This guide explains how Standalone, Member Districts, & Coops/Interlocals can use the Kansas Grants Reporting System (KGRS) to enter and submit data to their Coop/Interlocal or KSDE for compliance with the Individuals with Disabilities Education Act (IDEA) LEA Maintenance of Effort (MoE) and Excess Cost requirements.
## Table of Contents

### SYSTEM BASICS
- System Requirements .......................................................... 4
- Login ................................................................................. 4
- Navigation ......................................................................... 5
- Information Fields ............................................................. 6
- Timeout Session ................................................................. 6

### DATA COLLECTION
- Overview ........................................................................... 7
- LEA Displays ....................................................................... 7
- Steps .................................................................................. 8
- Data Collection Tabs .......................................................... 8
  - Summary .......................................................................... 8
  - Contact ........................................................................... 8
  - Maintenance of Effort ..................................................... 9
  - Excess Cost .................................................................... 13

### DISTRICT ADMINISTRATORS
- User Security ..................................................................... 16

### REPORTING & PROCESSING
- Reports ............................................................................. 17
  - Maintenance of Effort & Excess Cost Reports ................. 17

### GETTING HELP
- Support ............................................................................ 19
- Notes ................................................................................ 20
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

KGRS 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 KGRS 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 Reporting System (KGRS)** 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 KGRS to access the **home page**. Once there, a summary review of past and present data collections by organization is visible, along with search options for filtering.
Navigation

KGRS 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:** State 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.

- Manage Applications: Returns you to the main KSDE Web Applications page
- LEA Home: Returns you to the state homepage to select another year
- Maintenance: Allows the district admin. to perform site maintenance as well as assign security settings for other users
- Reports: Lists any available reports for viewing data collection information
- Help: Displays a list of phone numbers, hours of operation, and other assistance resources
- Logout: Logs you out of the application

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

The MoE and EC module features helpful visual elements for quick recognition of information. Each data collection page contains a yellow **Summary Field** which displays a summary of the current event window, the dates for that window, the remaining days, assessment status, MoE and Excess Cost status, as well as the name for the current organization choice.

![Summary Field Example](image)

Each page contains an **Instructions Field** which displays state-assigned instructions for that page.

![Instructions Field Example](image)

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

![Data saved successfully.](image)

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

![Error Field Example](image)

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.

![Session Timer Example](image)

**NOTE:** Save work... 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.
Overview

Data entry tabs within the application will appear based on the logged in ‘type’ of organization. The four types of views are as follows:

**LEA DISPLAYS**
- **Standalone District:** Not associated with a Coop/Interlocal; submits data directly to KSDE
- **Member District:** Linked to a Coop/Interlocal; submits data to their associated Coop/Interlocal
- **Coop/Interlocal - Member District:** View upon Coop/Interlocal maintaining one of their Member Districts’ data
- **Coop/Interlocal:** View for Coop/Interlocal working on its own data
  - The Coop/Interlocal will enter & submit their own data (Coop/Interlocal - Self) to KSDE; it will also view and submit their combined Member District data (Coop/Interlocal - Combined) to KSDE.

From **Search Options**, select **School Year** and **Data Collection Type**. Click **Maintenance of Effort & Excess Cost**. Click the Search button. Your results will appear in the **Data Collection Listing** grid.

**NOTE:** Coop/Interlocals have additional filter options: Organization and Status

The **Data Collection Listing** section will display your search results as well as the collection window. 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.

To maintain the data collection, click on the **Edit** icon. This opens to the first tab of the data entry screens.
Steps

DATA COLLECTION TABS

Four tabs are present in the data collection section: Summary, Contact Information, Maintenance of Effort, and Excess Cost. **NOTE: Coop/Interlocals see different tabs.** In addition to Summary and Contact, the first two MoE/EC tabs are to enter their own information: Coop/Interlocal Maintenance of Effort, Coop/Interlocal Excess Cost. The last two tabs contain display-only screens of all member districts with Submit to KSDE tabs: District Maintenance of Effort, and District Excess Cost. Coop/Interlocals can submit their own MoE and EC, and also submit all their Member Districts MoE and EC.

