Please Note: This help resource may refer to screen elements by their color and may be best viewed in full color.

Parents as Teachers Website

An Equal Employment/Educational Opportunity Agency
The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:
KSDE General Counsel, 120 SE 10th Ave., Topeka, KS 66612; 785-296-3201
## Revision History

<table>
<thead>
<tr>
<th>Date</th>
<th>Reason for Changes</th>
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<tr>
<td>8/22/13</td>
<td>Document updated for 2013-2014 school year</td>
<td>2.00</td>
</tr>
<tr>
<td>11/12/13</td>
<td>Updated many sections of the document</td>
<td>2.01</td>
</tr>
<tr>
<td>01/31/14</td>
<td>Updated url links</td>
<td>2.02</td>
</tr>
</tbody>
</table>

## Related Documents

All of the documents listed below can be found on the [Foundations for School Success](#) webpage.

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<td>Foundations for School Success Step-by-Step Guide</td>
</tr>
<tr>
<td></td>
<td>Instructional Tool Kit</td>
</tr>
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I. Introduction

Early Childhood programs are designed to provide children the best possible start in life. Using research based curriculum, parents are provided with the skills and knowledge they need to help them make the best decisions regarding their children’s education. The programs may include personal visits, group connections, health, vision, hearing and developmental screenings, and supports family connections with other community services.

The Foundations for School Success application is designed to gather data on children participating in Parents as Teachers (PAT) programs, Early Childhood Block Grant (ECBG) programs, and Kansas Pre-school Programs (KPP). Foundations for School Success, as will all KSDE applications, support Internet Explorer 8 and 9 for Windows and Firefox 10.x and higher for Macintosh but not Google Chrome or Safari.

This User’s Guide will describe how to:

- Request access to the Foundations for School Success system;
- Access the system;
- Navigate the system;
- Search for a child, educator, or family;
- Add a child, educator, or family;
- Edit a child, educator, or family; and
- Generate reports.

We have also included some notes and tips that highlight important topics.

**NOTE:** The “Notes” box will mention items that require special attention.

**TIP:** The “Tip” box will contain recommendations and/or “shortcuts” as the user works through Foundations for School Success.
### II. Important Terms

Are you new to the vocabulary of Foundations for School Success? If so, don’t worry—KSDE has created a glossary of terms to help clarify words and phrases that may be unfamiliar to you. Please take a minute to review these important terms before continuing:

<table>
<thead>
<tr>
<th>Term</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASQ</td>
<td>Ages and Stages Questionnaire—Examines strengths and challenges in communication, gross motor, fine motor, problem solving and personal-social.</td>
</tr>
<tr>
<td>ASQ SE</td>
<td>Ages and Stages Questionnaire: Social-Emotional—is a first level screening tool that is designed to identify children who may be at risk for social or emotional difficulties.</td>
</tr>
<tr>
<td>Child Survey</td>
<td>Survey to collect demographics information about a child necessary to obtain a KIDS SSID and basic health history experiences.</td>
</tr>
<tr>
<td>Classroom Practices Survey</td>
<td>Survey of effective practices used by educators in a classroom setting of 3 to 5 year old children.</td>
</tr>
<tr>
<td>Confidential data</td>
<td>At KSDE, these data include any data that are personally-identifiable, with the exception of business directory data and public employment data such as place and address of employment, business phone number, business email address, position title, length of service, and salary. Confidential data are not to be disclosed except through contractual agreement.</td>
</tr>
<tr>
<td>Dashboard</td>
<td>A visual display of the most important information needed to achieve one or more objectives which fit entirely on a single computer screen so it can be monitored at a glance.</td>
</tr>
<tr>
<td>Early Childhood Educator Identifier (ECEID)</td>
<td>The number assigned to each educator working in Foundations for School Success that consist of the first three digits of the district, consortium, or organization followed by three digits assigned to each person. (Ex. D0303 – ECEID = 303XXX).</td>
</tr>
<tr>
<td>Early Childhood Foundations for School Success</td>
<td>An application that collects data on children, families, and educators enrolled in non-classroom based school and community based early childhood programs including child care, non-school based preschool and home visiting. Referred to as Foundations for School Success or FSS.</td>
</tr>
<tr>
<td>Early Childhood Special Education</td>
<td>Special Education programs for children from birth to 5 years old including Part C Infant Toddler Early Intervention and Part B, Section 619.</td>
</tr>
<tr>
<td>Early Childhood Success in School</td>
<td>An application that collects data on four year old At-Risk students, classroom based preschool programs in schools and their peers. Referred to as Success in School in this document.</td>
</tr>
<tr>
<td>EDCS</td>
<td>Educator Data Collection System (EDCS) – An application that tracks where licensed educators are teaching classes in Kansas.</td>
</tr>
<tr>
<td>Educator</td>
<td>The term educator will refer to both classroom teachers and home visitors when describing functionality that applies to both groups. When a distinction is necessary, the document will specify whether the functionality applies to a classroom teacher or a home visitor.</td>
</tr>
<tr>
<td>Term</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Educator ID/Teacher ID</td>
<td>The identifier assigned by the state to a licensed educator. This number will be referred to as the Kansas Educator ID in this document to avoid confusion with identifiers used by other states or specific programs.</td>
</tr>
<tr>
<td>Educator Survey</td>
<td>Survey of Educator education and experience in early childhood.</td>
</tr>
<tr>
<td>ELCS</td>
<td>Educator Licensure Collection System (ELCS) – An application that is used by the Kansas State Department of Education to issue a license, add endorsements, and renew a license to educators in the state of Kansas.</td>
</tr>
<tr>
<td>Family ID</td>
<td>The number assigned by the early childhood program to each family in Foundations for School Success that consist of the first two digits – KS and 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).</td>
</tr>
<tr>
<td>Family Survey</td>
<td>Survey of basic family demographics, community resources accessed and parenting practices that promote school readiness.</td>
</tr>
<tr>
<td>Generation Code</td>
<td>An appendage (suffix) used to denote the child’s generation in his/her family. Not every child will have a generation code. Examples: Jr., Sr., III, etc.</td>
</tr>
<tr>
<td>Home Visitor</td>
<td>An educator whose program is designed to provide services in a parent’s home setting.</td>
</tr>
<tr>
<td>HOVRS</td>
<td>Home Visit Rating Scales—measures effective home visiting practices including the following subscales: Home Visitor Responsiveness to Family; Home Visitor-Family Relationship; Home Visitor Facilitation of Parent-Child Interaction; Home Visitor Non-Intrusiveness/Collaboration with Family; Parent-Child Interaction during Home Visit; Parent Engagement during Home Visit; and Child Engagement During Home Visit.</td>
</tr>
<tr>
<td>KELI 4</td>
<td>Kansas Early Learning Inventory for 4 Year Olds, an observation of child skills and knowledge in the areas of Physical Skills/Self-Help, Social Emotional Development, Communication and Literacy, General Knowledge &amp; Mathematical Knowledge and Approaches to Learning/Problem Solving generally used by teachers in a classroom setting such as Preschool or Child Care.</td>
</tr>
<tr>
<td>KIDS</td>
<td>Kansas Individual Data on Students – A KSDE software application that allows Districts and Organizations to report data for students by the student’s State Student Identifier (SSID).</td>
</tr>
<tr>
<td>KIDS Assignment System</td>
<td>A program that assigns and tracks State Student Identifiers (SSIDs) to individual children.</td>
</tr>
<tr>
<td>KIDS Collection</td>
<td>Kansas Individual Data on Students (KIDS) Collection—A KSDE software application that allows districts and organizations to report data for children/students by the student’s State Student Identifier (SSID).</td>
</tr>
<tr>
<td><strong>Linked</strong></td>
<td>In the context of this document, assigning refers to the linking of data between child, family, educator, and organization. For example, a Child may be assigned to a family, organization, and educator.</td>
</tr>
<tr>
<td><strong>Organization</strong></td>
<td>A school district, cooperative, privately funded organization, or any other entity that provides services to children.</td>
</tr>
<tr>
<td><strong>Protective Factors Survey</strong></td>
<td>The instrument measures protective factors in five areas: family functioning/resiliency, social emotional support, concrete support, nurturing and attachment, and knowledge of parenting/child development.</td>
</tr>
<tr>
<td><strong>Reporting Window</strong></td>
<td>The period of time in which data can be entered for a particular survey such as the KELI 4 and Classroom Practices.</td>
</tr>
<tr>
<td><strong>School Readiness</strong></td>
<td>Occurs within a broad context of community, educational environment, family, and the individual child. These four components function as interdependent systems of support that have multidirectional influences. An effective foundation for school readiness involves policy, funding and systems for children that support their ability to thrive and their success in learning environments throughout their lifespan.</td>
</tr>
<tr>
<td><strong>SSID</strong></td>
<td>State Student Identifier (SSID) - A central identifying number for a Kansas child/student.</td>
</tr>
<tr>
<td><strong>State Fiscal Year</strong></td>
<td>The period from July 1st to June 30th of the following year, which matches the state's Fiscal Year. The State Fiscal Year is referred to by the second year of the time period, so the State Fiscal Year that runs from July 1, 2012 to June 30, 2013 would be the 2013 State Fiscal Year.</td>
</tr>
<tr>
<td><strong>Survey</strong></td>
<td>This term is used for a questionnaire, survey, or screening that collects data about an educator, family, or child.</td>
</tr>
<tr>
<td><strong>Transition Survey</strong></td>
<td>Survey is completed by a knowledgeable program staff regarding the early childhood program’s transition practices that are in place. Transition is broadly defined to include transitions for children in any 0-5 early childhood programs as well as children transitioning into Kindergarten. This may include children who are in more than one early childhood program at the same time and transition from one to another program on a regular basis as well as transitions of children that leave one early childhood program to attend another.</td>
</tr>
</tbody>
</table>
III. User Access Levels

