Quick Start Guide for LEA Users

Discipline Data Collection
Introduction

This document will explain how LEAs can use the Kansas Integrated Accountability System (KIAS) to complete the Discipline Data Collection module. This module is used to record events and response to incidents involving student discipline.

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.
If a user is a district-level administrator, the screen will display discipline incident data for all of the buildings within that district which the user can edit. If the user has building-level access only, the screen will display only the data for the building to which the user is associated.

The access level of "District User" should not be used for discipline data collection; users with this level of access cannot enter, edit, view, or submit discipline data. If a user has been registered as a district user, they need to log out and complete the following steps to receive district admin permissions:

1. Login at https://apps.ksde.org/authentication/login.aspx
2. Click Manage My Account
3. Scroll through the list of available programs and select Kansas Integrated Accountability System (KIAS) by clicking the corresponding checkbox.
4. Select District Admin as the Application Access Level so it appears in dark blue.
5. Enter birthdate and answer the security question.
6. Click Submit when the form is completed.

All registrations and changes to user accounts will be reviewed and approved by the district superintendent. Users will receive an email when access is granted.
Navigation

| Manage Applications | Home     | Reports | Help   | Logout |

**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.

**Review Summary**

```
Review Summary:

Current Event Window: Data Collection | Window Dates: 01/01/2018 - 06/30/2018 (52 days left) | Event Status: Not Started | KSDE Contact: DisciplineKIAS@ksde.org
```

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.
Discipline Data Collection Module

On the LEA Home page, the Discipline Data Collection line(s) will have a status of Not Started, In Process, or Submitted to KSDE. Building-level users will only see the discipline data collection for their building. District-level users will see all buildings in their district.

<table>
<thead>
<tr>
<th>School Year</th>
<th>Data Collection</th>
<th>Report Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017 - 2018</td>
<td>DISCIPLINE DATA COLLECTION - Test Building 0100</td>
<td>In Process</td>
</tr>
<tr>
<td>2017 - 2018</td>
<td>DISCIPLINE DATA COLLECTION - Test Building 0105</td>
<td>In Process</td>
</tr>
<tr>
<td>2017 - 2018</td>
<td>DISCIPLINE DATA COLLECTION - Test Building 0106</td>
<td>Not Started</td>
</tr>
<tr>
<td>2017 - 2018</td>
<td>DISCIPLINE DATA COLLECTION - Test Building 0111</td>
<td>Not Started</td>
</tr>
<tr>
<td>2017 - 2018</td>
<td>DISCIPLINE DATA COLLECTION - Test Building 0112</td>
<td>Not Started</td>
</tr>
<tr>
<td>2017 - 2018</td>
<td>DISCIPLINE DATA COLLECTION - Test Building 0113</td>
<td>Submitted to KSDE</td>
</tr>
</tbody>
</table>

As long as the current date is within the Window Dates range as reported on the yellow bar for each data collection, a collection with the status of Submitted to KSDE can be reopened by the district admins and building users, to be modified and resubmitted.
Scroll down to the **Discipline Data Collection** line and click on the pencil icon in the **Edit** column.

This will display the Data Collection tab.
If there are no discipline incidents to report, select the checkbox and click the **Save** button.

This will enable the **Submit** option on the page.

As previously stated, as long as the current date is within the **Window Dates** range as reported on the yellow bar for each data collection, a collection with the status of **Submitted to KSDE** can be reopened by the district admins and building users, to be modified and resubmitted.
Discipline incidents must be added to the system; there are two ways to do this. Incidents can be 1) added individually or 2) incident information can be imported from file.

1) To add a new incident individually, click on the **Add New Discipline Incident** link. This will display a form through which you can add incident data.

Note that the number of questions that appear on this screen will vary by building type; not all buildings are required to report all possible types of incidents.
Enter the requested information including selecting the radio buttons to answer Yes or No to indicate the type of incident being reported. If Yes is selected for one or more questions, that section of the page will expand to indicate that more information is required. The questions in the expanded sections will vary, depending upon the type of incident reported.
If the answer to the question "Do you have an incident to report involving firearms?" is Yes, an answer of Yes (with details supplied) is also required to the previous question, "Do you have an incident where the district reported a felony, misdemeanor, or explosives, firearms or other weapons to law enforcement?"

![Image of a form](image-url)

The form contains sections for reporting incidents involving firearms, bullying, and other security concerns. It includes fields for KIDS ID, Incident Date, and various Yes/No responses to different questions related to incidents involving firearms and other security concerns. The form also has sections for reporting the type of weapon involved, the disciplinary action taken, and whether the incident involved a student with a disability (IDEA).
Click on the icon next to the question, if available, to get additional data entry instructions for that field.

Click Save when all information about the incident has been entered. If a user attempts to type in an incident date that is not within the date range for reporting incidents, or does not complete all required sections for each question, the screen will display an error message.

