

### **KAN-DIS Extract (Kansas)**

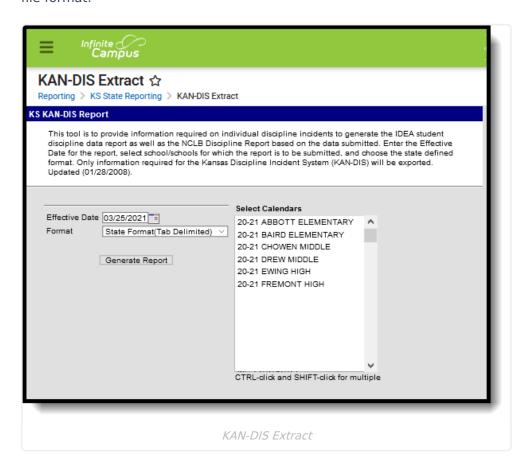
Last Modified on 10/22/2022 10:20 am CDT

Report Logic | Report Editor | Generate the KAN-DIS Extract | KAN-DIS Report Layouts

Classic View: KS State Reporting > KAN-DIS Extract

Search Terms: KAN-DIS Extract

KAN-DIS is a browser-based reporting system that stores behavior data on the KSDE servers. KAN-DIS data is entered through online data entry on an incident-by-incident basis or through a batch file upload, where information on multiple incidents is extracted from Campus in a tab delimited file format.



## **Report Logic**

For every discipline event that occurs there should be incident data, incident type (at least one), offender data (at least one), action taken data (at least one) and victim data if applicable.

The following incident types are required and should be reported:

- All incidents involving violence, weapons and/or substance abuse:
  - If the incident involves a weapon, the type of weapon must be reported.
  - If the incident involves a school staff member victim, information on the type of victim and the type of injury sustained by that victim (or victims) must be included.



- If the incident involves a special education student offender and results in major injury for one or more victim, the type of victim and the type of injury sustained by that victim (or victims) must be included.
- All incidents resulting in a suspension (in-school or out-of-school) or expulsion.
  - Length in days must be reported for incidents resulting in a suspension (in or out of school) or an expulsion.
  - If the length of expulsion for weapons-related incidents is modified based on the Gun Free Schools Act, a description of the modification must be included.
- All incidents resulting in referral to local law enforcement.
  - If an incident results in referral to local law enforcement, the outcome of that referral (misdemeanor charge, felony charge, no charge, or unknown) must be reported.

This includes students with a state resolution code of any of the following, or a resolution sub-type of expulsion or suspension or a weapon indicator or a violence indicator.

460	750
470	770
570	850
710	860
730	870

The event must also have a valid State Event Code.

In order to have a victim reported, a person will have to be added to the event with a Role of Victim and a value of 2 or 3 needs to be entered in the victim injury dropdown list. A victim record also reports for any non-student victims on the Behavior Event.

In order to have an offender report, a person needs to be added to the event with a Role of Offender.

## **Report Editor**

The following defines the available options on the KAN-DIS Report editor.

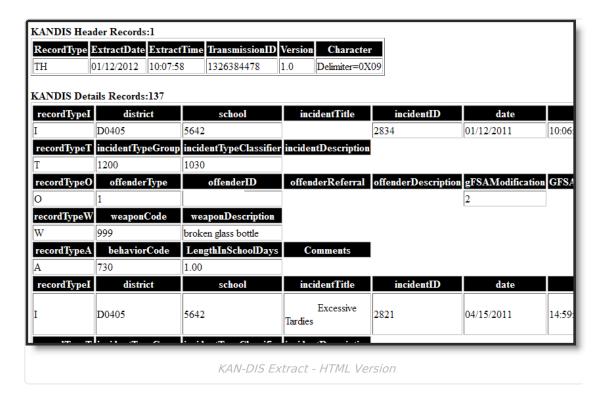
Data Element	Description
Effective Date	Entered date narrows the results of students included on the report to those who have active enrollment records as of that date and narrows the behavior events to those that occurred before that date. Dates are entered in <i>mmddyy</i> format or by clicking the calendar icon to select a date.