Summary

The Summary page provides a quick reference to track progress/submission status and show if requirements have been Met or have Not Been Met. From here, you can see the currently active collection window, how many days are left, and the Maintenance of Effort /Excess Cost status breakdown of organizations assigned to the collection. If submissions have been made, this will display the date and submitting user, as well as approval status.

**NOTE:** This information displays in the yellow summary fields at the top of system pages.

Click the Continue button to move on.

Contact

The Contact tab displays information for the Special Education Director that is auto-populated from the KSDE directory. You only have the ability to edit the optional phone number field. Enter the Phone Number contact information. Click the Save button to set the data or click the Save and Continue button to save & move on.
Maintenance of Effort
This tab contains four data entry screens as well as a Submit section.

- **Gifted Expenditures**
- **Special Education Expenditures**
- **Special Education Revenue and Adjustments**
- **50% Reduction Rule and Allowable Expenses**
- **Submit to KSDE** (*Member Districts see “Submit to Coop/Interlocal”)

**NOTE:** All MoE editable fields are required to have a value; use “0” for no amount.

**Gifted Expenditures**
This form will display columns (right to left) for the current year, prior year, and 2 years prior. To begin, enter the actual LEA expenditures into each of the row fields for the prior year Actual column (center). Enter the amount budgeted for the current fiscal year into each of the row fields for the Budgeted column (right).

*Coops/Interlocals input funding and expenditure data specific to a district in the same manner as described for a standalone district.

When complete, click the **Save and Continue** button.

**NOTE:** Various Print link icons are present throughout application sections. Here, you can print the gifted expenditures (completed or blank). Click either link to download in pdf format.

**Special Education Expenditures**
This form will display columns (right to left) for the current year, prior year, and 2 years prior. Expended funds are pulled from the loaded district budget data. Member district funds are transferred to this page from their reports. If necessary, enter adjustments into each of the row fields for the prior year Actual column (center), as well as for the current fiscal year Budgeted column (right).

*Coops/Interlocals input funding and expenditure data specific to a district in the same manner as described for a standalone district.
When complete, click the **Save and Continue** button.

### Special Education Revenue and Adjustments

This form will display columns (right to left) for the current year, prior year, and 2 years prior. If necessary, adjust federal funding drawdowns to reflect actual encumbered expenditures for the *prior year Actual* column (center), as well as for the *current fiscal year Budgeted* column (right). The gifted expenditures are pulled from the respective gifted sections. LEAs can also enter all Part C expenditures, if applicable. LEAs will also complete the *Budgeted* cell for *Total State Aid Minus Gifted and Infant Toddler*. *Coops/Interlocals input data specific to a district in the same manner as described for a standalone district.*

Click the **Save and Continue** button.
50% Reduction Rule and Allowable Exceptions
Enter any reductions or exemptions to Maintenance of Effort. If reductions are claimed, upload applicable documentation. **NOTE:** As a best practice, all MoE exceptions should be claimed and documented, even if they are not immediately necessary in order to meet MoE for the current fiscal year. KSDE staff will review exception documentation prior to final approval of reduction.

*Coops/Interlocals input data specific to a district in the same manner as described for a standalone district.

When complete, click the **Save and Continue** button.

**Submit to KSDE**
Upon arrival to this page, a yellow highlighted message at the top of the page will display whether or not the Maintenance of Effort Has been met, or Has Not been met.

**NOTE:** The print links on this screen download ALL Maintenance of Effort pages, combined into one report.

Review all entries for errors. Complete this section by clicking the "Yes" radio button for justification of MOE explanations/documentation. Click the checkbox to certify accuracy of information. If necessary, enter comments in the text field. When finished, click the **Submit to KSDE** button.
Once submitted to KSDE, all Maintenance of Effort pages are in view-only mode. If disapproved by KSDE, all MoE pages become editable; the Submit page is active for submission to KSDE when ready. * Coops/Interlocals complete this section in the same manner as described for a standalone district.

