KANSAS
STATE DEPARTMENT OF
EDUCATION

KIAS - Kansas Integrated Accountability System

Quick
Start
Guide

for LEA Users

IDEA &Gifted Requirements File Review
IDEA Indicator 13 File Review

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Introduction

This document will explain how LEA users can use the Kansas Integrated Accountability System (KIAS) to complete the IDEA/Gifted Requirements File Review and the IDEA Indicator 13 File Review.
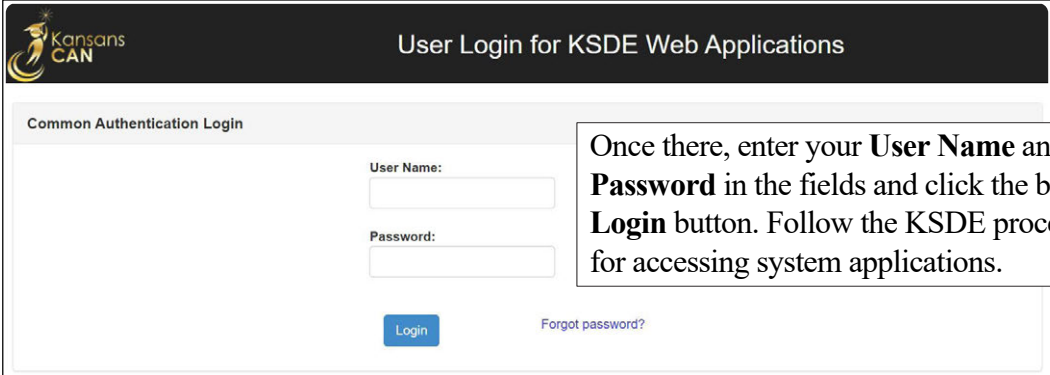
The Early Childhood, Special Education, and Title Services (ECSETS) Team monitors federal and state programs utilizing the KIAS cycle of continuous data collection, reporting, verification, & improvement. ECSETS monitors to ensure both state and district-level compliance with federal and state program 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

KIAS 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

User Login for KSDE Web Applications	
Common Authentication Login	Once there, enter your **User Name** and **Password** in the fields and click the blue **Login** button. Follow the KSDE procedure for accessing system applications.
User Name:	
Password:	
Login Forgot password?	
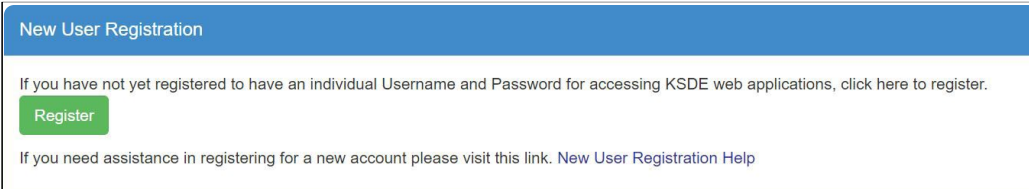
NOTE: If you do not already have access to Authenticated Applications, you must request access to the KIAS application by filling out the KSDE Registration Form. To do this, click the green **Register** button. For instructions, please click the "*New User Registration Help*" link.

New User Registration

If you have not yet registered to have an individual Username and Password for accessing KSDE web applications, click here to register.

Register

If you need assistance in registering for a new account please visit this link. New User Registration Help

After access is granted, you may log back into the system and choose KIAS to access the **Home page**. Once there, a summary listing is visible, along with search options for filtering.

The **Kansas Integrated Accountability System (KIAS) LEA Home** page now displays.

Navigation

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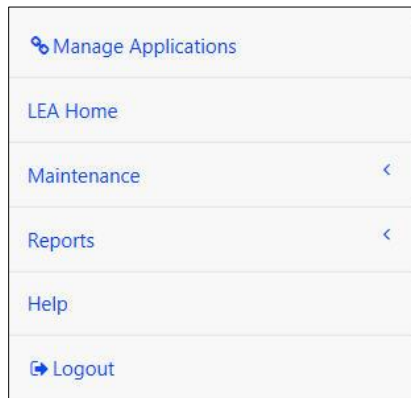
Along the left side of the all KIAS pages is the **Task Navigation Area**, where you can jump to common tasks by clicking on the link for the task you would like to accomplish.

The **Task Navigation Area** for the building users displays the clickable options for Manage Applications, Home, Reports, Help, and Logout. District admins have links to each of those, as well as an additional link for Maintenance. Clicking on the **LEA Home** link will bring you back to the main page.

