K - Time

What is it, how it is reported

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K – Time Explained

What is K – Time ?

- K – Time is a portion of the child's day they participate in a qualified regular early childhood program <u>without</u> Special Education support

Why is K – Time collected ?

- K – Time factors in the child's OSEP environment calculation and resulting environment category.

- The OSEP Environment category is reported for all students served on the annual child count (Dec. 1) and determines district's LRE population for Indicator 6

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K – Time Explained

To whom does K – Time Apply?
- Children age 3, 4, 5 with preschool grade level

When does K – Time Apply?
- K – Time only applies to services intersecting the December 1 date.

K – Time Q & A

1. Student turns 6 in April, is K - Time addressed at the January IEP meeting?
   a. No, the student will be age 6 on the subsequent December 1, K – Time does not apply.
2. Student turns 5 May and will begin Kindergarten in the Fall, is K - Time addressed at the March IEP meeting?
   a. No, K – Time does not apply to Kindergartners
3. K – Time was omitted from the MIS for a 4 year new referral who started in February. Does the current year MIS record need to be updated to include K – Time from February – May?
   a. No, K – Time from February – May does not apply.

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K – Time Explained

What are qualified K – Time programs ?

- <u>Preschool settings with a population of 50% or more non-identified peers</u>
  - Preschool At-risk classrooms
  - District run Universal Preschool classrooms
  - Headstart Centers
  - Community based / private preschools
  - Group child development / child care centers
  - All other district administered preschool classes offered to eligible pre-kindergarten children
- The time a child spends in these programs without IEP support can count as K – Time.

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K – Time Explained

What are <u>not</u> qualified K – Time programs ?

- Special education classrooms
    - Integrated special education classroom
    - Reverse mainstream special education classrooms
    - Resource room / pull out locations
    - Special purpose schools

- Time at a Baby Sitter

- Time at home with parents, siblings or other family members

- Sunday school

- Sporting activities, Scouts, Dance class,
    - etc.

- The time a child spends in these programs <u>does not</u> count as K – Time.

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The Directory's Foundation in K – Time Reporting
KSDE Directory Updates Application

The KSDE Directory Updates application is the source of all building information for all schools and programs state-wide.

Every preschool classroom is required to be reported by session. Each session lists start and end times, days per week in session and program type.

The Directory determines by building:

The presence or absence of qualified K – Time programs

The amount (minutes) of K – Time available

The number of days per week K – Time is available

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K – Time factor in Regular Early Childhood Program Participation

OSEP Calculation

OSEP categorizes Preschool Environment by a <u>weekly threshold</u>

<u>10 hour Participation</u> / 600 + minutes
Per week

> 1. K - 150 x 4 = 600

> 1. K - 325 x 1 +
> 2. K - 340 x 2 +
> 3. K – 365 x 1 +
> 4. K – 380 x 1 = 1750

<u>less than 10 hour Participation</u> / 599 -1 minutes
Per week

> 1. K - 65 x 2 = 130

> 1. K – 65 x 2 +
> 2. K – 130 x 1 +
> 3. K – 100 x 1 = 360

Which setting minutes apply to the Participation category?

B, K, W – Represents portions of the child's day included with 50% or more none-identified peers

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The Directory's Foundation in K – Time Reporting
Local MIS clerk's role in the process

Begin Year set-up - Process conducted by the MIS clerk at the beginning of each school year

Discovery Process – Meeting with key staff, early childhood coordinator, SPED administrators
- Discover which program are offered in which building this school year
- Determine the applicable calendar the preschool program follows
- Document these program types, session times, days per week in a Directory Chart (KSDE template)

Provide the local board clerk the Directory Chart information by building for Directory entry

Review the accuracy of the Directory data

Align the Program Types with MIS setting codes by building and submit the settings to KSDE
- Note: The MIS clerk does not submit the same settings as last year without completing the discovery process.

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The Directory's Foundation in K – Time Reporting
Local MIS clerk's role in the process

Elementary school with no K – time classrooms

Building Name	Building Type	Setting Codes	Calendar	Minutes			
0238 - Bluestem Elementary School	Elementary	C, G, R, T, X	Type: District Level Grade(s): All Grades Start: 8/26/2020 End: 5/27/2021 Days: 141		Class	Total	Days/Week
				Grades 1-12	450	475	4
				Pre-K Integrated Special Ed (>50% IEP)	220	220	4
				Pre-K Integrated Special Ed (>50% IEP)	210	210	4
				Kindergarten - Full-day, every day	405	430	4

Elementary school with K – time classrooms

Building Name	Building Type	Setting Codes	Calendar	Minutes			
0516 - Elkhart Elem	Elementary	B, C, G, K, T, X	Type: District Level Grade(s): All Grades Start: 8/20/2020 End: 5/20/2021 Days: 167 Type: Building Level Grade(s): All Pre-K Start: 8/20/2020 End: 5/20/2021 Days: 160		Class	Total	Days/Week
				Grades 1-12	415	450	5
				Pre-K 4 year old at risk	280	280	5
				Pre-K 4 year old at risk	440	455	5
				Kindergarten - Full-day, every day	415	450	5
				Pre-K All other district sponsored preschool	210	210	3

> Setting B & K are companions
>
> Setting K is not applicable without a qualified regular early childhood program - B

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Building Location of K – Time Participation

Under which building is K – Time minutes reported?