<table>
<thead>
<tr>
<th>Application Access Level</th>
<th>Assign Roles</th>
<th>View Rosters</th>
<th>Read</th>
<th>Create/ Search SSID</th>
<th>Write/ Edit/ Save</th>
<th>Complete/ Exclude/ Unlock</th>
<th>Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>District/Organization</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. District/Org Read Only</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>2. District/Org Update</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>3. District/Org Approve</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Multi-Organization</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Multi-Org Read Only</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>2. Multi-Org Update</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

**District/Org Read Only** – This role is intended to be used for generating reports and reviewing the data entered. This role does not have the ability to enter or save any data.

**District/Org Update** – This role is intended to be used for data reporting and data entry, including generating new SSIDs for children.

**District/Org Approve** – This role is intended to be used for the purpose of assigning individuals at a district or organization to a specific early childhood program. This role does not have the ability to view, enter, or save any data.

**Multi-Org Read Only** – This role is intended to be used for generating reports and reviewing the data entry of multiple organizations through a single Common Authentication account. This role does not have the ability to enter or save any data.

**Multi-Org Update** – This role is intended to be used for generating reports and data entry at multiple organizations through a single Common Authentication account, including generating new SSIDs for children for each organization.
IV. Registering for Access

Gaining Access to Foundations for School Success—new login:

Individuals who do not have access to KSDE web applications need to register. Use the following web address: https://online.ksde.org/authentication/login.aspx. At this website, click on the Register button, as shown below:

On the Registration page, enter your business contact information (First Name, Last Name, Phone #, and Email Address). Next, select your organization from the “Organization” drop-down list. From the “Building” drop-down list, select “All Buildings.”

A list of available applications is now displayed. Scroll down to “Early Childhood Foundations for School Success” and select the checkbox in the first column to choose that application. From the Application Access Level column, select the level that is appropriate for you (see the User Access Levels section earlier in this document). The following example displays District/Org Update selected.
Login ID

Enter a user name (login ID) and password. You determine your login ID. Do not use spaces. You will also determine your password, but be sure to follow the password requirements that are shown on the screen.

Security Questions

When registering for any application you are required to provide two pieces of security information. These are used to help retrieve your password if you forget it, or to make any subsequent changes to your login once it has been established. First, enter your birthdate following the format shown on screen. Second, enter a security question and answer. When you have completed all required information on the registration form, click the “Submit” button at the bottom of the screen.

TIP: You will need to remember the Login ID, password, security question/answer, and birthdate that you entered. KSDE does not store this information for you.

If all data on the registration form is valid, you will get a message that says “Thank You for Registering.” The registration request will be forwarded to the district superintendent or designee at an organization for approval. You will receive an email when your access request is...
approved and your username and password are ready for use. Approval may take several business days.

**NOTE:** If you do not receive the email announcing you are approved within three business days, check to see if the email was sent to your spam or junk folder. If not, contact the superintendent for verification that approval was granted. Contact KSDE Help Desk at 785-249-7935 if the superintendent has sent the email reply, but you have not received the confirmation email.

**Gaining Access to Foundations for School Success—existing login:**

Individuals who already have access to KSDE web applications at the district level can use the “Manage My Account” option to add Foundations for School Success to their list of applications at that user access level. If the existing username is a school-level access, a new registration will need to be created at a district-level (see the previous section for guidance on creating a new login). As with all KSDE web applications, the district superintendent will receive a request for approval before access is granted.