Data Element	Description
Format	The KAN-DIS Extract can be generated in the following formats. Use the CSV, HTML or XML options to review data prior to uploading the information to the state in tab delimited format.  • State Format (Tab Delimited)  • CSV  • HTML  • XML
Calendar	Select a calendar (or more than one) from which to pull student discipline records. At least one calendar must be selected in order for the report to generate. The number of calendars chosen at one time may affect the generation of the report.

## **Generate the KAN-DIS Extract**

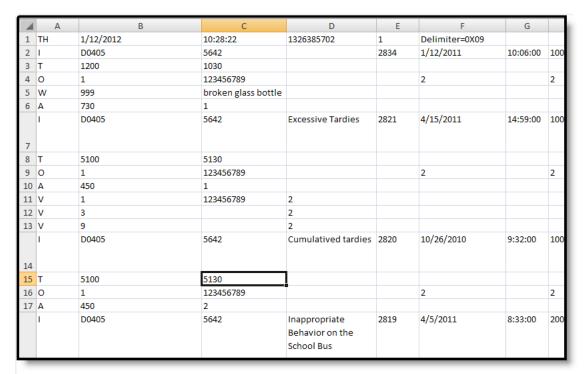
- 1. Enter an **Effective Date** for the extract.
- 2. Select the **Calendars** to include on the report.
- 3. Select the **Format** of the extract.
- 4. Click the **Generate Report** button. The report will appear in the selected format in a new window.





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KAN-DIS Extract - State Format



KAN-DIS Extract - CSV Format



## **KAN-DIS Report Layouts**

Header Record Layout | Incident Record Layout | Type Record Layout | Offender Record Layout | Weapon Record Layout | Action Taken Record Layout | Victim Record Layout | Footer Record Layout

There are six report records included in the KAN-DIS Extract. Each generation of the report also includes a Header Record and a Footer Record.

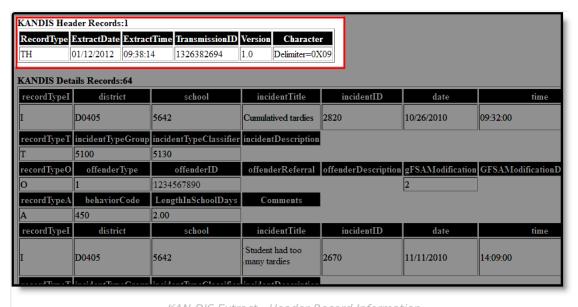
Each record is reported on its own line, identified by the record type in the first column of each row. The following section describes the record layouts with the elements defined, logic used for reporting and the path to the element in the user interface.

#### **Header Record Layout**

Data Element	Description
Record Type	Reports a value of TH.
	Alphabetic, 2 characters
Extract Date	Date the export was created.
	Date field, 10 characters (MM/DD/YYYY)
Extract Time	Time the export was created.
	Time field, 8 characters (HH:MM:SS)
Transmission ID	Used as a tracking number only. Header Transmission ID must match the Footer Transmission ID.
	Numeric, 10 digits
Version	Always reports as 1.0.
	Numeric, 3 digits (X.X)



Data Element	Description
Character	Always reports as Delimiter=0X09
	Alphanumeric, 10 characters



KAN-DIS Extract - Header Record Information

KAN-DIS Extract, Header Record Information

## **Incident Record Layout**

Data Element	Description	Location
Record Type	Indicator of the type of record the row contains. Always reports as I.  Alphabetic, 1 character	Data not stored
District	The reporting district's state identification number.  Numeric, 5 digits	System Administration > Resources > District Information > State District Number  District.number
School	The reporting school's state identification number.  Numeric, 4 digits	System Administration > Resources > School > State School Number School.number



