Quick Start Guide

for LEA Users

IDEA Indicator 12
Introduction
This document will explain how LEA users can use the Kansas Integrated Accountability System (KIAS) to complete the IDEA Indicator 12 module.

Part C of IDEA is a federal grant program that assists states in operating a comprehensive statewide program of early intervention services for infants and toddlers with disabilities, ages birth through 2 years. Part B of IDEA defines the preschool program which guarantees a free appropriate public education (FAPE) to children with disabilities age three through five. Indicator 12 covers the transition from Part C to Part B, documenting the children referred by Part C prior to age 3, who are found eligible for Part B, and who have had an IEP developed and implemented by their third birthdays.

System Requirements
KSDE currently supports the following web browsers for use with its web applications: Microsoft Edge (version 18 or higher), Apple Safari (version 12.1 or newer), Google Chrome (version 76 or newer), Mozilla Firefox (version 68 or newer). *Most modern web browsers are updated to the latest version automatically.

NOTE: Please ensure you are using one of these browsers before contacting technical support.

Microsoft Internet Explorer Users: Microsoft has ended support for IE and is encouraging users to discontinue its use. While IE may work with KSDE web applications, it should not be used.

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.

![LEA Home Page](image)

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

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.

Session Timeout

In the bottom-left hand corner of the screen, there is a sentence that reads Session Expires in XX minutes. Once it gets to two minutes, a pop-up window will appear warning the user that their session will expire in two minutes and they will be automatically logged out. The timer resets back to 20 minutes each time the user does something on the page or navigates to a new page. If they are automatically logged out, they will return to the User Login for KSDE Web Applications page, as shown on the first page of the Quick Start Guide.
IDEA Indicator 12

Data Collection

From the LEA Home page, scroll down to the IDEA Indicator 12 line and click on the pencil icon in the Action column.

Student data for Indicator 12 will be preloaded for an LEA at the beginning of each school year and will appear under the Data Collection tab.

Once your student data has been loaded, under the search options, if you click on the dropdown, you can filter by Eligibility Determined and/or Record Status, or you can select Display students missing I-T ID. In addition, you can sort the student list by clicking on any of the blue headings on the grid to sort by that category.
Click on the **Edit this Student** button under the **Action** column to begin documenting a student's information. The gray fields cannot be modified.

At the bottom of this page, click on the dropdown next to the **Was eligibility determined** field.
If eligibility was not determined, selecting **No** in the dropdown will require you to use the radio buttons and associated dropdown or textbox to indicate a reason.
If eligibility was determined, select Yes in the dropdown and use the radio buttons provide more information.

If Eligible - IEP was written was selected, enter the IEP Date. The system will automatically calculate whether the IEP was written before the student's third birthday.

If the IEP date was delayed, the system will show the number of days past the due date and you must provide a reason for the delay.
If **Eligible - IEP was not written** was selected, a reason must be provided.
If **Not Eligible** was selected and the eligibility was delayed, a reason for the delay must be provided.

![Diagram showing eligibility determination and delayed reasons]

After completing the eligibility section, click **Save**.

Once all of the students have been marked as **Complete**, the **Submit** option becomes available on the Indicator 12 Data Collection home page. You will be asked to confirm that you wish to submit the assessment.

![Submit confirmation message]

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

If your district has students who are selected for verification, 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 or modify the LEA data verification comment associated with the student in the **LEA Data Verification Comment** in the text box.

Under the **Document Upload** section, note the files types that are allowed. The user can submit required documents here. In addition, optional documents that relate to a student can be uploaded.

To upload documents, add a document title, optional comment, and use the dropdown to 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 12 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 that are requested on the **Potential Non-Compliance Verification** tab. 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.
Updated Data

The Updated Data tab will be used if the LEA was issued a DCAP. LEAs will have to enter data for children who had a 3rd birthday between a given date range (that KSDE will provide) and who were referred from Part C to Part B.

Click on the Add Student to Indicator 12 Updated Data Review link. Enter the KIDS ID and date of birth, then follow the same procedure as was done under the Data Collection tab to document eligibility. If the student does not have a KIDS ID number, enter "N/A" in the KIDS ID field.
Updated Data Verification

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

Reports are accessed through links under **Reports** on the left side navigation menu.

The reports related to Indicator 12 include:

**Submitted/Not Submitted Report**

This report will display data for the selected school year, detailing whether or not data has been submitted to KDSE. The report can be filtered using the **Submitted Status** dropdown to display either buildings/districts that have submitted or those that have not submitted their data to KSDE. Leaving the field blank will display both options. The "buildings" option only applies to the Discipline and ESI modules; all of the other modules are reported at the district level.
Check the **Only show late submissions** checkbox to display data collections that were NOT submitted to KSDE prior to the end of the data collection window end date. This option will not display anything if the data collection for the selected **School Year** and **Monitoring Type** is still open; this will only display data after the collection window is closed (they are not considered 'late' until after the Data Collection Window closes).

**Summary Report**
For the monitoring types that have questions associated with them, this report displays by school year and optionally, by LEA, the total of **Yes**, **No** and **N/A** answers for each question. This report only looks at submitted data; if a district has not yet submitted their data, they will not be included in the totals in this report.

**View Generated Letters**
This option will display a grid labeled **Generated Letters** that will show all districts that received this email/letter already. You can click on the link under the **Letter** column to view the attached letter PDF that was sent.
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.