

KIAS - Kansas Integrated Accountability System

Quick

Start

Guide

for LEA Administrators

***Granting Access and Assigning
Security Levels for KIAS Modules***



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Introduction

This document will explain how LEA administrators can use the Kansas Integrated Accountability System (KIAS) to grant access and assign security levels to KIAS modules.

The Early Childhood, Special Education, and Title Services (ECSETS) Team monitors federal and state programs utilizing the KIAS cycle of continuous data collection, reporting, verification, and improvement. ECSETS monitors to ensure both state and district-level compliance with federal and state program requirements.

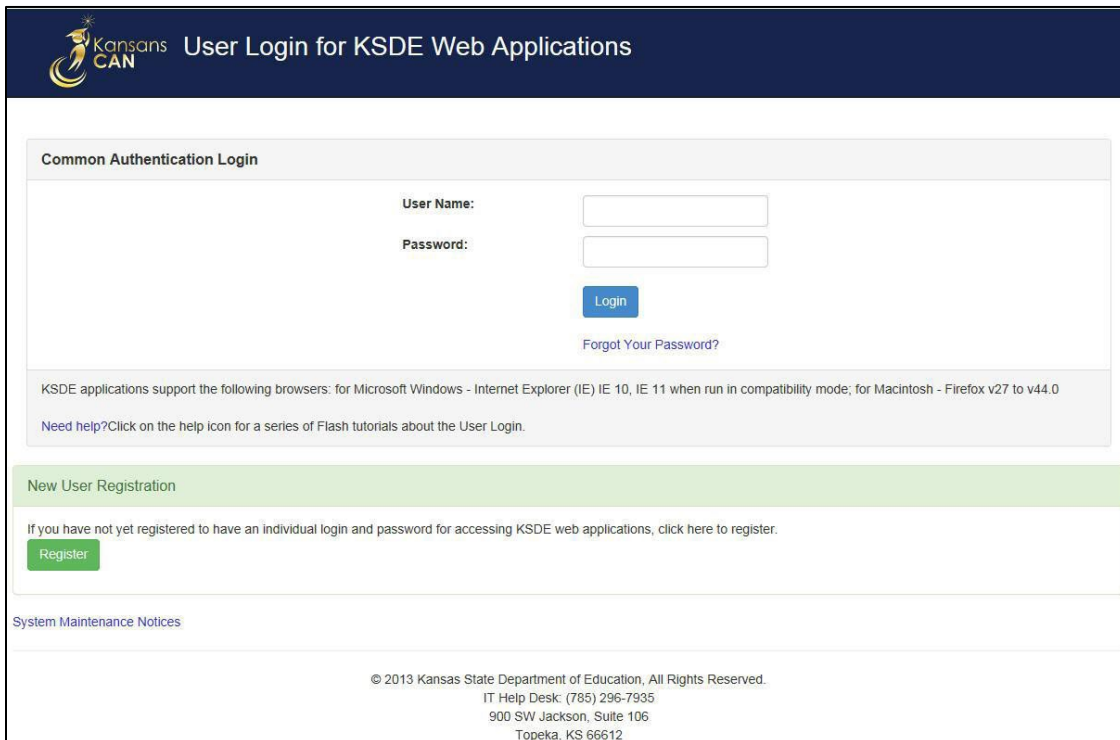
System Requirements

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.

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>



The screenshot shows the 'User Login for KSDE Web Applications' page. At the top left is the Kansas CAN logo. The main heading is 'User Login for KSDE Web Applications'. Below this is a 'Common Authentication Login' section with input fields for 'User Name:' and 'Password:', a blue 'Login' button, and a link for 'Forgot Your Password?'. A browser compatibility notice states: 'KSDE applications support the following browsers: for Microsoft Windows - Internet Explorer (IE) IE 10, IE 11 when run in compatibility mode; for Macintosh - Firefox v27 to v44.0'. A help link says: 'Need help? Click on the help icon for a series of Flash tutorials about the User Login.' Below is a 'New User Registration' section with a green 'Register' button and the text: 'If you have not yet registered to have an individual login and password for accessing KSDE web applications, click here to register.' At the bottom is a 'System Maintenance Notices' section and a footer with copyright information: '© 2013 Kansas State Department of Education, All Rights Reserved. IT Help Desk: (785) 296-7935, 900 SW Jackson, Suite 106, Topeka, KS 66612'.

