KANSAS STATE DEPARTMENT OF EDUCATION

USER GUIDE

Early Childhood Foundations for School Success

UPDATED 7/1/2021

Introduction

The intent of high-quality Early Childhood programs is to provide children the best possible start in life. The Kansas State Department of Education (KSDE) is dedicated to ensuring that each student enters kindergarten at age five socially, emotionally, and academically prepared for success. KSDE supports local agencies providing early learning opportunities.

The Early Childhood Foundations for School Success (FSS) application gathers data on Kansas Pre-school Pilot (KPP) and the Preschool-Aged At-Risk Program. FSS also allows Kansas Parents as Teachers (KPAT) and Non-Public Kansas Preschool Pilot (KPP) programs to assign Kansas Individual Data on Students State Student Identifier (KIDS ID) for new students participating in the program.

KSDE web applications should work with the latest versions of all modern browsers. However, for best results, KSDE recommends use of the following:

- Microsoft Edge *version 18 or newer*
- Apple Safari *version 12.1 or newer*
- Google Chrome *version 76 or newer*
- Mozilla Firefox *version 68 or newer*

This User's Guide will describe how to:
- Request access to the Foundations for School Success system;
- Access the system;
- Navigate the system;
- Search for a child;
- Add a child;
- Edit a child;
- Complete program surveys, and;
- Generate reports.

We have also included some notes and tips that highlight important topics.

NOTE: The "Notes" box will mention items that require special attention

TIP: The "Tip" box will contain recommendations and/or "shortcuts" as the user works through Foundations for School Success.

KANSAS
STATE DEPARTMENT OF
EDUCATION

Kansas leads the world in the success of each student.

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Important Terms

If you are new to Foundations for School Success, this glossary of terms clarifies words and phrases that may be unfamiliar to you. Please review these important terms before continuing:

Term	Meaning
Confidential data	At KSDE, this includes any data that is personally-identifiable, with the exception of business directory data and public employment data such as place and address of employment, business phone number, business email address. Confidential data is not to be disclosed except through contractual agreement.
Early Childhood Foundations for School Success	An authenticated application that collects data on children and educators enrolled in KSDE early childhood programs including non-school based preschool, school-based preschool, and home visiting. Often referred to as Foundations for School Success or FSS.
Early Childhood Special Education	Special Education programs for children from birth to 5 years old including Part C Infant Toddler Early Intervention and Part B, Section 619.
Generation Code	An appendage (suffix) used to denote the child's generation in his/her family. Not every child will have a generation code. Examples: Jr., Sr., III, etc.
Grade Level	An assignment within the KIDS Collection System that has a specific association. Users that are unsure of the appropriate corresponding grade level for a student should review the KIDS Collection System File Specifications at https://kidsweb.ksde.org/Documents.
KIDS	Kansas Individual Data on Students – A KSDE software application that allows Districts and Organizations to report data for students by the student's State Student Identifier (SSID).
KIDS Assignment System	A program that assigns and tracks State Student Identifiers (SSIDs) to individual children.
KIDS Collection System	Kansas Individual Data on Students (KIDS) Collection–A KSDE software application that allows districts and organizations to report data for children/students by the student's State Student Identifier (SSID).

KIDS Collection System File Specifications	A document that contains the formatting requirements, definitions, and permitted values for the KIDS Collection System. This document can be found of the KIDS website at https://kidsweb.ksde.org/Documents.
KIDS ID	A central identifying number for a Kansas child/student. Interchangeable term for SSID.
KPP Survey	A survey that all Kansas Preschool Pilot (KPP) programs must complete. The survey has four tabs and all four tabs must be complete in order to submit.
KPP Non-Public Participants	A feature for non-public participants of the Kansas Preschool Pilot (KPP) to search for a student with a previously assigned KIDS SSID number and assign children to the KPP program. All non-public participants must utilize this dashboard option.
Organization	A school district, cooperative, privately funded organization, or any other entity that provides services to children.
Reporting Window	The time period that data can be entered for a particular survey.
Search for Child	A feature that allows users to either search for a student previously assigned an SSID number or assign to a student an SSID number.
SSID	State Student Identifier (SSID) - A central identifying number for a Kansas child/student. Interchangeable term for KIDS ID.
State Fiscal Year	The period from July 1st to June 30th of the following year. The State Fiscal Year is referred to by the second year., For example, the State Fiscal Year that runs from July 1, 2017 to June 30, 2018 would be the 2018 State Fiscal Year.
Survey	This term is used for a questionnaire or survey that collects data within FSS.

