Overview of the Kansas Deaf-Blind Fund Application

April, 2019
New LEA Administrators or Designees need to register using the KSDE Common Authentication Page.

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

- Click the Green Button to the left of the page.
- Complete all of the areas on the page.
- Click Submit.
Register in Common Authentication

- Register for the Kansas Deaf-Blind Fund Application within the Common Authentication.
- Click the box next to the Kansas Grants Management System (KGMS) when registering.
- Select District Admin or District User from the dropdown menu.
The Kansas Deaf-Blind Fund Application

- Log into Common Authentication.
- Choose Kansas Grants Management System (KGMS) to access the Kansas Deaf-Blind Fund Application.
- Select the School Year (2019-2020).
- Click on Grant Type (Deaf-Blind).
- Click on Deaf-Blind to open the application.
The Summary Page

- The Summary Page displays information for the district to track the status of the submitted applications.
- The Summary Page includes information about the number of student applications entered, total costs entered, and cost by categories entered.
- The Summary Page is used as a quick reference to ensure all of the applications are submitted.
Menu Options

The Blue Menu provides:

- “Manage Applications” - will return the user to KSDE Web Applications listing.
- “LEA Home” - will return the user to the District Homepage to select another year or Grant Type.
- “Maintenance” - will allow the District Administrator to set the User Security for other users logging into the application.
- “Help” - will display a list of phone numbers and hours of operation for assistance, in addition to a list of links to other resources available for assistance.
- “Logout” - will log the user out of the application.
User Security

- User Security is listed under maintenance on the blue menu.
- The District Administrator or Designee selects the access level for the other users.
- The access options are:
  - **No Access**- will not be able to View the application
  - **View Only**- will only be able to View, and not Edit
  - **Update**- will be able to Edit information, but not Submit
  - **Submit**-will be able to Edit and Submit
Student Applications

• Click on the Student Applications tab to start the application process.
• Users can add a Student Application by View, Edit, or Delete an existing Application.
• The Application Status is displayed on this page.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>KIDS ID</th>
<th>Date of Birth</th>
<th>Application Status</th>
<th>Award Status</th>
<th>View/Edit</th>
<th>Delete/Reopen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Davids, Darla R.</td>
<td>10/08/2019</td>
<td>KSDE Review</td>
<td>Not Yet Awarded</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dougherty, Katie M.</td>
<td>04/05/2019</td>
<td>Submitted to KSDE</td>
<td>Not Yet Awarded</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hayes, Jennifer</td>
<td>10/06/2013</td>
<td>Submitted to KSDE</td>
<td>Not Yet Awarded</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hoagland, Joan</td>
<td>01/21/1954</td>
<td>Submitted to KSDE</td>
<td>Not Yet Awarded</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jordan, M.</td>
<td>02/01/2019</td>
<td>Approved</td>
<td>Not Yet Awarded</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jordan, Mike</td>
<td>10/06/1967</td>
<td>Submitted to KSDE</td>
<td>Not Yet Awarded</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
This page MUST be completed and saved prior to entering any Assistive Technology, Consultation, or Evaluation Services.

**Does the student have a KIDS ID assigned?**
- **No.** Enter the First Name, Last Name, and Date of Birth.
- **Yes.** A field for the KIDS ID is displayed on entry. The First Name, Last Name, and Date of Birth will be automatically populated. **PLEASE USE KIDS ID WHEN AVAILABLE**

**Location of Student:**
- Select from a dropdown listing of LEA's to identify where the student is physically located.

**Payment LEA:**
- Is auto-populated to display the district in which the user is registered.

**Address:**
- Is auto-populated with the mailing address of the Payment LEA. If the mailing address is not available in the KSDE Directory, enter the address manually.

**Contact Person:**
- Enter the name of the Contact Person. This is the name of the person who provides additional information if needed

**Telephone:**
- Enter the telephone number for the Contact Person.

**Email Address:**
- Enter the email for the Contact Person.
The student is under 3 years of age at the time of the application:
• This field will be auto-populated based on the student’s Date of Birth.
The student currently is certified Deaf-Blind by the KS Deaf-Blind Project.
• Required field: Choose Yes or No.
The student is certified Deaf-Blind and is transitioning from a segregated setting to his/her neighborhood school.
• Required field: Choose Yes or No.
The student has a suspect hearing loss and documented vision loss in need of an evaluation.
• Required field: Choose Yes or No.
The student has a suspect vision loss and documented hearing loss in need of an evaluation.
• Required field: Choose Yes or No.

December 1st Child Count, the student was reported as:
• Deaf-Blind
• Vision Loss
• Hearing Loss
• Multiple Disabilities
• Other: manually write the student’s disability

Provide a short summary of the student’s educational program in the box.
• This field is optional.
• Click on the Add Assistive Technology Tab.

• Enter information for the item in the open screen.

• Enter the Item Name, Instructional Rationale, and Expected Price are required. (Remember to include shipping and handling.)

• Click Save. The Upload File information is displayed.

• Enter a valid Website Link for the item OR Upload File for the requested item.

• The Website field is formatted to accept a valid URL. If you enter www.ksde.org, it will NOT be accepted. Enter https://www.ksde.org/ in order for it to be accepted.

• Provide a Title for the Upload File. Name the file as specific as possible to identify the file as more files are uploaded.

• Click Save.

• Click the link Add another Assistive Technology for an additional item.
Consultation

- Click on the Consultation Tab for consultation services.
- Enter the information about the Consultant.
- Enter the Consultant’s Name, Description of Qualifications, Description of the Consultation, and Expected Price. **ALL of this information is required.**
- Click Save. Upload File information will be displayed.
- Upload at least one file containing the consultant’s resume or vita.
- Provide a Title for the file that was uploaded. Name the file as specific as possible as more files are uploaded.
- **Click the Save.**
- Click on the Add another Consultant link to add another consultant.

Please correct the following errors before submitting the Student Application to KSHD:
- Consultant: Denise Davis - You must have at least one uploaded file in order to submit.
• Click the Evaluation tab.
• Enter the Name of the Evaluator, Address, City, State, ZIP Code, Service being provided, Purpose of the Evaluation, and Expected Price. These are required fields.
• Click the link. Enter the information for the Evaluation.
• The Upload File information is displayed. Enter the data. Click Save.
• The Upload File is optional. It is NOT required.
• Provide a Title for the Upload File. Name the file as specific as possible to identify the file as more files are uploaded.
• Click Save.
• Click on Add another Evaluation to add an evaluation.
• Write a Title for each file. Make it as specific as possible to identify the file from other consultant files.

• Uploaded files are available to view.
Submit Application

• Submit the application after the information, including Student Demographics, Assistive Technology, Consultation, and/or Evaluation have been entered.
• Type the name of the LEA SPED Director or his/her Designee. Check the box to certify the information in the application is accurate and true.
• Click Save.
• The Upload File is NOT required, but may be used for additional information. Be as specific as possible when selecting the Title for the file.
• Click Submit Student Application.
Each Assistive Technology item Approved by KSDE can amended if needed.

- Click on the + under View/Maint to access the screen.
- All information under the Amendment section of the screen is required for each item.
- The Upload File information will be saved after entering the data.
- Click Save. The Upload File information will be displayed on the screen.
- Enter a valid Website Link for the Item OR use the Upload File for information of the requested item.
- Click Save.
- Submit the amendment to KSDE for approval.
- Clicking Submit.
Each Consultation that is approved by KSDE can be amended if needed.

Click on the + under View/Maint to access the screen.

Enter the Information for each amended service is required under the Amendment Section.

Enter the data.

Click Save. The information will be displayed.

Upload the file for the resume/vita to amend the Consultant. This is required.

Enter the data.

Click Save.

Click Submit. The amendment will be sent to KSDE for approval.
• An Evaluation approved by KSDE can be amended.
• Click on the + under View/Maint to access the screen.
• Each service under the Amendment Screen is required.
• Enter the data.
• Click Save for the Upload file. Information will be displayed.
• An Evaluation Amendment does not require an Upload File. It is optional.
• Click Save.
• Click Submit. The amendment will be sent to KSDE for approval.
This page is in development at this time.
Contact Information for Questions about the Kansas Deaf-Blind Fund

• For more information, contact:

Joan Houghton, EdD  jhoughton@ksde.org  785-296-2515(V)
Amy Martin, Sr. Admin Assistant  admartin@ksde.org  785-296-5608(V)

OR

https://www.ksde.org/Agency/Division-of-Learning-Services/Special-Education-and-Title-Services/Special-Education/Sensory-Losses

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 non-discrimination policies: KSDE General Counsel, KSDE, Landon State Office Building, 900 SW Jackson, Suite 102, Topeka, KS 66612, (785) 296-3201.
Contact Information for Technical Assistance in Navigating, Data Entry, or Editing

• Phone Toll-Free: (877) 456-8777
• Hours (excluding Holidays): Monday- Friday 7AM – 5PM CST

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Kansas Deaf-Blind Fund Resources

- The Quick Start Guide of The Kansas Deaf-Blind Fund System
- The Quick Start Guide for LEA Administrators: Assigning Security Levels for the Kansas Grants Management System
- The Overview of the Kansas Deaf-Blind Fund Power Point
- Recording for The Overview of the Kansas Deaf-Blind Fund
- The Kansas Deaf-Blind Fund FAQ
- The Quick Start Guide for LEAs: The Kansas Deaf-Blind Fund Management System

https://www.ksde.org/Agency/Division-of-Learning-Services/Special-Education-and-Title-Services/Special-Education/Sensory-Losses