KGMS

Kansas Grants Management System

MODULE: IDEA VI-B

KANSAS
STATE DEPARTMENT OF
EDUCATION

Introduction

This guide explains how LEAs can use the Kansas Grants Management System (KGMS) to apply for IDEA VI-B funding. Districts must enter all required information and submit the application to the state.

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System Requirements

KSDE web applications should work with the latest versions of all modern browsers. For best results, KSDE recommends use of the following:

> WINDOWS - Microsoft Internet Explorer (*version 10+*), Google Chrome (*latest version*)

> MAC OS - Mozilla Firefox (*latest version*)

Login

KGMS is part of the KDSE single sign-on system. To reach the KSDE Web Applications page, type the following URL into your browser's address bar:

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

Once there, enter your **User Name** and **Password** in the fields and click the blue Login button.
Next, you must request access to the KGMS application by filling out the **KSDE Registration Form**.

Fill out contact information form fields, and choose your **organization + building** from the drop-down menus.
Select the **Kansas Grants Management System (KGMS)** from the list of available applications. *A period of wait time for access credentials may exist. Please contact your State Administrator for updates on progress.

After access is granted, you may log back into the system and choose KGMS to access the **home page**.
Once there, a summary grants listing is visible, along with search options for filtering.

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Navigation

KGMS has several wayfinding elements that can be found on each page of the application.

The **Task Navigation** menu is the area along the left side of each page that provides links to common tasks within the site. 📌**NOTE:** District **users** see the following list of options: Manage Applications, LEA Home, Help, and Logout. District **admins.** see each of the above options, as well as a Maintenance link.

🔗 Manage Applications	Returns you to the main KSDE Web Applications page
LEA Home	Returns you to the district homepage to select another year
⚙ Maintenance ▾	Allows the **district admin.** to assign security settings for other district users
☰ Reports	Lists any available reports from the IDEA VI-B LEA module for viewing
📄 View Generated Letters/GAN	Shows letters and GANs sent to users by the system
? Help	Displays a list of phone numbers, hours of operation, and other resources
➔ Logout	Logs you out of the application

Navigating to the **Home Page** can be achieved one of 3 ways: Via the Home Link, the Home Link Icon, or the Task Navigation menu link, "LEA Home."

Helpful **User Info.** is available at the top of each page. It shows your **Login credentials**, **District #**, **Building #**, and **Access Level**.

User: DTEST **District:** DTEST **Building:** 0000 **Access Level:** District Admin

Information Fields

The KGMS features helpful visual elements for quick recognition of information. Each page contains a yellow **Summary Field** which displays a summary of the current window: **Preliminary Budget/Budget Window**, the dates for that window, the remaining days, the submission and assessment status.

Summary:

Current Window(s):	IDEA VI-B Budget Window: 03/01/2020 - 08/31/2020 (152 days left)	Assessment Status: Not Started	Submit Questions Email:
Preliminary Submission: Not Yet Submitted		Final Submission: Not Yet Submitted	

Some pages contain an **Instructions Field** which displays state-assigned instructions for that page.

Page instructions will appear here as entered in by the State.

When page data is saved correctly, a green field will appear to confirm success.

Data saved successfully.

When required data is missing, a red **Error Field** will appear, alerting you to a mistake on that page.

Please correct the following errors before submitting to KSDE:

- Equitable Access and Participation: Areas your LEA has identified as Barriers cannot be blank

Session Timer

To keep track of session length, each login is automatically set to 20 minutes. Once remaining time reaches 2 minutes, a pop-up window warning of session expiration will appear. You have a choice to either stay signed in or sign out. If you choose to stay signed in, the session timer resets to 20 minutes each time you perform a page action or navigate to a new page. If you are automatically signed out, you will return to the main KDSE Web Applications page.

Your session is about to expire!

You will be logged out in **96** seconds.

Do you want to stay signed in?

Yes, Keep me signed in   No, Sign me out

📌**NOTE:** Save often... Automatic logout due to session timeouts = all unsaved data is lost

📌**NOTE:** Manually **logging out** of the system can be done by clicking the Profile Icon (top right) logout option or clicking the Logout link in the Task Navigation menu.