User Access Levels

Application Access Level	Assign Roles	View Rosters	Read	Create/ Search SSID	Write/ Edit/ Save	Complete/ Exclude/ Unlock	Reports
District/Organization							
1.District/Org Read Only		X	X				X
2.District/Org Update		X	X	X	X	X	X
Multi-Organization							
1.Multi-Org Read Only		X	X				X
2.Multi-Org Update		X	X	X	X	X	X

District/Org Read Only – This role is intended to be used for generating reports and reviewing the data entered. This role does not have the ability to enter or save any data.

District/Org Update – This role is intended to be used for data reporting and data entry, including generating new SSIDs for children.

Multi-Org Read Only – This role is intended to be used for generating reports and reviewing the data entry of multiple organizations through a single Common Authentication account. This role does not have the ability to enter or save any data.

Multi-Org Update – This role is intended to be used for generating reports and data entry at multiple organizations through a single Common Authentication account, including generating new SSIDs for children for each organization.

Registering for Access

Gaining Access to Foundations for School Success- new login:

Individuals who do not have access to KSDE web applications need to register. Use the following web address: https://online.ksde.org/authentication/login.aspx. At this website, click on the Register button, as shown below:

Common Authentication Login

User Name:

Password:

Login   Forgot password?

Need Assistance?

General Help	KN-CLAIM Support	KCCMS or Pathways Support
helpdesk@ksde.org	cnwapplications@ksde.org	pathwayshelpdesk@ksde.org
(785) 296-7935	(785) 296-2276	(785) 296-4908

KESA Support	KEEP Support
@ksde.org - Jeannette Nobo	ayates@ksde.org - Ann Yates
ksde.org - Myron Melton	jnobo@ksde.org - Jeannette Nobo
48 - Jeannette Nobo	(785) 296-5140 - Ann Yates
4941 - Myron Melton	(785) 296-4948 - Jeannette Nobo

New User R

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

On the Registration page, enter your business contact information (First Name, Last Name, Phone #, and Email Address). Next, select your organization from the "Organization" drop-down list. From the "Building" drop-down list, select "All Buildings."

KSDE User Registration Form

Back to Login Page

* Indicates required field.

Please enter your contact information:

First Name:

Last Name:*

Phone #:*

Email Address:*

Please select the organization and building that you belong to:*
Organization: USD 101 Erie-Galesburg   Building: All Buildings

A list of available applications is now displayed. Scroll down to "Early Childhood Foundations for School Success" and select the checkbox in the first column to choose that application. From   the Application Access Level column, select the level that is appropriate for you (see the User Access Levels section earlier in this document). The following example displays District/Org Update selected.
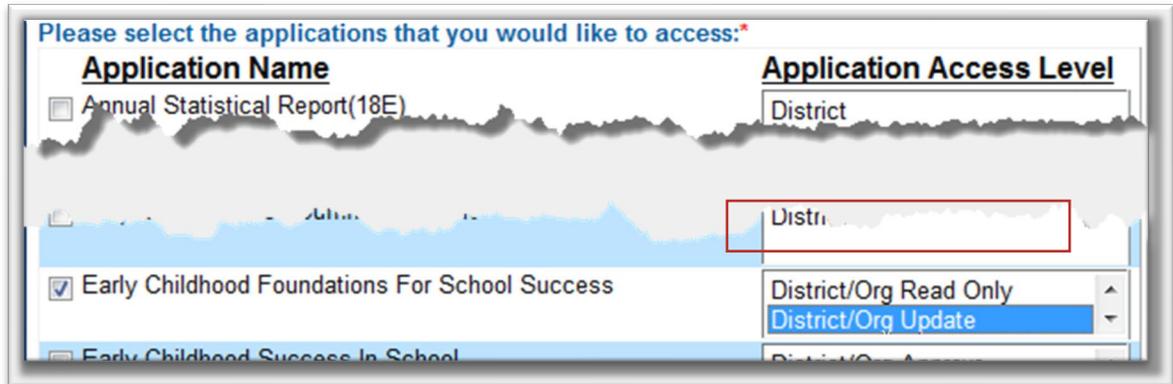
Login ID

Enter a user name (login ID) and password. You determine your login ID. Do not use spaces. You also determine your password; be sure to follow the password requirements that shown on the screen.