Review Summary:

Window Dates: Data Collection Window: 08/01/2021 - 09/30/2021 (**15 days left**) | **Report Status:** Submitted to KSDE | **KSDE Contact:** Greg Blickley, Esquire | gblickley@leaderservices.com

Each of the modules has a yellow bar which displays the current event window, the dates for that window, how many days are left, the current status for the specific event, and KSDE contact information should a user have any content questions or questions about the process.

| File Review | Data Verification | Potential Non Compliance Verification | DCAP/ICA | Updated Data |

Each of the modules has a blue bar which displays event windows that occur throughout the current monitoring process. The options on this bar will vary by module.

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.

IDEA/Gifted Requirements File Review and IDEA Indicator 13

An example of how to complete an IDEA/Gifted Requirements File Review is provided; the IDEA Indicator 13 File Review process is similar and therefore not detailed in this guide.

Example -- IDEA Requirements File Review

From the KIAS **LEA Home** page, you can pick the specific module that you want to work on. At the top, you can filter by module. You can also go back to previous school years to compare them with the current year.

For the purpose of our example, scroll down to the **IDEA & Gifted Requirements File Review** line and click on the pencil icon in the Edit column.

Note that you do not have to finish all of an assessment at one time. You can answer some of the questions, save it, and return to continue working on it. You will not be able to submit the assessment until all of the questions are answered.

The page will display a list of the students that the system has selected for the IDEA Requirements File Review, along with the record status of each. It will tell you how many questions have already been answered and how many of those were non-compliant -- those to which you answered "no" to in that process. Under the search options, if you click on the dropdown, you can filter by record status, for example to show those not started or in progress. Also, you can sort the student list by clicking on any of the blue headings on the grid to sort by that category.

Districts wishing to remove a student/KIDS ID from the file review/self-assessment phase of IDEA & Gifted Requirements or IDEA Indicator 13 File Review must email the KSDE lead consultant and state the reason/justification for the requested student removal. The KSDE consultant will then determine whether or not the student can be removed. Districts no longer have the ability to remove a student/KIDS ID in KIAS for the IDEA/Gifted and Indicator 13 file reviews.

Please note that, unless the district can explain unique circumstances, KSDE consultants will not approve requests to remove student files for the following reasons: student moved, student transferred, student graduated, student no longer attends in the district, or student exited special education. It is not appropriate to remove a student from the sample because he/she moved out of district or state. Districts can still answer the file review questions for those students because the file review is based on last school year's documentation.

The student's file is still relevant to the District's overall policies and procedures and a District Corrective Action Plan is still warranted to correct any identified noncompliance. Per OSEP guidance, note that districts will not be required to complete an Individual Corrective Action Plan to correct individual noncompliance for a student who is no longer within the jurisdiction of the district (see OSEP Memo 09-02 Reporting on Correction of Noncompliance, Oct. 17, 2008). The Student Removal function is available in the DCAP/ICA tab of each file review and districts will be able to remove a student from an Individual Corrective Action Plan, if the student is no longer in the district's jurisdiction.

From the student list, to begin working or to continue working on an assessment, click on the pencil icon under the **Action** column. This will display the questions for the self-assessment for the student. Note that multiple users can be working in the system at the same time, but only one person can access each student at a time.

File Review	Data Verification	Potential Non Compliance Verification	DCAP/ICA	Updated Data

SMITH, JOHN STUDENT FILE REVIEW:
ANSWER ALL QUESTIONS. YOU MAY EDIT THE SELF-ASSESSMENT PRIOR TO SUBMITTING TO KSDE.

Click here to download the IDEA Requirements Self-Assessment Worksheet

	Compliance Questions		
Question Number	Question Desc	LEA Comment	Answer
	Early Childhood Transition		
1.	If the child is transitioning from Infant-Toddler Part C Program does documentation exist that a Part B agency participated in transition planning conferences? (34 CFR 300.124(c)) 34 CFR 300.124(c)		● Yes ○ No ○ N/A
2.	Were the Parent Rights document, prior written notices, and requests for consent, provided to the parents/legal education decision maker in language understandable in the native language of the parent? (34 CFR 300.503(c)) 34 CFR 300.503(c)		● Yes ○ No
	Parent Rights/Concerns		
3.	Were the parents/legal education decision makers given their Notice of Parental Rights (procedural safeguards) on all required occasions? (34 CFR 300.504(a)) 34 CFR 300.504(a)		● Yes ○ No
4.	Was the notice of the IEP meeting given to both of the child's parents (or educational decision maker) (and student if 18 years or older) at least 10 calendar days before IEP meeting? (34 CFR 300.322(a)), (KAR 91040-17(a ((2)) 34 CFR 300.322(a)		● Yes ○ No

For the IDEA/Gifted Requirements File Review, there will be a link to the state's self-assessment worksheet which will provide more information as to the information requested and how to answer the questions. You can open that document, print it out or keep it open as you are working on the self-assessment screen.