To add Foundations for School Success to your list of available KSDE web applications...

- Login on the KSDE Web Applications page
- Click the “Manage My Account” link
- Check the box in front of Foundations for School Success
- Select your access level
- Scroll down and enter birthday and answer security question exactly the way you did when you registered
- Click “Submit”

Your request will be sent to the district superintendent for approval. When approved, you will receive an email indicating that you can access Success in School.

**TIP:** If you forget your KSDE web applications password, click on the link that says “Forgot Your Password?” on the Authentication screen. 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. If your security question answer and birthday match what you originally entered when you registered for KSDE web application access, then your new password will be activated. Keep in mind that KSDE does not know your password, so you are responsible for managing and remembering it.
Gaining Multi-Org Access to Foundations for School Success—new login

Gaining access to Foundations for School Success for multiple organizations may be necessary when a PAT coordinator directs PAT programs for multiple school districts or when an educator works with children from multiple school districts. Start the process by completing the online registration form for the consortium or for one of the districts. Follow the directions described in the Gaining Access to Foundations for School Success—new login section in the previous section. It doesn’t matter if you start with the consortium or which district you choose.

The entire process of gaining access to one district must be completed before you request access to additional districts. When selecting the level, be sure to select one district from the organization drop down menu and select “All Buildings” from the building drop down menu.

Once the screen displays the list of available web applications, scroll down to Foundations for School Success. Place a check in the box to the left of the Foundations for School Success name to select the application. Then select “Multi-Org Read Only” or “Multi-Org Update.”

After submitting the online registration request, the superintendent of the consortium or district will be contacted to approve access. The Authentication system will only contact one superintendent for approval.

**In addition to registering for access, please send an email to helpdesk@ksde.org indicating that you have requested multi-org access and provide a list of districts for which you need access to Foundations for School Success.

Once the first district has approved the request, you will have access to Foundations for School Success for that one district only. To gain access to FSS to additional districts, you will need to contact and request that the superintendent(s) of the other district(s) send an email to helpdesk@ksde.org granting your approval to Foundation for School Success.

Only those districts whose superintendents send an approval email will be manually added by KSDE Helpdesk Staff to your KSDE account. Phone calls are not an acceptable means of granting approval. If a superintendent refuses to grant you access to FSS for that district, KSDE will honor the superintendent’s refusal and will not grant access to the denied requester.

Gaining Multi-Org Access to Foundations for School Success—existing login:

Start by logging in to Authentication and clicking on the link to “Manage My Account.” If you already have a district-level account, you will need to add the Foundations for School Success application. Make sure the “Application Access Level” level you select is the “Multi-Org” option. You will need to provide your birthdate and the correct answer to your security question before submitting your request. Follow the same process indicated above for access to FSS with additional districts.
V. Logging In to the System

The Foundations for School Success, like other KSDE web applications, is available on the KSDE Common Authentication page. To access Foundations for School Success, enter your KSDE username and password to the KSDE Web Applications page (https://online.ksde.org/authentication/login.aspx). Once access has been granted by the superintendent, you will see Foundations for School Success on your list of approved KSDE applications (example list shown below), and you will need to click on the application name to open it.

### KSDE Web Applications

<table>
<thead>
<tr>
<th>Click a link below.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Early Childhood Foundations For School Success</td>
</tr>
<tr>
<td>2. Early Childhood Success In School</td>
</tr>
</tbody>
</table>

Manage My Account
Logoff

**NOTE:** Some of the applications may be grayed out. This means that they are either not active applications, or that you have not yet been approved for access to those applications.

VI. Approver Role

For those with District/Org Approve access, there is one action available in the Navigation pane. You are able to add a role to an individual.

**Overview:** A new role has been added to Foundations for School Success system. The role is the District Approve role. This role is intended to be used for the purpose of assigning individuals at a district or organization to a program. This role does not have the ability to view, enter, or save any data. The sole purpose of this role is to assign a program or multiple programs to a person so that they can work with child data in FSS. The Approver must assign a program to an individual before the individual can begin working in FSS.

The new role was added because programs other than Parents As Teachers (PAT) will enter early childhood data in FSS. The Approver Role provides an additional layer of security within FSS so that only those that should have access to the data from a particular program have access to it. Multi-org users will need to work with the superintendent at each district to determine who should be the ‘Approver’ for that district in FSS.

Determining the Approver: When determining who should be the approver for a district or consortium, there are several items to consider:

- The approver must assign a program or multiple programs to each individual before an individual can begin working with children data in FSS.
• The approver should be knowledgeable about which individuals are associated with each program.
• Multi-Org users do not have the ability to create a Multi-Org Approver login. The Approver Role is specific to a district.
• A district or organization may have the additional programs working in FSS once they become available. The Approver that is established now will be able to assign anyone to those additional programs. A complete list of the programs that will be available in FSS are:
  o Parents As Teachers
  o Early Head Start
  o Head Start
  o Part C Infant/Toddler Early Intervention
  o Early Childhood special Education
  o Family Child Care Home
  o Community or Private Preschool or Child Care Center
  o Healthy Families
  o Other
  o School based Child Care Center

Before an individual can begin working in FSS, the approver for the district/organization must create a new username and password with the new role for FSS in Common Authentication: https://svapp15586.ksde.org/authentication/login.aspx. Anyone that had access to FSS last year will still use that username and password to access FSS to enter and work with survey data. The approver will need to have a new username and password created because this is a new and different type of access to FSS.
VII. “Tour” of the System

The Home screen will be the first screen you see when you log in to Foundations for School Success. The Home screen may have announcements or information pertaining to entering data in Foundations for School Success.

For those with District/Org Update access, there are two actions available in the Navigation pane on the Home page. You are able to select a school year to work with child, educator or family data; or you generate reports.

For those with District/Org Approve access, there is one action available in the Navigation pane. You are able to add a role to an individual.

A. Add Program—District/Org Approve

Before an individual can begin working in FSS, the approver for the district/organization must assign a program to the person. The approver must login to FSS and select the Roles link in the left navigation pane.
The list of individuals that are approved for access to FSS for that district or organization are now displayed. Click on the ‘Select’ link to the left of the individual that will be assigned a role. The individual is now highlighted.

Select the program to assign and click on the “Add Role” button to assign this program to the highlighted individual.

The individual is now added to the list with the assigned program in a table at the top of the screen.

B. Select Year

Once a program has been assigned to you, you are ready to being working in Foundations for School Success. After logging in to the system, the first step is to select the fiscal year for which you will be entering data. The down arrow next to the “Select Year” button provides a list of
available fiscal years. Select the year you need to work in and then select the program for which you will be entering data (if you have more than one program assigned to you). Click on the “Select” button.