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SERVICES

IDEA VI-B APPLICATION

Steps

Start on the KGMS LEA home page. From the **Search Options** section, select **School Year** and **Grant Type**. Next, click the **Search** button.

The **Grant Listing** section will display your search results as well as the submission status. Under the **Action** column, you will see an icon, indicating available next steps.

📌**NOTE:** Records with the **View icon** 👁 are view only and cannot be edited.

Records with the **Edit icon** 📝 can be viewed or edited.

Click on the edit icon next to the fund type you wish to maintain. This opens the **Summary** information tab.

Summary is the first tab in the series of application pages. The Summary page provides a quick reference to track progress of the IDEA VI-B grant and the Preliminary Budget/Budget status, and submission details (date, user, approval).

📌**NOTE:** You must first complete the following steps for the **Preliminary Budget Window.**

The first 3 fields of the **Contact** tab are auto-populated from the KSDE directory using **IDEA VI-B** title. These are view only and required for submission. You have the ability to edit the optional phone number field (not required).

Click the **Save** or **Save and Continue** button to move on.

Part B Budget (3-21) Tab

To add data to the application, begin with the **PART B Budget (3-21)** tab. This tab has 4 subcategories: **CEIS/CCEIS Participation**, **General**, **Funds for Private School**, and **Funds for Schoolwide Programs**.

CEIS/CCEIS Participation

Click this tab to fill out information about participation in the **Coordinated Early Intervening Services (CEIS)** Program. Next, you will see the CEIS Participation grid. Rows are for budget windows (Preliminary & Regular). Indicate if your district plans to participate, in the editable budget window row (in this case, the *Preliminary Budget Window* is open), by clicking yes or no. Include an amount in the **CEIS Dollar Amount** field. The **Total Possible CEIS Allocation** is pre-populated by your State Administrator and is view only.

📌**NOTE:** *If your LEA has been preselected for CCEIS by the State, this is locked for editing and view only.*

Click the **Save** or **Save and Continue** button to move on.

General

Click this tab to fill out form information on the following sections: FY: (current year) **LEA Allocation for Preliminary Budget**, **Anticipated Budget**; FY: (previous year) **Actual Expenditures**, **Carryover Budget**; FY: (2 previous years) **Final Report**.

Subcategories **General, Funds for Private School**, and **Funds for Schoolwide Programs** each have a summary screen that displays the following:

Data saved successfully.

PART B BUDGET (3-21) | GENERAL | PRELIMINARY BUDGET

FY:2020 LEA Allocation - Preliminary Budget	(Preliminary report on anticipated expenditures occurring July 1, 2019 to June 30, 2020.)
Total Allocation	854748
Total	175000
Planned Carryover	0
Remaining	679748

Accounting Codes (Use whole Dollar Amounts)	1000 Instruction	2000 Support Services	2200 Instructional Support Staff	2300 General Administration	2400 School Administration	2600 Maintenance and Operation	2700 Student Transportation Services	2500 Other Supplemental Services	Total
100 Salaries		50000		100000					150000
200 Employee Benefits									0
300 Purchased Services									0
400 Purchased Property									0
500 Other Purchased Services									0
600 Supplies / Materials	20000	5000							25000
700 Property									0
800 Other									0
Totals	$20,000.00	$55,000.00	$0.00	$100,000.00	$0.00	$0.00	$0.00	$0.00	$175,000.00

LEA Comments	Comments here.
KSDE Comments	

Save   Save And Continue   Cancel

Fill out the needed amounts in each available field. Enter comments and click the Save or Save and Continue button to move on.

*Each additional subcategory functions in a similar manner. Continue these steps for: **Funds for Private School**, and **Funds for Schoolwide Programs.**
📌**NOTE:** Funds for Schoolwide programs is only available for LEAs selected by the state.

Click the **Save** or **Save and Continue** button to move on.

