Step-by-Step Guide to Foundations for School Success

1. **Register for Foundations for School Success** (This is done only ONCE.)
    a. Go to https://online.ksde.org/authentication/login.aspx.
    b. Click on the "Register" button in the lower left of the page.
    c. Complete the KSDE User Registration form. See the Foundations for School Success User's Guide for more detailed instructions.
    d. Contact the superintendent of the district to alert him/her of your request.
    e. KSDE will confirm your registration with the superintendent of the district with an email.
    f. Wait for an email indicating your request has been approved. You will be notified via the email address you entered during registration.

If you do not receive the email announcing you are approved within three business days, check to see if the email was sent to your spam or junk folder. If not, contact the superintendent for verification that approval was granted. Contact KSDE Help Desk at 785-249-7935 if the superintendent has sent the email reply, but you have not received the confirmation email.

2. **Log in to Foundations for School Success**
    a. Go to https://online.ksde.org/authentication/login.aspx.
    b. Type in your User Name and Password.

If you forget your KSDE web applications password, click on the link that says "Forgot Your Password?" on the Authentication page. You will be prompted to supply the answer to a security question (you entered it when you originally registered), type in your birth date, and enter a new password. KSDE does not know your password, so you are responsible for managing and remembering it.

    c. Click on the "Login" button.
    d. Select "Early Childhood Foundations for School Success" from the list of available applications.

If Foundations for School Success is greyed out, this means that it is either not active, or that you have not been approved for access to it yet. See the user's guide for guidance on troubleshooting the registration process.

3. **Select the Fiscal Year**
    a. Click on the down arrow next to the "Select Year" button.
    b. Select the fiscal year for which you will be entering data.
    c. Click on "Select Year" button.
4. **Child Data**
    a. Search for a Child—Search for a child before adding a child to make sure the child has not already been entered. The search is within the Foundations for School Success for your district for this fiscal year.

b. Add Child—Once it has been determined that a child does not exist within Foundations for School Success, add the child data.
   i. Click on the “Add Child” button.
   ii. Enter the required data for the child. The state student ID (SSID) is NOT required at this time.

The Kansas Individual Data on Students (KIDS) system is searched at this time to determine if the child already has an SSID. If the student or students with similar information exists in KIDS, a list of matches will be displayed on screen. See the “Adding a Child” section of the Foundations for School Success User’s Guide for more information on KIDS IDs and near matching children.

   iii. If a child has an SSID in KIDS, choose the “Use this ID” link.
   iv. If a child does not have an existing SSID in KIDS, choose the “Request New ID from KIDS” link.

c. Add Child Demographics—Click on the “Not Started” button from the Child List to begin entering demographics survey data for a child.
   i. Medical History tab—All survey items require a response.
   ii. Program Participation tab—The “Start Date” and “Exit Date” must fall within the fiscal year selected.
   iii. Links tab—Links need to be established with a family and with educators. The family and educators must be added before the links can be made.
   iv. The date entered for the “Date Child Demographics Completed” must fall within the fiscal year selected.
   v. Save survey data that has been entered before navigating away from the Child Demographics page or it will be lost.
   vi. The data must be saved without errors before a child’s demographic information can be marked as complete.

d. Add Child Hearing Survey Data
   i. The date entered for the “Date Hearing Screen Completed” must fall within the fiscal year selected.
   ii. Save survey data that has been entered before navigating away from the Child Hearing Screening page or it will be lost.
   iii. The data must be saved without errors before a child’s hearing survey information can be marked as complete.

e. Add Child Vision Survey Data
   i. The date entered for the “Date Vision Screen Completed” must fall within the fiscal year selected.
   ii. Save survey data that has been entered before navigating away from the Child Vision Screening page or it will be lost.
   iii. The data must be saved without errors before a child’s vision survey information can be marked as complete.

f. Add Child ASQ Survey Data
   i. Select the age of the child when the ASQ was completed.
   ii. The date entered for the “Date Child ASQ Survey Completed” must fall within the fiscal year selected.

Each of the “Area” totals must be between 0 and 60 and a multiple of 5, or you will not be able to save the data. Any amount that is entered outside that range will result in an error.

   iii. Save survey data that has been entered before navigating away from the Child ASQ Survey page or it will be lost.
   iv. The data must be saved without errors before a child’s ASQ survey information can be marked as complete.

g. Add Child ASQSE Survey Data
   i. Select an age of the child when the ASQSE was completed.
   ii. The date entered for the “Date Child ASQSE Survey Completed” must fall within the fiscal year selected.

The “ASQ: SE” total must be between 0 and 60 and a multiple of 5, or you will not be able to save the data. Any amount that is entered outside that range will result in an error.

   iii. Save survey data that has been entered before navigating away from the Child ASQSE Survey page or it will be lost.
   iv. The data must be saved without errors before a child’s ASQSE survey information can be marked as complete.

h. Edit Core Data for a Child—Core data for a child are the items entered when the child was first added (First Name, Middle Name, Last Name, etc.).