**C. View Dashboard**

Once a year has been selected, the Navigation Pane expands to include a “View Dashboard” option with subcategories. There is a “View/Edit” for each of the categories: child, educator, and family. The Dashboard allows you to view/edit the children, educators, and families that have been added to the current fiscal year for the district or organization. You are also able to add a child, educator, and family.
Select from one of the categories to view the list of existing entries. If data for a child, family or educator was entered in a prior year, the basic information will populate in the next fiscal year if the child, family or educator does not contain an exit date. Children, families and educators that have been completed with an exit date will not populate into the next fiscal year.

A search box displays along with the list of existing entries. The default order displays the most recently added entry last.

The list of entries that is displayed when that category is selected from the dashboard may be larger than what can be displayed on screen. There is a navigational tool on the bottom left side of the screen that allows you to move from one page to another by selecting the page number.

**TIP:** Most column headings are a link that when selected will sort the list of existing entries in ascending or descending order.
Throughout the remainder of this guide, you will see that there are four links indicating the various stages of completeness of a survey. Some surveys will also indicate the age of the child when the survey data was collected. The various stages are as follows:

1. **Not Started**—No survey data has been entered.
2. **Excluded**—The survey data should not be included in reports because some of the initial data was entered, but the data is incomplete.
3. **Complete**—All survey data has been entered, saved without errors, and marked as Complete.
4. **In Progress**—The survey has been started, but not all data has been entered or there are errors in the data that need to be corrected.

### D. Child Data

#### 1. Searching for a Child

The “Search” feature provides the ability to search within Foundations for School Success for a child that has been entered for the district for this fiscal year. Before adding a child to the system, first search to make sure the child does not already exists in FSS for this fiscal year. In order to enter survey data for a child that already exists in FSS for this fiscal year, you may need to search for the child.

From the “View Dashboard” screen, select the radio button to the left of “Child” in the “Search” box. Type in the child’s first name, last name, or KIDS ID. Choose the “Find Now” button to run the search for the child. This will search all of the children that have been entered for this district or organization (or in the selected district for multi-district users) in FSS.

**TIP:** A common name or entering just the first name or just the last name of a child will result in a larger list than if all three components are entered. The more information that is entered, the fewer the number of results will be returned.
A list of children matching the criteria entered will be displayed in the “Child” table below the “Search” box. Based on the information displayed on screen, examine each child to determine if the child has already been entered into the application for the district or organization.

If the children listed are not the child you are searching, you will need to add child.
2. Adding a Child

To add a child for a district, first make sure to “Search for the Child” as described in the section above. Then, select the “Add Child” button that is below the “Child” table on the Dashboard, or select the “Add Child” link available in the Navigation Pane. The “Add Child” entry screen will be displayed. Enter the data for the child.

**NOTE:** This data is considered “core data” necessary to obtain a KIDS SSID. The data entered in the name fields must match what is on the legal document used to enroll the child. The following fields are required to be entered on this screen:

- Child’s Legal First Name
- Child’s Legal Middle Name
- Child’s Legal Last Name
- Gender
- Date of Birth
- Building
- Grade Level
- Child’s Race
- Child’s Ethnicity

Enter the KIDS ID of a child to edit/update data for a child that already exists in the application. Leave this blank if it is a new entry.

Enter data for each of the fields below the State Student ID field.
Once all of the data has been entered for the child, select the “Find Now” button.

The system will now search KIDS to determine if that child already exists in KIDS with a State Student Identifier (SSID) or if this is a new child without an existing SSID. If the data entered closely matches a child or a list of children in KIDS, the child(ren) will be displayed with the match probability for each near match.

There are several options when viewing the list of near matches:

1. Use this ID—select this option if the near match is your child that you just entered.
2. Update the Record—select this option if the near match is the child that you just entered, but the data you entered is slightly different than the existing data, and yours is correct.
3. Search Again—select this option if you do not want to take any action at this time.
4. Request New ID from KIDS—select this option if the child is not in the list of displayed near matches, and a new SSID is needed.
If the data entered does not closely match a child in KIDS, the only options displayed will be:

- Search Again—select this option if you do not want to take any action at this time.
- Request New ID from KIDS—select this option if the child is not in the list of displayed near matches, and a new SSID is needed.

### 3. Updating Child Data

Once a child has been added to FSS, the child cannot be deleted. If the child was added in error, mark surveys as “exclude” and the reason as “child entered in error”.

Once a child has been entered into Foundation for School Success, the ability to change or update child data will be dependent upon the responsible entity. There is a hierarchy in place when it comes to KSDE data. KIDS is considered to be the master data system for a child’s core data, and all other systems do not have the same level of authority as KIDS. **This means that if a district, consortium, or organization created an SSID for a child in KIDS, no other system is allowed to change core data—including Foundations for School Success.** Core data are first name, last name, date of birth, gender, etc. Other non-core data can be changed or updated within Foundations for School Success. However, if the child’s SSID was created in a system other than KIDS, such as Foundations for School Success, then changes to core data along with non-core data can be made from within that system. However, if a district, consortium or organization changes the core data using KIDS AFTER the child was created in FSS, then FSS no longer can be used to make corrections to the core data as it is now governed by KIDS.

Core data are the data that are displayed in the “Child List.” In the example below, the child’s middle name is found to be incorrectly entered. The middle name should be Layne instead of Lane.
To change core data of a child that had the SSID created in Foundations for School Success (or in another system other than KIDS), select the “Add Child” button that is below the “Child” table (or select the “Add Child” link available in the “Navigation” pane). The “Add Child” entry screen will be displayed. Enter the correct or updated data for the child and then click on the “Find Now” button. The “Search Results” screen will be displayed with the data that is currently in the KIDS system for the child. To change the data to the updated/correct information, select the “Update this Record” link under the column “Update the record in KIDS Assignment.”

After selecting “Update this Record,” the requested change will now be displayed in both sections of the screen.

You will also see a message indicating that “The KIDS Assignment student data was updated for the child with KIDS ID (5338469618). IF the Child already exists on the Dashboard, his/her information will need to be updated on the Child Survey screen in order to be reflected within Foundations For School Success data.” You may not be done yet! You may need to go to the Child Survey page to update this data in FSS. Select the link under the “Child Survey” column for that child from the “Child List” on the View Dashboard.
The link text varies depending upon the completeness of the survey data that has been entered.

The “Child Survey” screen displays the core data for the child as it exists in FSS. You need to update it. Select the “Get Child” button.

The “Refresh Child Data?” popup window displays the data you have updated already in KIDS.