Part B Budget (3-5) Tab

Part B Budget (3-5) ▾

General

Funds for Private School

To add data to the preschool application, begin with the **PART B Budget (3-5)** tab. This tab has 2 subcategories: **General**, and **Funds for Private School**.

Each subcategory functions in a similar manner to steps for **PART B Budget (3-21)**. Continue these steps for: **General**, and **Funds for Private School**. When finished, click the **Save** or **Save and Continue** button to move on.

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Assurances Tab

This tab contains state-defined **Assurances** text for you to review. After reading and scrolling to Section III at the bottom of the page, you must **OPT-IN** or **OPT-OUT** of the **National Instructional Materials Accessibility Center (NIMAC)** to implement the NIMAS Standard .

Below, you must certify that you understand and comply with all Assurances by completing 2 fields: One labeled **Name of Local Board Official**, and another labeled **Board Approved Date.** *The Board Approved Date must be on or after April 1st of the current year*.

📌**NOTE:** All 3 fields are *required* to submit either the **Preliminary Budget** or the **Budget** application. Click the **Save** or **Save and Continue** button to move on.

Equitable Access and Participation Tab

This tab contains text data entry fields for information regarding barrier identification and improvement plans. The first field is *required* for submission. LEA comments are optional, and the last field is completed by the state.

Click the **Save** or **Save and Continue** button to move on.

Certification Regarding Lobbying Tab

This tab contains state-defined **Lobbying Certification** text for you to review. After reading and scrolling to the bottom of the page, you must must certify that you understand and agree with all text by completing 3 fields labeled: **Name of Authorized Representative**, **Title of Authorized Representative**, and **Date.** The Date field auto populates to today's date when the Name is filled in (also if it is currently blank). LEA comments are optional.

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Name Of Authorized Representative:	Trisha Trangucci	Date:	4/3/2020
Title Of Authorized Representative:	Administrative Pro		
LEA Comments	Additional comments here		
KSDE Comments			

Save   Save And Continue

📌**NOTE:** All 3 fields are *required* to submit either the Preliminary Budget or the Budget application. Click the **Save** or **Save and Continue** button to move on.

CEIS (Voluntary) Tab

CEIS (Voluntary) ▾
CEIS Plan (Voluntary)
CEIS Budget (Voluntary)

📌**NOTE:** This tab is active if your district indicated "***Yes***" for **CEIS/CCEIS Participation** in the **PART B Budget (3-21)** tab. If "No," these will be view only. This tab has 2 subcategories: **CEIS Plan (Voluntary)**, and **CEIS Budget (Voluntary)**. *Additionally, if your LEA has been preselected for CCEIS by the state, this tab is locked for editing and view only.*

CEIS/Plan (Voluntary)

Click this tab to fill out information about participation in the (CEIS) Program.

Fill out the fields related to past CEIS plans.

Complete **CEIS Administrator** information as well as text fields.

You also have the capability to upload files, and enter in any desired LEA comments.

NOTE: You have the option to upload documentation via the [Upload File] button.
File naming should be as specific as possible to aid the user, as well as KSDE, in identification. Maximum file size for upload is 4MB.

Click the **Save** or **Save and Continue** button to move on.

CEIS/Budget (Voluntary)

For the **CEIS Budget (Voluntary)** subcategory, fill out form information on the following sections: FY: (current year) LEA Allocation for **Preliminary Budget**, **Anticipated Budget**; FY: (previous year) **Actual Expenditures**, **Carryover Budget**; FY: (2 previous years) **Final Report**.

Fill out the necessary amounts in each available field and add any comments.

Click the **Save** or **Save and Continue** button to move on.

Each additional screen functions in a similar manner. Continue these steps for: **Anticipated**, **Actual**, **Carryover**, and **Final**. Continue these steps and when finished, click the **Save** or **Save and Continue** button to move on.

CCEIS (Mandatory) Tab
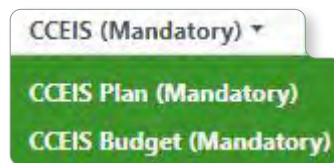
⚲NOTE: This tab is active if your LEA has been preselected by the state for **Mandatory CCEIS Participation**. If not, these will be view only. This tab has 2 subcategories: **CCEIS Plan (Mandatory)**, and **CCEIS Budget (Mandatory)**.

