Overview of the Kansas Deaf-Blind Fund Application

April, 2023

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New LEA Administrators or Designees

- New LEA Administrators or Designees need to register using the KSDE Common Authentication Page.

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

- Click the Green Button to the left of the page.

- Complete all of the areas on the page.

- Click Submit.

Register in Common Authentication

- Register for the Kansas Deaf-Blind Fund Application within the Common Authentication.

- Click the box next to the Kansas Grants Management System (KGMS) when registering.

- Select District Admin or District User from the dropdown menu.

KSDE User Registration Form

Back to Login Page

* Indicates required field.

Please enter your contact information:

First Name:*

Last Name:*

Phone #:*

Email Address:*

Please select the organization and building that you belong to:*
Organization: USD 101 Erie-Galesburg   Building: All Buildings

Please select the applications that you would like to access:*

Application Name	Application Access Level
☐ Accreditation System	District Update / District Approve
☐ Annual Statistical Report(18E)	District
☐ Auditor File Exchange	District Entry
☐ Kansas Education Systems Accreditation (KESA)	District / OVT Chair
☑ Kansas Grants Management System (KGMS)	District User / District Admin
☐ Kansas Integrated Accountability System (KIAS)	District User / District Admin

The Kansas Deaf-Blind Fund Application

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- Log into Common Authentication.
- Choose Kansas Grants Management System (KGMS) to access the Kansas Deaf-Blind Fund Application.
- Select the School Year (2023-2024).
- Click on Grant Type (Deaf-Blind).
- Click on Deaf-Blind to open the application.

The Summary Page

- The Summary Page displays information for the district to track the status of the submitted applications.

- The Summary Page includes information about the number of student applications entered, total costs entered, and cost by categories entered.

- The Summary Page is used as a quick reference to ensure all of the applications are submitted.

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KANSAS GRANTS MANAGEMENT SYSTEM

% Manage Applications

LEA Home

⚙ Maintenance ▾

? Help

➡ Logout

User: D0259approve **District:** D0259 **Building:** 0000 **Access Level:** District Admin

GRANT: DEAF-BLIND 2019 - 2020

Summary:

Current Window(s): Deaf-Blind Application Window: 01/01/2019 - 06/30/2019 (86 days left)   **Assessment Status:** In Process

| Summary | Student Applications |

ORG-SUMMARY

The currently active window(s) for this Deaf-Blind grant are:

   Deaf-Blind Application Window: 01/01/2019 - 06/30/2019 (86 days left)

There are **28** Student Applications entered.

There are **22** Student Applications Submitted to KSDE.

Total Assistive Technology costs entered: **$34650.47**.

Total Consultant costs entered: **$11176.99**.

Total Evaluation costs entered: **$11602.17**.

Total costs entered: **$57429.63**.

Menu Options

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The Blue Menu provides:

- "Manage Applications"- will return the user to KSDE Web Applications listing.

- "LEA Home"- will return the user to the District Homepage to select another year or Grant Type.

- "Maintenance"- will allow the District Administrator to set the User Security for other users logging into the application.

- "Help"- will display a list of phone numbers and hours of operation for assistance, in addition to a list of links to other resources available for assistance.

- "Logout"- will log the user out of the application.

KANSAS GRANTS MANAGEMENT SYSTEM

% Manage Applications

LEA Home

⚙ Maintenance ▾

❓ Help

➡ Logout

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🏠 ›

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User Security

- User Security is listed under maintenance on the blue menu.

- The District Administrator or Designee selects the access level for the other users.

- The access options are:
  - **No Access-** will not be able to View the application
  - **View Only-** will only be able to View, and not Edit
  - **Update**- will be able to Edit information, but not Submit
  - **Submit-** will be able to Edit and Submit

Student Applications

- Click on the Student Applications tab to start the application process.

- Users can add a Student Application by View, Edit, or Delete an existing Application.

- The Application Status is displayed on this page.

