KIAS - Kansas Integrated Accountability System

Quick
Start
Guide

for LEA Users

IDEA Indicator 11

LEADER
SERVICES

Introduction

This document will explain how LEAs can use the Kansas Integrated Accountability System (KIAS) to complete the IDEA Indicator 11 module. Indicator 11 measures whether students' initial IEP evaluations were completed within 60 days of receiving parental consent.

Logging In

Type the following in your browser's address or location field to display the KSDE login page:

https://apps.ksde.org/authentication/login.aspx

KIAS is part of KSDE's single sign-on system, so after logging in, click on the link that says **Kansas Integrated Accountability System (KIAS)** to get into the KIAS system. The **LEA Home** page displays.

You would then be able to pick the specific module that you want to work on. At the top, you can filter by a specific module. You can also go back to previous school years to compare them with the current year.

Navigation

Task Navigation Area

Along the left side of the all KIAS pages is the **Task Navigation Area**, where you can jump to common tasks by clicking on the link for the task you would like to accomplish.

The **Task Navigation Area** displays six clickable options: Manage Applications, LEA Home, Maintenance, Reports, Help, and Logout.

Clicking on the **LEA Home** link will bring you back to the main page.

Review Summary

Each of the modules has a yellow bar which displays the current event window, the dates for that window, how many days are left, the current status for the specific event, and KSDE contact information should a user have any content questions or questions about the process.

Each of the modules has a blue bar which displays event windows that occur throughout the current monitoring process. The options on this bar will vary by module.

IDEA Indicator 11

From the LEA Home page, scroll down to the **IDEA Indicator 11** line and click on the pencil icon in the **Action** column.

Initially, students must be added to the system; there are two ways to do this.

1) To add new students individually, click on the **Add New Student Initial Eval** link. This will display a form through which you can add student data. The yellow fields are required, the white are optional. Enter the requested information and click **Save**.

2) Student data can also be imported from an Excel file. Use the **Download Excel Template for Uploading** link to obtain a sample file with the data fields that are required for the import.

To import the data from an Excel file, click on the **Upload Excel of Student Initial Eval** link. Browse to locate the Excel file and upload the file.

Important Note: Uploading a file will erase any current data existing for the assessment.

The page will display the data for all students' information that uploaded correctly, as well as any errors in the uploaded data. The corrected student data can be added using the **Add New Student Initial Eval** link.

Import Indicator 11 Data

Uploaded 2 of 4 records. The following is a list of errors which must be corrected.
Row #3 - Eligible (Yes) must be a Y or N.
Row #3 - Eval Consent Received Date (4/1/xxxx) is not a valid date.
Row #4 - Eligible must not be blank.
Row #4 - Eligibility Determination Date (5/1/year) is not a valid date.
Row #4 - Responsible District must not be blank.

Once your student data has been loaded, under the search options, if you click on the dropdown, you can filter by random sample status, record status, or student last name. Also, you can sort the student list by clicking on any of the blue headings on the grid to sort by that category. Student data can be edited by clicking on the **Edit this Student** button under the **Action** column.

When all of your student data has been entered, click on the **Create Random Sample** button. At this point, the **Add New Student Initial Eval** link**,** the **Upload Excel of Student Initial Eval** link and the **Download Excel Template for Uploading** link will no longer be available. In addition, the **Create Random Sample** button will be replaced with a **Submit** button, but this button will not be active until all student records in the random sample have been marked as **Complete.**

Create Random Sample Collection

When you have completed entering the full population of student intial evaluations, please create the random sample for making ontime/late determinations. Please note: general population data will no longer be editable once the random selection is created.

Create Random Sample

The software will automatically select a sample of students, which will be used to make the ontime/late determinations. All of the students will still be visible in the system, but additional information will only be required for those designated as selected in the sample, as indicated by a "**Y**" under the **Random Sample** column.

RANDOM SAMPLE DATA FOR STUDENT INITIAL EVALUATIONS:

PLEASE COMPLETE ALL DATA ENTRY FOR ANY RECORD FLAGGED AS 'RANDOM SAMPLE'. WHEN DONE PLEASE SUBMIT.