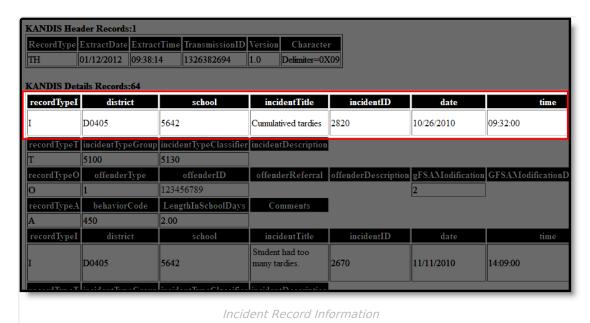
Data Element	Description	Location
Incident Title	Brief description of incident used for searching and record identification.  When the Incident Title field is null, this field reports a concatenated value of the Incident Type and Date of Incident values.  Alphanumeric, 255 characters	Behavior > Behavior Management > Event Editor > Comments  BehaviorIncident.title
Local Incident ID	Numeric identifier created by schools/ districts to be used to resubmit the record to KAN-DIS without creating a new incident.  Numeric, 15 characters	Behavior > Behavior Management > Event Editor > Event ID  BehaviorEvent.eventID
Date	The date of the behavior event.  Date field, 10 characters (MM/DD/YYYY)	Behavior > Behavior  Management/Behavior Referral > Time of Incident  BehaviorIncident.timestamp
Time	The time the behavior event occurred.  Time field, 8 characters (HH:MM:SS)	Behavior > Behavior  Management/Behavior Referral > Time of Incident  BehaviorIncident.timestamp
Time Group	The time the incident occurred defined - inside or outside of the school day.  If the time classifier is being reported a 1XX, report 100. If reported as 2XX, report 200.  Alphanumeric, 4 characters	Student Information > General > Behavior > Behavior Event > Event Time
Time Classifier	Description of when the incident occurred.  Alphanumeric, 4 characters	Behavior > Behavior Management/Behavior Referral > Context  BehaviorIncident.context



Data Element	Description	Location
Time Description	Further time of incident description. Detail is required if Other is chosen for Time Classifier.  Required only if 199 or 299 is selected for Time Classifier field.  Alphanumeric, 255 characters	Behavior > Behavior Management/ Behavior Referral > Context Description  BehaviorEvent.contextDescription
Location Group	Indicates whether the incident occurred on campus or off campus.  If the location classifier is being reported a 1XX, report 100. If reported as 2XX, report 200.  Alphanumeric, 4 characters	Data not stored
Location Classifier	Describes where the behavior event took place.  Numeric, 4 digits	Behavior > Behavior  Management/Behavior Referral >  Location  BehaviorIncident.location
Location Description	Further location description detail required if other (199 or 299) is chosen for the Location Classifier.  Required only if 199 or 299 is reported in the Location Classifier.  Alphanumeric, 50 characters	Behavior > Behavior Management/Behavior Referral > Location Description  BehaviorIncident.locationDescription
Reporter	Incident Reporter Type  Numeric, 1 digit	Behavior > Behavior Management > Reporter Type  BehaviorEvent.reporterType



Data Element	Description	Location
School Year	Ending year of the current school session (2020-21 would report as 2021).  Numeric, 4 digits	System Administration > Calendar > School Years > End Year  Calendar.endYear
Incident Log	Optional memo field identical to the Incident Title.  Alphanumeric, 255 characters	Behavior > Behavior  Management/Behavior Referral > Event > Comments  BehaviorEvent.comments



#### **Time Classifier Options**

Code	Description
110	Before Classes
115	After Classes
120	Morning Classes
125	Afternoon Classes
130	Morning Recess/Break
140	Lunch
150	Afternoon Recess/Break
199	Other During School Hours



Code	Description
210	In Transit
230	At School-Sponsored Activity
299	Other Outside School Hours