KIAS is part of KSDE's single sign-on system, so after logging in, click on the link that says [Kansas Integrated Accountability System \(KIAS\)](#) to get into the KIAS system. The *LEA Home* page displays.

LEA REVIEW ASSIGNMENTS:
SELECT A REVIEW TYPE AND CLICK THE EDIT PENCIL ON THE RIGHT TO BEGIN.

School Year	Data Collection	Report Status	Edit
2016 - 2017	EMERGENCY SAFETY INTERVENTION DATA COLLECTION - Galesburg Middle School	Not Started (Reporting Period # 1)	
2016 - 2017	GIFTED FILE REVIEW	Data Verification	
2016 - 2017	IDEA INDICATOR 11	Not Started	
2016 - 2017	IDEA INDICATOR 12	Not Started	
2016 - 2017	IDEA INDICATOR 13	DCAP/JCA Edit	
2016 - 2017	IDEA REQUIREMENTS FILE REVIEW	Not Started	

Navigation

Task Navigation Area

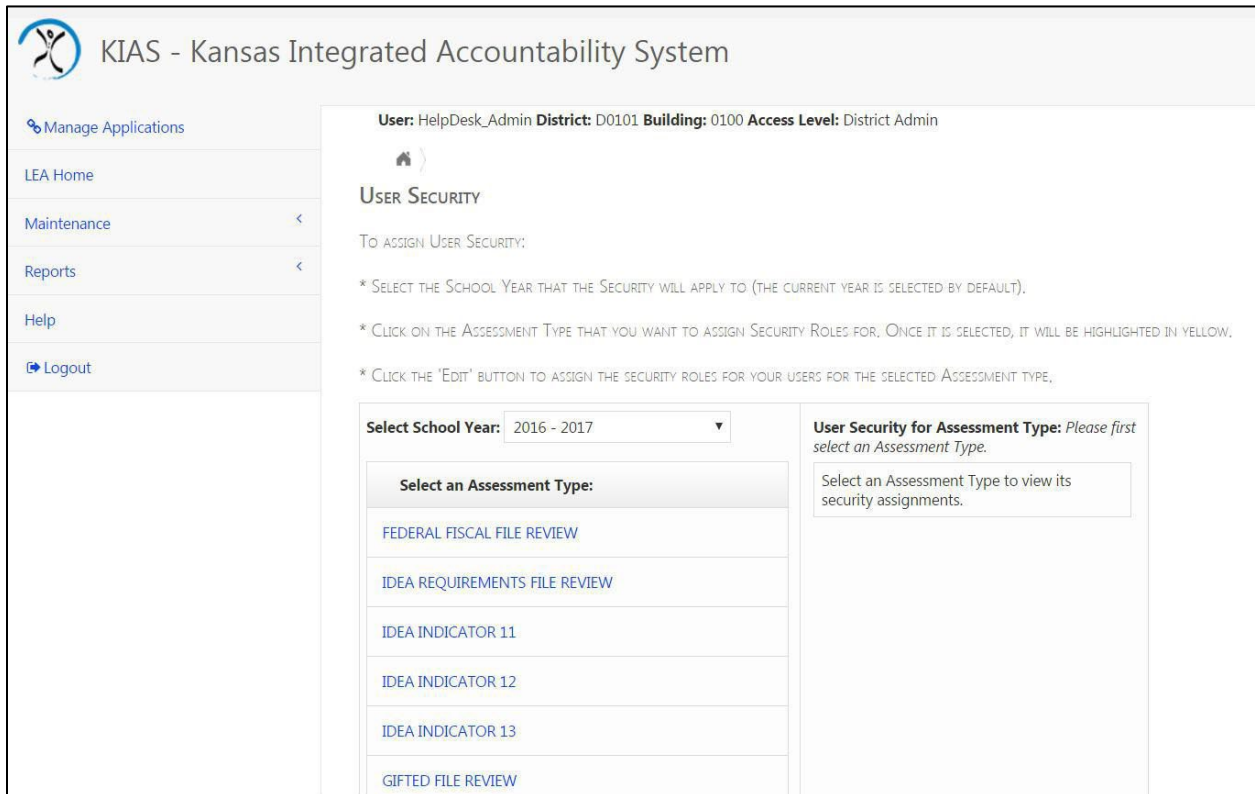
- Manage Applications
- LEA Home
- Maintenance <
- Reports <
- Help
- Logout