File Review	Data Verification	Potential Non Compliance Verification	DCAP/ICA	Updated Data

SMITH, JOHN STUDENT FILE REVIEW:
ANSWER ALL QUESTIONS. YOU MAY EDIT THE SELF-ASSESSMENT PRIOR TO SUBMITTING TO KSDE.

Click here to download the IDEA Requirements Self-Assessment Worksheet

Under some of the questions, there will be a blue link to the section of the Code of Federal Regulations that each question refers to. If you want to see the specifics of a regulation, you would click on that link. It will open in a separate window, displaying regulation so that you can review it and confirm that you are providing the correct information for that question.

	Parent Rights/Concerns
2.	Were the Parent Rights document, prior written notices, and requests for consent, provided to the parents/legal education decision maker in language understandable in the native language of the parent? (34 CFR 300.503(c)) 34 CFR 300.503(c)
3.	Were the parents/legal education decision makers given their Notice of Parental Rights (procedural safeguards) on all required occasions? (34 CFR 300.504(a)) 34 CFR 300.504(a)
4.	Was the notice of the IEP meeting given to both of the child's parents (or educational decision maker) (and student if 18 years or older) at least 10 calendar days before IEP meeting? (34 CFR 300.322(a)), (KAR 91040-17(a ((2)) 34 CFR 300.322(a)
5.	Did the IEP contain documentation that the IEP team considered the concerns of the parents for enhancing the education of their child? (34 CFR 300.324(a) (1)(ii)) 34 CFR 300.324(a)

Once you have answered all of the questions for all of the students, clicking on the **Save** button will take you back to the main page where the **Submit Assessment** option becomes available. You will be asked to confirm that you wish to submit the assessment.
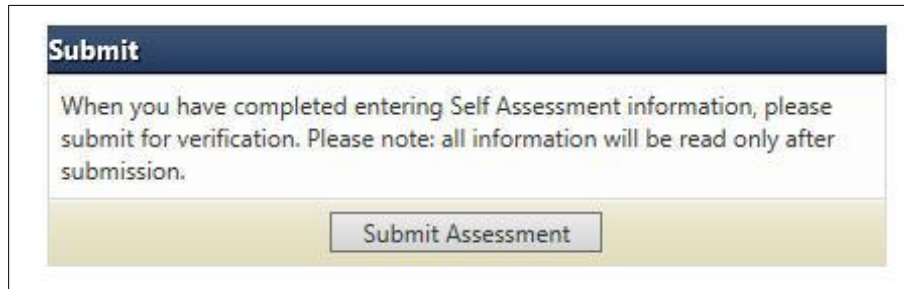
After an assessment has been submitted to the state, you can view your answers, but at this point, they are locked down and you would not be able to modify the document. If the data collection window is still open (see date in yellow status bar above), the KSDE contact can reopen the collection.

Data Verification

In the blue bar under the **Data Verification** tab, you can upload requested documents.

Next to a specific question, select the edit button under the **Maintain Documents** column. The screen gives you instructions on how to prepare documents for the document upload.

DOCUMENT UPLOAD:

When submitting documentation, you must:
1. Submit scanned copies from the original document.
2. Include on each piece of documentation:

- the KIDS ID number;
- the IDEA File Review question number that the documentation supports; and
- the applicable information clearly marked on the scanned IEP (i.e. circled, highlighted, underlined).

3. Submit only required information. Additional information is subject to review and further action could be taken.

Data Verification Questions

Question Num.	Question Desc	KSDE Data Verification Comment	KSDE Answer
3.	Were the parents/legal education decision makers given their Notice of Parental Rights (procedural safeguards) on all required occasions? (34 CFR 300.504(a))		No
4.	Was the notice of the IEP meeting given to both of the child's parents (or educational decision maker) (and student if 18 years or older) at least 10 calendar days before IEP meeting? (34 CFR 300.322(a)), (KAR 91040-17(a ((2))		Yes

File to Upload: Choose File   No file chosen

Comment:

Upload File

Files being uploaded must be one of these types:
.docx, .doc, .xls, .xlsx, .txt, .pdf, .csv, .ppt, .xps, .bmp, .gif, .jpg, .jpeg, .tif, .tiff, .png

Click on the **Browse** button to begin the upload. Browse to the file that you want to upload. The file types that can be accepted are listed on this page. Click **Upload File**.