**NOTE:** After submission, a yellow Date of Submission and Submitting User status field displays above the print links.

**Member Districts** complete this section in the same manner as described for a standalone district. When finished, click the Save button. A pop-up message will appear for you to confirm submission. Click the blue, "OK" button. Next, click the Submit to Coop/Interlocal button- linked to the assigned Coop/Interlocal for their review and submission to KSDE.

Once submitted to the Coop/Interlocal, all Maintenance of Effort pages are in view-only mode. A Coop/Interlocal Approval Status Comments box displays if any text is entered. After submission, a yellow Date of Submission and Submitting User status field is displayed above the print links.

Additionally, a KSDE Approval field displays and populates after KSDE approves the overall combined Coop/Interlocal, Member District submission. A KSDE Comments box also displays any comments entered in by KSDE for this Member District.

**Coops/Interlocals (as Member Districts)** complete this section in the same manner as described for a standalone district. Coop/Interlocal Comments (viewable by a Member District) can be entered into the available field. A Save button as well as a Reopen button resides at the bottom of the screen.

The Reopen button ‘unsubmits’ the Maintenance of Effort, providing a Member District the ability to make any changes in MoE pages; then resubmit when ready.
Excess Cost
This tab contains three data entry screens as well as a Submit section.

- State and Local
- Federal Funds
- Submit to KSDE (*Member Districts see “Submit to Coop/Interlocal”)

**NOTE:** All Excess Cost editable fields are required to have a value (use “0” for no amount).

State and Local
To begin, enter the grades 9-12 LEA expenditures into each of the row fields for the Secondary Expenditures column (right). Elementary expenditure values are automatically calculated by the system: Secondary Expenditure values are subtracted from values in the Remaining column. *Coops/Interlocals input expenditure data specific to a district in the same manner as described for a standalone district.

<table>
<thead>
<tr>
<th>Excess Cost - State and Local</th>
<th>Budget Amount</th>
<th>Transfers</th>
<th>Remaining</th>
<th>Secondary Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>General (Code 06, line 175)</td>
<td>$30,096,916</td>
<td>$13,422,300</td>
<td>$16,674,616</td>
<td></td>
</tr>
<tr>
<td>Supplemental General (Code 38, line 175)</td>
<td>$33,204,952</td>
<td>$4,627,959</td>
<td>$28,577,037</td>
<td></td>
</tr>
<tr>
<td>At Risk (ygr old) (Code 11, line 175)</td>
<td>$399,742</td>
<td>$0</td>
<td>$399,742</td>
<td></td>
</tr>
<tr>
<td>At Risk (Code 13, line 175)</td>
<td>$6,902,161</td>
<td>$0</td>
<td>$6,902,161</td>
<td></td>
</tr>
<tr>
<td>Bilingual (Code 14, line 175 less lines 35, 40)</td>
<td>$723,934</td>
<td>$0</td>
<td>$723,934</td>
<td></td>
</tr>
<tr>
<td>Virtual School (Code 15, line 175)</td>
<td>$5,550</td>
<td>$0</td>
<td>$5,550</td>
<td></td>
</tr>
<tr>
<td>Capital Outlay (Code 16, line 175)</td>
<td>$11,496,113</td>
<td>$0</td>
<td>$11,496,113</td>
<td></td>
</tr>
<tr>
<td>Driver Training (Code 19, line 175)</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Food Service (Code 24, line 175)</td>
<td>$7,026,564</td>
<td>$0</td>
<td>$7,026,564</td>
<td></td>
</tr>
<tr>
<td>Prof. Development (Code 26, line 175)</td>
<td>$77,442</td>
<td>$0</td>
<td>$77,442</td>
<td></td>
</tr>
<tr>
<td>Summer School (Code 29, line 175)</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Special Education (Code 30, line 175 less lines 55, 60, 65)</td>
<td>$5,454,353</td>
<td>$0</td>
<td>$5,454,353</td>
<td></td>
</tr>
<tr>
<td>Vocational Education (Code 34, line 175 less lines 115, 125, 130)</td>
<td>$714,712</td>
<td>$0</td>
<td>$714,712</td>
<td></td>
</tr>
<tr>
<td>Gifts and Grants (Code 35, line 175)</td>
<td>$150,703</td>
<td>$0</td>
<td>$150,703</td>
<td></td>
</tr>
<tr>
<td>Spec. Liability Expense (Code 42, line 175)</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>KPERS Sp. Retirement (Code 51, line 175)</td>
<td>$4,268,734</td>
<td>$0</td>
<td>$4,268,734</td>
<td></td>
</tr>
<tr>
<td>Contingency Reserve (Code 53, line 175)</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Textbook and Fees (Code 55, line 175)</td>
<td>$709,181</td>
<td>$0</td>
<td>$709,181</td>
<td></td>
</tr>
<tr>
<td>Activity Funds (Code 56, line 175)</td>
<td>$337,311</td>
<td>$0</td>
<td>$337,311</td>
<td></td>
</tr>
<tr>
<td>Bond &amp; Interest #1 (Code 62, line 100)</td>
<td>$5,728,378</td>
<td>$0</td>
<td>$5,728,378</td>
<td></td>
</tr>
<tr>
<td>Bond &amp; Interest #2 (Code 63, line 100)</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>No Fund Warrants (Code 66, line 85)</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Special Assessment (Code 67, line 175)</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Totals</td>
<td>$45,545,963</td>
<td>$0</td>
<td>$45,545,963</td>
<td></td>
</tr>
<tr>
<td>All 706s throughout the Budget</td>
<td>$891,442</td>
<td>$0</td>
<td>$891,442</td>
<td></td>
</tr>
</tbody>
</table>
When complete, click the **Save and Continue** button.

