This guide explains how LEAs can use the Kansas Grants Management System (KGMS) to apply for Deaf-Blind Funds. Districts must enter all required information and submit the application to the state.
# Table of Contents

**LEA USER GUIDE**

## System Basics
- Login ................................................................. 4
- Navigation ......................................................... 5
- Information Fields .............................................. 6
- Timeout Session .................................................. 6

## Deaf-Blind Application
- Steps ........................................................................ 7
- Search Options ...................................................... 7
- Summary Tab ......................................................... 7
- Student Applications Tab .......................................... 8
- Demographics Tab .................................................. 8
- Resources (Assistive Technology, Consultation, Evaluation) Tabs ........... 9
- Submit Application Tab ............................................ 12
- Amendments Tab ................................................... 14
- Reimbursements Tab .............................................. 17

## Getting Help
- Support .................................................................. 20
- Notes ..................................................................... 21
System Requirements

KSDE currently supports the following web browsers for use with its web applications:

> Microsoft Edge (version 18 or higher), Apple Safari (version 12.1 or newer), Google Chrome (version 76 or newer), Mozilla Firefox (version 68 or newer). *Most modern web browsers are updated to the latest version automatically.

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

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

Login

KGMS is part of the KDSE single sign-on system. To reach the KSDE Web Applications page, type the following URL into your browser’s address bar:

https://apps.ksde.org/authentication/login.aspx

Once there, enter your **User Name** and **Password** in the fields and click the blue Login button. Next, you must request access to the KGMS application by filling out the **KSDE Registration Form**.

Fill out contact information form fields, and choose your **organization + building** from the drop-down menus. Select the **Kansas Grants Management System (KGMS)** from the list of available applications. *A period of wait time for access credentials may exist. Please contact your State Administrator for updates on progress.

After access is granted, you may log back into the system and choose KGMS to access the **home page**. Once there, a summary grants listing is visible, along with search options for filtering.
Navigation

KGMS has several wayfinding elements that can be found on each page of the application.

The Task Navigation menu is the area along the left side of each page that provides links to common tasks within the site. **NOTE:** District users see the following list of options: Manage Applications, LEA Home, Help, and Logout. District admins. see each of the above options, as well as a Maintenance link.

- Returns you to the main KSDE Web Applications page
- Returns you to the district homepage to select another year
- Allows the district admin. to assign security settings for other district users
- Lists any available reports for viewing
- Shows letters containing detailed lists of approved and disapproved items/services
- Displays a list of phone numbers, hours of operation, and other resources
- Logs you out of the application

Navigating to the Home Page can be achieved one of 3 ways: Via the Home Link, the Home Link Icon, or the Task Navigation menu link, “LEA Home.”

Helpful User Info. is available at the top of each page. It shows your Login credentials, District #, Building #, and Access Level.
Information Fields

The KGMS features helpful visual elements for quick recognition of information. Each page contains a yellow Summary Field which displays a summary of the current event window, the dates for that window, the remaining days, and the assessment status.

<table>
<thead>
<tr>
<th>Current Window(s):</th>
<th>Assessment Status: In Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deaf-Blind Application Window: 01/01/2019 - 06/30/2019 (96 days left)</td>
<td></td>
</tr>
<tr>
<td>Deaf-Blind Amendments Window: 01/01/2019 - 03/31/2019 (5 days left)</td>
<td></td>
</tr>
<tr>
<td>Deaf-Blind Reimbursements Window: 01/01/2019 - 12/31/2019 (280 days left)</td>
<td></td>
</tr>
</tbody>
</table>

Some pages contain an Instructions Field which displays state-assigned instructions for that page.

When page data is saved correctly, a green field will appear to confirm success.

When required data is missing, a red Error Field will appear, alerting you to a mistake on that page.

