

# USER GUIDE

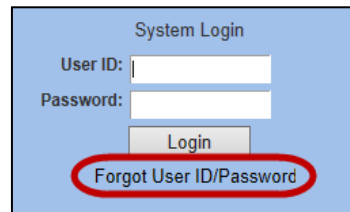


## Login and use of the Infant/Toddler Referral System (CBER System)

PART C TO PART B LEA/SEA ELECTRONIC REFERRAL (CBER) PART B USER GUIDE

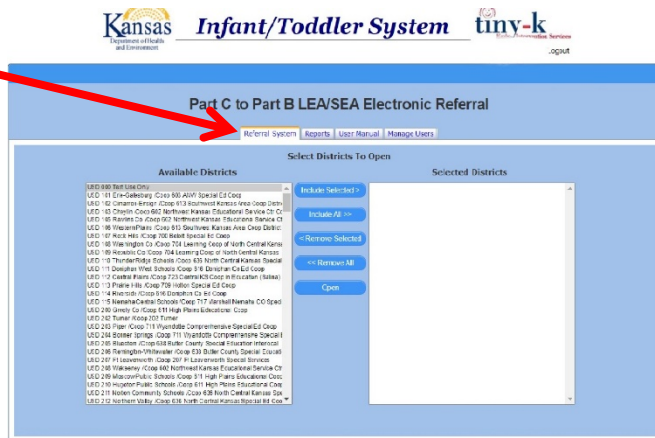
### Login

Access the web application at <https://www.ksits.net> to register or to retrieve login information click **Forgot User ID/Password**.



### Main screen

1. Select the **Referral System** tab.
2. Select a **district** from the *Available Districts* pane.
3. Click **Include Selected**. The selected district moves to the *Selected Districts* pane.
4. Repeat steps 1 and 2 until all the districts needed are in the *Selected Districts* pane.
5. Click **Open**.



#### TIPS:

- **Include All** - moves all *Available Districts* to the *Selected Districts* pane.
- **Remove Selected/Remove All**: removes individual districts or all of the districts from the *Selected Districts* pane.

## Assigning Cases

This grid contains *Open Cases* that have been referred to Part B, but haven't been accepted or rejected by Part B.

<input type="button" value="Accept Selected"/>		<input type="button" value="Reject Selected"/>		<input type="button" value="Return to Main Page"/>			
<input type="button" value="Open Cases"/>		<input type="button" value="All Cases"/>		<input type="button" value="Accepted"/>		<input type="button" value="Rejected"/>	
Cy	Case No.	Last Name	First Name	Middle Init	Date of Birth	B Re	
1	06833			nmi	06/14/2011	12/1	
1	06791			A.	05/11/2011	10/1	
1	06847			K	07/07/2011	04/0	

## Accepting or Rejecting a Case:

1. Select a case(s) by clicking the corresponding **checkbox** (to the left of the Status column).
2. Click **Accept Selected** or **Reject Selected**.
3. When finished assigning case(s), click **Sign Off**. Changes are automatically saved.

## Reassigning the Status of a Case:

*Open Cases*, *All Cases*, *Accepted*, and *Rejected* tabs are used to view the corresponding cases within each status.

1. Click the **Accepted** tab.
2. Select the case by clicking the corresponding **checkbox**.
3. Click **Re-open Selected** (moves the case back to the Open Cases tab) or **Reject** (moves the case to the Rejected tab).
4. Follow these same steps to change the status of a Rejected case.
5. When finished reassigning case(s), click **Sign Off**. Changes are automatically saved.

<input type="button" value="Re-Open Selected"/>		<input type="button" value="Reject"/>		<input type="button" value="Return to Main Page"/>			
<input type="button" value="Open Cases"/>		<input type="button" value="All Cases"/>		<input type="button" value="Accepted"/>		<input type="button" value="Rejected"/>	
Case No.	Last Name	First Name	Middle Init	Date of Birth			
20675			L	02/07/2011			
23873			E.L.	05/11/2011			
23746			D	05/05/2011			

## Reports

The **Reports** tab on the Main Screen allows users to run reports by district, within a specified date range. Users may select to run reports for Open, Accepted, Rejected, or All Cases.

### Creating and Viewing a Report

1. Click **Return to Main Screen**.
2. Select the **Reports** tab.
3. Select **district(s)**.
4. Select a **report** from the dropdown menu.
5. Enter a **date range** (format example: 01/01/2014).
6. Click **Export - PDF** or **Export -Excel**.
7. The report will open for viewing.  
Reports can be saved and/or printed from either the PDF or Excel form.
8. Return to the application by closing out of your report.
9. When you are finished with the application, simply log out. Changes are automatically saved. Close out of your browser.



Acrobat Reader is needed to view a PDF; download Acrobat Reader at <http://get.adobe.com/reader>

For more information about State Performance Plan Indicator 12: Transition from Part C to Part B go to: <https://www.ksde.org/Default.aspx?tabid=520#ind12>

For more information, contact:

Julie R. Rand  
Education Program Consultant  
Early Childhood  
(785) 296-1944  
jrand@ksde.org



Kansas State Department of Education  
900 S.W. Jackson Street, Suite 102  
Topeka, Kansas 66612-1212  
[www.ksde.org](http://www.ksde.org)

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 and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 S.W. Jackson, Suite 102, Topeka, KS 66612, (785) 296-3201.