The ability to make changes to the core data of a student is dependent upon what has been submitted to the KIDS system. See the Foundations for School Success User’s Guide for more information on updating core student data.

i. Edit Survey Data—Data that has been entered for any of the child surveys can be edited or updated at any time by selecting the “In Progress” button under the survey from the Child List page. If the survey has been marked as Complete, then you will need to select the “Complete” button under the survey from the Child List page and then select the “Unlock” button.

5. Educator Data

a. Search for an Educator—Search for an educator before adding an educator to make sure the educator has not already been entered. The search is within the Foundations for School Success for your district for this fiscal year.

b. Add an Educator—Once it has been determined that an educator does not exist within Foundations for School Success, add the educator data.
   i. Click on the “Add Educator” button.
   ii. Indicate whether the educator has a teaching license issued by KSDE or not. If yes, then enter the Kansas Educator ID and then the Parents as Teachers ID. If no, then just enter the Parents as Teachers ID.

The Parents as Teachers ID is assigned to each educator working in Foundations for School Success. The ID consists of the first three digits of the district or consortium followed by three digits assigned to each person. (Ex. D0303 – Pat ID = 303XXX. The numbers are assigned by the district or consortium.

iii. Enter the First Name, Last Name and Gender for the educator.

c. Add Educator Demographics—Click on the "Not Started" button from the Educator List to begin entering demographics survey data for an educator.
   i. Education/Background tab—All survey items require a response.
   ii. Employment tab—All survey items require a response.

The number of personal visits and the number of group connections must each be between 0 and 99. The boxes indicating the number of years and months of experience must be filled in—even if it just "0."

   iii. Links tab—Links need to be established with families and with children. The family and children must be added before the links can be made.
   iv. The date entered for the "Date Educator Demographics Completed" must fall within the fiscal year selected.
   v. Save survey data that has been entered before navigating away from the Educator Demographics page or it will be lost.
   vi. The data must be saved without errors before an educator's demographic information can be marked as complete.

d. Add Educator HOVRS—Click on the "Not Started" button from the Educator List to begin entering HOVRS data for an educator.
   i. Both the "Home Visitor" and the "Parent and Child" tabs must be completed.

Overall Ratings must be between 1.0 and 7.0. Any numbers that fall outside that range will result in an error.

   ii. Save survey data that has been entered before navigating away from the Educator HOVRS page or it will be lost.
   iii. The data must be saved without errors before an educator's HOVRS information can be marked as complete.

e. Link Children and Families to Educators—Educators need to have families and children linked to them. This linking is located in the Educator Demographics screen. If you have completed the demographics for an educator, you first must unlock the demographics by selecting the "Unlock" button. See the Foundations for School Success User's Guide for more detailed instructions.

f. Edit Educator Name—the educator demographics page is where you are able to change or update an educator's name.
   i. Select the Educator Demographics for the educator.
   ii. Click on the "Edit" link to the left of the educator's name.
   iii. Answer the question regarding whether the educator has a Kansas teaching license.
   iv. Make the changes and then click on the "Update" link.

g. Edit Educator Demographics, HOVRS, and Links data—Data that has been entered for any of the educator surveys can be edited or updated at any time by selecting the "In Progress" button under the survey from the Educator List page. If the survey has

been marked as Complete, then you will need to select the “Complete” button under the survey from the Educator List page and then select the “Unlock” button.

6. Family Data

a. Search for a Family—Search for a family based on the primary caregiver before adding a family to make sure the family has not already been entered. The search is within the Foundations for School Success for the district for this fiscal year.

b. Add a Family—Once it has been determined that a family does not exist within Foundations for School Success based on the primary caregiver, add the family data.

   i. Click on the “Add Family” button.

The Family ID is assigned to each family in Foundations for School Success. The ID consists of the first two digits KS and then the first three digits of the district or consortium followed by three digits assigned to each family. (Ex. D0303 – Family ID = KS303XXX. The numbers are assigned by the district or consortium.

   ii. Enter the First Name, Last Name, DOB, and Gender for the primary caregiver.

c. Add Family Demographics—Click on the “Not Started” button from the Family List to begin entering demographics survey data for a family.

   i. Caregiver Information tab—All survey items require a response. Enter a second primary caregiver if known.
   ii. Family/Household tab—All survey items require a response.
   iii. Program Participation tab—All survey items require a response.

The “Start Date” and the “Exit Date” must be within the fiscal year selected. The number of personal visits, the number of group connections, and the number of parent educators providing personal visits must each be between 0 and 99.

   iv. The date entered for the “Date Family Demographics Completed” must fall within the fiscal year selected.
   v. Save survey data that has been entered before navigating away from the Family Demographics page or it will be lost.
   vi. The data must be saved without errors before a family’s demographic information can be marked as complete.

d. Add Family Protective Factors Survey

   i. The date entered for the “Date PFS Survey Completed” must fall within the fiscal year selected.
   ii. Save survey data that has been entered before navigating away from the Protective Factors Survey page or it will be lost.
   iii. The data must be saved without errors before a family’s protective factors survey information can be marked as complete.