You have two options: 1). To keep the existing spelling in FSS without any changes, click on the “No” button. Or 2). To update the data in FSS to what appears in KIDS, click, on the “Yes” button. When you select “Yes,” the change in the child’s core data is now displayed on the “View/Edit Child Data>Child Survey” screen, and the core data has now been updated in FSS.
4. Adding and Editing Child Survey Data

Add a child’s survey data by selecting the “Not Started” link under the “Child Survey” column for that child from the “Child List.”

Navigation Pane

This option is only available if you were already working with that child’s information.
Enter the data for the Funding, Medical History, and the Program Participation tabs. Select the “Save” button frequently and once all survey data has been entered for this child or before navigating away from this child.

**TIP:**
The “Clear” button will revert to the last time the screen was saved. The “Clear Option Buttons” will clear the selection of any radio buttons on the screen.

If errors are found during the “Save” process, a list of those errors will be displayed in the “Errors” list located at the bottom of the screen. These errors are for the entire survey, not just the selected tab. See the “Errors” section of this document for more information on the types of errors generated and how to troubleshoot fixing those errors. All errors must be corrected before you are able to “Complete” the Child Survey.

Once all the data has been entered for the child correctly and saved, you will see a message indicating “No Errors Found.”
TIP:

You may see a “Hide Individual” button on a few of the tabs in FSS. This button will allow you to hide the individual from the list, but the individual will still be displayed in reports. The purpose of the Hide Individual Button is to allow you to “hide” those children that have been exited (after you complete the exit date and reason in the Child Survey) or may have been entered in error. Hiding the individuals will keep your dashboard list shorter displaying only current individuals. You can also “Unhide” individuals which will make them visible again in your dashboard.

The Child List now has the Child Survey column with a “In Progress” button. This button will remain as “In Progress” until the survey data has been marked as “Complete.”

Once the Child Survey has been successfully saved without errors, select the “Complete” button.

The screen is now grayed out and no modifications can be made unless the “Unlock” button is selected.

The Child List now has the Child Survey column with a “Complete” link.
**Edit Child’s Survey Data:** To edit any of the child’s survey data, click on the link under the Child Survey column for the child that requires revision. The survey screen may be grayed out, but you are able to select the “Unlock” button and update the data as needed. Be sure to “Save” after all the updates have been made and select the “Complete” button once all data have been saved without errors.

### 5. Adding and Editing Hearing Survey Data

Add a child’s hearing data by selecting the “Not Started” button under the Hearing column for that child from the “Child List” or by selecting “Hearing Screening” link from the navigation pane.

**Navigation Pane**

Enter all of the data for the Hearing Screen. **Select the “Save” button frequently and once all survey data has been entered.**
If errors are found during the “Save” process, a list of those errors will be displayed in the “Errors” list located at the bottom of the screen. See the “Errors” section of this document for more information on the types of errors generated and how to troubleshoot fixing those errors. All errors must be corrected before you are able to “Complete” the Hearing Screening page.

Once all the data has been entered for the child correctly, you will see a message indicating “No Errors Found.”

Once the hearing screening data has been successfully saved without errors, select the “Complete” button.

The screen is now grayed out and no modifications can be made unless the “Unlock” button is selected.

The Child List now has the Hearing column with a “Complete” link.

**Edit Hearing Screening:** To edit any of the child’s hearing screening information, click on the link under the Hearing column for the child that requires revision. The survey screen may be grayed out, but you are able to select the “Unlock” button and update the data as needed. Be sure to “Save” after all the updates have been made and select the “Complete” button once all data has been saved without errors.
6. Adding and Editing Vision Survey Data

Add a child’s vision data by selecting the “Not Started” link under the Vision column for that child from the “Child List” or by selecting “Vision Screening” link from the navigation pane.

**Navigation Pane**

Enter all of the data for the Vision Screening. **Select the “Save” button frequently and once all survey data has been entered.**
If errors are found during the “Save” process, a list of those errors will be displayed in the “Errors” list located at the bottom of the screen. See the “Errors” section of this document for more information on the types of errors generated and how to troubleshoot fixing those errors. All errors must be corrected before you are able to “Complete” the Vision Screening page.

Once all the data has been entered for the child correctly, you will see a message indicating “No Errors Found.”

Once the vision screening data has been successfully saved without errors, select the “Complete” button.

The screen is now grayed out and no modifications can be made unless the “Unlock” button is selected.

The Child List now has the Vision column with a “Complete” link.

**Edit Vision Screening:** To edit any of the child’s vision screening data, click on the link under the Vision column for the child that requires revision. The survey screen may be grayed out, but you are able to select the “Unlock” button and update the data as needed. **Be sure to “Save” after all the updates have been made and select the “Complete” button once all data has been saved without errors.**
7. **Adding and Editing ASQ**

Add ASQ data by clicking on the “New ASQ” link under the ASQ column in the Child List.

You first must select an age from the dropdown list for the ASQ before continuing.
Enter all of the data for the ASQ. **Select the “Save” button frequently and once all survey data has been entered.**

If errors are found during the “Save” process, a list of those errors will be displayed in the “Errors” list located at the bottom of the screen. See the “Errors” section of this document for more information on the types of errors generated and how to troubleshoot fixing those errors. All errors must be corrected before you are able to “Complete” the ASQ page.
Once all the data has been entered for the child correctly, you will see a message indicating “No Errors Found.”

Once the ASQ data has been successfully saved without errors, select the “Complete” button.

The screen is now grayed out and no modifications can be made unless the “Unlock” button is selected.

The Child List now has the ASQ column with a “Complete” link with the age of the child when it was completed.

**Edit ASQ:** To edit any of the child’s ASQ data, click on the “Complete” link under the ASQ column for the child that requires revision. The survey screen may be grayed out, but you are able to select the “Unlock” button and update the data as needed. **Be sure to “Save” after all the updates have been made and select the “Complete” button once all data has been saved without errors.**

8. **Adding and Editing ASQ SE Survey Data**

Add ASQSE data by clicking on the “New ASQ SE” under the ASQSE column in the Child List.
You first must select an age from the dropdown list for the ASQ SE before continuing.

Enter all of the data for the ASQ SE. **Select the “Save” button frequently and once all survey data has been entered.**
If errors are found during the “Save” process, a list of those errors will be displayed in the “Errors” list located at the bottom of the screen. See the “Errors” section of this document for more information on the types of errors generated and how to troubleshoot fixing those errors. All errors must be corrected before you are able to “Complete” the ASQ SE page.

Once all the data has been entered for the child correctly, you will see a message indicating “No Errors Found.”

Once the ASQ SE data has been successfully saved without errors, select the “Complete” button.

The screen is now grayed out and no modifications can be made unless the “Unlock” button is selected.

The Child List now has the ASQ SE column with a “Complete” link with the age of the child when it was completed.

