

## Timely and Accurate Data Submission and Internal Controls

#	Timely Submission	Point Award
1	MIS Begin Year set up started & Initial Submission by September 15	1
2	Initial Submission of current year students completed by September 15	1
3	Indicator 11 – District submitted all required information by the deadline for the Initial Data Collection window	1
4	Indicator 12 – District submitted all required information by the deadline for the Initial Data Collection window	1
5	Indicator 13 – District submitted all required information by the deadline for the Initial Data Collection window	0
6	Complete Provider FTE in CAPS was reported by the April Payment	1
7	All buildings submitted the Discipline Data Collection by the deadline	1
	Timely Submission Activity Score	6/7
Accurate Submission		Point Award
	<b>December 1 Data</b>	
8	Included all eligible December 1 students	1
9	Excluded all ineligible December 1 students	1
10	Correctly reported December 1 Environments	1
11	Correctly reported December 1 Disability category	1
12	Correctly reported December 1 Responsible school	0
	<b>Fiscal Year / School Year Data</b>	
13	Provider data was accurately reported in Categorical Aid Special Teacher reimbursement program	1
14	Included all eligible IDEA exiters	1
15	Excluded all ineligible IDEA exiters	1
16	Disciplinary removals for IDEA students align between KIAS and SPEDPro	1
17	IEP service locations align with out of school disciplinary removals	1
18	Verifications reports were addressed before the school year data was finalized	1
19	All student level records contained complete MIS data for the school year.	1
	Accurate Submission Activity Score	11/12
Internal Controls		Point Award
20	Administrator participation in annual MIS training	1
21	MIS Data clerk participation in annual MIS training	1
22	Local MIS Procedural Guide is present at the LEA Level	1
23	The LEA complied with reporting standards and guidance of support staff	1
	Internal Controls Activity Score	4/4
	Total Activity Score	21/23
	Substantially Compliant	Yes

# Timely and Accurate Data Submission and Internal Controls

## Timely Submissions

1. MIS Begin Year set up started by September 15
  - a. Calendars, settings, providers entered
2. Initial Submission of current year students completed by September 15
  - a. Initial submission of current year students records entered into MIS
3. Indicator 11 – District submitted all required information by the deadline for the Initial Data Collection window
4. Indicator 12 – District submitted all required information by the deadline for the Initial Data Collection window
5. Indicator 13 – District submitted all required information by the deadline for the Initial Data Collection window
6. Complete Provider FTE was reported in CAPS by the April Payment
  - a. All buildings completed CAPS reporting by 95% of Provider FTE was reported in CAPS by the April Payment. 95% accuracy for the FTE being claimed, not 95% accuracy for the individuals being claimed.
  - b. KSDE staff will review the FTE of any district whose data indicates it will lose a point on Item 6. KSDE staff will filter CAPS data by the start date of each FTE to look for those districts that added multiple positions in the final payment, or the last two payments, because the district forgot to add them at the beginning of the year.
7. June 30
  - a. As measured in the KIAS application

## Accurate Submission

### December 1 Data

8. Included all eligible December 1 students
  - a. No 0203 verification
9. Excluded all ineligible December 1 students
  - a. No 0210 verification
10. Correctly reported December 1 Environments
  - a. No 0224 verification
11. Correctly reported December 1 Disability category
  - a. No 0224 verification
12. Correctly reported December 1 Responsible school
  - a. No 0224 or 0176 verification

### Fiscal / School Year Data

13. Provider data was accurately reported in Categorical Aid Special Teacher reimbursement program
  - a. 95% accuracy for the FTE being claimed, not 95% accuracy for the individuals being claimed.
  - b. KSDE staff will review the audit exceptions of any district whose data indicates it will lose a point on Item 13 and allow the district to provide information as to why it should not lose a point on Item 13. The audit results for row 13 will be the prior school year measured.
14. Included all eligible IDEA exiters age 14-21
15. No Unresolved Exits
  - a. All 21-year-old students reported as exit.
  - b. All students qualifying for Indicator 14 are correctly reported.
16. Excluded all ineligible IDEA exiters age 14-21
  - a. Active students not reported as exited.
  - b. Exits are reported in the school year the exit occurred.
  - c. Unknown exit report does not contain erroneous basis of exit categories.
17. Disciplinary removals for IDEA students align between KIAS and SPEDPro
  - a. Issues flagged in the KIAS / SPEDPro Disciplinary Incident report are resolved.
18. IEP service locations align with out of school disciplinary removals
  - a. Students correctly reported in the “U” setting for the duration of the removal

## Timely and Accurate Data Submission and Internal Controls

19. Verifications reports were addressed before the school year data was finalized
  - a. No unresolved verifications
  - b. Exit status report has been resolved
20. All student level records contained complete data for the school year.
  - a. Active students have services through the end of the school year. No 0148 verification.
  - b. Overlap report has no unresolved overlaps.
  - c. Students do not have duplicate records submitted by the same LEA.

### Internal Controls

21. Administrator participation in annual MIS training
22. MIS Data clerk participation in annual MIS training
23. Local MIS Procedural Guide is present at the LEA Level
  - a. MIS Procedural Guides must be submitted according to the date KSDE establishes and the [3-Year Monitoring Cohort List](#). In this review KSDE staff and TASN providers will check updates to the MIS Procedural Guide since the first submission.
24. Data Dictionary requirements and support staff guidance was followed by the LEA

### Total Activity Score

Sum of points from Timely Submission, Accurate Submission, and Internal Controls Categories. If sum of points is 90% or better of total possible points, district is Substantially Compliant. Any district at 20 points or below is considered not substantially compliant.