Security Questions

When registering for any application you are required to provide two pieces of security information. The security questions help retrieve your password if you forget it. They also allow you to make any subsequent changes to your login, once it is established. First, enter your birthdate following the format shown on screen. Second, enter a security question and answer. When you have completed all required information on the registration form, click the "Submit" button at the bottom of the screen.

TIP: You will need to remember the Login ID, password, security question/answer, and birthdate that you entered. KSDE does not store this information for you.

If all data on the registration form is valid, you will get a message that says "Thank You for Registering." The registration request will be forwarded to the district superintendent, or designee at your organization, for approval. You will receive an email when your access request is approved and your username and password are ready for use. Approval may take several business days.

NOTE: If you do not receive the email announcing you are approved within three business days, check to see if the email was sent to your spam or junk folder. If not, contact the superintendent for verification of approval. Contact KSDE Help Desk at 785-296-7935 if the superintendent has sent the email reply, but you have not received the confirmation email.

Gaining Access to Foundations for School Success- existing login:

Individuals who already have access to KSDE web applications at the district level can use the "Manage My Account" option to add Foundations for School Success to their list of applications at that user access level. If the existing username is a school-level access, a new registration will need to be created at a district-level (see the previous section for guidance on creating a new login). As with all KSDE web applications, the district superintendent will receive a request for approval before access is granted.

To add Foundations for School Success to your list of available KSDE web applications...

- Login on the KSDE Web Applications page
- Click the "Manage My Account" link
- Check the box in front of Foundations for School Success
- Select your access level
- Scroll down and enter birthday and answer security question exactly the way you did when you registered
- Click "Submit"
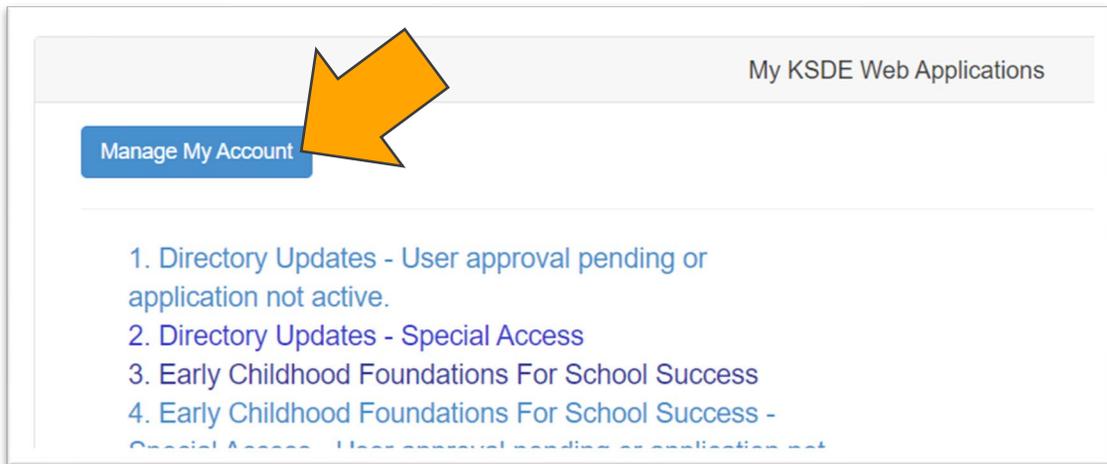
Your request will be sent to the district superintendent for approval. When approved, you will receive an email indicating that you can access Foundations for School Success.

> **TIP:** If you forget your KSDE web applications password, click on the link that says "Forgot Your Password?" on the Authentication screen. You will be prompted to supply the answer to a security question (you entered it when you originally registered), type in your birth date, and enter a new password. If your security question answer and birthday match what you originally entered when you registered for KSDE web application access, then your new password will be activated. Keep in mind that KSDE does not know your password, so you are responsible for managing and remembering it.