Edit ASQ SE: To edit any of the child’s ASQ SE information, click on the “Complete” link under the ASQSE column for the child that requires revision. The survey screen may be grayed out, but you are able to select the “Unlock” button and update the data as needed. Be sure to “Save” after all the updates have been made and select the “Complete” button once all data has been saved without errors.
9. Adding and Editing KELI-4 Survey Data

The KELI-4 survey is not available at this time. This document will be updated once the survey is available within FSS.

10. Linking a Family or Educator to a Child

Children need to have families and educators linked to them. To link either a family or an educator, you will need to navigate to the Child Survey screen. If you have already marked this survey as “Complete,” you first must unlock the survey by clicking on the “Unlock” button.

In the “Child Survey” screens, select the “Links” tab. Click on the dropdown arrow next to either Family or Educator. Locate the family or educator to link to the child. Click on the “Link to Family” or “Link to Educator” button to link to the child. Once all the links have been made, click on the “Save” button. You may also need to mark the survey as “Complete.”

The link is now displayed in the “Child List” and when selected will display the family or educator in a table below the child table.
A link may be removed by selecting the “Remove” link next to the connection that has been made.

**11. Exiting a Child**

When a child leaves the program, you should exit the child. When you enter an Exit Date, the child will not display in the Dashboard, but the child will still display in reports.

You will need to navigate to the Child Survey screen. If you have already marked this survey as “Complete,” you first must unlock the survey by clicking on the “Unlock” button. In the “Child Survey” screens, select the “Program Participation” tab. Enter the “Exit Date” and the “Exit Reason” from the dropdown list.

You should “Save” and mark the “Complete” button.

**E. Educator Data**

1. **Searching for an Educator**

The “Search” feature provides the ability to search within Foundations for School Success for an educator that has been entered for your district or organization. If data for a child, family or educator was entered in a prior year (i.e. 2011-12), the basic information will populate in the next fiscal year (i.e. 2012-13) if the child, family or educator does not contain an exit date. Children, families and educators that have been completed with an exit date will not populate into the next fiscal year.

From the “View Dashboard” screen, select the radio button to the left of “Educator” in the “Search” box. Type in the educators first name, last name, ECEID, or KS Educator ID. Choose
the “Find Now” button to run the search for the educator. This will search all of the educators that have been entered for this district or organization (or in the selected district or organization for multi-district users) in Foundations for School Success.

2. Adding an Educator

Add new or additional educators by selecting the “Add Educator” link that is below the “Educator” table, or select the “Add Educator” link available in the “Navigation” pane.

You will be prompted to indicate whether the educator has a teaching license issued by KSDE.
Licensed Educator

If the educator does have a teaching license issued by the Kansas State Department of Education, select the “Yes” radio button. Then enter the Kansas Educator ID and click on the “Get Educator” button.

The educator’s first and last name will populate based on the Kansas Educator ID entered. You will need to enter the Early Childhood Educator Identifier (ECEID). (See the guidance in the Important Terms section of this document for more information on what to enter for this number.) Once the ECEID has been entered, select the “Add Educator” button.

ECEID is created by the district or organization.
Non-Licensed Educator

If the educator does not have a teaching license issued by the Kansas State Department of Education, select the “No” radio button. Then enter the educator data and click on the “Get Educator” button. (See the guidance in the Important Terms section of this document for more information on what to enter for the Parents as Teachers ID.)

The educator is now visible in the “Recently Added” list on this screen and in the “Educator List” from the “Dashboard View.”

3. Updating Educator Data

Once an educator has been added to FSS, the educator cannot be deleted. If the educator was added in error, mark surveys as “exclude” and the reason as “educator entered in error”.

Once an educator has been entered into Foundation for School Success, the educator’s name can be changed or updated. If the educator has a KS Educator ID (i.e. teaching license), you will NOT be able to edit the educator’s gender. The educator’s name can be edited by accessing the Educator Survey page and select the “Edit” link to the left of the educator’s data at the top of the survey screen.

4. Adding and Editing Educator Survey Data

Add an educator’s data by selecting the “Not Started” link under the Educator Survey column for that educator from the “Educator List” or by selecting “Educator Survey” link from the navigation pane.
Navigation Pane

Enter Education/Background and Employment data for the educator.

This is the Education/Background tab.

This is the Employment tab.

This option is only available if you were already working with that educator’s information.
Select the “Save” button frequently and once all educator data has been entered.

If errors are found during the “Save” process, a list of those errors will be displayed in the “Errors” list located at the bottom of the screen. See the “Errors” section of this document for more information on the types of errors generated and how to troubleshoot fixing those errors. All errors must be corrected before you are able to “Complete” the Educator page.

Once all the data has been entered for the educator correctly, you will see a message indicating “No Errors Found.”

Once the educator data has been successfully saved without errors, select the “Complete” button.

The screen is now grayed out and no modifications can be made unless the “Unlock” button is selected.
The Educator List now has the Educator Survey column with a “Complete” link.

To edit the educator’s name, click on the link under the Educator Survey column for the educator that requires revision. The survey screen may be grayed out, but you are able to select the “Unlock” button and update the data as needed. Be sure to “Save” after all the updates have been made and select the “Complete” button once all data has been saved without errors.

5. Adding and Editing HOVRS

Add an educator’s HOVRS by selecting the “Not Started” link under the HOVRS column for that educator from the “Educator List” or by selecting “Home Visitor Rating Scales” link from the navigation pane.

Navigation Pane
Enter Education/Background and Employment data for the educator.

Both the Home Visitor and the Parent and Child tabs must be completed.

All of the “Overall” ratings must be between 1.0 and 7.0

Select the “Save” button once all HOVRS data has been entered or before navigating away from these screens. If errors are found during the “Save” process, a list of those errors will be displayed in the “Errors” list located at the bottom of the screen. See the “Errors” section at the end of the document for more information on the types of errors generated and how to troubleshoot fixing those errors. All errors must be corrected before you are able to “Complete” the HOVRS page.

Once all the HOVRS data has been entered correctly, you will see a message indicating “No Errors Found.”

Once the HOVRS data has been successfully saved without errors, select the “Complete” button.
The screen is now grayed out and no modifications can be made unless the “Unlock” button is selected.

The Educator List now has the HOVRS column with a “Complete” link.

To edit any of the HOVRS data, click on the “Complete” link under the HOVRS column for the educator that requires revision. The survey screen may be grayed out, but you are able to select the “Unlock” button and update the data as needed. Be sure to “Save” after all the updates have been made and select the “Complete” button once all data has been saved without errors.

