Disability is present.

**Discipline Data – Projected Incident report.**

1. Student with long term out of school Suspension / Expulsion (greater than 11 days) and service line data does not list services in the “U” setting for the same period of time
Service line 1 is in error –
  a) Service end date not changed to 10/5/2016. Student was expelled on 10/5/16

Service line 2 is correct –
  a) Service start and end dates match date of incident
  b) Service location changed to off-site non-public building because student is not allowed on campus. Services are delivered in a community center
  c) Service setting changed to “U” because the student is under suspension / expulsion.

**Use filter tools in Excel to find missing or inaccurate values that should not be present.**

![Excel screenshot showing filter tools](image)

Responsible building should not have blank or null values.

**Validation Filters**
Projected December 1 report – run from beginning of school to February 28.

1. Count and number of students are verified
2. Blank / null values should not be found in the following data fields
   - Date of Birth, Gender, OSEP race / ethnicity, ELL status, student language
b. LEA, ACC, Neighborhood & responsible school.
c. OSEP Environment, OSEP Race / Ethnicity, OSEP Disability

2. X0 and Z0 values should not be present
   a. ACC – Assign Child Count

Projected End of Year report – run from beginning of school to February 28.
   1. Count and number of students are verified
   2. Blank / null values should not be found in the following data fields
      a. Date of Birth, Gender, OSEP race / ethnicity, ELL status, student language
      b. LEA, ACC, Neighborhood & responsible school.
      c. OSEP Environment, OSEP Race / Ethnicity, OSEP Disability

3. X0 and Z0 values should not be present

Overlap report – Across service start and end dates

---

**Overlap Report**

<table>
<thead>
<tr>
<th>ACC</th>
<th>Overlap ACC</th>
<th>Kids ID</th>
<th>First Name</th>
<th>Last Name</th>
<th>Birth Date</th>
<th>Status</th>
<th>Exit Date</th>
<th>Start Date</th>
<th>Overlap Starts</th>
<th>Overlap Ends</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>B</td>
<td>D</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D0501</td>
<td>D0501</td>
<td>4902503212</td>
<td>Stanley</td>
<td>Lofty</td>
<td>05/21/2013</td>
<td>New Referral</td>
<td>11/23/2016</td>
<td>04/11/2017</td>
<td>05/20/2017</td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>C</td>
<td>E</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Key indicators to check on overlap reports.

A – Organization of the User is the agency is under the ACC Column. This is your data row.

B – All Overlapping organizations, the User organization and the outside agencies

C – Note: The User organization alone means the overlap is within the IEP services reported by the lone organization. For example; 4/11/17 to 5/20/17 are listed on 2 different IEPs for the student.

D – Status can indicate which organization is causing the overlap. Note: Overlap starts (G) before the student Exit date. This indicates the student entered the new organization before the prior organization exited the student. To correct this example USD 111 changes the exit date and the latest service end date to 10/09/2016

E – Status indicator

F – The earliest start date of service for the student in the ACC organization (A)

G, H – Earliest date of overlapping services.

I, J – Latest end date of overlapping services.
Part X: Discipline Data

Discipline Data is found following the link on the navigation pane. Review the individual incidences. Report any incident that did not happen during the student’s range of IDEA services to the local building administrator for correction. You may also discover other discrepancies such as incorrect basis of removal, incorrect removal types or incorrect number of days of removal. This data will be updated monthly for your review. All discrepant data would be reported back to the building’s data entry person for correction. Check again to see if corrections have been made. If inaccurate data is not corrected, then it will be reported to OSEP and will factor for Indicator 4.

Discipline Data

Discipline Cross Check

Look for mis-classification in KIAS as IDEA student or missing IEP services.

Student reported in KIAS as IDEA, not found with IEP services on the date of the incident. KIAS identification may be in error, or MIS data is incomplete.
Part XVII: Help Resources

If you have difficulty working with SPEDPRO, please contact:

Mason Vosburgh
Special Education Data Manager
Special Education Services
Phone: 785-296-4945
mvosburgh@ksde.org

General Guidelines:

❖ Focus on the current school year and services delivered during the current school year.
❖ Rely on KIDS data for student demographics and work closely with your local KIDS coordinator.
❖ Follow the data dictionary definitions for all data fields.

Part XV: Security and Personally Identifiable Information (PII)

The special education status of students is confidential and may not be divulged to individuals who have no legitimate reason to know. Disclosure of personally, identifiable information (PII) is a violation of the KSDE security policy. Student name and demographics are considered PII. Attaching to or embedding PII in E-mail correspondences to KSDE, is a violation of the KSDE security policy. Infractions of this policy will result in a point deduction from the LEA Timely and Accurate report. Q4 as non-compliant for failing to follow the reporting standards and guidance.

Security – In cases when confidential student data needs to be exchanged with KSDE, the Special Education MIS Collection System was developed. This allows for the transmission of record through a secure file wall. The Special Education MIS Collection System is a KSDE web application for which registration and approval to access is required.
17. Principal's Building Report (PBR)

18. Special Education MIS Collection System

19. SPEDPro

See Part IV: above - Registering for Access to SPEDPro and the Special Education MIS Collection System

To send a file to the MIS Collection system, access the MIS Collection system through the Common Authentication Login and open the application.

1. Click the browse button and find the file to be uploaded
2. Select the file
3. Upload the file to the application
4. Notify KSDE that a file is present
Welcome to the MIS Files System

Upload Data or Error Checking Files here.

C:\Users\mvesburgh\Desktop\Test Students\FY 2018\2018 Boone USD 111.txt

General Navigation Tips

- Back buttons - Use the back buttons on the SPEDPro application. Avoid using the back buttons on your web browser. SPEDPro cannot load pages completely if the browser back button is used.