Quick Start Guide

for LEA Users

IDEA Indicator 11
Introduction

This document will explain how LEAs can use the Kansas Integrated Accountability System (KIAS) to complete the IDEA Indicator 11 module. Indicator 11 measures whether students' initial IEP evaluations were completed within 60 days of receiving parental consent.

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.
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 displays six clickable options: Manage Applications, LEA Home, Maintenance, Reports, Help, and Logout.

Clicking on the LEA Home link will bring you back to the main page.

Review Summary

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.
IDEA Indicator 11

From the LEA Home page, scroll down to the IDEA Indicator 11 line and click on the pencil icon in the Action column.
Initially, students must be added to the system; there are two ways to do this.

1) To add new students individually, click on the **Add New Student Initial Eval** link. This will display a form through which you can add student data. The yellow fields are required, the white are optional. Enter the requested information and click **Save**.

2) Student data can also be imported from an Excel file. Use the **Download Excel Template for Uploading** link to obtain a sample file with the data fields that are required for the import.

To import the data from an Excel file, click on the **Upload Excel of Student Initial Eval** link. Browse to locate the Excel file and upload the file.

**Important Note:** Uploading a file will erase any current data existing for the assessment.
The page will display the data for all students' information that uploaded correctly, as well as any errors in the uploaded data. The corrected student data can be added using the Add New Student Initial Eval link.

Once your student data has been loaded, under the search options, if you click on the dropdown, you can filter by random sample status, record status, or student last name. Also, you can sort the student list by clicking on any of the blue headings on the grid to sort by that category. Student data can be edited by clicking on the Edit this Student button under the Action column.

When all of your student data has been entered, click on the Create Random Sample button. At this point, the Add New Student Initial Eval link, the Upload Excel of Student Initial Eval link and the Download Excel Template for Uploading link will no longer be available. In addition, the Create Random Sample button will be replaced with a Submit button, but this button will not be active until all student records in the random sample have been marked as Complete.
The software will automatically select a sample of students, which will be used to make the ontime/late determinations. All of the students will still be visible in the system, but additional information will only be required for those designated as selected in the sample, as indicated by a "Y" under the Random Sample column.

If for any reason a student cannot be used for the review, for example, if that student is no longer in the district, you can remove them from the sample and the system will select another student. You would click on the red X under the action column, which would display a screen to remove the student. You would need to pick a reason for the removal and click on the Save button and then the system would select a new student for you for that sample.
From the selected student list (designated as "Y" under the **Random Sample** column), if a student is marked as **Complete** under the **Record Status** column, nothing more needs to be done with this student record. Records will flag as **Incomplete** if no dates were previously entered for that student or for date ranges that are more than 60 days. For selected student records marked as **Incomplete**, click on the **Edit** icon under the **Action** column.

Enter the correct number in the **Actual Number of School Days** field. If the number is greater than 60, when you click on the **Save** button, you must then select a radio button to explain the reason for the delay.
If you select the **Self-reported potential non-compliance** button, the screen will expand to present a text field, where a reason for the delay is required.

Once all of the students have been marked as **Complete**, the **Submit** option becomes available on the Indicator 11 home page. You will be asked to confirm that you wish to submit the assessment.

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 the yellow status bar above), the KSDE contact can reopen the collection.
Data Verification

All students who have been self-reported as non-compliant for the 60-day limit will trigger a request for data verification. In addition the state will also randomly select students for verification. To verify, in the blue bar under the **Data Verification** tab, you can upload requested documents.

You are required to upload requested documents for each student listed. Select the **Edit** button under the **Maintain Documents** column.
The upper portion of the screen allows the user to add an **LEA Data Verification Comment** in the text box.

The lower portion of the screen lists required documents. In addition, the user can submit optional documents. Under the Document Upload section, note the files types that are allowed.
To upload documents, add a document title, optional comment, and select the type of document that you are uploading.

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 11 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 on the **Potential Non-Compliance Verification** tab that are requested as part of the random process. 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.

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**.

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.
The **Updated Data** tab will be used if the LEA completed a DCAP and gave a timeline for the actions. The system will select random students and the district must then submit information on the selected students, as was done under the **Data Collection** tab.

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**

The Reports tab displays reports available, listing the statistics on students entered into the system.

- Statistics Report (PDF)
- Student Data Report (PDF)
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.

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.