# October 2024 MIS – FAQ

## Continuous Activity.

Using the MIS Task Checklist as a guide, tasks finished in October should be recorded with a completion date.

| October Time line | October Tasks | Where Task is Done | Date Completed |
|---|---|---|---|
| During October | <u>Directory Updates – Building Information page</u> > Confirm accuracy of Directory program types, Session minutes & days per week per completed **Discovery Process.** | SPEDPro | |
| | <u>Directory Updates – Building Information page</u> > Contact local board clerk or KSDE for Directory corrections | SPEDPro Directory Updates | |
| | Update the local Directory Chart for all buildings in preparation for FY2026 | Local Directory Chart | |
| | **Prior School Year** | | |
| | Run and address prior year verifications, discipline and exit reports | SPEDPro | |
| | <u>Timely and Accurate Results Template</u>, **prior** school year. > Confirm results for all categories. See the FY2022 MIS Leadership presentation for guidance. | Timely and Accurate Results Template | |
| | Review all data quality reports to confirm expected populations | SPEDPro | |
| | Review projected reports to confirm expected populations | SPEDPro | |
| | Review EOY report for Complete data | SPEDPro | |
| | Update local MIS Procedural Manual with completed end of year tasks | MIS Procedure Manual | |
| During October | **Current school Year** | | |
| | <u>Timely and Accurate Results Template</u>, **current** school year. > Enter results for completed begin year set up process. | Timely and Accurate Results Template | |
| | Review current year Projected December 1 report | MIS System SPEDPro | |
| | Review current year Projected End of Year report | MIS System SPEDPro | |
| | Address current year Overlaps | MIS System SPEDPro | |
| | Enter current year exits. | MIS System SPEDPro | |
| | Enter new students for the current year. | MIS System SPEDPro | |
| | Contact KSDE if submitted settings are unapproved or In-Progress | Email KSDE Data Mgr. | |
| | Provide KSDE with non-accredited school class times for X0440 schools | Email KSDE Data Mgr. | |
| | Submit August & September IEPs and Exit data to SPEDPro | MIS System SPEDPro | |
| | Update local MIS Procedural Manual with completed tasks | MIS Procedure Manual | |

<u>Unfinished Business from Prior School Year</u> – end of year data quality checks related to Accurate reporting.

Unresolved verifications – address students on the verification list.
Discipline Validation report – are students listed? If yes, this report is <span style="color:red">High Priority</span>. There are 2 possible solutions
1. Service line data in SPEDPro is missing on the incident date.
    a. Fix – enter missing service lines for the dates flagged on the Discipline Validation report
2. The student was incorrectly marked as an IDEA student on the incident date
    a. Fix – the incident reported in KIAS musted be corrected and the IDEA indicator removed.
        i. KIAS will need to be reopened for the prior school year – contact KSDE for assistance

Exit status Unknown exit report – are students listed? If yes, this report is <span style="color:red">High Priority</span>.
1. The report serves as evidence the basis of exit needs to be updated to Moved, know to be continuing.

Overlap report – are students listed? If yes, this report is <span style="color:red">High Priority</span>.
1. Service lines need to be adjusted to remove overlapping service dates

Duplicate records - are students listed more than once in the End of Year report? If yes, this report is <span style="color:red">High Priority</span>.
1. Update SPEDPro records. Individual students must have only 1 single profile in SPEDPro.

# October 2024 MIS – FAQ

Unresolved Exits - are students listed? If yes, this report is <span style="color:red">High Priority</span>. There are 2 possible solutions
1. The student exited in the prior school year.
   a. Fix – update last year's student profile with an exit date and basis of exit > Save
2. The student was omitted from the current year initial submission
   a. Fix – Submit the student record for the current year.

Incomplete data - are students present in the End of Year report with active status and services stopping prior to the end of the school year? If yes, this report is <span style="color:red">High Priority</span>. There are two possible solutions
1. The student exited special education
   a. Fix – Update the SPEDPro record with an exit date and the basis of exit.
2. The student record is missing IEP services that extend to the end of the school year.
   a. Fix - Update the SPEDPro record with service data through the end of the school year.