### **Location Classifier Options**

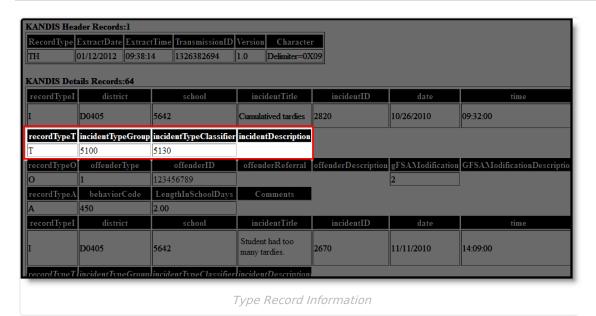
Code	Description
101	Classroom
105	Hallway/Stairwell
110	Cafeteria
120	Gym
130	Restrooms
140	Auditorium
150	Outside
160	Stadium
199	Other on Campus
210	Sponsored Activity Off Campus
230	Sponsored Transportation
299	Other Off Campus

# **Type Record Layout**

Data Element	Description	Location
Record Type	Indicator of the type of record the row contains. Always reports as T.  Alphabetic, 1 character	Data not stored
Incident Type Group	The State Code to which a behavior event is mapped.  Numeric, 4 characters	Behavior > Behavior Management > State Event Code  BehaviorType.stateEventCode



Data Element	Description	Location
Incident Type Classifier	An additional labeling of the state event code.	Behavior > Behavior Management > Incident Type
	Values of 3000, 3800, 3900, 4000, 4100, 4200, 4300, 5000, 9999 do not report.  Numeric, 4 characters	BehaviorEvent.incidentType
Incident Description	Further description of Type of Incident.	Behavior > Behavior Management > Incident Description
	Required if 9999 is selected for Incident Type Group or 1099, 1299, 2099, 2199, 2399, 2599, 3399, 4499, 5199 is selected for Incident Type Classifier.	BehaviorEvent.incidentDescription
	Alphanumeric, 255 characters	



#### **Incident Type Group Options**

Code	Description	
1000	Assault	
1200	Weapons	
2000	Threat	
2100	Alcohol Related	



Code	Description
2300	Drug Related
2500	Tobacco Related
3000	Arson
3800	Forgery
3900	Gambling
4000	Theft
4100	Sexual Offenses - Nonviolent
4200	Trespassing
4300	Truancy
4400	Vandalism
5000	Inappropriate Computer Use
5100	Cumulative
9999	Other

# **Offender Record Layout**

Data Element	Description	Location
Record Type	Indicates the type of record the row contains. Always reports as O.  Alphanumeric, 1 character	Data not stored
Offender Type	Identifies the offender as a student or a non-student.  Alphanumeric, 2 characters	Behavior > Behavior Management > Participant Editor > Relationship to School and Role  BehaviorEvent.offenderType
Offender Student ID Number	Student number of the offending student.  Numeric, 10 digits	Census > People > Demographics > Person Identifiers > State ID  Person.stateID



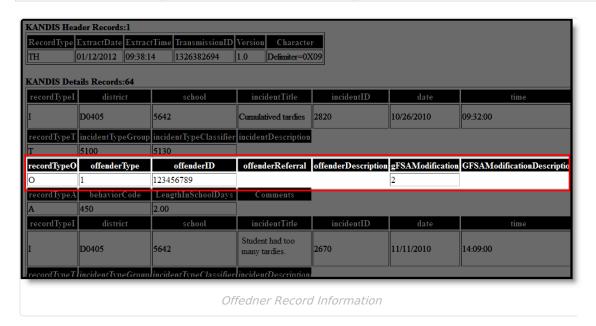
Data Element	Description	Location
Offender Referrals	Describes the service or services to which the student was referred.  Alphanumeric, 255 characters	Behavior > Behavior Management > Participant Editor > Offender Referral  BehaviorEvent.offenderReferral
Offender Description	Describes the offender of the behavior incident.  Alphanumeric, 255 characters	Behavior > Behavior Management > Participant Editor > Details  BehaviorRole.comments
GFSA Modification	Expulsion length was shortened or changes to a suspension by the superintendent under the case-by-case modification provisions of Section 414 (b)(I) of the GFSA.  Reports when the Role starts with O. If selected, reports 1. If not selected, reports 2.  Numeric, 1 digit	Behavior > Behavior Management > Resolution Editor > GFSA Modification  BehaviorResolution.ModificationReason
GFSA Modification Description	Describes the GFSA Modification. Reports when the Role starts with O.  Alphanumeric, 255 characters	Behavior > Behavior Management > Resolution Editor > GFSA Modification Description  BehaviorResolution.modificationDescription