CCEIS/Plan (Mandatory)

Click this tab to fill out information about state-mandated participation in the **(CCEIS) Program**. The funds must be used for comprehensive coordinated early intervening services that address factors contributing to a significant disproportionality.

For the **CEIS Budget (Mandatory)** subcategory, click this tab to fill out form information on the following sections: FY: (current year) LEA Allocation for **Preliminary Budget**, **Anticipated Budget**; FY: (previous year) **Actual Expenditures**, **Carryover Budget**; FY: (2 previous years) **Final Report**.

For the last 3 forms (Actual Expenditures, Carryover Budget, Final Report), the starting amount will be an editable field for the 1st live system year. Afterwards, the amounts will be pre-populated based on data from the previous year(s).

CCEIS Plan

The LEA submitted a CCEIS Plan for FY 2018:	◉ Yes ○ No
The LEA submitted a CCEIS Plan for FY 2019:	◉ Yes ○ No

LEA's that are required to use Part B funds for CCEIS, please complete the following:
CCEIS Plan: Administrator responsible for oversight of CCEIS

Name:	Jane Doe
Title:	Admin.
Phone:	888-867-5309
Email:	j@gmail.com

Complete **CCEIS Administrator** information as well as text fields. You also have the capability to upload files, and enter in any desired LEA comments.

The funds must be used for comprehensive coordinated early intervening services that address factors contributing to the significant disproportionality. Per 34 C.F.R. § 300.646. provide a plan below in implementing comprehensive coordinated early intervening services:

- May carry out activities that include professional development and educational and behavioral evaluations, services, and supports.
- Must identify and address the factors contributing to the significant disproportionality, which may include, among other identified factors. a lack of access to scientifically based instruction; economic, cultural, or linguistic barriers to appropriate identification or placement in particular educational settings; inappropriate use of disciplinary removals; lack of access to appropriate diagnostic screenings; differences in academic achievement levels; and policies, practices, or procedures that contribute to the significant disproportionality.
- Must address a policy, practice, or procedure it identifies as contributing to the significant disproportionality. including a policy, practice or procedure that results in a failure to identify, or the inappropriate identification of, a racial or ethnic group (or groups).

Implement ESL plan....

➕ Upload File

Uploaded Files for this CCEIS Plan

File Name	Title	Uploaded On	Delete.
No Uploaded Files for this CCEIS Plan found			

Upload Files

LEA Comments	Additional comments go here.
KSDE Comments	

Save   Save And Continue

Click the **Save** or **Save and Continue** button to move on.

Fill out the needed amounts in each available field. Enter comments and click the **Save** or **Save and Continue** button to move on.

Each additional screen functions in a similar manner. Continue these steps for: **Anticipated**, **Actual**, **Carry-over**, and **Final**.

Submit For Approval Tab

When all required information has been added to the application, click on the **Submit for Preliminary Approval** tab. This is where **Preliminary Budget** information is sent to KSDE for a review process.

Fill in the **Title of Chief School Officer**. Next, fill in any LEA comments (not required for submission). Click **Save**.
*If any validation errors exist in the application, the **Submit Preliminary** button will not appear.

📌**NOTE:** If any of the required fields from the **Contact**, **Part B Budget (3-21)**, **Part B Budget (3-5)**, **CEIS Plan & CEIS Budget** (if applicable), **CCEIS Plan & CCEIS Budget** (if applicable), **Assurances and Certifications**, **Equitable Access and Participation**, and **Certifications Regarding Lobbying** tab are missing information, an error message will appear on the bottom of the page. A list of the information that is missing will be located in the red **Error Field**. All errors must be corrected before the preliminary application can be submitted.