Session Timer

To keep track of session length, each login is automatically set to 20 minutes. Once remaining time reaches 2 minutes, a pop-up window warning of session expiration will appear. You have a choice to either stay signed in or sign out. If you choose to stay signed in, the session timer resets to 20 minutes each time you perform a page action or navigate to a new page. If you are automatically signed out, you will return to the main KDSE Web Applications page.

NOTE: Save often... Automatic logout due to session timeouts = all unsaved data is lost

▶NOTE: Manually logging out of the system can be done by clicking the Profile Icon logout option or clicking the Logout link in the Task Navigation menu.
DEAF-BLIND FUNDS APPLICATION

Steps

Start on the KGMS LEA home page. From the Search Options section, select School Year and Grant Type. Next, click the Search button.

The Grant Listing section will display your search results as well as the submission status. Under the Action column, you will see an icon, indicating available next steps.

**NOTE:** Records with the View icon are view only and cannot be edited. Records with the Edit icon can be viewed or edited.

Click on the edit icon next to the fund type you wish to maintain. This opens the Student Applications Summary tab.

2 tabs are present on the data collection pages. Summary (which opens first), and Student Applications. The Summary page provides a quick reference to track progress status, see the total number of submitted applications, and view dollar amounts.
Grant applications must be added individually for each student. Click on the Student Applications tab to edit or add a new student application.

To add a new application, click on the button. This will display a Maintain Student Demographics form, under the Demographics tab, through which you can add student data.
The first question asks if the student has a KIDS ID assigned in the Kansas database. The default is “No.” Selecting “Yes” will expand the window to allow that ID to be entered. Begin by entering the KIDS ID; if the ID exists in the KIDS system, the student name and date of birth fields will automatically populate.

**NOTE:** If the KIDS ID is accepted, the fields associated with that ID become view only.

If the ID does not exist in the system, the user can manually enter data for that student. *Some data will automatically populate the form, based on previous answers.*

<table>
<thead>
<tr>
<th>Maintain Student Demographics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does the student have a KIDS ID assigned?</td>
</tr>
<tr>
<td>Student First Name:</td>
</tr>
<tr>
<td>Student Middle Initial:</td>
</tr>
<tr>
<td>Student Last Name:</td>
</tr>
<tr>
<td>Date of Birth:</td>
</tr>
<tr>
<td>Location of Student:</td>
</tr>
<tr>
<td>Payment LEA:</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>City State ZIP:</td>
</tr>
<tr>
<td>Contact Person:</td>
</tr>
<tr>
<td>Telephone:</td>
</tr>
<tr>
<td>Email Address:</td>
</tr>
<tr>
<td>Student is under 3 years of age at the time of application:</td>
</tr>
<tr>
<td>Student currently is certified Deaf-Blind by the Deaf-Blind Project:</td>
</tr>
<tr>
<td>Student is certified Deaf-Blind and is transitioning from a segregated setting to their neighborhood school:</td>
</tr>
<tr>
<td>Student has a suspected hearing loss and documented vision loss in need of an evaluation:</td>
</tr>
<tr>
<td>On December 1st Child Count this student was reported as:</td>
</tr>
<tr>
<td>Provide a short summary of the student’s educational program:</td>
</tr>
</tbody>
</table>
The student’s first name, last name, and date of birth are required to initiate an application. The remaining yellow fields on the page are not required for initial setup of the student, but must be completed before the application can be submitted to the state. Click **Save** to continue.

If the last question on this page (December 1st Child Count, this student was reported as:) is answered with the dropdown option of *Other,* a text box will appear, requiring additional data entry.

Once a student record is started on the student’s **Demographics** page, supplemental information can be added to the application, using the next 3 tabs – **Assistive Technology**, **Consultation**, and **Evaluation**. An error will appear if you attempt to populate any of these three tabs without first adding the student demographics record.

All three tabs function in a similar manner. The following example shows how to navigate these tabs.
Under the Assistive Technology tab, click the **Add Assistive Technology** button for the student.

Enter the required information and click **Save**. **NOTE:** All yellow fields do not have to be populated before saving, but all of the data in these fields will be required, prior to submitting the application to the state.

