August 2024 MIS – FAQ
Begin Year Set Up
What needs to be done early in the school year?

Begin year set up

Timeline	Task	Where Task is Done	Date Completed
August	**Discovery process** - Conduct Building / program / provider Discovery process	With administrators	
	Update Directory Chart with current year, programs & schedules	Directory Chart	
	Provide updated Directory Chart to local board clerks	With local board clerks	
	Collect current year district, building and program calendars	Various locations	
	Compline roster of current year providers by organization of assignment	SPEDPro	
	Provide KSDE with Directory sessions for X0440 buildings	Email to KSDE	
	Promote student grade level to current year values	Local IEP system	
	Promote prior year active status codes to Continuing status	Local IEP system	
	Update Neighborhood, Responsible Schools, and Attendance buildings for student transiting from Elementary to Middle and Middle to High school	Local IEP system	
	Align Directory program types with setting codes prior to submission	SPEDPro	
	Enter master calendar for current school year	SPEDPro	

Prior school year data analysis

Timeline	Task	Where Task is Done	Date Completed
August	Resolve prior year verifications, duplicated and overlapping records	SPEDPro	
	Address Discipline Incident Omitted, Exit status, Unresolved exit reports	SPEDPro	
	Confirm End of Year report for completeness and accuracy	SPEDPro	
	Confirm OSEP Discipline and Exiting reports for accuracy	SPEDPro	
	Document Timely and Accurate Results template with occurrences and dates	T & A Results template	

Upcoming Activity

Timeline	Task	Where Task is Done	Date Completed
August	Prepare for Indicator 11 & 12 data submissions	KIAS system	

Begin Year Set-up tasks.

1. <u>Discovery Process - Program discovery and building alignment.</u>
   a. <u>Discovery Process</u> - Meet with administrators, confirm the type of preschool program and special education programs offered by the organization by building.
   b. <u>Program sessions</u> - Confirm all program starting time, dismissal time and lunch time minutes and days per week in session.
   c. <u>Directory Alignment</u> – Based on the current year program types and sessions, review the building information from the directory. Contact local board clerk or KSDE to make corrections of inaccurate program types and / or sessions in the directory. The <u>Directory Guidance Chart</u> can be used to exchange building information with the local board clerk.

    d. <u>Open and closed buildings</u> – Document new buildings by name and number for the current school year. Note closed buildings by name and number for the current school year.

    e. <u>Mapping program types to buildings</u> – Based on current year programs offered, match the program type to the MIS setting codes by building number.

    f. <u>IEP program update</u> – Update local IEP systems with current year building data. Share with providers all current year building details.

    g. <u>Special education program buildings</u> – Confirm the Off—site non-public, home, community-based preschool, Incarceration and hospital buildings have the same building minutes, class minutes and days per week as the local elementary school for all grade levels.

    h. <u>X0440 buildings</u> – Provide to KSDE the current year Directory schedule information for non-accredited private schools in your Catchment area. Email to KSDE special education data mgr. Include Preschool, Kindergarten and daily schedule (Grade 1-12) separately.

    i. <u>Create a Directory Chart</u> – Document current year building and class times, days per week in session, and program types for each building in a Directory Chart. Provide the chart to local board clerks for guidance for completing the Directory updates for the current year.

2. <u>School Calendars</u>.
    a. <u>Discovery Process</u> – Obtain current year calendars applicable for all IEP service locations.

    b. <u>District level calendars.</u> – Create a master District level calendar for all grades, all buildings.

    c. <u>State school calendars.</u> – Create a master District level calendar for all grades, all buildings.

    d. <u>Private / Parochial calendars.</u> – Create a building level calendar for all grades.

    e. <u>Other calendars</u>
        i. Create building level calendars for those programs that do not follow the master calendar.

3. <u>Current Year Providers.</u>
    a. <u>Discovery Process</u> – Discover current year provider population, their roles and organization of assignment.

    b. <u>Update MIS Personnel List</u> - Add new service line providers to current year personnel list, remove providers no longer serving students by the organization.

    c. <u>Determine provider organizations</u> – Discover where [the service location building(s)] each individual provider delivers IEP services. Only associate the relevant service organization to the service provider. Do not arbitrarily list every USD in a Coop or Interlocal

    d. <u>Assign provider roles</u> – Mark all providers with the role of "Service line provider".

    e. <u>Update current year MIS provider profiles</u> – Enter current year provider roles and assign current year organizations.

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4. Current year setting codes
    a. Discovery Process – **Confirm the current year Directory updates correctly lists program types by building. Verify the session minutes and days per week in session.**
    b. Creating setting codes in the MIS – After the Discovery process is completed, create a current year settings list corresponding to the Directory program types by building. Once the settings list and the correct Directory program match, submit the setting. Next notify KSDE the settings and program align. This begins the approval process. Do not submit settings for Central office buildings. Settings are not required for buildings/ programs not used as IEP service locations. Do not copy settings from the prior year without completing the begin year Discovery Process.
    c. Special education program buildings – Follow Data Dictionary guidance by listing the specific setting codes for each special education program buildings.

5. Prepare current year student data.
    a. Discovery process – Using documented Local MIS Procedures, ascertain which individual students are active in the current school year. This population is the first batch of students to be submitted.
    b. New building associations – Update local IEP systems to account for student who have new Neighborhood, responsible and attendance schools in the current school year.
    c. Updating Responsible School – Coordinate with local KIDS administrators to align current year Accountability School in KIDS to the student's responsible school in the MIS.
    d. Preschool to Kindergarten changes – Update current year service lines to reflect the change of preschool settings and service locations to Kindergarten based locations and settings.
    e. Promotion of Grade – Update each student's grade level in local IEP systems prior to initial MIS submission.
    f. Promotion of Status – Update student status to continuing for each active student resuming services from the prior school year.
6. Target Submission dates
    a. August 31 or before – Target date for submission of Calendars, settings, and providers
    b. Labor Day or before - Target date for initial batch submission of current year student records.

Why Is it Important?
The Begin Year Discovery Process

The Discovery Process is essential to finding out what programs and classroom types are offered in each building in the current school year. Once programs and classroom types are known, SPEDPro can be set up with corresponding calendars and settings that align with the service line data submitted to SPEDPro. This alignment results in more accurate OSEP Environment

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calculations (Indicator 5 & 6), fewer verifications, reduces the need to make Directory corrections later in the school year and reduces the risk of a point loss for accurate reporting.

How is the Discovery Process completed?
  A. MIS staff meet with LEA administrators who are knowledgeable about the current year classroom types. For example, early childhood coordinators.
  B. The intended ratio of IEP student and non-identified peers is established for both special education programs and general education programs.
  C. Classroom session times, days per week in session and calendar days are discovered.
  D. The classroom sessions are entered into a Directory chart by classroom type. The Directory chart is shared with the local board clerk who completes the Directory update for each building.
  E. After the classroom sessions and program types are entered in the Directory Updates application, then the corresponding settings are entered into SPEDPro.

When is the Discovery Process completed?
  A. As soon as possible in July / August. Before the initial batch of current year students is submitted to SPEDPro in early September.