Gaining Multi-Org Access to Foundations for School Success-new login:

Gaining access to Foundations for School Success for multiple organizations may be necessary when a coordinator directs programs for multiple school districts or when an educator works with children from multiple school districts. Start the process by completing the online registration form for the consortium or for one of the districts. Follow the directions described in the Gaining Access to Foundations for School Success—new login section in the previous section. It doesn't matter if you start with the consortium or which district you choose.

The entire process of gaining access to one district must be completed before you request access to additional districts. When selecting the level, be sure to select one district from the organization drop down menu and select "All Buildings" from the building drop down menu.

Once the screen displays the list of available web applications, scroll down to Early Childhood Foundations for School Success. Place a check in the box to the left of the Foundations for School Success name to select the application. Then select "Multi-Org Read Only" or "Multi-Org Update."
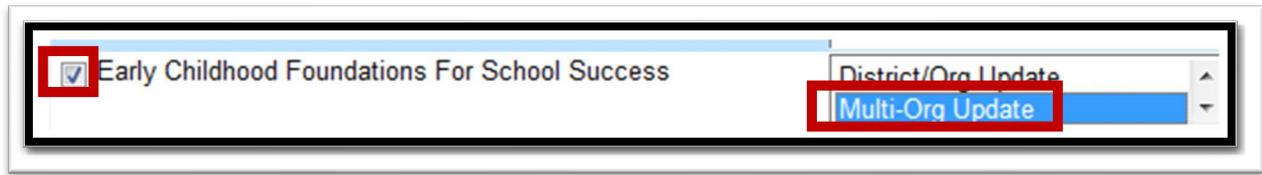
After submitting the online registration request, the superintendent of the consortium or district will be contacted to approve access. The Authentication system will only contact one superintendent for approval.

**In addition to registering for access, please send an email to helpdesk@ksde.org indicating that you have requested multi-org access and provide a list of districts for which you need access to Foundations for School Success.

Once the first district has approved the request, you will have access to Foundations for School Success for that one district only. To gain access to FSS to additional districts, you will need to contact and request that the superintendent(s) of the other district(s) send an email to helpdesk@ksde.org granting your approval to Foundation for School Success.

Only those districts whose superintendents send an approval email will be manually added by KSDE Helpdesk Staff to your KSDE account. Phone calls are not an acceptable means of granting approval. If a superintendent refuses to grant you access to FSS for that district, KSDE will honor the superintendent's refusal and will not grant access to the denied requester.

Gaining Multi-Org Access to Foundations for School Success-existing login:

Start by logging in to Authentication and clicking on the link to "Manage My Account." If you already have a district-level account, you will need to add the Foundations for School Success application. Make sure the "Application Access Level" level you select is the "Multi-Org" option. You will need to provide your birthdate and the correct answer to your security question before submitting your request. Follow the same process indicated above for access to FSS with additional districts.

Logging into the System

The Foundations for School Success, like other KSDE web applications, is available on the KSDE Common Authentication page. To access Foundations for School Success, enter your KSDE username and password to the KSDE Web Applications page (https://online.ksde.org/authentication/login.aspx). Once access has been granted by the superintendent, you will see Foundations for School Success on your list of approved KSDE applications (example list shown below), and you will need to click on the application name to open it.

KSDE Web Applications

Click a link below.

1.Early Childhood Foundations For School Success
2.Early Childhood Success In School

Manage My Account
Logoff
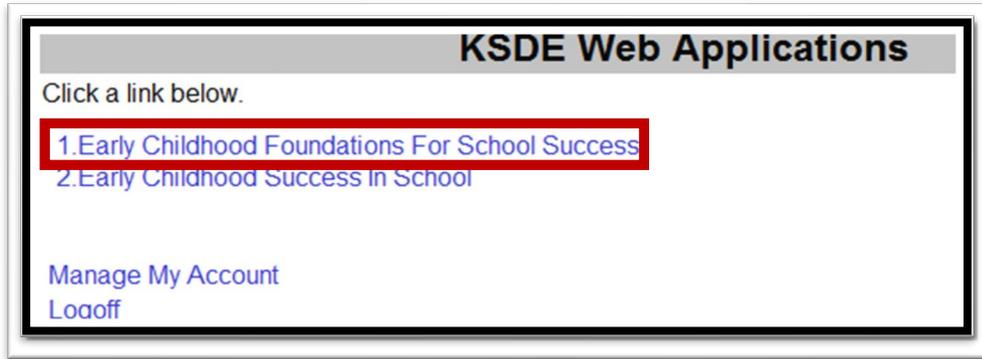
NOTE: Some of the applications may be grayed out. This means that they are either not active applications or that you have not yet been approved for access to those applications.