Please correct the following error(s):

- Incident Date 05/09/2016 not within range 7/1/2017 - 6/30/2018.
- The possession, use, or disposal of explosives, firearms, or other weapons must be checked if 'Do you have an incident to report involving firearms?' is 'Yes'.
- 'A felony,' 'A misdemeanor,' or The possession, use, or disposal of explosives, firearms, or other weapons must be checked if 'Do you have an incident where the district reported a felony, misdemeanor, or explosives, firearms, or other weapons to law enforcement?' is 'Yes'.
- 'Did the act reported to law enforcement occur... is a required field.
- 'Was an arrest and referral to law enforcement or juvenile intake and assessment services made in connection to the incident?' is required.
2) Student data can also be imported from a Microsoft Excel file (.xlsx), text file (.txt), or CSV file (.csv).

**IMPORTANT NOTE: Importing a file into KIAS using this feature will delete all currently existing Discipline data.**

Use the Download Excel Template for Importing link to obtain a sample file with the data fields that are required for the import. A portion of the template spreadsheet is shown below.
To begin the data import, click on the **Import Discipline Incident Data into KIAS** link.

Select a file to import by pressing the **Choose File** button.

Browse to locate the data file and upload the file. Confirm whether or not you are using the Excel template for importing, and if not, if there is a header row on your import file. Click the **Import File** button to import the file into KIAS.
If there are any errors in the uploaded data, **none of the information will be uploaded** and a list of the errors will be displayed.

### Import Discipline Data

The following is a list of errors that must be corrected before the file will upload:

- **Row #10 Demographics section - Column "C" is not a valid date. (Tuesday)**
- **Row #11 Bullying section - Column "F" must be a number. (X)**
- **Row #11 Bullying section - If 'Days of OSS' has a value, then 'Bullying Type' cannot be blank.**
- **Row #11 Kansas School Safety and Security Act section - Column "J" must be a Y or N. (ASDF)**

A validation tool can be downloaded from the **Import Discipline Data into KIAS** page, by clicking on the **Download Validation Instructions for Importing** link, which will explain the fields required for the import.
If there are no errors, the page will display the discipline incident data on the data collection tab. Additional individual student data can be added using the Add New Discipline Incident link, as described on page 8 of this manual.

<table>
<thead>
<tr>
<th>KIDS ID</th>
<th>Incident Date</th>
<th>Involves Bullying?</th>
<th>Involves felony, misdemeanor, etc?</th>
<th>Involves firearms?</th>
<th>Involves student with a disability?</th>
<th>Involves expulsion not reported elsewhere?</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1111111111</td>
<td>1/10/2018</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>2222222222</td>
<td>1/11/2018</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>3333333333</td>
<td>1/12/2018</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>4444444444</td>
<td>1/13/2018</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>5555555555</td>
<td>1/14/2018</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>6666666666</td>
<td>1/15/2018</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>7777777777</td>
<td>1/16/2018</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>8888888888</td>
<td>1/17/2018</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

Incidents can be edited or deleted, as needed, under the Action column on the data collection tab. Deleted entries cannot be restored and must be reentered.
When all of your discipline incident data has been entered, click on the **Submit** button on the data collection tab.

When you have finished entering your building’s discipline incident data, please click “Submit” to submit your data to KSDE.

You will be asked to confirm that you wish to submit the assessment, verifying that the data is correct and in compliance with state law. After submission, the data is in "view only" mode.

By submitting this data to KSDE, you are verifying that the data is correct.

By submitting I assure that this building is in compliance with the State law that requires that a student who brings a firearm to school, or possesses a firearm at school, be expelled for one year.

By submitting I assure that this building is in compliance with the requirement that an LEA receiving ESEA funds have in place a policy requiring referral to the criminal justice or juvenile delinquency system of any student who brings a firearm to a school, or possesses a firearm at school.

Should you need to modify the data after submission but before the end of the submission window as indicated in the yellow **Review Summary** bar, you can click on the **Reopen** button to do so.

Data has been submitted to KSDE and is in view only mode. You may reopen the data collection to modify the data until the submission window closes by clicking the ‘Reopen’ button.

Make any necessary changes and submit the data again.
Reports

The **Reports** tab displays a link to the **Discipline Incident Detail Report**. Clicking on this link will allow you to select options including School Year, District, Building (option only for district-level users), Section (the type of information to report - not all types will be available to all users), and the format requested.

Note that by default, the report will only show submitted data. To request data that has not yet been submitted, select the **Show Not Submitted Incidents** checkbox.
A second report is available to district-level users only. The **Submission Status Report** will display discipline data collections for the selected school year for buildings within the district, and whether or not they have submitted their data to KDSE. The report can be filtered using the **Submitted Status** dropdown to display either buildings that have submitted or those that have not submitted their data to KSDE. Leaving the field blank will display both options.

![Report Options](image)

**Support**

Software support is provided by Leader Services’ help desk staff. Leader's help desk can be reached by email at [helpdesk@leaderservices.com](mailto:helpdesk@leaderservices.com) or by calling toll-free 877-456-8777.

**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.