• Register for the Targeted Improvement Plan (TIP) Application within Common Authentication.

• To register for the TIP Application use the following web address: https://apps.ksde.org/authentication/login.aspx. Complete requested information, then scroll through the list of available programs and select Kansas Grants Management System (KGMS).

• At least one individual will need to be registered as the District Admin access level in order to set security access for other users.
Welcome to the Targeted Improvement Plan (TIP) Application

• When the registration request for the TIP is completed, click on the submit button.
• All registrations and changes are reviewed and approved by the superintendent. Users will receive an email when access is granted.
• Once approved you may enter the TIP Application.
• Select the School Year and Grant Type, then click search and Action.
The Summary page displays:
- due dates for TIP related documents
- provides a quick reference to the base allocation, LoD stipend, and total allocation available
• Menu options are located in the top left corner of the screen, use them to navigate.
• “Manage Applications”- returns the user to KSDE Web Applications listing.
• “LEA Home”- returns the user to the District Homepage to select another year or Grant Type.
• “Maintenance”- where the district admin user to grant access for other users logging into the application.
• “?Help”- phone numbers and hours of operation for assistance, in addition to a list of links to other resources available.
• “Logout”- logs the user out of the application.
The District Admin user will set the access level for the other users by clicking the View/Edit next to the User Name.

The options are:
- **No Access** - not be able to view the application
- **View Only** - ability to view only and not enter/edit data
- **Update** - ability to enter and edit data but NOT Submit
- **Submit** - ability to enter, edit, and submit data

When finished setting User Security click on LEA Home on menu options to return to the Summary page.
• Auto populated using data from main KSDE LEA Directory

• User must enter phone number for Director of Special Education and TIP Contact before application can be submitted.
• Only include figures for the IDEA Title VI-B funding in the application.

• Budget justification describes how expenditures are related to the applicant’s SPP plan.

• LoD Leadership Stipends amount cannot be combined with another line item and must be explained separately.

• Administrative Costs capped at the indirect cost rate the district has on file with KSDE.

• Costs –
  • Enter numeric data for each direct cost line item

• Justifications –
  • field is text only and will not calculate numeric entries
  • include expenditure type and how amounts were calculated
Cluster Questions & Form Type Selection

• Districts who “meet KIAS requirements’ have the option to select Short or Long Form.
• Each cluster must be checked Yes or No. At least one cluster must be answered Yes.
• Long Form- after clicking Save the “Complete Long Form Cluster Questions” box will appear along side any cluster where the user has indicated Yes. Click on the grey box to open up the additional question required.
• LEAs that received funds in the previous fiscal year are required to report how the funds were utilized.

• All five questions for each cluster must be answered if the Long Form is required.

• If Short Form was originally selected for your LEA, you are NOT required to complete the Long Form Cluster Questions. You can Cancel and select the Short Form radio box.
Assurances

- Assurances must be agreed to prior to submitting the Application. The user must enter the following for certification purposes:
  - Title
  - Name
  - Check the box to certify the information is accurate and true

- After entering select Save.
- The Name of Certifying Representative will be populated from the user id of the person submitting.
- The Title of the person certifying needs to be entered and is required for submission.
- LEA Comments are optional.
- The user can choose to ‘Upload File” to provide any additional documentation for the application.
- When required data fields have been entered and errors resolved the Submit button will be displayed.
- Done? Click Submit.
How to Upload Optional Files

• The Upload File option will be available on the following pages:
  • Application Submission
  • Annual Financial Report
  • Budget Revision

• File Title will be required for the file uploaded.

• Each file uploaded to a page will be displayed and available to click on and view as needed.
• AFR must be completed, submitted, and approved before the system will generate annual award.

• The amounts for encumbered, unexpended funds and carryover, if requested, will need to be locally calculated and entered by the district business manager and/or business office.

• NOTE: Unexpended funds are the fiscal year amount not expended, not drawn down, not encumbered and/or not obligated prior to the end of the fiscal year.

• User may choose to ‘Upload File” to provide any additional documentation if needed.

• LEA Comments will be required when Carryover is >0.

• When required data fields have been entered and errors have been resolved the Submit button will be displayed.
• This form needs to be submitted when the direct cost line item transfers exceed 10% of the grant total or an additional cost/new activity within line item expenditure is needed.
• Use a minus (-) sign when reducing a line item amount
• The user may choose to ‘Upload File” if additional documentation is needed.
• When required data fields have been entered and errors have been resolved the Submit button will be displayed.
Contact Information For Targeted Improvement Plan:

Karen Maddox, Public Service Executive at kmaddox@ksde.org at 785-291-3098

OR

Level of Determination Rewards and Sanction Questions go to:
Stacie Martin at smartin@ksde.org at 785-296-6855

OR


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.
Technical assistance questions with navigating, data entry, and editing in KGMS System:

Leader Services
Phone Toll-Free: (877) 456-8777
OR
helpdesk@leaderservices.com

Hours (excluding Holidays): Monday- Friday 7AM – 5PM (CST)

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