Multiple files can be uploaded through this process and a list will display under the **Uploaded/Requested Document List**. You can also click on the red **X** to remove a document if needed.

DOCUMENT UPLOADS FOR DATA VERIFICATION:

Uploaded/Requested Document List				
Document Title	KSDE Request Comment	Document Upload Date	LEA Comment	Action
U0001 Indicator 12 Test Data.txt ▼		10/28/2016	Test File Upload	✖

Return to Student List

As with the **Data Verification** tab, you can upload documents on the **Potential Non-Compliance Verification** tab that are requested as part of the random process. You can upload documents that you have fixed so as to not get cited in those areas.

DCAP/ICA

If a district is cited and has to complete a District Corrective Action Plan (DCAP) or Individual Corrective Action (ICA), click on the **DCAP/ICA** tab to begin the process.

A DCAP will be created for any questions that the state found to be noncompliant.

Click on the **Edit** icon under the **Action** Column.

The top portion of the webpage displays instructions for completing each section of the DCAP.

LEA REVIEW: IDEA & GIFTED REQUIREMENTS FILE REVIEW 2021 - 2022
DATA FROM THE 2020 - 2021 SCHOOL YEAR

Review Summary:

Window Dates: Data Collection Window: 08/01/2021 - 09/30/2021 (**15 days left**) | Report Status: DCAP/ICA Edit | KSDE Contact: Greg Blickley, Esquire | gblickley@leaderservices.com

| File Review | Data Verification | Potential Non Compliance Verification | DCAP/ICA | Updated Data |

COMPLETING THE DISTRICT CORRECTIVE ACTION PLAN (DCAP):

Root cause analysis:	1. Identify and discuss the data analyzed for determining root cause such as data patterns including who, what, and where. 2. What was the root cause of problem (i.e. why)? 3. Was the root cause at the procedural-, policy- and/or the practice-level?
Strategy for correcting the problem identified by the root cause analysis:	1. Strategies must have a logical link to the identified root cause (i.e. professional development for staff, targeted technical assistance, sufficient supervision, revision of practices and related policies and procedures). 2. Identify resources needed for each strategy identified. 3. Include timelines for implementation of strategies.
Method of evaluation to assure this problem does not reoccur:	1. Describe what data will be reviewed (i.e. record review) 2. Identify how often the data will be reviewed. 3. Describe how the data reviewed will indicate correction of the problem.
Location of the documentation of actions taken:	1. For KSDE monitoring purposes, indicate where supporting documentation (root cause analysis, strategies and evaluation data) will be located.

The lower section will display the specific questions for which more information is requested. After completing each, click **Save**.

DCAP: QUESTION #3. - WERE THE PARENTS/LEGAL EDUCATION DECISION MAKERS GIVEN THEIR NOTICE OF PARENTAL RIGHTS (PROCEDURAL SAFEGUARDS) ON ALL REQUIRED OCCASIONS? (34 CFR 300.504(A))

PLEASE ADDRESS EACH STATEMENT.

DCAP Edit

DCAP Due:	05/19/2017
LEA Last Modified:	
KSDE Approval Status:	In Process
KSDE Comment:	
1: Root Cause Analysis:	
2: Strategy for correcting the problem indentified by the root cause analysis:	
3: Method of evaluation to assure this problem does not reoccur:	
4: Location of the documentation of actions taken:	
5: LEA Contact Name: Phone: Email:	☐ Use Last LEA Contact?

Save   Cancel

After the district has completed all of the fields on every DCAP record, the **Submit DCAP** button will become available on the **DCAP/ICA** tab, to allow a district to submit their DCAP information to the state.

There will be an ICA created for any student data that the state found to be noncompliant.

ICA						
Student	KIDS ID	Question Number	Question	LEA Edit Status (Answered Questions)	KSDE Verification Status	Action
Smith, John	1112223334	3.	Were the parents/legal education decision makers given their Notice of Parental Rights (procedural safeguards) on all required occasions? (34 CFR 300.504(a))	0/4	Not Yet Verified	✏
Williams, Jane	5556667778	3.	Were the parents/legal education decision makers given their Notice of Parental Rights (procedural safeguards) on all required occasions? (34 CFR 300.504(a))	0/4	Not Yet Verified	✏
Williams, Jane	5556667778	4.	Was the notice of the IEP meeting given to both of the child's parents (or educational decision maker) (and student if 18 years or older) at least 10 calendar days before IEP meeting? (34 CFR 300.322(a)), (KAR 91040-17(a ((2))	0/4	Not Yet Verified	✏

As with the DCAP, select the **Edit** icon under the **Action** Column. Provide the information requested.