6. Adding and Editing Classroom Practices Data

Add an educator’s classroom practices data by selecting the “Not Started” link under the Classroom Practices column for that educator from the “Educator List” or by selecting “Classroom Practices” link from the navigation pane.

Navigation Pane

This option is only available if you were already working with that educator’s information.
Enter Education/Background and Employment data for the educator.

Select the “Save” button once all Classroom Practices data has been entered or before navigating away from these screens. If errors are found during the “Save” process, a list of those errors will be displayed in the “Errors” list located at the bottom of the screen. See the “Errors” section at the end of the document for more information on the types of errors generated and how to troubleshoot fixing those errors. All errors must be corrected before you are able to “Complete” the Classroom Practices page.

Once all the Classroom Practices data has been entered correctly, you will see a message indicating “No Errors Found.”

Once the Classroom Practices data has been successfully saved without errors, select the “Complete” button.
The screen is now grayed out and no modifications can be made unless the “Unlock” button is selected.

The Educator List now has the Classroom Practices column with a “Complete” link.

To edit any of the Classroom Practices data, click on the “Complete” link under the Classroom Practices column for the educator that requires revision. The survey screen may be grayed out, but you are able to select the “Unlock” button and update the data as needed. **Be sure to “Save” after all the updates have been made and select the “Complete” button once all data has been saved without errors.**

7. **Adding and Editing Transition Data**

Add an educator’s transition data by selecting the “Not Started” link under the Transition column for that educator from the “Educator List” or by selecting “Transition” link from the navigation pane.

**Navigation Pane**

This option is only available if you were already working with that educator’s information.
Enter the data for the educator.

Select the “Save” button once all Transition data has been entered or before navigating away from these screens. If errors are found during the “Save” process, a list of those errors will be displayed in the “Errors” list located at the bottom of the screen. See the “Errors” section at the end of the document for more information on the types of errors generated and how to troubleshoot fixing those errors. All errors must be corrected before you are able to “Complete” the Transition page.

Once all the Transition data has been entered correctly, you will see a message indicating “No Errors Found.”

Once the Transition data has been successfully saved without errors, select the “Complete” button.
The screen is now grayed out and no modifications can be made unless the “Unlock” button is selected.

The Educator List now has the Transition column with a “Complete” link.

To edit any of the Transition data, click on the “Complete” link under the Transition column for the educator that requires revision. The survey screen may be grayed out, but you are able to select the “Unlock” button and update the data as needed. **Be sure to “Save” after all the updates have been made and select the “Complete” button once all data has been saved without errors.**

8. **Linking a Family or a Child to an Educator**

Educators need to have families and children linked to them. To link either a family or a child, you will need to navigate to the Educator Survey screen. If you have already marked this survey as “Complete,” you first must unlock the survey by clicking on the “Unlock” button.

In the “Educator Survey” screens, select the “Links” tab. Click on the dropdown arrow next to either the family or child. Locate the family or child to link to the educator. Click on the “Link to Family” or “Link to Child” button to link to the educator. Once all the links have been made, click on the “Save” button. You may also need to mark the survey as “Complete.”
The link is now displayed in the “Educator List” and when selected will display the family or child in a table below the educator table.

A link may be removed by selecting the “Remove” link next to the connection that has been made.

9. Exiting an Educator

When an educator leaves employment in the program, you should exit the educator. When you enter an Exit Date, the teacher will not display in the Dashboard, but the teacher will still display in reports.

You will need to navigate to the Educator Survey screen. If you have already marked this survey as “Complete,” you first must unlock the survey by clicking on the “Unlock” button. In the “Educator Survey” screens, select the “Employment” tab. Enter the “Exit Date” and the “Exit Reason” from the dropdown list.
F. Family Data

1. Searching for a Family

The “Search” feature provides the ability to search within Foundations for School Success for a family that has been entered for your district or organization for this fiscal year. If data for a child, family or educator was entered in a prior year (i.e. 2011-12), the basic information will populate in the next fiscal year (i.e. 2012-13) if the child, family or educator does not contain an exit date. Children, families and educators that have been completed with an exit date will not populate into the next fiscal year.

From the “View Dashboard” screen, select the radio button to the left of “Family” in the “Search” box. Type in the primary caregiver’s first name, last name, or Family ID. Choose the “Find Now” button to run the search for the family. This will search all of the primary caregivers that have been entered for this district or organization (or in the selected district or organization for multi-district users) in Foundations for School Success.

If there are no families matching the data that has been entered, an “Add Family” link is provided.

TIP: Search for a family by the primary caregiver first BEFORE adding a new family.
2. Adding a Family

Once you determine that a family has not been entered into the Foundations for School Success application for your district or organization, add the primary caregiver for the family. Select the “Add Family” link. Type in the information for the primary caregiver and click on the “Find Now” button.

NOTE: You may see a slightly different screen with an additional error message if you entered a Family ID number. Each program is responsible for assigning a Family ID for each family they enter.

Click on the “Create New Family.”

After creating the family, the family is now visible in the “Recently Added” list on this screen and in the “Family List” from the “Dashboard View.” (See the guidance in the Important Terms section of this document for more information on what to enter for the Family ID.)
3. Updating Family Data

Select the Family Survey for the family that requires an update. Click on the “Edit” link to the left of the primary caregiver.

The data for the Primary Caregiver is now editable. Make the necessary changes and then click on the “Update” link.

4. Adding and Editing Family Survey Data

Add a family’s survey data by selecting the “Not Started” link under the Family Survey column for that family from the “Family List” or by selecting “Family Survey” link from the navigation pane.

Navigation Pane

This option is only available if you were already working with that family’s information.
Enter the survey data for the family. Be sure to complete the required data fields on all the tabs.

Select the “Save” button frequently and once all data has been entered or before navigating away from these screens. If errors are found during the “Save” process, a list of those errors will be displayed in the “Errors” list located at the bottom of the screen. See the “Errors” section at the end of the document for more information on the types of errors generated and how to troubleshoot fixing those errors. All errors must be corrected before you are able to “Complete” the Family Demographics page.

Once all the family data has been entered correctly, you will see a message indicating “No Errors Found.”

Once the family data has been successfully saved without errors, select the “Complete” button.
The screen is now grayed out and no modifications can be made unless the “Unlock” button is selected.

The Family List now has the Family Survey column with a “Complete” link.

Once a family has been added to FSS, the family cannot be deleted. If the family was added in error, mark surveys as “exclude” and the reason as “family entered in error”.

To edit any of the Family Survey data, click on the link under that column for the family that requires revision. The survey screen may be grayed out, but you are able to select the “Unlock” button and update the data as needed. Be sure to “Save” after all the updates have been made and select the “Complete” button once all data has been saved without errors.