Summary	Student Applications

ORG-STUDENT APPLICATIONS

➕ Add Student Application

Student Applications

Student Name	KIDS ID	Date of Birth	Application Status	Award Status	View/ Edit	Delete/ Reopen
Davis, Denise R		10/06/2018	KSDE Review	Not Yet Awarded	✎	
dfkasjd;fkjas;, ksdjf;lkasjdlkf		04/01/2019	Submitted to KSDE	Not Yet Awarded	👁	
Hayes, Jennifer		10/06/2013	Submitted to KSDE	Not Yet Awarded	👁	
Houghton, Joan		01/25/1954	Submitted to KSDE	Not Yet Awarded	👁	
Jordan, M		03/01/2019	Approved	Not Yet Awarded	✎	
Jordan, Mike		10/06/1967	Submitted to KSDE	Not Yet Awarded	👁	

Student Application: Demographics 1

This page MUST be completed and saved prior to entering any Assistive Technology, Consultation, or Evaluation Services.

Does the student have a KIDS ID assigned?

- **No.** Enter the First Name, Last Name, and Date of Birth.

- **Yes.** A field for the KIDS ID is displayed on entry. The First Name, Last Name, and Date of Birth will be automatically populated. **PLEASE USE KIDS ID WHEN AVAILABLE**

Location of Student:

- Select from a dropdown listing of LEA's to identify where the student is physically located.

Payment LEA:

- Is auto-populated to display the district in which the user is registered.

Address:

- Is auto-populated with the mailing address of the Payment LEA. If the mailing address is not available in the KSDE Directory, enter the address manually .

Contact Person:

- Enter the name of the Contact Person. This is the name of the person who provides additional information if needed

Telephone:

- Enter the telephone number for the Contact Person.

Email Address:

- Enter the email for the Contact Person.

| Return to Student Applications | Demographics | Assistive Technology | Consultant | Evaluation | Submit Application | Amendments | Reimbursements |

ORG-STUDENT DEMOJoan entered this.

Maintain Student Demographics

Does the student have a KIDS ID assigned?	● No ○ Yes
Student First Name:	
Student Middle Initial:	
Student Last Name:	
Date of Birth:	
Location of Student:	Select a Location ▼
Payment LEA:	D0259 Wichita
Address:	123 First
	First CO 66047-
Contact Person:	
Telephone:	
Email Address:	

Student Application: Demographics 2

The student is under 3 years of age at the time of the application:
- This field will be auto-populated based on the student's Date of Birth.

The student currently is certified Deaf-Blind by the KS Deaf-Blind Project.
- Required field: Choose Yes or No.

The student is certified Deaf-Blind and is transitioning from a segregated setting to his/her neighborhood school.
- Required field: Choose Yes or No.

The student has a suspect hearing loss and documented vision loss in need of an evaluation.
- Required field: Choose Yes or No.

The student has a suspect vision loss and documented hearing loss in need of an evaluation.
- Required field: Choose Yes or No.

December 1st Child Count, the student was reported as:
- Deaf-Blind
- Vision Loss
- Hearing Loss
- Multiple Disabilities
- Other- manually write the student's disability

Provide a short summary of the student's educational program in the box.
- This field is optional.

Student is under 3 years of age at the time of application:	○ Yes ○ No
Student currently is certified Deaf-Blind by the Deaf-Blind Project:	○ Yes ○ No
Student is certified Deaf-Blind and is transitioning from a segregated setting to their neighborhood school:	○ Yes ○ No
Student has a suspected hearing loss and documented vision loss in need of an evaluation:	○ Yes ○ No
Student has a suspected vision loss and documented hearing loss in need of an evaluation:	Deaf-Blind / Vision Loss / Hearing Loss / Multiple Disabilities / Other...
December 1st Child Count, this student was reported as:	
Other:	
Provide a Short Summary of the Student's Educational Program:	

Save   Cancel

Assistive Technology

- Click on the Add Assistive Technology Tab.

- Enter information for the item in the open screen.

- Enter the Item Name, Instructional Rationale, and Expected Price ==are required. (Remember to include shipping and handling.)==

- Click Save. The Upload File information is displayed.

- Enter a valid Website Link for the item **OR** Upload File for the requested item .

- The Website field is formatted to accept a valid URL. ==If you enter www.ksde.org, it will NOT be accepted. Enter https://www.ksde.org/ in order for it to be accepted.==

- Provide a Title for the Upload File. ==Name the file as specific as possible to identify the file as more files are uploaded.==

- Click Save.

