



KIAS - Kansas Integrated Accountability System

Quick

Start

Guide

for LEA Users

IDEA Indicator 12



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Introduction

This document will explain how LEA users can use the Kansas Integrated Accountability System (KIAS) to complete the IDEA Indicator 12 module.

Part C of IDEA is a federal grant program that assists states in operating a comprehensive statewide program of early intervention services for infants and toddlers with disabilities, ages birth through 2 years. Part B of IDEA defines the preschool program which guarantees a free appropriate public education (FAPE) to children with disabilities age three through five. Indicator 12 covers the transition from Part C to Part B, documenting the children referred by Part C prior to age 3, who are found eligible for Part B, and who have had an IEP developed and implemented by their third birthdays.

System Requirements

KSDE currently supports the following web browsers for use with its web applications: Microsoft Edge (version 18 or higher), Apple Safari (version 12.1 or newer), Google Chrome (version 76 or newer), Mozilla Firefox (version 68 or newer). *Most modern web browsers are updated to the latest version automatically.

NOTE: Please ensure you are using one of these browsers before contacting technical support.

Microsoft Internet Explorer Users: Microsoft has ended support for IE and is encouraging users to discontinue its use. While IE may work with KSDE web applications, it should not be used.

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>

User Login for KSDE Web Applications

Common Authentication Login

User Name:

Password:

Login

[Forgot Your Password?](#)

KSDE applications support the following browsers: for Microsoft Windows - Internet Explorer (IE) IE 10, IE 11 when run in compatibility mode; for Macintosh - Firefox v27 to v44.0

[Need help? Click on the help icon for a series of Flash tutorials about the User Login.](#)

New User Registration

If you have not yet registered to have an individual login and password for accessing KSDE web applications, click here to register.

Register

System Maintenance Notices

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IT Help Desk: (785) 296-7935
900 SW Jackson, Suite 106
Topeka, KS 66612



KIAS - Kansas Integrated Accountability System

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.

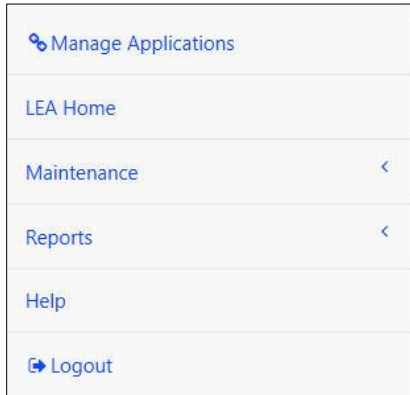
School Year	Data Collection	Report Status	Edit
2016 - 2017	EMERGENCY SAFETY INTERVENTION DATA COLLECTION - Galesburg Middle School	Not Started (Reporting Period # 1)	
2016 - 2017	GIFTED FILE REVIEW	Data Verification	
2016 - 2017	IDEA INDICATOR 11	Not Started	
2016 - 2017	IDEA INDICATOR 12	Not Started	
2016 - 2017	IDEA INDICATOR 13	DCAP/ICA Edit	
2016 - 2017	IDEA REQUIREMENTS FILE REVIEW	Not Started	

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** for the building users displays the clickable options for Manage Applications, Home, Reports, Help, and Logout. District admins have links to each of those, as well as an additional link for Maintenance. Clicking on the **LEA Home** link will bring you back to the main page.

Review Summary:

Current Event Window: Data Collection Window | **Window Dates:** 05/17/2017 - 05/18/2017 (1 days left)
| **Event Status:** In Progress | **KSDE Contact:** |

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.

Session Timeout

In the bottom-left hand corner of the screen, there is a sentence that reads *Session Expires in XX minutes*. Once it gets to two minutes, a pop-up window will appear warning the user that their session will expire in two minutes and they will be automatically logged out. The timer resets back to 20 minutes each time the user does something on the page or navigates to a new page. If they are automatically logged out, they will return to the **User Login for KSDE Web Applications** page, as shown on the first page of the Quick Start Guide.



IDEA Indicator 12

Data Collection

From the LEA Home page, scroll down to the **IDEA Indicator 12** line and click on the pencil icon in the **Action** column.