Once the information has been saved, a second box will appear on the right side of the page, allowing the user to upload files, as needed for this section of the application.

A user must either add a **website link** or **upload a file** for each assistive technology item. **NOTE:** Consultation items require a (PDF) file upload.
To upload files, click on the [Upload File] link.

Fill in a title for the document, then click on the [Choose File] button to browse for a file. *Note the allowed file types listed above. Select the file and click on the [Upload File] button.

Once a record has been successfully added, the "Add another _" button will appear. The user can click that link to add another record instead of returning to the main Assistive Technology, Consultation, or Evaluation tab.

Repeat this process, as needed, using the Consultation and Evaluation tabs.

Submit Application Tab

When all required information has been added to the student application, click on the [Submit Application] tab.

**NOTE:** If any of the required fields from the Demographics, Assistive Technology, Consultation, and/or Evaluation tab are missing information, an error message will appear on the bottom of the page. A list of the information that is missing will be located in the red [Error Field]. All errors must be corrected before the application can be submitted.
Additional files to support the application can be uploaded. Follow the upload procedures that were previously described.

The district user must fill in the names of designees who are able to commit funds with the district. Check the box certifying that all information in the application is accurate and true.

When all required information has been supplied and all errors have been corrected, click **Save**. The **Submit Student Application** button will appear. Click on this button and confirm the action to submit the application to the state.

Once submitted, the summary on the **LEA Home** page will update to reflect this change. In addition, the application will show as **submitted to KSDE** on the **Student Applications** tab. The View/Edit icon will change, indicating that the file is now “View Only.”

The record must be reopened using the **Reopen icon** in order to edit. Records can be reopened and edited until the point at which the state runs the random selection process for fund dispersal.

When a submitted application is viewed, there will be an additional information field on the page. It will show the application has been submitted.
Amendments Tab

If changes to an application are necessary, modifications to requested items can be entered under the Amendments tab. **NOTE:** The state must approve an application before it can be amended. The Amendments tab will be available after the state has approved the application.

On the Student Applications tab, select the View/Edit button for the student record.

<table>
<thead>
<tr>
<th>Item Name</th>
<th>Item Price</th>
<th>Instructional Rationale</th>
<th>Web Link for Item</th>
<th>Amendment Submission Status</th>
<th>Amendment Approval Status</th>
<th>View/Maint</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Item #1</td>
<td>$25.00</td>
<td>Text Instructional rationale</td>
<td><a href="http://www.google.com">http://www.google.com</a></td>
<td>Not Yet Submitted</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test Item #2</td>
<td>$35.45</td>
<td>Instructional Rationale comments</td>
<td><a href="http://www.google.com">http://www.google.com</a></td>
<td>Not Yet Submitted</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test Item #3</td>
<td>$56.23</td>
<td>Test Item #3 Instructional rationale</td>
<td><a href="http://www.google.com">http://www.google.com</a></td>
<td>Not Yet Submitted</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

When an application has been approved by the state, including each separate item requested, as well as the entire application itself, the Amendments tab will display a series of tables, with details of each of the items requested under the Assistive Technology tab, the Consultation tab, and the Evaluation tab.

<table>
<thead>
<tr>
<th>Consultant Name</th>
<th>Expected Price</th>
<th>Description of Qualifications</th>
<th>Description of the type of consultation supported by evidence-based practices for that is being requested</th>
<th>Amendment Submission Status</th>
<th>Amendment Approval Status</th>
<th>View/Maint</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Consultant #1</td>
<td>$100.00</td>
<td>test</td>
<td>test------------------------------------------------------------------------------------------------</td>
<td>Not Yet Submitted</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test Consultant #2</td>
<td>$500.00</td>
<td>test</td>
<td>test------------------------------------------------------------------------------------------------</td>
<td>Not Yet Submitted</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In addition, each of the tabs will show the status of the approved application.
Items which can be amended will have a + icon in the View/Maint column of these tables on the Amendments tab. Items with this icon in any of the three tables can be amended using the same procedure.

