May 2022 MIS – FAQ
End of Year Preparation

MIS Annual Checklist of Completed Tasks			
Time line	Task	Date Completed	Purpose
May	Update April IEPs and exits		Continuous Activity – Keeping data up-to-date
Upon KIAS submission	Review Table 5 Discipline Incident and summary report data for accuracy		Verify students listed are correctly reported as subject to disciplinary removal
Upon KIAS submission	Review Table 5 Discipline Incident and summary report data for accuracy		Verify the basis of removal, type of removal and number of days of removals are accurate
Upon KIAS submission	Review Table 5 Discipline Incident report		Confirm MIS service locations are accurate for students served in out-of-school suspensions or expulsions
Upon KIAS submission	Review Discipline Incident – No service on Incident date report		Confirm IDEA and disability status and are accurate on incident date
	Review Catastrophic and NPE claims		Confirm Catastrophic and NPE data is accurate
	Address / Resolve Verifications		Continuous Activity – Keeping data accurate
	Review Projected End of year report		Continuous Activity – Keeping data accurate
	Review Projected EOY report		Find and correct students with **incomplete data** for FY
	Review Projected EOY report		Find and correct duplicate student records
	Run Overlap report, resolve service dates		Resolve overlaps by correcting service dates
	Review Projected Table 4 Exit report		Confirm all exits are correctly reported
	Report Gifted students who exited Part B		Confirm verification 0018 is correctly displayed
	Verification 0224 report		Confirm or correct changes in the student's December 1 disability or responsible school, Private school status
	Update local procedural manual		Document May process and procedures

1. Accounting for all IEPs - be sure IEP services are covered through the end of the school year for active students.
   a. Use the projected EOY report to find active students with services ending before the last day of school.
2. Verification 0207 (IEP over 1 year old) is an indicator that services to the end of the school year may not accounted for.
3. Reports – Use the following reports to help with data accuracy
   a. Exit status report
      i. List of students with subsequent activity after they exited your agency.
      ii. The report is evidence the exit status reported needs to be changed to "T" – Moved known to be continuing in another Kansas organization.
      iii. This report should have no students listed by September 15

   b. Unknown exit report
      i. List of students reported as "T" – Moved known to be continuing in another Kansas organization. – However the student is not found elsewhere.
      ii. Focus of student with exit dates From August through April
      iii. Check with local KIDS administrator to see if the basis of exit should be different.
      iv. Expect reported Exit codes to change for some students.
      v. This report should have no students listed by September 15
      vi. Listed students may affect the accuracy of the OSEP Table 4 Exit report.

c. Overlap report
   i. List of students with service dates overlapping with another agency. More than one agency is claiming to have served the same student on the same dates in two or more different locations.
   ii. To resolve overlaps, modify service start and / or exit dates to remove overlaps
   iii. Speak with the Data Clerk from the overlapping agency and coordinate efforts as all overlaps must be resolved.
   iv. Tip – Move in student – Are you reporting the same IEP services that were delivered from the sending agency? If yes, delete the service lines from the other agency
   v. Tip – Move out student – Is the overlap start date days before your exit date? If yes, then you exit date and service end dates may be long. The student was already in the new agency before the exit date. To fix it change the exit date and latest service end dates to equal the day before the overlaps starts.
   vi. This report should have no students listed by September 15

d. Projected OSEP Table 4 exit report
   i. List of student who qualify for the OSEP exit report.
      1. IDEA student
      2. Age 14 -21
      3. Last exit of the school year (from any agency)
      4. Excluding
         a. Has not become active Special Education elsewhere after the exit date (excludes moved students)
         b. Gifted students
   ii. Does the list contain all of the qualified students with the correct basis of exit?

e. Students participating in 18-21-year-old programs
   i. Active students who have completed graduation requirements
      1. Confirm with district KIDS administrator these students are reported in KIDS with exit code 22 this school year. Then active through the school year the student turns age 21
   ii. Active students who have not completed graduation requirements
      1. Confirm with district KIDS administrator these students are reported in KIDS as active students through the school year the student turns age 21
   iii. Students who turn age 21 during the current school year
      1. Students who have completed graduation requirements
         a. These students are reported in KIDS with exit code 8 - graduate
         b. These students are reported in SPEDPro with exit status - graduate
      2. Students who have not completed graduation requirements
         a. These students are reported in KIDS with exit code 13 - Maximum age
         b. These students are reported in SPEDPro with exit status – Maximum age

f. Projected End of Year report
   i. List of all student served by the LEA during the school year. Are all students accounted for?
   ii. Is the report unduplicated? No student should be listed more than once
      1. FY2019 MIS workshop handbook shows how to find and remove duplicate records

        iii. Find and correct students with Active status and services that end before the last day of school. Active student would have services through the last day of school.

        iv. Find and correct unequal exit dates and latest service end date. These dates would always be the same date.

    g. Verification 0224 report

        i. Find students listed because the final December 1 data has changed. Confirm the current values are accurate or correct the student record to the previous December 1 values for these data points

            1. December 1 disability

            2. December 1 responsible school

            3. December 1 Private / Parochial status (neighborhood school)

            4. OSEP / Federal environment category (Except category PP)

    h. NPE Summary report

        i. Check to see that all students with NPE claims are accounted for.

        ii. For qualifying students, confirm the FTE amount has been factored correctly on the catastrophic aid deduction for NPE reimbursement.

        iii. Look for students with zero FTE on the NPE claim

    i. Catastrophic Aid claims

        i. Check the status of the Catastrophic Aid claim. If the claim has been denied, contact KSDE for assistance

4. Table 5 discipline data –

    a. Follow local procedures for confirmation that all buildings have reported discipline incidences. If a building had zero incidences of disciplinary removal during the current school year, the building is required to report zero.

Note; KIAS system.
Discipline incidences are reported in KIAS. The current year discipline collection closes on June 30. Please notify local KIAS users of any discrepancies to be corrected before the June 30 deadline.

Note; Verification 0176 – KIDS Collection for the current year closes on June 30

If there is no responsible school available for selection in SPEDPro, the district has until June 30 to submit a KIDS record listing a valid responsible school. Remind the local KIDS administrator the SPED record type will work to resolve this reporting requirement. KIDS record type "SPED" work to resolve 0176

Tip – Move in student – Check to see if the same IEP services that were delivered from the prior agency are listed on your current year service lines
    If yes, delete the service lines from the other agency

Tip – Move out student – Is the overlap start date days before your exit date? If yes, then you exit date and service end dates may be long. The student was already in the new agency before the exit date. To fix it change the exit date and latest service end dates to equal the day before the overlaps starts.
    The Overlap report should not have any students listed through the school year.

05/01/2022