March 2025 MIS – FAQ
Non-Public Equivalency and Catastrophic Aid Claims

MIS Annual Checklist of Completed Tasks

Timeline	Task	Date Complete	Purpose
March	Review Projected December 1 Report		Verify correct child counts and data subgroups
	Review Projected Gifted Summery report		Verify correct child counts
	Review Projected End of Year Report		Verify accurate data elements & complete data
	Review Projected End of Year Report		Check for duplicate records
	Enter February IEPs and exits		Continuous Activity – Keeping data up to date
	Address Verifications		Continuous Activity – Keeping data accurate
	Check Unclaimed student report		Continuous Activity – Keeping data accurate
	Check for incomplete student records		Continuous Activity – Keeping data accurate
	Check for inaccurate age and grade values		Continuous Activity – Keeping data accurate
	Check Overlap report		Continuous Activity – Keeping data accurate
	Update local MIS procedural manual		Revise manual with changed processes & tasks.
	Identify Catastrophic and NPE students		Preparation for April collection
	Prep Catastrophic and NPE claims		Preparation for April collection

Non-public Equivalency and Catastrophic Aid claims are collected during the month of April in SPEDPro.

Pre-submission preparation – Month of March

1. Discovery process – Identify current year IEP students who,
   a. Receive IEP support under contract in a private / non-public out of district program.
   b. Have special education services costing more than $63,340 for the school year.
   c. May participate in the forthcoming Kansas School for the Blind or Deaf summer ESY programs.

2. Obtain documentation for data entry and subsequent KSDE auditing.
   a. Non-Public equivalency contract forms are posted at www.ksde.gov
      i. Categorical Aid
   b. Catastrophic Aid forms are posted at www.ksde.gov
      i. Categorical Aid
   c. Completed NPE & Catastrophic forms which can be used for data entry.
   d. Obtain copies of the service provider's license.
   e. Obtain all current year bills, invoices and payment vouchers that document the catastrophic expenses paid by the school district, Interlocal or Coop from July 1st. – present
   f. Total costs claimed = Known costs from July 1 + estimated anticipated costs through June 30.

Prepare Data Entry –

3. Using the completed NPE or Catastrophic forms, data is entered into SPEDPro.
   a. Importing to SPEDPro
      i. Import specifications can be found in the Data Dictionary
         1. NPE specifications – Page 27
         2. Catastrophic – Catastrophic aid applications **cannot** be imported at this time.
      ii. Import files can be created in Excel following the specifications, then saved in text file format (.TXT)
         1. From the Import Files page in SPEDPro > select the file type (NPE Contract) > browse> choose the file > Upload. Next check Import file history for alerts
            a. NPE claim can be reviewed by selecting the student profile > click the NPE Contract link on the (left) navigation pane.
   b. Keyboard entry in SPEDPro
      1. Catastrophic form is accessed by opening the student's IEP list page > select the Catastrophic Aid button – SPEDPro User's Guide pages 60 – 65.
         a. Answer the three Justification questions.
         b. Enter line-item expenditures in whole dollars.
         c. Enter line-item deductions in whole dollars.
      Justification answers can be provided by the local administrators. They can be brief explanations.
      Local finance officers can provide the Line-item expenditures and deductions.
      These data elements can be on hard copy form or other local documentation.

      2. NPE Contract form can be reviewed by selecting the student profile > click the NPE Contract link on the navigation pane. – SPEDPro User's Guide pages 55 – 60
         a. For each NPE service, click the new button at the top right of the page.
         b. Save each completed NPE service.
         c. The NPE contracted agency would be the same building listed on the student's MIS service lines.
         d. Submitted NPE claim totals are found on the reports page as NPE summery report.

4. NPE note: – If a student participates in the Kansas School for the Deaf of School for the Blind ESY summer program, the student's home USD will need access to the student's record in SPEDPro to complete the claim. To obtain access, a KIDS Collection record will be needed to make the student to district association.

a. Contact the KIDS administrator as either KSD or KSB and request a new KIDS record be submitted listing the district's central office as the funding school (D15) in the KIDS record.
b. Completion of the NPE claim for students at the KSD or KSB summer program only need to create a student profile and completed NPE form. Do not create service lines. Service lines will result in an overlap.

Verification and Data Quality reminder –

April 30 is the target finalization date for the December 1, 2024 OSEP report. Documentation of unresolved verifications and Data Quality reports related to December 1 data will be recorded as of May 1. If the unresolved data issues result in finalization delays, or inaccurate OSEP categorization, unresolved issues will be recorded on the District's Timely and Accurate score sheet.

Recommendation – Address verifications and Data Quality reports as soon as possible. Contact KSDE is assistance is needed.

Why is it Important?

Complete student data for the school year

Complete data means a student record contains all services provided throughout the school year.

Examples of students with **incomplete** data includes:

    A. An active student with services ending sometime before the last day of school.

    B. An inactive (exited) student with services ending sometime before the exit date.

Students active on December 1 with incomplete data may be inadvertently omitted from the December 1 count because IEP services do not intersect the December 1 date. This would generate a point loss for Accurate reporting of December 1 data. Row 8 of the Timely and Accurate score sheet.

Students with incomplete data at the end of the school year do not have all services accounted for. This results in an artificially low student FTE when calculating student level FTE for the fiscal year. Additionally, a point loss for Accurate reporting of End of Year 1 data would ensue. Row 19 of the Timely and Accurate score sheet.

It is possible the same student with incomplete data generates two-point losses for Accurate reporting.

Students with incomplete data may not qualify for Non-public Equivalency or Catestrophic reimbursement because there are no corresponding services reported in the MIS.

How to find students with incomplete data?

  A. An active student with services ending sometime before the last day of school.
   1. Run the Projected End of Year report, open the Excel file.
   2. Apply a filter on the header row.
   3. Filter on Current Status (column AP), select active status codes B, C, E, I, N, R.
   4. Filter on Latest service end date (column V), select all dates prior to the last day of school.
   5. The found list of students currently have incomplete data.
   6. Active students with service end dates in August – November are excluded from the December 1 report.

  After June 1
   7. Navigate to the Verification list page in SPEDPro.
   8. Run a verification search for flag 0148.
   9. The results found are students with incomplete data.

  B. An inactive (exited) student with services ending sometime before the exit date.
   1. Navigate to the Verification list page in SPEDPro.

2. Run a verification search for flag 0144.
3. The results found are students with incomplete data.

Students with incomplete data are found, What to do next?

a. Check for evidence the student exited. The service end date may be correct, but exit data is missing.
b. Check for missing IEPs that cover services through the end of the school year
c. Check for "stay put" status. Services are continuous, the service end is in error and needs extension.

Now is a good time to check for incomplete student records.