5. Adding and Editing Protective Factors Survey Data

Add a family’s Protective Factors Survey data by selecting the “Not Started” link under the Protective Factors Survey column for that family from the “Family List” or by selecting “Protective Factors Survey” link from the navigation pane.

Navigation Pane

This option is only available if you were already working with that family’s information.
Enter the Protective Factors Survey data for the family. Be sure to complete all parts of the survey.

Select the “Save” button once all survey data has been entered or before navigating away from these screens. If errors are found during the “Save” process, a list of those errors will be displayed in the “Errors” list located at the bottom of the screen. See the “Errors” section at the end of the document for more information on the types of errors generated and how to troubleshoot fixing those errors. All errors must be corrected before you are able to “Complete” the Protective Factors Survey page.

Once all the survey data has been entered correctly, you will see a message indicating “No Errors Found.”

Once the survey data has been successfully saved without errors, select the “Complete” button.

The screen is now grayed out and no modifications can be made unless the “Unlock” button is selected.
The Family List now has the Protective Factors Survey with a “Complete” button.

6. Linking a Child and an Educator to a Family

Families need to have children and educators linked to them. To link either a child or an educator, you will need to navigate to the Family Survey screen. If you have already marked this survey as “Complete,” you first must unlock the survey by clicking on the “Unlock” button.

In the “Family Survey” screens, select the “Educator and Child Links” tab. Click on the dropdown arrow next to either the educator or child. Locate the educator or child to link to the family. Click on the “Link to Educator” button or the “Link to Child” button. Once all the links have been made, click on the “Save” button. You may also need to mark the survey as “Complete.”

The link is now displayed in the “Family List” and when selected will display the child or educator in a table above the family table.
A link may be removed by selecting the “Remove” link next to the connection that has been made.

7. Exiting a Family

When a family leaves the program, you should exit the family from Foundations For School Success. When you enter an Exit Date, the family will not display in the Dashboard, but the family will still display in reports.

You will need to navigate to the Family Survey screen. If you have already marked this survey as “Complete,” you first must unlock the survey by clicking on the “Unlock” button. In the “Family Survey” screens, select the “Program Participation” tab. Enter the “Exit Date” and the “Exit Reason” from the dropdown list.

You should “Save” and mark the “Complete” button.
G. Generate Reports

Reports are available to provide data entered into Foundations for School Success back to the district, organization, or consortium that entered it in an organized display.

Click on the “Generate Reports” link from the navigation pane to display the list of reports available in Foundations for School Success.

![List of available reports]

Select the radio button next to the report you want to generate. Depending on the report you select, there may be additional filters that appear in the Select Filter section. Some reports will provide the option of exporting the data in Excel or in PDF. Once all filters have been entered, click on the “Get Report” button.
Depending on the browser used and settings on your computer, you may get popup boxes that require additional action.

The following table provides a description of each one of the reports:

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Description</th>
<th>Potential Uses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Raw Data Reports</strong></td>
<td>The report will contain the raw data for the completed survey chosen for a fiscal year. A time span of less than a fiscal year may be specified. This report only includes the data from surveys that have a completed status. No mathematical calculations have been applied to the data.</td>
<td>Data analysis based on the needs of the district or organization, including individual data. Could provide a local data source for research.</td>
</tr>
<tr>
<td><strong>Child Demographics Report</strong></td>
<td>This report will aggregate the data from child demographic surveys with a completed status.</td>
<td>Child demographic data can be used to describe the overall child population served by a program in a given fiscal year, to look at trends in child demographics over time, to assist in decisions targeting certain populations</td>
</tr>
<tr>
<td><strong>Developmental Screen Results Report</strong></td>
<td>This report provides an overall fiscal year view of the ASQ3 Summary Domain Results above and below cut scores with a completed status by age including number of surveys completed, %, Mean and Standard Deviation. This report is only available in PDF format.</td>
<td>Child ASQ3 summary data can be used to describe the overall child population above and below the cut scores served by a program in a given fiscal year, to look at trends over time, to assist in decisions targeting certain populations</td>
</tr>
<tr>
<td><strong>Screening Follow-up Action Report</strong></td>
<td>This report provides an overall fiscal year view of the number of ASQ 3, ASQ:SE, Hearing and Vision with a completed status. The report further provides an overall view of the actions taken for referral and whether or not the family follow up and if not, why.</td>
<td>Child screening data can be used to track the number of referrals and outcome of the referrals to inform decisions about practices, inform program and partner decisions for possible remedies when families do not follow up, and to look at trends over time.</td>
</tr>
<tr>
<td><strong>Total Children Surveyed Report</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Family Demographics Report</strong></td>
<td>This report will aggregate the data from family demographic surveys with a completed status.</td>
<td>Family demographic data can be used to describe the overall family population served by a program in a given fiscal year, to look at trends in family demographics over time,</td>
</tr>
<tr>
<td>Report Name</td>
<td>Description</td>
<td>Potential Uses</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Protective Factors Survey Report</td>
<td>This report provides an overview of the Protective Factor survey results with a completed status over a fiscal year including the number of families, the mean, standard deviation and percentage for each sub scale.</td>
<td>Protective Factors summary data can be used to describe the overall family population’s protective factors in a given fiscal year, to look at trends over time, to assist in decisions targeting certain practices or program changes based on most identified family needs and other program decisions</td>
</tr>
</tbody>
</table>
H. Errors

If errors are found during the “Save” process, a list of those errors will be displayed in the “Errors” list located at the bottom of the screen. The errors must be corrected before you are able to “Complete” the page in which data is being entered. The timestamp of the last time the data was saved will be displayed in the yellow bar at the bottom of the screen.

You may encounter many different types of errors when saving data in Foundations for School Success. The type of error will be dependent upon what page or survey in which you are entering data. The Errors box will indicate what type of errors you encounter. You may have multiple types of errors. The “Description” column provides the details regarding the cause of the error and should serve as a starting point in troubleshooting where to fix the error.
The following table provides a list of the errors, a definition of the error, and an example of what the error may look like in Foundations for School Success.

<table>
<thead>
<tr>
<th>Error Message</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entry Error</td>
<td>This type of error will appear if an entry has been made that violates the business rules and will not allow submission.</td>
</tr>
<tr>
<td>Missing Value</td>
<td>This type of error will appear if nothing has been entered for a field that is required and submission is not allowed.</td>
</tr>
<tr>
<td>Range Error</td>
<td>This type of error will appear if a value that is entered is outside of the allowable range based on the business rules and will not allow submission.</td>
</tr>
</tbody>
</table>

VIII. Help Resources

Foundations for School Success:

Help Desk: fss@ksde.org

IT Help Desk: 785-296-7935 for any technical issues.