Data Element	Description	Location
IDEA Disability	Calculates from the student's Education plan and indicates whether the student had an IEP for the disability as defined in IDEA at the time of the incident.  • Reports when the Role starts with O and if Primary Exceptionality is any code other than GA or NULL.  • The Behavior Event Date should be on or after the student's Special Education start date and before or on the Special Education Exit Date if it exists.  Numeric, 1 digit	Data not stored
Disability Manifest	Indicates the incident was a manifestation of the student's disability as determined by a Due Process Hearing Officer.  If checked, reports 1. If not checked, reports 2.  Numeric, 1 digit	Behavior > Behavior Management > Participant Detail Editor > Disability Manifest  BehaviorRole.disabilityManifest
Zero Tolerance	Discipline action would not have been pursued were it not for the school's Zero Tolerance Policy.  Numeric, 1 digit	Behavior > Behavior Management > Resolution Editor > Zero Tolerance  BehaviorRole.zeroTolerance



Data Element	Description	Location
Motivation	Indicates the event was a motivated incident. Used for Positive Behavior Support.	Behavior > Behavior Management > Resolution Editor > Motivation  BehaviorRole.motivationCode
	Numeric, 2 digits	
Motivation Description	Details the motivation that caused the event.	Behavior > Behavior Management > Participant Editor > Motivation Description
	Alphanumeric, 255 characters	BehaviorRole.motivationDescription



#### **Offender Type Options**

Code	Description	
001	Offender - Current Student	
002	Offender - Expelled/Suspended Student	
003	Offender - Former Student	
004	Offender - Student at Different School	
005	Offender - Teacher	
006	Offender - Principal/Vice-Principal	
007	Offender - Other Staff Member	
008	Offender - Parent	



Code	Description
009	Offender - Other

# **Weapon Record Layout**

Data Element	Description	Location
Record Type	Indicator of the type of record the row contains. Always report as W.  Alphabetic, 1 character	Data not stored
Weapon Code	Indicates the weapon type used in the behavior incident. Reports when Role starts with O.  If 1200 is selected as the Incident Type Group, only one record per weapon is reported, even if the incident has multiple resolutions.  Numeric, 4 digits	Behavior > Behavior  Management/Behavior Referral >  Events/Participants > Participant Details  > Weapon  BehaviorWeapon.WeaponCode
Weapon Description	Describes the weapon used by the offender.  Reports when Role starts with O. Required if 999 or 300 is selected on GFSA Modification.  Alphanumeric, 255 characters	Behavior > Behavior  Management/Behavior Referral >  Events/Participants > Participant Details  > Weapon Description  BehaviorWeapon.weaponDescription





## **Action Taken Record Layout**

Data Element	Description	Location
Record Type	Indicator of the type of record the row contains. Will always report as A.  Alphabetic, 1 character	Data not stored
Action Taken	Reports the state behavior resolution.  Numeric, 4 digits	Behavior > Behavior Management > Resolution Editor > Resolution Type  BehaviorResType.stateResCode
Length in School Days	Length of the suspension or expulsion in school days.	Behavior > Behavior Management > Resolution Editor > Duration in School Days
	If blank, calculates from the Resolution Date through the End Date.	BehaviorResolution.schoolDaysDuration
	Required entry if Action Taken is 450, 510, 515, 520, 525, 550, 555, 560 or 565.	
	Numeric, 6 digits	