**Federal Funds**

To begin, enter the grades 9-12 LEA expenditures into each of the row fields for the **Secondary Expenditures** column. Locate specific code and line items in LEA district budget actual funding and Form 240 drawdowns. *Coops/Interlocals input expenditure data specific to a district in the same manner as described for a stand-alone district.*

When complete, click the **Save and Continue** button.
Submit to KSDE
Upon arrival to this page, a yellow highlighted message at the top of the page will display whether or not the Excess Cost Has been met, or Has Not been met.

⚠️ NOTE: The print links on this screen download ALL Excess Cost pages, combined into one report.

Review all entries for errors. Complete this section by clicking the "Yes" radio button for justification of federal funds. Click the checkbox to certify accuracy of information. If necessary, enter comments in the text field. When finished, click the Submit to KSDE button.

Once submitted to KSDE, all Excess Cost pages are in view-only mode. If disapproved by KSDE, all Excess Cost pages become editable; the Submit page is active for submission to KSDE when ready. *Coops/Interlocals complete this section in the same manner as described for a standalone district.

⚠️ NOTE: After submission, a yellow Date of Submission and Submitting User status field displays above the print links (just as in MoE pages).

**Member Districts** complete this section in the same manner as described for a standalone district. When finished, click the Submit to Coop/Interlocal button linked to the assigned Coop/Interlocal for their review and submission to KSDE.

Once submitted to the Coop/Interlocal, all Excess Cost pages are in view-only mode. A Coop/Interlocal Approval Status Comments box displays if any text is entered. After submission, a yellow Date of Submission and Submitting User status field is displayed above the print links.

Additionally, a KSDE Approval field displays and populates after KSDE approves the overall combined Coop/Interlocal, Member District submission. A KSDE Comments box also displays any comments entered in by KSDE for this Member District.

**Coops/Interlocals (as Member Districts)** complete this section in the same manner as described for a standalone district. Coop/Interlocal Comments (viewable by a Member District) can be entered into the available field. A Save button as well as a Reopen button resides at the bottom of the screen.