- Click the link Add another Assistive Technology for an additional item.

| Return to Student Applications | Demographics | Assistive Technology | Consultant | Evaluation | Submit Application | Amendments | Reimbursements |

ORG-ASSIST TECH

➕ Add Assistive Technology for **Melissa, Krumwiede**

Assistive Technology records for Melissa, Krumwiede

Item Name	Item Price	Instructional Rationale	Web Link for Item	View/Edit	Delete
No Assistive Technology records found					

| Return to Student Applications | Demographics | Assistive Technology | Consultant | Evaluation | Submit Application | Amendments | Reimbursements |

File uploaded successfully.

ORG-MAINTAIN ASSIST TECH

➕ Add another Assistive Technology for **Smith, Julie**

Maintain Assistive Technology for Smith, Julie

Item Name:	Hearing Aide
Instructional Rationale:	student needs a hearing aide for enhancement
Website Link for Item:	https://www.ksde.org/
Expected Price:	2489.56

Save   Cancel

➕ Upload File

Uploaded Files

File Name	Title	Uploaded On	Delete
H:\GRANTS MANAGEMENT SCREEN PRINTS\3YROLDERROR.jpg	hearing aide for Julie Smith	Apr 4 2019 10:37AM	🗑

Consultation

- Click on the Consultantation Tab for consultation services.

- Enter the information about the Consultant

- Enter the Consultant's Name, Description of Qualifications, Description of the Consultation, and Expected Price. ALL of this information is required.

- Click Save. Upload File information will be displayed.

- Upload at least one file containing the consultant's resume or vita.

- Provide a Title for the file that was uploaded. Name the file as specific as possible as more files are uploaded.

- Click the Save.

- Click on the Add another Consultant link to add another consultant.

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| Return to Student Applications | Demographics | Assistive Technology | Consultant | Evaluation | Submit Application | Amendments | Reimbursements |

ORG-CONSULT

+ Add Consultant for **Smith, Julie**

Consultant records for Smith, Julie

Consultant Name	Expected Price	Description of Qualifications	Description of the type of consultation supported by evidence-based practices for that is being requested	View/ Edit	Delete
No Consultant records found					

| Return to Student Applications | Demographics | Assistive Technology | Consultant | Evaluation | Submit Application | Amendments | Reimbursements |

Consultant added successfully.

ORG-MAINTAIN CONSULT

+ Add another Consultant for **Smith, Julie**

Maintain Assistive Technology for Smith, Julie

Consultant Name:	Denise Davis
Description of Qualifications	Various
Description of the type of consultation supported by evidence-based practices for that is being requested	Describe the service provided here
Expected Price:	1456.99

Save   Cancel

+ Upload File

Uploaded Files

File Name	Title	Uploaded On	Delete
No Uploaded Files Found			

Please correct the following errors before submitting the Student Application to KSDE:

- Consultant: Denise Davis - You must have at least one uploaded file in order to submit.

Evaluation

- Click the Evaluation tab.

- Enter the Name of the Evaluator, Address, City, State, ZIP Code, Service being provided, Purpose of the Evaluation, and Expected Price. These are required fields.

- Click the link. Enter the information for the Evaluation.

- The Upload File information is Displayed. Enter the data. Click Save.

- The Upload File is optional. It is NOT required.

- Provide a Title for the Upload File. Name the file as specific as possible to identify the file as more files are uploaded.

- Click Save.

- Click on Add another Evaluation to add an evaluation.

Consultant: Upload File

- Write a Title for each file. Make it as specific as possible to identify the file from other consultant files.

- Uploaded files are available to view.

Return to Student Applications	Demographics	Assistive Technology	**Consultant**	Evaluation	Submit Application	Amendments	Reimbursements

Upload Files/Documentation for Student 'Smith, Julie ' | Consultant 'Denise Davis'

Title	Consultant for Julie Smith ✕
File to Upload	H:\GRANTS MANAGEMENT S Browse...

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

Upload File   Cancel

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Submit Application

- Submit the application after the information, including Student Demographics, Assistive Technology, Consultation, and/or Evaluation have been entered.

- Type the name of the LEA SPED Director or his/her Designee. Check the box to certify the information in the application is accurate and true.

- Click Save.

- The Upload File is NOT required, but may be used for additional information. Be as specific as possible when selecting the Title for the file.

- Click Submit Student Application.

Return to Student Applications | Demographics | Assistive Technology | Consultant | Evaluation | **Submit Application** | Amendments | Reimbursements

Data saved successfully.