- Most common building used for K – Time reporting
  - The elementary school where the student participates in the regular early childhood program. 95% of K – Time occurs in the local elementary school
- Other buildings reported as the location of K – Time
  - Community bases preschool programs
  - Local Headstart centers
  - Church affiliated preschool programs
    - Commonly these locations are also IEP service locations and K time buildings
- All other before or after school K time building
  - Reported in rare occasions when no other building applies
- All K – Time locations must have a specific building listed in the Directory with class sessions and a qualified building type.

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Other issues related to K – Time

- K – Time minutes align with the building's class minutes present in the KSDE Building Directory
  - Session minutes in the Directory determine the maximum minutes per service line.
- Participation in multiple programs must be reported separately
  - AM session and PM session would not be combined but reported separately on individual service line
- K – Time may be flagged for verification if K-Time is reported in a building when a qualified K – Time programs is not present in the Directory

- Year to year changes of setting codes is common when a building changes programs.
  - March IEP with setting "W". Current year building is "B" and K time is applicable.
  - Service line data must be changed prior to current year MIS data submission.

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Reporting Classroom Sessions

- At-Risk classroom
  - 180 Minutes session
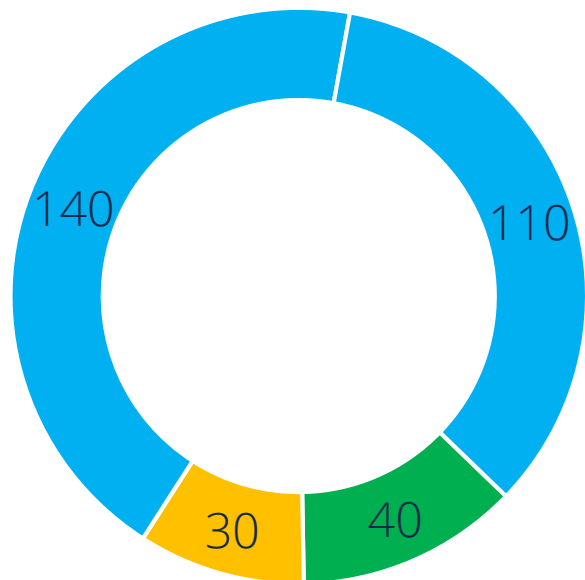
Legend:
- 🟩 At Risk Inclusion
- 🟨 Pull Out Support
- 🟦 K - Time
- 🟦 K - Time

MIS Service lines – Elementary School
1. SE – B – 40 – 5 – 08/19/2020 – 4/15/2021
2. OT – G - 30 – 2 – 08/19/2020 – 4/15/2021
3. KT – K – 110 – 2 – 08/19/2020 – 4/15/2021
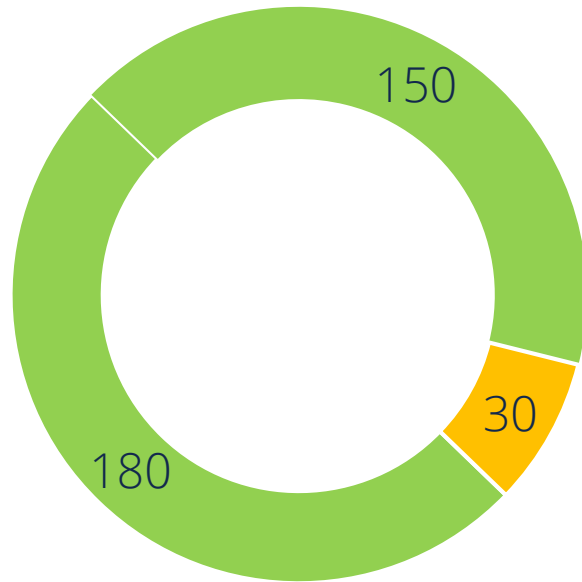4. KT – K – 140 – 3 - 08/19/2020 – 4/15/2021

