Step-by-Step Guide to Entering Data: Foundations for School Success

1. Log in to Foundations for School Success
   b. Type in your User Name and Password.
      If you do not have access to Foundations for School Success, see the instructions for registering for access in the Foundations for School Success User’s Guide.
      If you forgot 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 grayed 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.

2. Select the Fiscal Year and Program
   a. Click on the down arrow on the “Select Year” dropdown menu.
   b. Select the fiscal year for which you will be entering data.
   c. Select the program for which you will be entering data.
   d. Click on the “Select” button.
      If this message appears: “You have not been assigned to any programs,” this means that the person assigned as an Approver for the district has not yet assigned you to a program yet. Contact the person at your district that is considered the “Approver” for this system and request that they assign you to a program in the system.

3. 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), or to find a child that already exists in the system. This search is within the Foundations for School Success system for the district for this fiscal year.
      i. From the “View Dashboard” screen, select the radio button next to “Child.”
      ii. Enter all or part of the child’s name.
      iii. Click on the “Find Now” button.
   b. Add Child—Once it has been determined that a child does not already exist within Foundations for School Success, you will need to add the child.
i. In the left navigation pane, select the “Add Child” link, or from the “View Dashboard” screen, click on the “Add Child” button.

ii. Enter the required data elements for the child. The state student ID (SSID) is NOT required at this time.

iii. Click on the “Find Now” button.

*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 matches.*

iv. If matches are found in KIDS, a list of students will be displayed. If a child is displayed in the results that match the data you just entered for the child, choose the “Use this ID” link next to that child.

v. If the child does not have an existing SSID in KIDS, choose the “Request New ID from KIDS” link.

c. Child Survey Data—For any child survey, click on the “Not Started” link below the survey to begin entering survey data for a child.

i. Enter Child Survey data

ii. Enter Hearing survey data

iii. Enter Vision survey data

iv. Enter ASQ survey data

v. Enter ASQ SE survey data

vi. Enter Fall KELI-4 survey data

vii. Enter Spring KELI-4 survey data

~For all child surveys, the Completed Date entered must fall within the fiscal year selected.

~Save survey data that has been entered before navigating away from the page in the survey or the data will be lost.

~The data must be saved without errors before a child’s survey information can be marked as Complete

d. Link Families and Educators to Child—Children should have families and educators linked to them. Complete this step in the “Links” tab in the Child Survey. If you have already marked the Child Survey as complete, you first must unlock it by selecting the “Unlock” button.

e. 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 user’s guide for guidance on updating core student data.*

f. Edit Child 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.
4. 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. Follow similar steps that were provided in this document for searching for a child. The search is within the Foundations for School Success system for your district for this fiscal year.
   b. Add an Educator—Once it has been determined that an educator does not exist within the Foundations for School Success system, add the educator data.
      i. Click on the “Add Educator” link.
      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 Early Childhood Educator Identifier (ECEID). If no, then just enter the ECEID.

   The ECEID is assigned to each educator working in Foundations for School Success. The ECEID consists of the first three digits of the district or consortium followed by three digits assigned to each educator. (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. Educator Survey Data—For any educator survey, click on the “Not Started” link below the survey for that educator in the educator list.
      i. Enter Educator Survey data
      ii. Enter HOVRS survey data
      iii. Enter Classroom Practices survey data
      iv. Enter Transition survey data

   For all educator surveys, the Completed Date entered must fall within the fiscal year selected.
   ~ Save survey data that has been entered before navigating away from the page in the survey or the data will be lost.
   ~ The data must be saved without errors before an educator’s survey information can be marked as Complete
   d. Link Families and Children to Educators—Educators should have families and children linked to them. Complete this step in the “Links” tab in the Educator Survey. If you have already marked the Educator Survey as complete, you first must unlock the survey by selecting the “Unlock” button.
   e. Edit Educator Name—the educator demographics page is where you are able to change or update an educator’s name. You are not able to change the ECEID.
      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.
   f. Edit Educator Survey 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.
5. 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. Follow similar steps that were provided in this document for searching for a child. 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” link.
      ii. Enter the First Name, Last Name, DOB, Gender, and Family ID for the primary caregiver.

   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.

   c. Family Survey data—For any family survey, click on the “Not Started” link below the survey for that educator in the educator list.
      i. Enter Family Survey data
      ii. Enter Protective Factors Survey data

   ~For all family surveys, the Completed Date entered for must fall within the fiscal year selected.
   ~Save survey data that has been entered before navigating away from the page in the survey or the data will be lost.
   ~The data must be saved without errors before an educator’s survey information can be marked as Complete.

   d. Link Educators and Children to a Family—Families should have educators and children linked to them. Complete this step in the “Links” tab in the Family Survey. If you have already marked the Family Survey as complete, you first must unlock the survey by selecting the “Unlock” button.

   e. 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.

   f. Edit Family Survey Data—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.

6. Errors—See the user’s guide for more information on troubleshooting errors.

7. Help Resources
   FSS Website: http://www.ksde.org/Agency/DivisionofLearningServices/EarlyChildhoodSpecialEducationandTitleServices/EarlyChildhood/FoundationsforSchoolSuccess.aspx
   FSS Help Desk: fss@ksde.org