Compliance Indicator 11 List

Random Sample	Record Status	Student Name	KIDS ID	DOB	LEA	Eligible	Assign District	Eval Consent Received Date	Eligibility Determined Date	Number of School Days	Action
Y	Complete	Jones, Sally	1111122222	2/1/2000	D0603	Yes	DTEST	11/1/2015	12/25/2015		✏️ ❌
Y	Incomplete	Smith, Thomas	1234567890	3/1/2000	D0603	No	DTEST	7/1/2015	10/13/2015		✏️ ❌

If for any reason a student cannot be used for the review, for example, if that student is no longer in the district, you can remove them from the sample and the system will select another student. You would click on the red X under the action column, which would display a screen to remove the student. You would need to pick a reason for the removal and click on the **Save** button and then the system would select a new student for you for that sample.

REMOVE STUDENT FROM SAMPLE

KIDS ID:	1111122222
Student First Name:	Sally
Student Middle Initial:	
Student Last Name:	Jones
Date of Birth:	02/01/2000
Eligible:	Yes
LEA:	D0603 ANW Special Education Cooperative
Assign Child:	DTEST Leader Test District
Reason description:	Select a Reason for Removal
	Student moved
	Not eligible
	Student transferred

From the selected student list (designated as "**Y**" under the **Random Sample** column), if a student is marked as **Complete** under the **Record Status** column, nothing more needs to be done with this student record. Records will flag as **Incomplete** if no dates were previously entered for that student or for date ranges that are more than 60 days. For selected student records marked as **Incomplete**, click on the **Edit** icon under the **Action** column.

Enter the correct number in the **Actual Number of School Days** field. If the number is greater than 60, when you click on the **Save** button, you must then select a radio button to explain the reason for the delay.

Actual Number of School Days:	63
Reason over 60 Days:	● Federal Exception: The parent of a child repeatedly fails or refuses to produce the child for the evaluation. ○ Federal Exception: A child enrolls in a school of another district after the timeframe for the initial evaluation has begun and prior to a determination by the child's previous public agency as to whether the child is a child with a disability. ○ State Exception: The district has obtained written parental consent to an extension of time. ○ Self reported potential non-compliance (must fill in Reason field)

Save   Reset   Cancel

If you select the **Self-reported potential non-compliance** button, the screen will expand to present a text field, where a reason for the delay is required.

Reason over 60 Days:	○ Federal Exception: The parent of a child repeatedly fails or refuses to produce the child for the evaluation. ○ Federal Exception: A child enrolls in a school of another district after the timeframe for the initial evaluation has begun and prior to a determination by the child's previous public agency as to whether the child is a child with a disability. ○ State Exception: The district has obtained written parental consent to an extension of time. ● Self reported potential non-compliance (must fill in Reason field)
Reason description:	

Save   Reset   Cancel

Once all of the students have been marked as **Complete**, the **Submit** option becomes available on the Indicator 11 home page. You will be asked to confirm that you wish to submit the assessment.

Submit

When you have completed entering the student initial evaluation information, please submit for verifications. Please note: all information will be read only after submission. You will not be able to Submit until all of the information is entered for Random Sample students.

Submit

After evaluation has been submitted to the state, you can view your answers, but at this point, they are locked down and you will not be able to modify the document. If the data collection window is still open (see date in the yellow status bar above), the KSDE contact can reopen the collection.

Data Verification

All students who have been self-reported as non-compliant for the 60-day limit will trigger a request for data verification. In addition the state will also randomly select students for verification. To verify, in the blue bar under the **Data Verification** tab, you can upload requested documents.

Data Collection	Data Verification	Potential Non Compliance Verification	DCAP Edits	Updated Data	Updated Data Verification	Reports

Search Options

Disposition:	[dropdown]
Student Last Name:	[text field]

[Search] [Clear Search]

STUDENTS FOR INDICATOR 11 DATA VERIFICATION:

Compliance Indicator 11 List

	Disposition	Student Name	KIDS ID	DOB	Responsible Organization	Eligible	Responsible District	Eval Consent Received Date	Eligibility Determined Date	Number of School Days	Number of Optional Docs Uploaded	Number of Required Docs Uploaded	LEA Comment	Maintain Documents
+		Smith, Thomas	1234567890	3/1/2000	D0603	No	DTEST	7/1/2015	10/13/2015	63	0	0/3		✎

You are required to upload requested documents for each student listed. Select the **Edit** button under the **Maintain Documents** column.