Along the left side of all KIAS 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* displays six clickable options: *Manage Applications*, *LEA Home*, *Maintenance*, *Reports*, *Help*, and *Logout*.

In the single sign-on system, users will either be granted admin or user rights. In the KIAS system, admins will then be able to grant individual access and different security levels for all of the modules in the KIAS system. To do this, admins will log in and click on the *Maintenance* option on the *Task Navigation Area* on the left side of the screen, then select the *User Security* option.

This will display a screen where with the modules for the school year, so that admins can then pick the module from which they want to grant or remove access. Note that security access is granted by school year.



An example of how to assign access is provided in this guide. An admin would perform these steps for every other module within the KIAS system and for each school year.

For this example, click on the IDEA requirements.

* CLICK THE "EDIT" BUTTON TO ASSIGN THE SECURITY ROLES FOR YOUR USERS FOR THE SELECTED ASSESSMENT TYPE.

Select School Year:
2016 - 2017 ▼

Select an Assessment Type:

- FEDERAL FISCAL FILE REVIEW
- IDEA REQUIREMENTS FILE REVIEW
- IDEA INDICATOR 11
- IDEA INDICATOR 12
- IDEA INDICATOR 13
- GIFTED FILE REVIEW
- IDEA INDICATOR 4
- ESEA CONSOLIDATED REVIEW
- ANNUAL DISCIPLINE DATA COLLECTION

User Security for Assessment Type: IDEA REQUIREMENTS FILE REVIEW

User	No Access	View Only	Data Entry	Submit
LEA_Submit, Help_Desk	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
LEA_DataEntry, Help_Desk	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
LEA_ViewOnly, Help_Desk	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Click the *Edit* option on the bottom of the screen. It will display all of the users who are setup in the single sign-on process and the available security roles. In each of the modules, there will be 4 roles that can be selected:

- **No Access** - which means that the user will not even see that module within the KIAS system
- **View Only** - in which the user can view the information but not change, edit or do any modifications to the data
- **Data Entry** - which in this case for the IDEA requirements, means that the user can perform the self-assessments but they cannot do the final step of actually submitting the results to the Kansas State Department of Education
- **Submit** - which allows a user to do the data entry process and also submit it to the state when the self-assessment is complete

User: HelpDesk_Admin District: D0101 Building: 0100 Access Level: District Admin

USER SECURITY

CURRENTLY EDITING: IDEA REQUIREMENTS FILE REVIEW

Currently Editing: IDEA REQUIREMENTS FILE REVIEW				
User Name	No Access	View Only	Data Entry	Submit
LEA_Submit, Help_Desk	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
LEA_DataEntry, Help_Desk	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
LEA_ViewOnly, Help_Desk	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Save Cancel

The admin would click on the radio buttons of the access that he/she needs each of the users to have and press the **Save** button to setup the individual security access for that specific module. The admin would repeat this process for every other module within the KIAS system and for each school year to grant or remove rights for all of the individual modules.

