Hello. This webinar will lead data entry personnel through adding necessary data fields in the Early Childhood Foundations for School Success authenticated application, otherwise known as FSS. Data entry in FSS is required for Kansas Parents as Teachers programs.

This webinar has three parts: the first section will provide instructions on how to add a child to the FSS system, the second part will provide instructions on how to add a family, and the third section will provide instruction on how to manually enter ASQ and HOME-IT data.
Once you are logged in to the application, you will select “Kansas Parents as Teachers” from the drop down menu. This menu is circled in red.
Once you selected the KPAT program and year, you can begin adding children to the FSS system.
To add a child to FSS, click “Add child”.

If you have a child’s KIDS ID number, you can enter it in the first field and then click “Find Now”.

If you do not have a KIDS ID number, you will want to enter data into as many of the fields as possible before clicking “find now.”
If the results populate the child you searched for, click “Use this ID”. You will then click “View/Edit Child Data”.

If the results do not populate the child you searched for, the KIDS ID number may be incorrect. Validate the KIDS ID number and try again.

If the child does not have a KIDS ID yes, click “Request New ID from KIDS”.

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Once you selected the correct child, you will begin entering the required fields. In the “funding tab”, you will click “KSDE Parents as Teachers”, enter a zip code, and select either “yes” or “no” in the “Consent to Share” box. Click “SAVE”.

Please note, the Consent to Share means that the family gives your program permission to share data with the Kansas State Department of Education.
On the “medical history” tab and, if applicable, the consent to share box and then click save. All other information can be left blank.
On the “Program Participation tab”, select the Kansas Parents as Teachers box and, if applicable, Part C or Part B. You will also enter a start date. Then, before clicking the consent to share”, answer the questions regarding IEP/IFSP, languages spoken at home, and the child’s primary language. Finally, click SAVE.
You will see a similar message to the one currently on your screen when you try to click COMPLETE. Our IT team is working on taking these Error messages down. In the meantime, please click SAVE. As soon as IT has taken down the requirements, I will let you know to please log in to FSS and click COMPLETE.
Add Family

If you have family data, this section of the webinar will walk you through how to enter that information. If you do not have family data, do not generate a new family.

It is important to note that if the family provided consent but did not provide ALL of the information, you cannot share the data on that tab. For example, if the family did not provide their income, you cannot share any information on the Family/Household tab.
The first step is to create a Primary Caregiver. You will click on the “View/Edit Family Data” section of the Dashboard. Then click “Add Family” at the bottom of the screen.
Enter the Primary Caregiver’s first and last names, date of birth, and gender. A shortcut for entering date of birth, is to click on the date to get the year. If you click again, you will get the date in increments of decades, like the version currently on the screen.

The Family ID is The number assigned by your program and consists of the first two digits of the state (KS), then the first three digits of the district, consortium, or organization followed by the number assigned to each family beginning with the number 1. (Ex. D0303 – Family ID = KS303X).

Then click Find Now. You will likely then “add a family”.

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You will then click “create new family”, which will then display a new screen. On that screen, click “Not Started”.
Click on the “Educator and Child Links” tab, which is circled in RED on your screen. Then, in the Family Child Links section, use the drop down box to select the child associated with the primary caregiver. Click “Link to Child”, then the appropriate “consent to share” button before clicking SAVE.
On the funding tab, click “KSDE Parents as Teachers”, enter a zip code, the appropriate consent to share box, and then click save. An error message will display, and that is ok. We will talk about that more in a few minutes.
Most of what needs to be entered will be found on the Primary Caregiver Information tab. It may be quicker to complete all the information so that you do not need to sort. However, if you would like to click only the required information, click on the following:

* caregiver education
* relationship to the child
* caregiver current marital status
* whether the caregiver speaks a language other than English at home
* Primary language

And

Consent to Share.

Then click SAVE. If you did not provide information in each question, an error message will display. Please disregard. If you provided information in each question, the error message should not display.
You may skip the Primary Caregiver Two Information tab.
This is a screenshot of the Family/Household tab. You will select the income range that the family reported, as well as the number of people in the household. Then select the appropriate consent to share button before clicking SAVE. You may leave all other fields blank.

Again, the error message will pop up. This is fine. You are then done entering the family and may move to the next family.
An error message similar to the one currently displayed on your screen will appear for now. Please disregard. Our IT team is currently working on removing the error message. The Early Childhood team will email all Parents as Teachers Coordinators once the error message is removed. When that happens, you will re-log in to FSS and “COMPLETE” both the child survey and the family survey.
Once the error messages are remove, you will select Family Survey for the child you are connecting the family to. It is circled in purple on your screen. You will then select COMPLETE.
Manually Entering ASQs and HOME
From your dashboard, click on “View/Edit Child Data” and then select the child you would like to enter data for. That child’s “Child Survey” will display on the dashboard. From this view of the dashboard, you will want to select the screening you want to enter. For this example, I clicked “ASQ SE”.

You will then begin entering all the data fields, starting with the “Select Age for ASQ SE”. Once all the information is reported, click “COMPLETE”. You may then move to the ASQ:3 or HOME IT surveys. You may disregard all the other surveys, such as hearing and vision.

Once you have entered the ASQs and, if applicable, the HOME data, you are finished entering the required screening information.
As a reminder, the KSDE IT team is currently working on removing the error message. The Early Childhood team will email all Parents as Teachers Coordinators once the error messages are removed. When that happens, you will need to re-log in to FSS and “COMPLETE” both the child survey and the family survey.

If you plan to use the bulk upload process for the ASQ:3 and ASQ:SE-2, you can wait until then to select COMPLETE if you would like. Additional messaging and/or trainings will be developed to assist you with the bulk upload process.

If you have questions, please contact Nis Wilbur. You may also contact the entire KSDE Early Childhood team. The contact information for both Nis, and the Early Childhood team, is available on your screen.

This concludes the Foundations for School Success webinar.