B + G + K = class minutes
40 +   0 + 140 = 180
40 + 30 + 110 = 180

Reporting Classroom Sessions

- Integrated Special Education class
  - 180 Minutes session

MIS Service lines – Elementary School
1. SE – R – 180 – 3 – 08/19/2020 – 4/15/2021
2. SE – R – 150 – 2 – 08/19/2020 – 4/15/2021
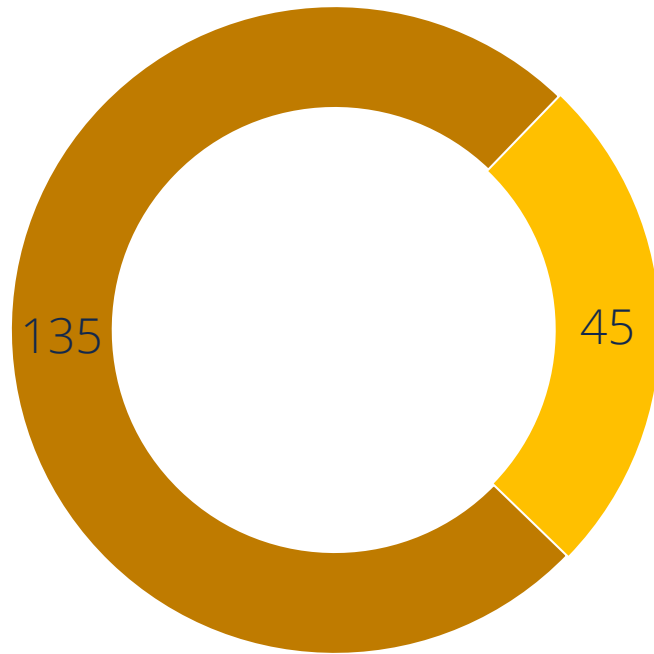3. OT – G - 30 – 2 - 08/19/2020 – 4/15/2021

R + G = class minutes
150 + 30 = 180

Integrated class   Integrated class
Pull Out Support

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Reporting Classroom Sessions

- Reverse Mainstream Special Education class
  - 180 Minutes session

MIS Service lines – Elementary School
1. SE – W – 135 – 5 – 08/19/2020 – 4/15/2021
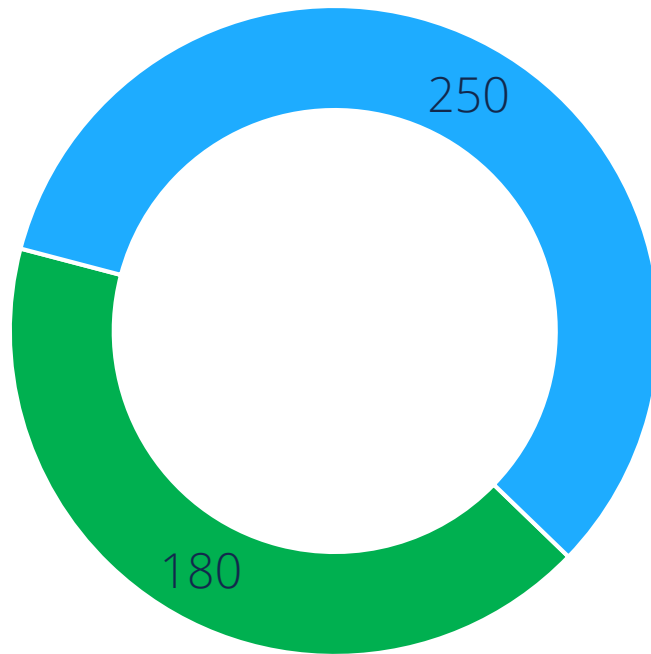2. SS – G - 45 – 5 - 08/19/2020 – 4/15/2021

W + G = class minutes
135 + 45 = 180

■ RMS class   ■ Pull Out Support

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Reporting Classroom Sessions

- Universal Preschool classroom
  - 180 Minutes session

MIS Service lines – Elementary School
1. SE – B – 180 – 3 – 08/19/2020 – 4/15/2021

B + G + K = class minutes
180 + 0 + 0 = 180

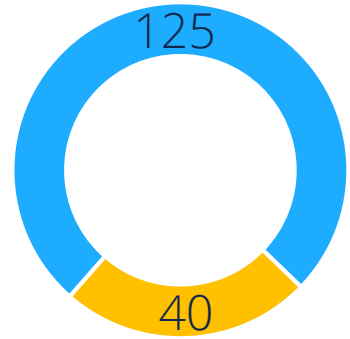MIS Service lines – Community based preschool
2. KT – K – 250 – 2 – 08/19/2020 – 4/15/2021

250

180

■ Universal Inclusion   ■ K - Time

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Reporting Classroom Sessions

Itinerant service
K - Time

Itinerant service

- Itinerate student – participates in after school program

MIS Service lines – Elementary School
1. SE – G – 40 – 3 – 08/19/2020 – 4/15/2021

MIS Service lines – Community Headstart
2. KT – K – 125 – 5 – 08/19/2020 – 4/15/2021

- Itinerate student – stays at home with mom

MIS Service lines – Elementary School
1. SE – G – 55 – 5 – 08/19/2020 – 4/15/2021

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Additional Support Documents

- MIS and Student data page @ KSDE.org
  - MIS and Student Data (ksde.org)

- Data Dictionary and File specifications
- K – Time Calculation guidance
- K – Time Collection form
- Index of MIS support Documents, References to:
  - Past MIS workshop handbooks
  - Monthly FAQ updates

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