

April 2025 MIS – FAQ

Monthly Tasks

Preparing for the December 1 child count finalized on April 30

MIS Annual Checklist of Completed Tasks

Preparing for the December 1 finalization

Timeline April	Task	Date Completed	Purpose
By 4/15	Be cautious Importing December 1 records		To avoid introducing problematic data needing to be fixed
By 4/15	Review Projected December 1, Gifted summary. Review EOY reports for accuracy		Confirm population child count totals. Check for missing data, inaccuracies, unexpected values
By 4/15	Check - Unclaimed Student report		Confirm these students are to be excluded from Dec. 1
By 4/15	Run Overlap report, resolve service dates. Verification 0085, 0123, 0124		Contact other MIS clerk to resolve Overlaps. Remove duplicate services from multiple IEPs
By 4/15	Run Indicator 6 report		Confirm preschool environments are as expected.
By 4/15	Address / Resolve Verifications		Request assistance from KSDE to help resolve
By 4/15	Discipline cross check		Service line settings are "U" for students served in out of school suspension / expulsions locations on December 1
By 4/15	Verification 0214		Settings reported are not found in the Directory
By 4/15	Verifications 0004, 0007, 0011, 0012, 0039, 0045, 0047, 0053, 0070		Unresolved verifications may skew OSEP environment calculations which may later result in 0203 & 0210
By 4/15	Verification 0220, 0221		Contradictory OSEP categories must be corrected
By 4/15	End of Year Projected report check		Discover possible exits or students with current IEP not reported
By 4/15	End of Year Projected report check		Find / correct active students with services ending before December 1
By 4/15	Verification 0176		All 0176 are resolved. Every student has a current year KIDS record corresponding to the responsible school reported in SPEDPro.

Catastrophic Aid and Non-Public Equivalency

Timeline April	Task	Date Completed	Purpose
By 4/25	Collect Catastrophic and NPE data		Save for KSDE Auditing
By 4/25	Complete Catastrophic and NPE claims		Enter Catastrophic and NPE data in SPEDPro
By 4/25	Submit Catastrophic and NPE claims		Submit Catastrophic and NPE data in SPEDPro

Continuous Activity

Timeline April	Task	Date Completed	Purpose
	Enter March & April IEPs and exits		Continuous Activity – Keeping data up to date
	Address Verifications		Continuous Activity – Keeping data accurate
	Check discipline reports for accuracy		Continuous Activity – Keeping data accurate
	Check Exiting reports		Continuous Activity – Keeping data accurate
	Review Projected End of year report		Continuous Activity – Keeping data accurate
	Update local procedural manual		Document April process and procedures.
	Update Timely and Accurate results template		Record completed tasks and point deductions for FY2025
	Begin discussions of next year programs		Prepare for next year service locations by building
	Draft a Directory Chart for FY2026		Prepare Directory information for local board clerk entry

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Ready for December 1 finalization.

April 30 is the target date for finalizing the December 1, 2023 report.

Recommend tasks to prepare for finalization are listed in the Task Checklist above. April 15 target date.

Recommended training material – “Ready for December 1” Zoom recording. Posted on the MIS and Student data page at www.ksde.gov. Review February 2025 FAQ for additional information.

Catastrophic and NPE reminders

What is a Catastrophic Aid student?

A student who's cost of special education services is greater than \$63,340 this school year.

What is the significance of the dollar amount?

The organization who pays these expenses qualifies to be reimbursed 75% of the amount over the minimum threshold of \$63,340.

Where do I find the cost information?

Inquire with your Finance department for invoices and bills paid.

Is there a Catastrophic Aid claim form that can be used for data entry?

The Catastrophic Aid claim form is designed to assist with data entry. Posted on the Special Education Fiscal Resources > Categorical Aid page at KSDE.gov.

What is a Non-public Equivalence student?

A student who receives IEP services in a non-public private program, institution, or agency during this school year. KSB and KSD summer ESY sessions also qualify for NPE reimbursement.

Is there a NPE claim form that can be used for data entry?

Yes, it is posted on the Special Education Fiscal Resources > Categorical Aid page at KSDE.org.

Where are the claims for reimbursement made?

In SPEDPro. Access to the Catastrophic Aid application and NPE application are associated to the student profile in SPEDPro. See pages 51-60 in the SPEDPro User Guide for data entry details.

What are the last steps after the claims are submitted?

KSDE reviews the Catastrophic Aid claims for approval.

Invoices, NPE contracts and copies of provider's license are kept locally in preparation for the KSDE fiscal auditors.

Catastrophic and NPE Data Entry – Month of April – Target Due date April 30,2025

1. Completed NPE or Catastrophic forms claims are submitted through SPEDPro.
 - a. Importing to SPEDPro
 - i. Import specifications can be found in the Data Dictionary
 1. NPE – Page 27
 - 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 > browse> choose the file > Upload. Next check Import file history for alerts

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- a. NPE claim can be reviewed by selecting the student profile > click the NPE Contract link on the 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 55 - 60.
 - a. Answer the three Justification questions.
 - b. Enter line-item expenditures in whole dollars.
 - c. Enter line-item deductions in whole dollars.
 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 51 – 54
 - 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.
2. NPE note: – If a student participates in the Kansas School for the Deaf or 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 a local elementary, middle high school, or 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 outside of the school calendar will trigger multiple verifications.

3.

Why is it important?

Indicators 5 & 6

Indicators 5 and 6 measure the educational environment of students ages 3 – 5 in preschool (Indicator 6) and students ages 5 – 21 in Grades Kindergarten – grade 12 (Indicator 5). Indicators 5 & 6 measure where each student receives IEP services. Indicators 5 & 6 have target percentages for which the percentage of students in several OSEP environment categories are measured. This measure is done annually to determine if the district has met / not met the target. If the target is not met, then it is determined if the district is making progress towards the target or if the district is slipping away from the target based on prior year measurement results. These measurements are part of the district's Levels of Determination (LOD).

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The educational environments are calculated on an individual student basis. Services that intersect the December 1 date are included in the calculation; services that do not intersect the December 1 date are excluded from the calculation. An Indicator 6 report is available in SPEDPro for a projected analysis of the calculated results.