ICA (SMITH, JOHN): QUESTION #3. – WERE THE PARENTS/LEGAL EDUCATION DECISION MAKERS GIVEN THEIR NOTICE OF PARENTAL RIGHTS (PROCEDURAL SAFEGUARDS) ON ALL REQUIRED OCCASIONS? (34 CFR 300.504(A))

PLEASE ADDRESS EACH STATEMENT.

ICA Edit	
ICA Due:	05/19/2017
LEA Last Modified:	
KSDE Verification Status:	Not Yet Verified
KSDE Comment:	
Verification Date:	
1: Statement of actions taken to correct the individual child specific noncompliance:	
2: Location of the documentation of actions taken to correct the child specific noncompliance:	
3: Date of Correction by LEA:	mm/dd/yyyy
4: LEA Contact Name: Phone: Email:	

Save   Cancel

After the district has completed all of the fields on every ICA record, the **Submit ICA** button will become available on the **DCAP/ICA** tab, to allow a district to submit their ICA information to the state.

Updated Data

If a district is cited and has to complete a District Corrective Action Plan (DCAP) or Individual Corrective Action (ICA), the district will also have to complete the Updated Data process. Click on the **Updated Data** tab to begin.

File Review	Data Verification	Potential Non Compliance Verification	DCAP/ICA	Updated Data

Submit

When you have completed entering Updated Data Self Assessment information, please submit. Please note: all information will be read only after submission.

Submit Assessment

As with the File Review process, KSDE will run the Updated Data process that will pull students for whom the district user has to answer questions. The district user will only answer questions for which they had received a DCAP (as seen on the DCAP/ICA tab).

Click on the **Edit** icon in the **Action** column for each student in the **Updated Data** tab and answer **Yes** or **No** for all of the questions on the page, optionally leaving a comment.

ANSWER ALL QUESTIONS. YOU MAY EDIT THE SELF-ASSESSMENT PRIOR TO SUBMITTING TO KSDE.

	Compliance Questions		
Question Number	Question Desc	LEA Comment	Answer
1	Was the notice of the IEP meeting given to both of the child's the parents (or educational decision maker) (and student if 18 years or older) at least 10 calendar days before IEP meeting? K.A.R. 91-40-17(a)(2)		○ Yes ○ No
2	Does the IEP contain documentation that the IEP team considered the concerns of the parents for enhancing the education of their child? K.S.A. 72-987(d)(1)		○ Yes ○ No
3	Did one or both of the child's parents (or child if 18 or older) attend the IEP meeting? K.A.R 91-40-17(e)(2)		○ Yes ○ No
4	Does the IEP include a description of the child's present level of academic achievement as part of the Present Levels of Academic Achievement and Functional Performance (PLAAFPs)? K.S.A. 72-987(c)(1)		○ Yes ○ No
5	Does the IEP include a description of the child's present level of functional performance as part of the PLAAFPs? K.S.A. 72-987(c)(1		○ Yes ○ No

After the district has completed all of the questions, the **Submit Assessment** button will become available on the main **Updated Data** page, which will submit the information to KSDE. All information will be read-only after submission. The **Submit** button will be disabled until the district has answered all of the questions for all of the students.

The district can delete a student from their updated data listing in the same way that they can in the File Review process; they will have to provide a reason for removing the student. After the student is removed, KIAS will attempt to locate another eligible student to replace the one that was removed.

Reports

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

Reports ∨

Discipline IDEA Data Validation Report

Discipline Incident Detail Report

Discipline Incident Duplicates Report

ESI Student Data Report

Kan-Dis Archive Reports

Submitted/Not Submitted Report

Summary Report

View Generated Letters

The reports related to the IDEA Requirements File Review, the IDEA Indicator 13 and the Gifted File Review include:

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:	▼
School Year:	2018 - 2019 ▼
Submitted Status:	▼
Only show late submissions:	☐ Only show late submissions
Printed Report or Excel:	◉ PDF ◯ Excel
	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 open a **Generated Letters** screen for download/view of any letters generated by KIAS for your LEA. To begin, filter grid data by using the **Letter Options** fields: **School Year** (required), **Review Type**, and **Letter Type**. Next, click the "Generate" button to see a list of letters in the grid. Generated letters are displayed by **District**, **Letter**, **Recipient Email**, **Recipient Name**, and **Date Letter Sent**. To view/download a pdf, click the corresponding link under the **Letter** column.

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.

Logging Out

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