LEA REVIEW: IDEA INDICATOR 12 2016 - 2017
DATA FROM THE 2015 - 2016 SCHOOL YEAR

Review Summary:

Current Event Window: Data Collection Window | **Window Dates:** 09/16/2016 - 06/12/2017 (18 days left) | **Event Status:** Data Collection | **KSDE Contact:** |

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

Search Options

Eligibility Determined: Show All

Record Status: Show All

Display students missing I-T ID: Display students missing I-T ID

Submit

When you have completed entering the Part B data, please submit for verification. Please note: all information will be read only after submission.

STUDENTS LOADED FOR INDICATOR 12 REVIEW:
CLICK THE ACTION PENCIL TO EDIT THE STUDENT'S ELIGIBILITY STATUS.

Compliance Indicator 12 List										
Part C Network	Part C District	LEA	Part B District	Eligible	Infant Toddler ID	KIDS ID	First Name	Last Name	Record Status	Action
KS16	DTEST	D0603	DTEST	Yes	5555533333		Sally	James	Complete	
KS16	DTEST	D0603	DTEST	No	6666677777		Billy	Smith	Complete	

Student data for Indicator 12 will be preloaded for an LEA at the beginning of each school year and will appear under the **Data Collection** tab.

Once your student data has been loaded, under the search options, if you click on the dropdown, you can filter by **Eligibility Determined** and/or **Record Status**, or you can select **Display students missing I-T ID**. In addition, you can sort the student list by clicking on any of the blue headings on the grid to sort by that category.



Click on the **Edit this Student** button under the **Action** column to begin documenting a student's information. The gray fields cannot be modified.

STUDENT PART C TO PART B MAINTENANCE:

CLICK THE "WAS ELIGIBILITY DETERMINED" DROP-DOWN MENU BELOW TO BEGIN THE PROCESS.

Part C Network:	KS16
Part C District:	DTEST
LEA:	D0603
Part B District:	DTEST
Infant-Toddler ID Code:	5555533333
KIDS ID:	
Student First Name:	Sally
Student Middle Initial:	J
Student Last Name:	James
Date of Birth:	4/5/2014
Was eligibility determined:	<input checked="" type="checkbox"/> ▼

Save Reset Cancel

At the bottom of this page, click on the dropdown next to the **Was eligibility determined** field.



If eligibility was not determined, selecting **No** in the dropdown will require you to use the radio buttons and associated dropdown or textbox to indicate a reason.

Was eligibility determined:	No <input type="button" value="v"/>
Reason:	<input checked="" type="radio"/> Child moved or the Parent refused or revoked consent for the evaluation
	<input type="radio"/> Child was not referred to this district
	<input type="radio"/> Other (enter reason below)

Was eligibility determined:	No <input type="button" value="v"/>
Reason:	<input type="radio"/> Child moved or the Parent refused or revoked consent for the evaluation
	<input checked="" type="radio"/> Child was not referred to this district
	<input type="radio"/> Other (enter reason below)
District Child was Referred:	<div style="border: 1px solid black; padding: 2px;">Show All D0102 Cimarron-Ensign D0103 Cheylin D0105 Rawlins County D0106 Western Plains D0107 Rock Hills D0108 Washington Co. Schools D0109 Republic County D0110 Thunder Ridge Schools</div>

Was eligibility determined:	No <input type="button" value="v"/>
Reason:	<input type="radio"/> Child moved or the Parent refused or revoked consent for the evaluation
	<input type="radio"/> Child was not referred to this district
	<input checked="" type="radio"/> Other (enter reason below)
Reason:	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>	



If eligibility was determined, select **Yes** in the dropdown and use the radio buttons provide more information.

Was eligibility determined:	Yes <input type="checkbox"/>		
	<input checked="" type="radio"/> Eligible - IEP was written <input type="radio"/> Eligible - IEP was not written <input type="radio"/> Not Eligible		
IEP Date:	<input type="text" value="04/23/2017"/>	IEP Delayed Days:	<input type="text"/>

If **Eligible - IEP was written** was selected, enter the **IEP Date**. The system will automatically calculate whether the IEP was written before the student's third birthday.

If the IEP date was delayed, the system will show the number of days past the due date and you must provide a reason for the delay.

Was eligibility determined:	Yes <input type="checkbox"/>		
	<input checked="" type="radio"/> Eligible - IEP was written <input type="radio"/> Eligible - IEP was not written <input type="radio"/> Not Eligible		
IEP Date:	<input type="text" value="04/23/2017"/>	IEP Delayed Days:	<input type="text" value="18"/>
Reason Delayed:	<input type="radio"/> Federal Exception: Parent refusal to provide consent caused delays in evaluation or initial services. <input type="radio"/> Federal Exception: Parent repeatedly failed or refused to produce the child for evaluation. <input checked="" type="radio"/> Self reported Potential Non Compliance		
Enter Reason:	<input type="text"/>		



If **Eligible - IEP was not written** was selected, a reason must be provided.