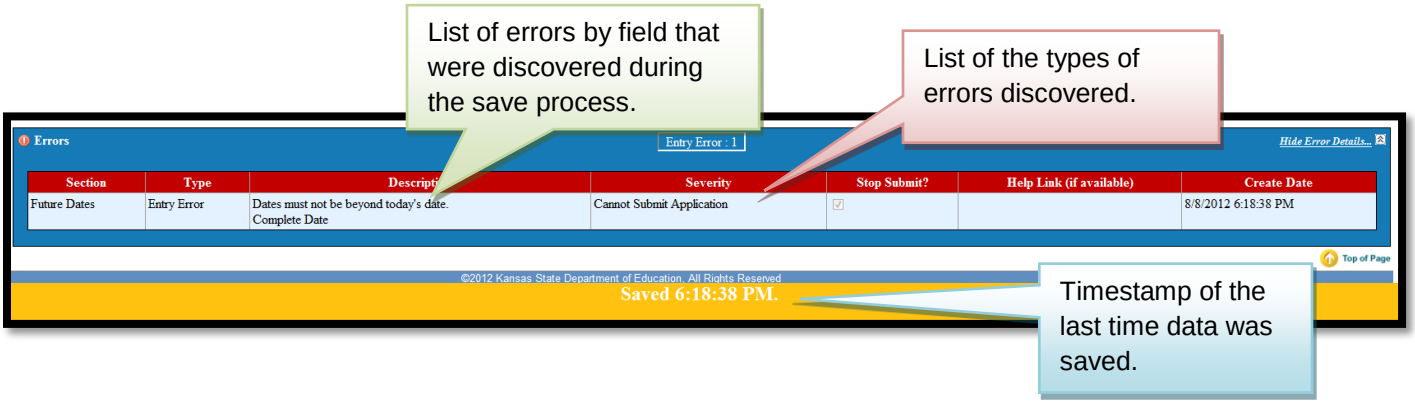
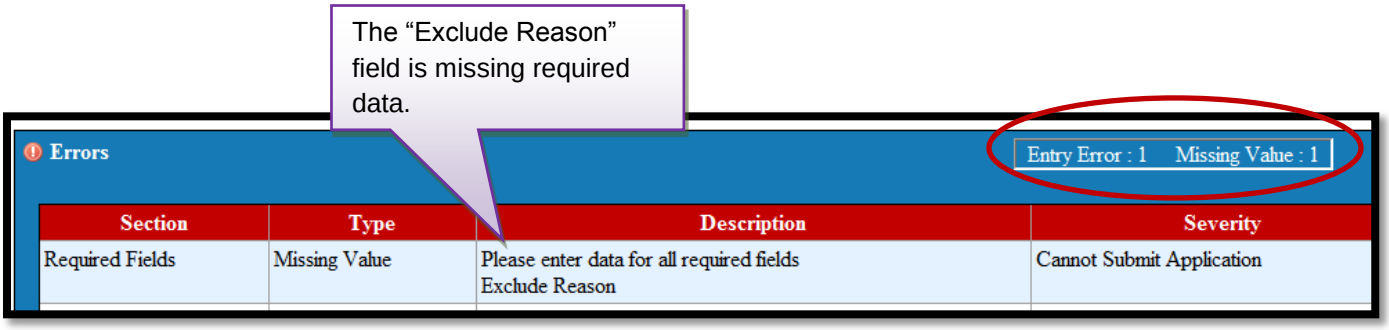
e. Link Children and Educators to a Family—Families need to have educators and children linked to them. This linking is located in the Family Demographics screen. If you have completed the demographics for a family, you first must unlock the demographics by selecting the “Unlock” button. See the Foundations for School Success User’s Guide for more detailed instructions.

f. Edit Primary Caregiver Name—Select the Family Demographics for the family. Click on the “Edit” link to the left of the primary caregiver. Make the changes and then click on the “Update” link.

g. Edit Family Demographics, Survey Data, and Links—Data that has been entered for any of the family surveys can be edited or updated at any time by selecting the “In Progress” button under the survey from the Family List page. If the survey has been marked as Complete, then you will need to select the “Complete” button under the survey from the Family List page and then select the “Unlock” button.

7. Errors

If errors are found during the “Save” process, a list of those errors will be displayed in the “Errors” list located at the bottom of the screen. The errors must be corrected before you are able to “Complete” the page in which data is being entered. The timestamp of the last time the data was saved will be displayed in the yellow bar at the bottom of the screen.



You may encounter many different types of errors when saving data in Foundations for School Success. The type of error will be dependent upon what page or survey in which you are entering data. The Errors box will indicate what type of errors you encounter. You may have multiple types of errors. The “Description” column provides the details regarding the cause of the error and should serve has a starting point in troubleshooting where to fix the error.