The upper portion of the screen allows the user to add an **LEA Data Verification Comment** in the text box.

The lower portion of the screen lists required documents. In addition, the user can submit optional documents. Under the Document Upload section, note the files types that are allowed.

To upload documents, add a document title, optional comment, and select the type of document that you are uploading.

Click on the **Browse** button to begin the upload. Browse to the file that you want to upload. Click **Upload File**.

Multiple files can be uploaded through this process and a list will display under the **Uploaded/Requested Document List** and on the Indicator 11 main page, as well. You can click on the red **X** to remove a document if needed.

Potential Non-Compliance Verification

As with the **Data Verification** tab, you can upload documents on the **Potential Non-Compliance Verification** tab that are requested as part of the random process. You can upload documents that you have fixed, so as to not get cited in those areas.

DCAP

A District Corrective Action Plan (DCAP) will be created if any student records were found to be noncompliant. If a district is cited and has to complete a DCAP, click on the **DCAP Edits** tab to begin the process.

Click on the **Edit** icon under the **Action** Column.

The top portion of the webpage displays instructions for completing each section of the DCAP. The lower section provides text fields in which to enter the requested information. After completing, click **Save**.

After the district has completed all of the fields on every DCAP record, the **Submit DCAP** button will become available on the **DCAP Edits** tab, to allow a district to submit their DCAP information to the state.

| Data Collection | Data Verification | Potential Non Compliance Verification | DCAP Edits | Updated Data | Updated Data Verification | Reports |

The **Updated Data** tab will be used if the LEA completed a DCAP and gave a timeline for the actions. The system will select random students and the district must then submit information on the selected students, as was done under the **Data Collection** tab.

| Data Collection | Data Verification | Potential Non Compliance Verification | DCAP Edits | Updated Data | Updated Data Verification | Reports |

The **Updated Data Verification** tab will be used if the LEA completed a DCAP and submitted updated data. As with the **Data Verification** tab, you can upload requested documents.

Reports

The Reports tab displays reports available, listing the statistics on students entered into the system.
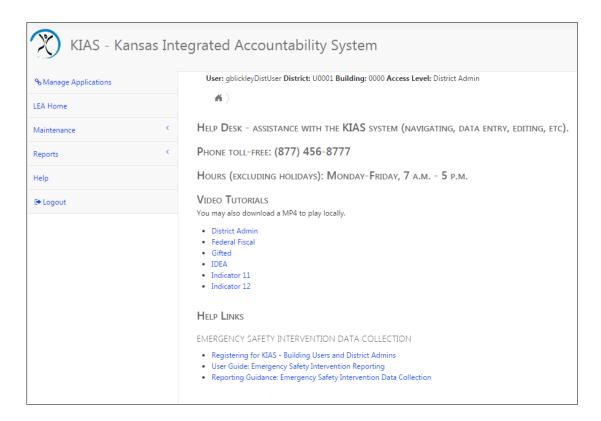
| Data Collection | Data Verification | Potential Non Compliance Verification | DCAP Edits | Updated Data | Updated Data Verification | Reports |

REPORTS

- Statistics Report (PDF)
- Student Data Report (PDF)

Support

Software support is provided by Leader Services' help desk staff. Leader's help desk can be reached by email at **helpdesk@leaderservices.com** or by calling toll-free 877-456-8777. Information about Leader's help desk, video tutorials for the KIAS system and other links can be accessed by clicking on the Help link on the left side of the screen.

Security

All information entered is protected by Secure Sockets Layer (SSL) technology, using a 256-bit encryption key. This is the same level of security used by many companies to protect credit card transactions and other sensitive data.

Logging Out

You can log out of KIAS by clicking on **Logout** on the left-hand side.