"Tour" of the System

The Home screen will be the first screen you see when you log in to Foundations for School Success. The Home screen may have announcements or information pertaining to entering data in Foundations for School Success.

Search for Child

This section is used by Non-Public KPP Programs to gain a KIDS ID for students they serve who are not in a school district. District Partners of non-public programs should gain a KIDS ID number for the students in their program.

Enter the KIDS ID of a child to edit/update data for a child that already exists in FSS. Leave this blank if it is a new entry.

Enter data for each of the fields below the State Student ID field.

Before creating a KIDS ID for a child, first "Search for the Child" to verify a KIDS ID has not already been assigned to the child. Select the Search for Child option from the Navigation Pane. Complete each of the data fields. Then, select the "Find Now button at the bottom of the page. If no students with that name are found in the system you will be given three options.

1. Search Again
2. Request New ID from KIDS then add to KPP Non-Public Participants
3. Request New ID from KIDS

Select the second option to add this child to your KPP Non-Public Participants

Click "OK" when you receive the following message.

appst.ksde.org says

Clicking this button will attempt to create a new KIDS ID in KIDS Assignment then add to the KPP Non-Public Participants. Are you sure you want to proceed?

OK   Cancel
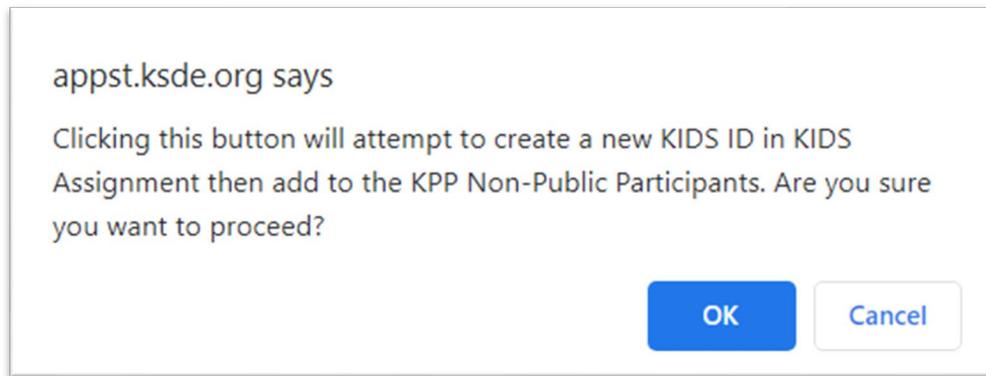
This will create a new KIDS ID for the child as well as add them to the Non-Public Participants List.

NOTE: This data is considered "core data" necessary to obtain a KIDS SSID. The data entered in the name fields must match the legal document used to enroll the child. The following fields on this screen are required to be entered:

Child's Legal First Name
Child's Legal Middle Name
Child's Legal Last Name
Gender
Date of Birth
Building
Grade Level
Child's Race
Child's Ethnicity

KPP Survey

All Kansas Preschool Pilot Grantees must complete this survey between May 1st and June 1st of each school year. The Survey includes multiple tabs that must be completed in order to submit.