The Reopen button ‘unsubmits’ the Excess Cost, providing a Member District the ability to make any changes in Excess Cost pages; then resubmit when ready.
User Security

District Administrators can grant access to State Users through the Maintenance > User Security link in the Task Navigation Menu. To begin, from the Search Options, choose School Year and Data Collection Type.

After choosing the school year and Maintenance of Effort & Excess Cost Data Collection, you will see a listing of users. Click the Maintain Security button to edit/manage security settings for users.

A District Administrator has access to all components within the Maintenance of Effort & Excess Cost Data Collection. A District User must be granted access from their Admin., in advance of accessing the application.

Security roles are as follows:
- No Access - Cannot view information entered by organizations. *Default security level before permissions are granted.
- View Only - Can only view (but not edit) the information, approval status, and KSDE comments.
- Approval - Can edit information, approval status, and KSDE comments, but cannot access Maintenance functionality.

When finished assigning user security settings, click the Save button to set the data.
Reports

This area allows access to all Reports available within the KGRS. From the Task Navigation menu, click the Reports link to see the list. PDF or Excel export options are available for most records.

MAINTENANCE OF EFFORT AND EXCESS COST REPORTS

This area allows access to all District level Reports available within the KGRS.

Forms (Maintenance of Effort)

This report displays summary information that is generated from the various “Print” links found on all data entry tabs. Filter by School Year and choose a Report from the drop-down list.

Coops/Interlocals have the option to view either Member district data or their own reports, via an additional field: Report Type.

Descriptions:

- **50% Reduction Rule and Allowable Expenditures**
  - This report displays a quick summary of the three editable columns on the 50% Reduction Rule and Allowable Exceptions data collection tab for a chosen organization during a school year.

- **50% Reduction Rule Expenditures**
  - This report displays any reductions or exemptions to Maintenance of Effort from the data collection tabs for a chosen organization during a school year.

- **Submit Maintenance of Effort to KSDE**
  - This report displays the Data Collection submission status to KSDE for the chosen school year.

The following four reports display the same summary information that is generated from the various Print links found on corresponding data entry tabs:

- **Gifted Expenditures**
- **Special Education Expenditures**
- **Special Education Revenue and Adjustments**
- **State and Local Maintenance of Effort**

Click the Generate button to view the report. **NOTE:** Some reports can be printed blank. To do this, choose the corresponding radio button.
Forms (Excess Cost)
This report displays summary information that is generated from the various “Print” links found on all data entry tabs. Filter by School Year and choose a Report from the drop-down list.

Coops/Interlocals have the option to view either Member district data or their own reports, via an additional field: Report Type.

Descriptions:
- **Excess Cost Capital Outlay**
  This report displays two lines from the Excess Cost - State and Local data collection page.
- **Excess Cost State and Local Funds**
  This report displays summary information from the Excess Cost - State and Local data collection page.
- **Excess Cost Federal Funds**
  This report displays summary information from the Excess Cost - Federal Funds data collection page.
- **Submit Excess Cost to KSDE**
  This report displays the Data Collection submission status to KSDE for the chosen school year.
- **Excess Cost Part B and ESEA Title I & III**
  This report displays three lines from the Excess Cost - Federal Funds data collection page.
- **Excess Cost Report**
  This report is used to determine if the Excess Cost HAS or HAS NOT been met.

Click the Generate button to view the report. **NOTE:** Some reports can be printed blank. To do this, choose the corresponding radio button.

State and Local Maintenance of Effort
This report displays the same summary information generated from a Print link on the State and Local data entry tab page. Filter by School Year and click the Generate button to view the report.

Excess Cost Report
This report is used to determine if the Excess Cost HAS or HAS NOT been met. This contains same information found in the previous report (from the Forms drop-down list). From this link, you can return results more conveniently. Filter by School Year and click the Generate button to view the report.
Support

Software support associated with KGRS 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

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

NOTE: District users (excluding district administrators) will be able to see their security access level for all of the grant types on the top right-hand side of the Help page.
Notes: