Quick Start Guide
for LEA Users
The Kansas Deaf-Blind Fund Kansas Grant Management System
Introduction

This document will explain how LEAs can use the Kansas Grant Management System (KGMS) to apply for Deaf-Blind Funds. Districts must enter all required information and submit the application to the state.

Logging In

Type the following in your browser’s address or location field to display the KSDE login page:

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

KGMS is part of KSDE's single sign-on system, so after logging in, click on the link that says Kansas Grants Management System. The LEA page displays.
Navigation

Task Navigation Area

Along the left side of all of the KGMS pages is the Task Navigation Area, where you can jump to common tasks by clicking on the link for the task you would like to accomplish.

The Task Navigation Area for the district users displays the clickable options for Manage Applications, LEA Home, Help, and Logout. District administrators have links to each of those options, as well as an additional link for Maintenance. Security permissions for fund applications can be set through the options in this menu and are covered in a separate manual.

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Each page has a yellow bar that displays a summary of the current event window, the dates for that window, how many days are left, and the assessment status.

Each of the pages has a green bar which displays event windows that occur throughout the current process. The options on this bar will vary by section.

Each of the pages has a green Instructions bar. Any instructions that KSDE has entered for that page will appear here.

**Session Timeout**

In the bottom-left hand corner of the screen, there is a sentence that reads *Session Expires in XX minutes*. Once it gets to two minutes, a pop-up window will appear warning the user their session will expire in two minutes and they will be automatically logged out. The timer resets back to 20 minutes each time the user does something on the page or navigates to a new page. If they are automatically logged out, they will return to the User Login for KSDE Web Applications page. This is shown on the first page of the Quick Start Guide. If a user is automatically logged out due to a session timeout, all unsaved data will be lost.
Instructions for Kansas Deaf-Blind Fund Application:

From the LEA Home page, search options allow for filtering by fund type and by year.

Records with the eye icon are view only and must be reopened before editing.

Clicking on the Edit button on the far right side of the bottom grid, next to the fund that you want to edit or view, will display the Student Application Summary tab.

The currently active window(s) for this Deaf-Blind grant are:
- Deaf-Blind Application Window: 01/01/2019 - 06/30/2019 (96 days left)
- Deaf-Blind Amendments Window: 01/01/2019 - 03/31/2019 (5 days left)
- Deaf-Blind Reimbursements Window: 01/01/2019 - 12/31/2019 (280 days left)

There are 2 Student Applications entered.
There are 0 Student Applications Submitted to KSDE.
Total Assistive Technology costs entered: $0.00.
Total Consultant costs entered: $0.00.
Total Evaluation costs entered: $1000.00.
Total costs entered: $1000.00.
Fund applications must be added individually for each student. Click on the green bar, **Student Applications** tab to edit or add a new student application.

To add a new application, click on the **Add Student Application** 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 SpedPro system, the system will automatically fill in the associated student name and date of birth. Note that if the KIDS ID is accepted, the fields associated with that ID become read only.

If the ID does not exist in the system, the user will be able to manually enter the data for that student. Note that some of the data will automatically populate the form, based on previous answers.
The student's first name, last name, and date of birth are required to initiate the student's application. The remaining yellow fields on the page are not required for the 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 to be entered.

Once a student record is started on the student's **Demographics** page, supplemental information can be added to the student's application, using the next three 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. An example of how to navigate these tabs is shown using the Assistive Technology tab below.
Under the Assistive Technology tab, click on the **Add Assistive Technology** button for the student.

Enter the required information and click **Save**. Note that all of the 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 link to a website or upload a file for each assistive technology item.

To upload files, click on the Upload File link.

![Upload File Interface](image)

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

When working on a record, any error that will prevent it from being submitted will display in a pink box at the bottom of the screen.

![Error Message](image)

Once a record has been 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.

![Add another Button](image)

Repeat this process, as needed, using the Consultation and Evaluation tabs.
When all required information has been added to the student application, click on the Submit Application tab on the green bar.

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 box. 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 errors have been corrected and all required information supplied, click Save. The button Submit Student Application 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 button 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 status bar on the page. It will show the application has been submitted.
Note the remaining two tabs on the student application page, Amendments and Reimbursements. This information will be available to the district after the state approval process is complete.

Support

The state maintains the Help documents and links associated with the application process. Users can access these documents by clicking on the "? Help" link on the navigation menu on the left side of the page.

Software support is provided by Leader Services' Help Desk staff. Leader's Help Desk can be reached by email at helpdesk@leaderservices.com or by calling toll-free 877-456-8777.

Logging Out

You can log out of KGMS by clicking on Logout on the left-hand side.

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