To make changes to a requested item, click on the + icon and enter the changes. The yellow boxes indicate required information. Click Save.

Once an item has been saved, the web page will display an additional window with the option to upload a file. Before the amended item can be submitted, the user must either enter a link to a website or upload a file, following the upload procedures that were previously described.
When all errors have been corrected, the Submit button will become available. When prompted, click Submit and confirm the submission. **NOTE:** An amendment must be saved and submitted.

After submission, the icon in the View/Maint column will change to a , indicating that the record is now View Only and cannot be edited. The state will approve or disapprove the amendments and the user will receive an email with details of the updated status. The Approval Status column in the table (Amendments tab) will reflect the changes.

If an item is disapproved by the state, the district has the option of deleting or amending the item through the View/Maint column.

**NOTE:** Throughout the application process, additional amendments may also be added. Should a brand new Assistive Technology, Consultation, or Evaluation amendment need to be added, click the corresponding link and follow the procedures that were previously described.
Reimbursements Tab

Under the Reimbursements tab, the district must enter the invoice information in the Requested Invoice Amount column for each item that was approved, per student. If there are outstanding amendments and/or the amendments are not yet reviewed by the state, nothing can be entered on the Reimbursements tab.

The data cannot be saved until all amounts are entered in this column (*Zeros can be entered in the field). The red error field will appear if the Requested Invoice Amount is greater than the Approved Amount.

After all Requested Invoice Amounts have been entered, click Save. For every Requested Invoice Amount that is greater than zero, the district must upload the invoice as supporting documentation. To upload invoices, click on the link below the Expenditures table that corresponds to the item being documented.

This will open the upload window; follow the upload procedures that were previously described.
After an invoice has been uploaded, the **Has Uploaded Invoice(s)?** column on the right side of the **Expenditures** table will change to a **Yes** and information about the uploaded file will appear at the bottom of the page in the **Uploaded Files** table.

An uploaded invoice is required for all requested invoice amounts that are greater than zero. In addition, a **Tax ID** is required before submitting for reimbursement.

When all requirements have been met, the **Submit** button will appear on the bottom of the **Expenditures** table.

Click on **Submit** and confirm the submission. Near the top of the **Reimbursements** tab, the yellow status bar will show that the reimbursement has been submitted. A link will appear to allow the user to print a report with details of the reimbursement information.
After the reimbursement data is submitted, two additional tables will appear on the **Reimbursements** tab: **District Reimbursement Approval** and **Reimbursement Award**. After the state takes action on the reimbursement data, the information will be included here.

<table>
<thead>
<tr>
<th>District Reimbursement Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval Status:</td>
</tr>
<tr>
<td>Approval/Disapproval Date:</td>
</tr>
<tr>
<td>KSDE Comments:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reimbursement Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status:</td>
</tr>
<tr>
<td>Reimbursement Award Dates:</td>
</tr>
<tr>
<td>Reimbursement Award Amount:</td>
</tr>
</tbody>
</table>

**NOTE:** Once the state approves the reimbursements, no additional changes can be made on the **Amendments** tab. If there are outstanding amendments and/or the amendments are not yet reviewed by the state, nothing can be entered on the **Reimbursements** tab.
Support

Software support associated with KGMS system navigation, data entry, and editing is provided by the Leader Services Help Desk staff (M - F | 7 am - 5 pm). The Help Desk can be reached via email or toll-free phone number.

email: helpdesk@leaderservices.com
phone: 877-456-8777

General help topics related to workflows and processes is provided by the KSDE Help Desk.

email: helpdesk@ksde.org
phone: 785-296-7935
front desk: 785-296-3201
fax: 785-296-7933

**NOTE:** Information about the Leader/KSDE help desk, additional KGMS system resources and other links can be accessed by clicking the Help link in Task Navigation.
Notes:
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