## Complete the Timely and Accurate Results Template for last school year
a. Check each row / category of Timely and Accurate template by category criteria.
b. List students who meet the category criteria in each tab of the template with related data.
   i. See FY2022 MIS Leadership presentation for row / category criteria details
c. Update Timely and Accurate worksheet with points awarded or lost on the T & A Results Template
d. Save the Timely and Accurate Results Template. In March the worksheet may be requested for local review
e. A sample template is posted on the MIS and Student data page at www.ksde.org

## Update the local Directory Chart
a. Enter current year class schedules and program types by building in the Directory Chart
b. Keep completed Directory Chart until July
   i. In July, use the prior year Directory Chart as a starting point to discover current year class schedules and program types by building
   ii. In early August, Provide the updated Directory Chart to local board clerks for data entry.
c. A sample Directory Chart is posted on the MIS and Student data page at [www.ksde.org](www.ksde.org)

## Complete the Timely and Accurate Results Template for current school year
a. Category 1 – list the date current year calendars, settings and providers were entered into SPEDPro
b. Category 2 - list the date the initial population was submitted into SPEDPro
   Document dates for all member districts, screen shots can be included

## Review Current Year reports.
a. Projected December 1 report
   i. List of all student served by the LEA on December 1. Are all students accounted for?
   ii. Check for duplicates. No student should be listed more than once. See FY19 workbook
b. Projected End of Year report
   i. Check for active IDEA students who should be on the December 1 report but are not.
      1. Services ending before December and there is no exit data present.
   ii. Filter the report columns and check for missing or invalid data
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.
d. Unclaimed student report
   i. Confirm all students listed are not to be claimed for Federal or State reporting

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## Why is it Important?

### Local MIS Procedural Manual

A local MIS Procedural Manual documents all processes and procedures used to collect, validate and report student level IEP data to KSDE. The manual serves as a guidance, reference and instructional handbook which documents local business rules for completing all MIS related tasks. New MIS staff rely on the MIS Procedural Manual to know how the operation of MIS reporting is completed in the agency.

How do I start to develop a local MIS Manual?
The MIS manual is written in chapter format by subject. An outline of selected tasks is posted on the MIS and Student data page at [www.ksde.org](www.ksde.org). The outline is intended to provide a basic starting point for the development of a local MIS Procedural Manual. The outline is not all inclusive. A good local MIS Procedural Manual does not look like the outline, but includes step by step instruction, screen shots and specific examples for each task with corresponding timelines. Each chapter is a narrative.

Is the local MIS Procedural Manual different from the IEP program's User's Guide?
Yes. The local IEP program User's Guide is not a substitute for the local MIS Procedural Manual. The IEP program User Guide would address many processes that are unrelated to MIS reporting. The IEP program User Guide may be referenced in the MIS Procedural Manual, but the local MIS Procedural Manual only focuses on processes related to collecting, validating and reporting student level IEP data to KSDE.

What are the attributes of a good MIS Procedural Manual?
Completeness – all aspects of collecting, validating and reporting student level data are addressed.
Indexed / chapter format – Each topic and task are easy to find by subject matter
Timelines – Expected start and end dates of each task are included for each task
Screenshots – Including visuals helps to make the connection of written guidance to actual operation.

What can be added to my existing manual that maybe missing?
- Page numbers and page dates. Include a revision date on individual pages that have been updated.
- Begin Year setup chapter – process and timelines for preparing the initial submission of the school year.
- Flow charts – showing how data is prepared for reporting to KSDE
- Flow charts – showing the communication with providers when additional information is needed to address unresolved verifications
- A chapter on discipline data – how the students and incidents are checked for accuracy.
- A chapter on exiting data – how exiting information is collected and checked for accuracy.
- Verification guidance – how common / specific verifications are resolved
- Data quality reports – how each SPEDPro report is reviewed and actions taken to resolve listed students
- Discipline validation report – explaining conditions for student listed and how discrepancies are resolved in KIAS
- Location of Document Archives and naming conventions. Saved projected and final report, data quality reports.
- In-service – how MIS requirements are presented to providers and other stakeholders
- Closing the Year chapter – process and timelines for preparing finalization of End of Year data.

What can be omitted from my manual that maybe misleading?
- A copy of the Data Dictionary check list. It is doubtful that this chart accurately reflects your timelines.
- IEP program processes that are unrelated to SPEDPro reporting.