Please correct the following errors before submitting for preliminary approval:

- Contact: IDEA Contact does not exist in the KSDE Directory.
- Preschool Application (3-5) Funds) | General | Preliminary Budget: Remaining amount must be zero.
- CCEIS Budget | Preliminary Budget: Remaining amount must be zero.
- Certification Regarding Lobbying: Name Of Authorized Representative cannot be blank
- Certification Regarding Lobbying: Title Of Authorized Representative cannot be blank
- Certification Regarding Lobbying: Date cannot be blank
- Submit for Preliminary Approval: Title of Chief School Officer is required.

When all all required information has been supplied and all errors have been corrected, click **Save**. The **Submit Preliminary** button will appear. Click on this button and confirm the action to submit the application to the state.

If the state Disapproves the Preliminary application, the LEA can reopen, edit, and resubmit for Preliminary Approval.

📌**NOTE:** After the Preliminary Budget is approved by KSDE, your LEA must wait until the regular **Budget Window** opens. You will then repeat the process outlined in this document for the next active window.

Submit For Final Approval Tab

Upon the state's preliminary approval, and after the application process has been completed for the regular **Budget Window**, this tab is where finalized Budget information is sent to KSDE for review. If the state Disapproves the application, the LEA can reopen, edit, and resubmit for Final Approval. When all required information has been added to the application, click on the **Submit for Final Approval** tab.

When all errors have been corrected, the **Submit** button will become available. When prompted, click **Submit** and confirm the submission.

Once submitted, the summary on the **LEA Home** page will update to reflect **Submitted to KSDE**. In addition, the **View/Edit** icon will change, indicating that the file is now "View Only," displaying a 👁 .

Reports

To view available reports for your LEA, click **Reports** in the Task Navigation. On the secondary screen, under Reports, click the link for your desired report.

Ex.: Print Screens

Ex.: Task Navigation > Reports

Print Screens

This page gives you the ability to view reports from the IDEA VI-B LEA module. Next, filter by **School Year**, **Preliminary/ Regular Budget** and IDEA VI-B module **Section**. Click **Generate**. Your report will download as a pdf.

Archived Reports

This page gives you the ability to run reports from the IDEA VI-B LEA module. Next, filter by **School Year**.

Step 1: Choose **Report Type** from the dropdown.
Step 2: Choose to **Print All Available Blank Reports**, **Print All Available Reports**, **Select Individual Report To Print**, or **Print Grant Award Notification**.

DISTRICT ADMINISTRATORS
User Security

District **administrators** can grant access to district **users** through the **Maintenance > User Security** link in Task Navigation.   📌**NOTE:** Even after KSDE authentication is complete, district users will not have access to the KGMS system until a district admin. uses this process to grant access.

Search Options

School Year	2019 - 2020 ▾
Grant Types	IDEA VI-B ▾

Users

User Name	Description
D0202_DataEntry, D0202_DataEntry	Data Entry
D0202_Submit, D0202_Submit	Submit
D0202_View, D0202_View	View Only

Maintain Security

After choosing the school year and grant type, you will see a listing of users. Click **Maintain Security** to edit/manage security settings for users.

User Security

User Name	No Access	View Only	Data Entry	Submit
D0202_DataEntry	○	○	●	○
D0202_Submit	○	○	○	●
D0202_View	○	●	○	○

Save   Cancel

Security roles are as follows:
No Access - Cannot view the application. *Default security level before permissions are granted.
View Only - Can only view (but not enter/edit/submit) information.
Data Entry - Can enter and edit (but not submit) information.
Submit - Can enter, edit, and submit information.

When finished assigning user security settings, click **Save** to set the data.

Support

Software support associated with KGMS system navigation, data entry, and editing is provided by the Leader Services Help Desk staff (M - F | 7 am - 5 pm). The Help Desk can be reached via email or toll-free phone number.
email: helpdesk@leaderservices.com
phone: 877-456-8777

General help topics related to workflows and processes is provided by the KSDE Help Desk.
email: helpdesk@ksde.org
phone: 785-296-7935
front desk: 785-296-3201
fax: 785-296-7933

📌**NOTE:** Information about the Leader/KSDE help desk, additional KGMS system resources and other links can be accessed by clicking the Help link in **Task Navigation**.

Notes:

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S E R V I C E S