ORG-SUBMIT APPL

Student Application Submission for Smith, Julie

| LEA Director or Designee who is able to commit funds to the district: | Denise Davis | ☑ I certify that all the information in this application is accurate and true. |

When you have completed entering information for the Student Application, please press the **Submit Application** button to submit the Student Application to KSDE.
The **Submit Application** will not be available if there are one or more errors on the Student Application.
Please note: all Information will be read only after submission.
Press the **Save** button to save the LEA Director, Organization Director and associated certification checkboxes.

Save | Submit Student Application

Upload File

Uploaded Files

File Name	Title	Uploaded On	Delete
No Uploaded Files Found			

Assistive Technology Amendment

- Each Assistive Technology item Approved by KSDE can amended if needed.

- Click on the + under View/Maint to access the screen.

- All information under the Amendment section of the screen is required for each item.

- The Upload File information will be saved after entering the data.

- Click Save. The Upload File information will be displayed on the screen.

- Enter a valid Website Link for the Item **OR** use the Upload File for information of the requested item.

- Click Save.

- Submit the amendment to KSDE for approval.

- Clicking Submit.

Consultation Amendment

- Each Consultation that is approved by KSDE can be amended if needed.

- Click on the + under View/Maint to access the screen.

- Enter the Information for each amended service is required under the Amendment Section.

- Enter the data.

- Click Save. The information will be displayed.

- Upload the file for the resume/vita to amend the Consultant. This is required.

- Enter the data.

- Click Save.

- Click Submit. The amendment will be sent to KSDE for approval.

Evaluation Amendment

- An Evaluation approved by KSDE can be amended.

- Click on the + under View/Maint to access the screen.

- Each service under the Amendment Screen ==is required==.

- Enter the data.

- Click Save for the Upload file. Information will be displayed.

- An Evaluation Amendment does not require an Upload File. It is optional.

- Click Save.

- Click Submit. The amendment will be sent to KSDE for approval.

Approved Evaluations for reb, michael

Name of the Evaluator	Expected Price	Service being provided	Purpose of the Evaluation supported by evidenced-based practices	View/ Maint	Delete
denise davis	$5,899.97	sldkfj;alksdjf;kljasd;f	sdfkja;skdljfkajsd;flk	✚	

Maintain Assistive Technology Amendment for reb, michael

Name of the Evaluator:	denise davis
Address:	sdjf;askdjf;lksadjfj
City State ZIP:	sdfasdfasdfasd, dk 66666-
Service being provided:	sldkfj;alksdjf;kljasd;f
Purpose of the Evaluation (list either audiological or ophthalmological only; or list type of evaluation (e.g., assistive technology, augmentative communication, etc.) supported by evidenced-based practices:	sdfkja;skdljfkajsd;flk
Expected Price:	$5,899.97

Amendment:

Name of the Evaluator:	denise davis
Address:	
City State ZIP:	
Service being provided:	
Purpose of the Evaluation (list either audiological or ophthalmological only; or list type of evaluation (e.g., assistive technology, augmentative communication, etc.)	
Expected Price:	0.00

Save   Cancel

⊞ Upload File

Uploaded Files

File Name	Title	Uploaded On	Delete
No Uploaded Files Found			

Reimbursements

This page is in development at this time.

Contact Information for Questions about the Kansas Deaf-Blind Fund

- **For more information, contact:**

Lisa Karney lkarney@ksde.org or at 785-296-6765(V)

Sarah Reed, Admin Specialist at sreed@ksde.org or at 785-293-4602(V)

OR

https://www.ksde.org/Agency/Division-of-Learning-Services/Special-Education-and-Title-Services/Special-Education/Sensory-Losses

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Contact Information for Technical Assistance in Navigating, Data Entry, or Editing

- **Phone Toll-Free: (877) 456-8777**

- **Hours (excluding Holidays): Monday- Friday 7AM – 5PM CST**

Kansas Deaf-Blind Fund Resources

- The Quick Start Guide of The Kansas Deaf-Blind Fund System
- The Quick Start Guide for LEA Administrators: Assigning Security Levels for the Kansas Grants Management System
- The Overview of the Kansas Deaf-Blind Fund Power Point
- Recording for The Overview of the Kansas Deaf-Blind Fund
- The Kansas Deaf-Blind Fund FAQ
- The Quick Start Guide for LEAs: The Kansas Deaf-Blind Fund Management System

https://www.ksde.org/Agency/Division-of-Learning-Services/Special-Education-and-Title-Services/Special-Education/Sensory-Losses