Data Element	Description	Location
Action Taken Description	Describes the resolution given to the student.	Behavior > Behavior Management > Resolution Editor > Details
	Required if 710 through 999 is selected in the Action Taken field.	BehaviorResolution.comments
	Alphanumeric, 255 characters	

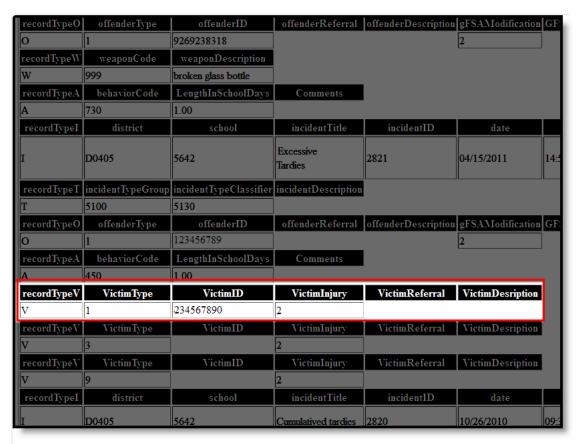


## **Victim Record Layout**

Data Element	Description	Location
Record Type	Indicator of the type of record the row contains. Will always report as V.  Alphabetic, 1 character	Data not stored
Victim Type	Determines if the victim is a student or a non-student. This will only report for an event where the value for the Victim Injury is 2 or 3.  Numeric, 2 digits	Behavior > Behavior Management > Participant Editor > Relationship to School and Role  BehaviorRole.role
Victim Student ID	State-assigned identification number if the victim was a student.  Numeric, 10 digits	Census > People > Demographics > Person Identifiers > State ID  Person.StateID



Data Element	Description	Location
Victim Injury	Lists the extent of the injury if one occurred. If no value is entered, field reports 1. Options are:  • 1 - No Injury  • 2 - Minor Injury  • 3 - Major Injury  Numeric, 1 digit	Behavior > Behavior Management > Participant Editor > Victim Injury  BehaviorEvent.injury
Victim Referrals	Description of service or services to which the student was referred.  Alphanumeric, 255 characters	Behavior > Behavior Management > Participant Editor > Victim Referral  BehaviorEvent.victimReferral
Victim Description	Lists additional comments from the victim or about the victim, if needed. If Victim Type is 10 (other), this is a required field.  Alphanumeric, 255 characters	Behavior > Behavior Management > Participant Editor > Victim Referral  BehaviorEvent.description

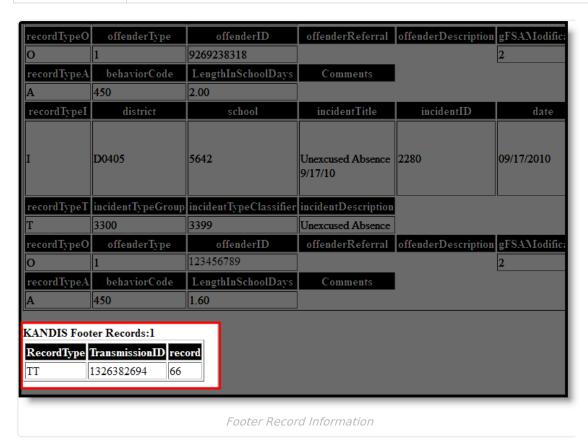


Victim Record Information



### **Footer Record Layout**

Data Element	Description
Record Type	Reports the value of TT.  Alphabetic, 2 characters
Transmission ID	Used as a tracking number only. Header Transmission ID must match the Footer Transmission ID.  Numeric, 10 digits
Record	Total number of records included in the extract.  Numeric, 3 digits



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