Reports

Reports are accessed through links under **Reports** on the left side navigation menu.



The reports include:

Discipline IDEA Data Validation Report

This report shows the user which students and incidents do not have a corresponding match for IEP service lines (gifted service lines are excluded) in the SPEDPro application on the date of the incident. If this report has alerted you to data that does not match data in the SPEDPro application, before editing the Discipline Data Collection, please check with the person who enters special education data for your district into the SPEDPro application to ensure changes are made in the correct application.

Discipline Incident Detail Report

Clicking on this link will allow you to select options including School Year, District, Building (option only for district-level users), Section (the type of information to report - not all types will be available to all users), and the format requested.

Note that by default, the report will only show submitted data. To request data that has not yet been submitted, select the **Show Not Submitted Incidents** checkbox.

DISCIPLINE INCIDENT DETAIL REPORT

THIS REPORT WILL LIST DISCIPLINE DATA ENTERED INTO KIAS FOR THE SELECTED SCHOOL YEAR. BY DEFAULT IT WILL ONLY SHOW SUBMITTED DATA; TO SHOW DISCIPLINE DATA THAT HAS NOT YET BEEN SUBMITTED CHECK THE 'SHOW NOT SUBMITTED INCIDENTS' CHECKBOX.

Options	
School Year:	2017 - 2018 ▼
District:	SD001 Test District SD001 ▼
Building:	All Buildings ▼
Section:	<input type="radio"/> Students Involved with Firearms <input type="radio"/> Discipline of Students with Disabilities (IDEA) <input type="radio"/> Educational Services during Expulsion
Show Not Submitted Incidents:	<input type="checkbox"/> Show Not Submitted Incidents
Printed Report or Excel:	<input checked="" type="radio"/> PDF <input type="radio"/> Excel

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Discipline Incident Duplicates Report

This report will display any duplicate discipline incidents for a given school year (and optionally building). The entire discipline incident record must match for it to appear on this report. It will list the KIDS ID, Incident Date, and the 'type' of Incident it is.

ESI Student Data Report

This report will allow you to select options including School Year, Reporting Period, Building (optional only for district-level users), and the format requested.

ESI STUDENT DATA REPORT

THIS REPORT WILL LIST OUT ALL OF THE EMERGENCY SAFETY INTERVENTION DATA THAT HAS BEEN ENTERED FOR THE SPECIFIED SCHOOL YEAR, REPORTING PERIOD, AND BUILDING. IF NO INFORMATION HAS BEEN ENTERED, OR 'THERE WERE NO EMERGENCY SAFETY INTERVENTION INCIDENTS THIS REPORTING PERIOD' HAS BEEN CHECKED, THEN NO DATA WILL BE DISPLAYED. PLEASE REFER TO THE SUMMARY REPORT (UNDER REPORTS ON THE LEFT-HAND MENU) IF YOU WANT A REPORT DISPLAYING WHETHER A BUILDING HAS ENTERED ANY INFORMATION OR NOT.

Options	
School Year:	2016 - 2017 <input type="button" value="v"/>
Reporting Period:	Both Reporting Periods <input type="button" value="v"/>
Building:	Leader Academy <input type="button" value="v"/>
Printed Report or Excel:	<input checked="" type="radio"/> PDF <input type="radio"/> Excel

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 Front Desk: (785) 296-3201
 FAX: (785) 296-7933
 Landon State Office Building (LSOB) 900
 SW Jackson
 Topeka, KS 66612-1182
 All sessions with this server are subject to the KSDE Use Policy and will be monitored and logged.

KAN-DIS Archive Reports

The Kan-Dis archive reports is the archived information from the Kan-Dis system that Kansas used to collect discipline data prior to the 2017-2018 school year and the implementation of the KIAS system. Users can run this report to view past discipline data aggregate information entered into the old Kan-Dis system.