Was eligibility determined:	Yes <input type="checkbox"/>
	<input type="radio"/> Eligible - IEP was written
	<input checked="" type="radio"/> Eligible - IEP was not written
	<input type="radio"/> Not Eligible
IEP Not Written Reasons:	<input type="radio"/> Child moved after eligibility determination and before 3rd birthday.
	<input type="radio"/> Parent refused or revoked consent for services.
	<input checked="" type="radio"/> Self reported Potential Non Compliance
Enter Reason:	<input type="text"/>



If **Not Eligible** was selected and the eligibility was delayed, a reason for the delay must be provided.

Was eligibility determined:		Yes <input type="checkbox"/>
<input type="radio"/> Eligible - IEP was written		
<input type="radio"/> Eligible - IEP was not written		
<input checked="" type="radio"/> Not Eligible		
Eligibility Determined Date:	04/21/2017	Eligibility Delayed Days: 16
Reason Delayed:	<input type="radio"/> Federal Exception: Parent refusal to provide consent caused delays in evaluation or initial services.	
	<input type="radio"/> Federal Exception: Parent repeatedly failed or refused to produce the child for evaluation.	
	<input checked="" type="radio"/> Self reported Potential Noncompliance (Enter Reason below)	
Enter Reason:	<input type="text"/>	
<input type="button" value="Save"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>		

After completing the eligibility section, click **Save**.

Once all of the students have been marked as **Complete**, the **Submit** option becomes available on the Indicator 12 Data Collection home page. You will be asked to confirm that you wish to submit the assessment.

Submit
When you have completed entering the Part B data, please submit for verification. Please note: all information will be read only after submission.
<input type="button" value="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 yellow status bar above), the KSDE contact can reopen the collection.



Data Verification

If your district has students who are selected for verification, in the blue bar under the **Data Verification** tab, you can upload requested documents.

LEA REVIEW: IDEA INDICATOR 12 2016 - 2017
DATA FROM THE 2015 - 2016 SCHOOL YEAR

Review Summary:

Current Event Window: Data Collection Window | **Window Dates:** 09/16/2016 - 06/12/2017 (18 days left) | **Event Status:** Data Collection | **KSDE Contact:** |

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

Search Options

Disposition:

Student Last Name:

STUDENTS FOR INDICATOR 12 DATA VERIFICATION:

Compliance Indicator 12 List

	Status	Disposition	Part C Network	Part C District	Part B COOP	Part B District	Eligible	Infant Toddler ID	KIDS ID	First Name	Last Name	Number of Optional Docs Uploaded	Number of Required Docs Uploaded	LEA Comment	Maintain Documents
<input type="button" value="+"/>	Complete	Federal Exception	KS16	DTEST	D0603	DTEST	Yes	5555533333		Sally	James	0	0/1		<input type="button" value="edit"/>

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



LEA REVIEW: IDEA INDICATOR 12 2016 - 2017 DATA FROM THE 2015 - 2016 SCHOOL YEAR

Review Summary:

Current Event Window: Data Collection Window | Window Dates: 09/16/2016 - 06/12/2017 (18 days left) | Event Status: Data Collection | KSDE Contact: |

Data Collection

Data Verification

Potential Non Compliance Verification

DCAP Edits

Updated Data

Updated Data Verification

STUDENT: JAMES, SALLY J

LEA DATA VERIFICATION COMMENT:

ADD OR MODIFY THE LEA DATA VERIFICATION COMMENT ASSOCIATED WITH THIS STUDENT.

LEA Comment:

Save Comment

Cancel

DOCUMENT UPLOAD:

PLEASE ATTACH ANY KSDE REQUESTED DOCUMENTS, OR UPLOAD ANY OPTIONAL DOCUMENTS THAT RELATE TO A STUDENT. ALL ENTRIES ARE REQUIRED.

Title:

Comment:

Required File Type:

Optional

File to Upload:

Upload File

Files being uploaded must be one of these types:

.docx .doc .xls .xlsx .txt .pdf .csv .ppt .xps .bmp .gif .jpg .jpeg .tif .tiff .png

DOCUMENT UPLOADS FOR DATA VERIFICATION:

Uploaded/Requested Document List

Document Title	Upload Type	KSDE Request Comment	Document Upload Date	LEA Comment	Action
* Please upload requested document above.	R				

Return to Student List



The upper portion of the screen allows the user to add or modify the LEA data verification comment associated with the student in the **LEA Data Verification Comment** in the text box.

Under the **Document Upload** section, note the files types that are allowed. The user can submit required documents here. In addition, optional documents that relate to a student can be uploaded.

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

DOCUMENT UPLOAD:

PLEASE ATTACH ANY KSDE REQUESTED DOCUMENTS, OR UPLOAD ANY OPTIONAL DOCUMENTS THAT RELATE TO A STUDENT. ALL ENTRIES ARE REQUIRED.

Title:

Comment:

Required File Type:

File to Upload:

Files being uploaded must be one of these types:
.docx, .doc, .xls, .xlsx, .txt, .pdf, .csv, .ppt, .xps, .bmp, .gif, .jpg, .jpeg, .tif, .tiff, .png

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 12 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 that are requested on the **Potential Non-Compliance Verification** tab. 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.

Data Collection	Data Verification	Potential Non Compliance Verification	DCAP Edits
Updated Data	Updated Data Verification		
			<p>Submit</p> <p>When you have completed entering DCAP information, please submit for verification. Please note: all information will be read only after submission.</p> <p>Submit DCAP</p>
PLEASE ANSWER EACH OF THE NEEDED QUESTIONS.			
DCAP			
LEA Edit Status (Answered Questions)	KSDE Review Status	Action	
0/5	In 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**.

LEA REVIEW: IDEA INDICATOR 12 2016 - 2017
DATA FROM THE 2015 - 2016 SCHOOL YEAR

Review Summary:

Current Event Window: Data Collection Window | **Window Dates:** 09/16/2016 - 06/12/2017 (18 days left) | **Event Status:** Data Collection | **KSDE Contact:** |

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

COMPLETING THE DISTRICT CORRECTIVE ACTION PLAN (DCAP):

Root cause analysis:	<ol style="list-style-type: none">1. Identify and discuss the data analyzed for determining root cause such as data patterns including who, what, and where.2. What was the root cause of problem (i.e. why)?3. Was the root cause at the procedural-, policy- and/or the practice-level?
Strategy for correcting the problem identified by the root cause analysis:	<ol style="list-style-type: none">1. Strategies must have a logical link to the identified root cause (i.e. professional development for staff, targeted technical assistance, sufficient supervision, revision of practices and related policies and procedures).2. Identify resources needed for each strategy identified.3. Include timelines for implementation of strategies.
Method of evaluation to assure this problem does not reoccur:	<ol style="list-style-type: none">1. Describe what data will be reviewed (i.e. record review)2. Identify how often the data will be reviewed.3. Describe how the data reviewed will indicate correction of the problem.
Location of the documentation of actions taken:	<ol style="list-style-type: none">1. For KSDE monitoring purposes, indicate where supporting documentation (root cause analysis, strategies and evaluation data) will be located.

PLEASE ANSWER EACH OF THE NEEDED QUESTIONS:

DCAP Edit

DCAP Due:	
LEA Last Modified:	
KSDE Approval Status:	In Process
1: Root cause analysis:	<input type="text"/>
2: Strategy for correcting the problem identified by the root cause analysis:	<input type="text"/>
3: Method of evaluation to assure this problem does not reoccur:	<input type="text"/>
4: Location of the documentation of actions taken:	<input type="text"/>
5: LEA Contact Name:	<input type="text"/>
Phone:	<input type="text"/>
Email:	<input type="text"/>
	<input type="checkbox"/> Use Last LEA Contact?

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.



Updated Data

The **Updated Data** tab will be used if the LEA was issued a DCAP. LEAs will have to enter data for children who had a 3rd birthday between a given date range (that KSDE will provide) and who were referred from Part C to Part B.

The screenshot displays the 'Updated Data' tab in the KIAS system. At the top, there are navigation tabs: 'Data Collection', 'Data Verification', 'Potential Non Compliance Verification', 'DCAP Edits', and 'Updated Data'. Below the tabs, there are two main sections. On the left, under 'Updated Data Verification', there is a 'Search Options' section with dropdown menus for 'Eligibility Determined:' (set to 'Show All') and 'Record Status:' (set to 'Show All'), along with 'Search' and 'Clear Search' buttons. On the right, there is a 'Submit' section with a message: 'When you have completed entering the Updated Data for Part B, please submit for verification. Please note: all information will be read only after submission.' and a 'Submit' button. Below these sections, there is a heading 'STUDENTS LOADED FOR INDICATOR 12 UPDATED DATA:' followed by a note to click the action pencil to edit eligibility status. A link '+ Add Student to Indicator 12 Updated Data Review' is present. At the bottom, there is a table titled 'Compliance Indicator 12 List' with columns: 'KIDS ID', 'Date of Birth', 'Eligible', 'Record Status', and 'Action'. The table currently shows 'No Indicator 12 records found.'

Click on the **Add Student to Indicator 12 Updated Data Review** link. Enter the KIDS ID and date of birth, then follow the same procedure as was done under the Data Collection tab to document eligibility. If the student does not have a KIDS ID number, enter "N/A" in the KIDS ID field.

The screenshot shows the 'UPDATED DATA STUDENT PART C TO PART B MAINTENANCE' form. The title is 'UPDATED DATA STUDENT PART C TO PART B MAINTENANCE:'. Below the title is the section 'ADD STUDENT'. The form contains several input fields: 'KIDS ID:' with the value '1111145888', 'Date of Birth:' with the value '05/19/2014', and 'Was eligibility determined:' with a dropdown menu set to 'Yes'. Below these is a group of radio buttons: 'Eligible - IEP was written', 'Eligible - IEP was not written', and 'Not Eligible' (which is selected). At the bottom of the form, there are two more fields: 'Eligibility Determined Date:' with a placeholder 'mm/dd/yyyy' and 'Eligibility Delayed Days:'. At the very bottom, there are three buttons: 'Save', 'Reset', and 'Cancel'.



Updated Data Verification

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

Reports are accessed through links under **Reports** on the left side navigation menu.



The reports related to Indicator 12 include:

Submitted/Not Submitted Report

This report will display data for the selected school year, detailing whether or not data has been submitted to KDSE. The report can be filtered using the **Submitted Status** dropdown to display either buildings/districts that have submitted or those that have not submitted their data to KSDE. Leaving the field blank will display both options. The "buildings" option only applies to the Discipline and ESI modules; all of the other modules are reported at the district level.



Check the **Only show late submissions** checkbox to display data collections that were NOT submitted to KSDE prior to the end of the data collection window end date. This option will not display anything if the data collection for the selected **School Year** and **Monitoring Type** is still open; this will only display data after the collection window is closed (they are not considered 'late' until after the Data Collection Window closes).

Report Options	
Monitoring Type:	<input type="text" value=""/>
School Year:	<input type="text" value="2018 - 2019"/>
Submitted Status:	<input type="text" value=""/>
Only show late submissions:	<input type="checkbox"/> Only show late submissions
Printed Report or Excel:	<input checked="" type="radio"/> PDF <input type="radio"/> Excel
<input type="button" value="Generate Report"/>	

Summary Report

For the monitoring types that have questions associated with them, this report displays by school year and optionally, by LEA, the total of **Yes**, **No** and **N/A** answers for each question. This report only looks at submitted data; if a district has not yet submitted their data, they will not be included in the totals in this report.

View Generated Letters

This option will display a grid labeled **Generated Letters** that will show all districts that received this email/letter already. You can click on the link under the **Letter** column to view the attached letter PDF that was sent.



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.

HELP DESK - ASSISTANCE WITH THE KIAS SYSTEM (NAVIGATING, DATA ENTRY, EDITING, ETC).

PHONE TOLL-FREE: (877) 456-8777

HOURS (EXCLUDING HOLIDAYS): MONDAY-FRIDAY, 7 A.M. - 5 P.M.

VIDEO TUTORIALS
You may also download a MP4 to play locally.

- [District Admin](#)
- [Federal Fiscal](#)
- [Gifted](#)
- [IDEA](#)
- [Indicator 11](#)
- [Indicator 12](#)

HELP LINKS

EMERGENCY SAFETY INTERVENTION DATA COLLECTION

- [Registering for KIAS - Building Users and District Admins](#)
- [User Guide: Emergency Safety Intervention Reporting](#)
- [Reporting Guidance: Emergency Safety Intervention Data Collection](#)

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.