Submitted/Not Submitted Report

This report will display data for the selected school year, detailing whether or not data has been submitted to KDSE. The report can be filtered using the **Submitted Status** dropdown to display either buildings/districts that have submitted or those that have not submitted their data to KSDE. Leaving the field blank will display both options. The "buildings" option only applies to the Discipline and ESI modules; all of the other modules are reported at the district level.

Check the **Only show late submissions** checkbox to display data collections that were NOT submitted to KSDE prior to the end of the data collection window end date. This option will not display anything if the data collection for the selected **School Year** and **Monitoring Type** is still open; this will only display data after the collection window is closed (they are not considered 'late' until after the Data Collection Window closes).

Report Options	
Monitoring Type:	<input type="text" value=""/>
School Year:	2018 - 2019 <input type="text" value=""/>
Submitted Status:	<input type="text" value=""/>
Only show late submissions:	<input type="checkbox"/> Only show late submissions
Printed Report or Excel:	<input checked="" type="radio"/> PDF <input type="radio"/> Excel
<input type="button" value="Generate Report"/>	

Summary Report

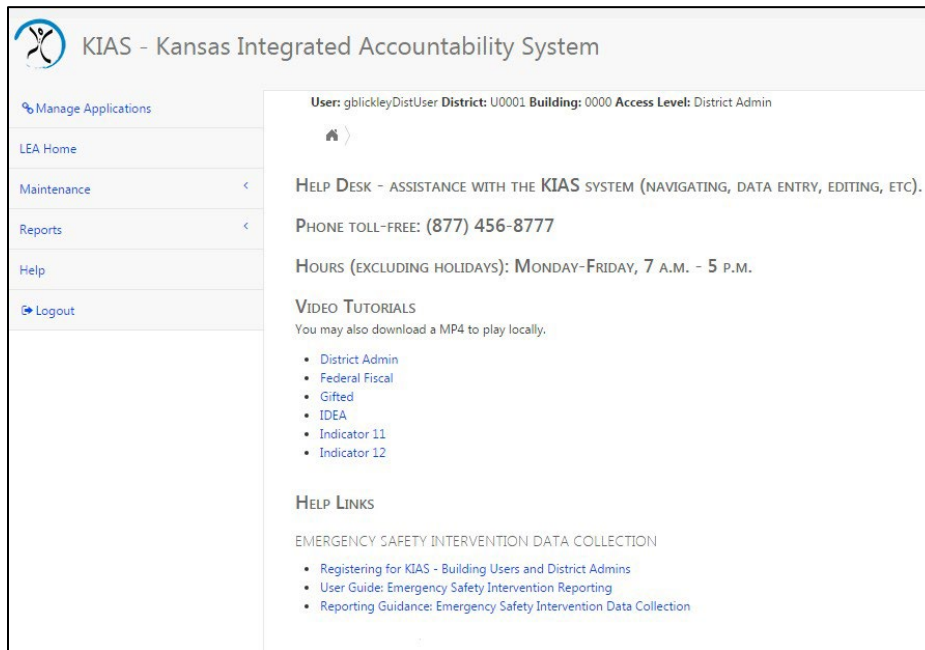
For the monitoring types that have questions associated with them, this report displays by school year and optionally, by LEA, the total of **Yes**, **No** and **N/A** answers for each question. This report only looks at submitted data; if a district has not yet submitted their data, they will not be included in the totals in this report.

View Generated Letters

This option will display a grid labeled **Generated Letters** that will show all districts that received this email/letter already. You can click on the link under the **Letter** column to view the attached letter PDF that was sent.

Support

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. Information about Leader's help desk, video tutorials for the KIAS system and other links can be accessed by clicking on the Help link on the left side of the screen.



Security

All information entered is protected by Secure Sockets Layer (SSL) technology, using a 256-bit encryption key. This is the same level of security used by many companies to protect credit card transactions and other sensitive data.

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 that 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, as shown on the first page of the Quick Start Guide.