Begin by selecting the KPP Survey from the Navigation Pane. Complete each of the survey questions on each of the tabs. Click the "Save" button at the bottom of the page as you complete each page to save along the way. This will save your information and allow you to return at a later time to complete the survey. After answering all survey questions on all tabs, click the "Submit" button at the bottom of the screen.
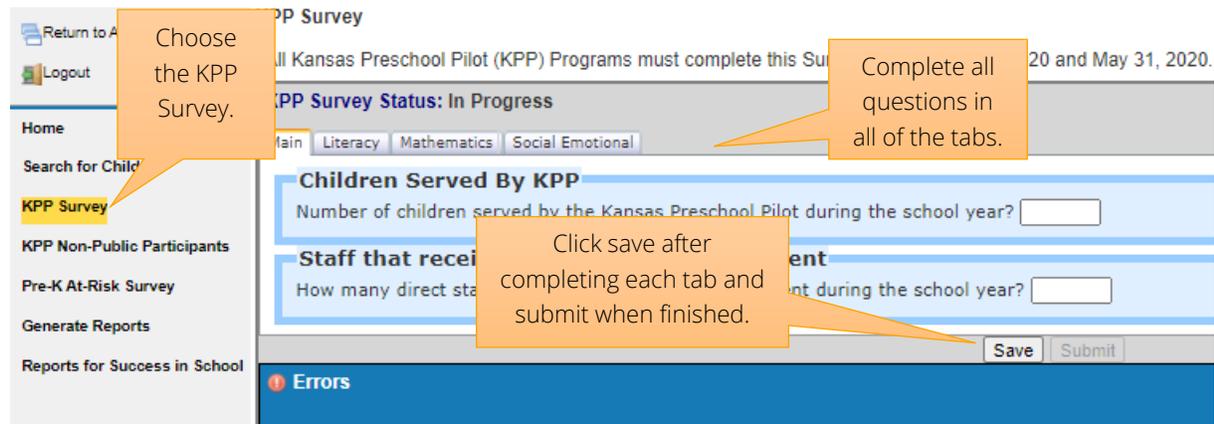
If errors are found during the "Save" process, a list of those errors will be displayed in the "Errors" list located at the bottom of the screen. **The errors must be corrected before you are able to "Submit" the survey.**
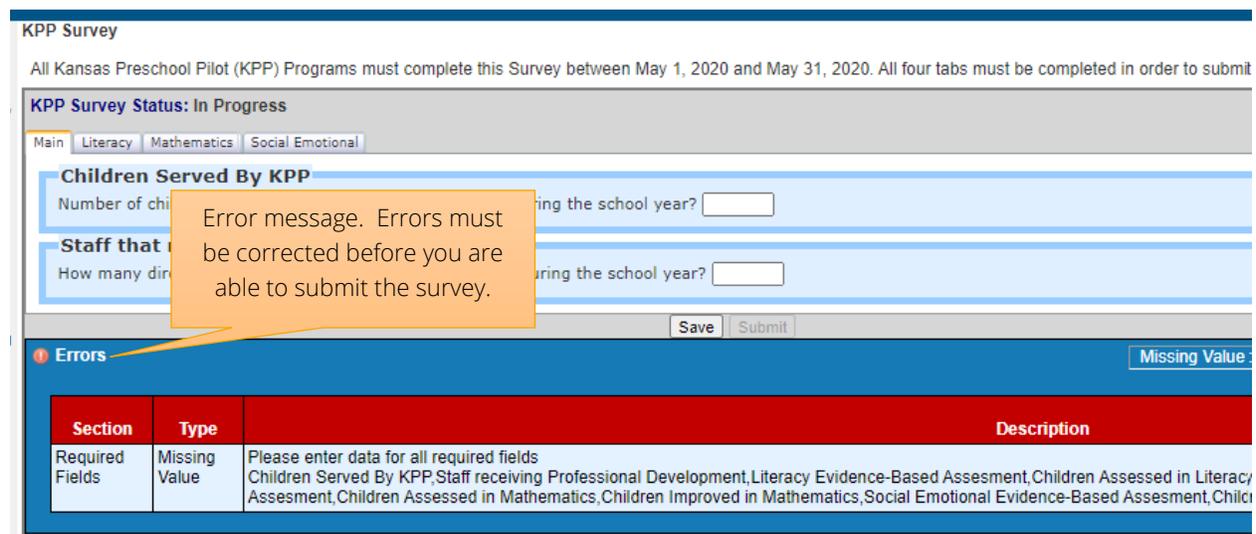
KPP Non-Public Participants

The KPP Non-Public Participants Page allows Non-Public Participants to add children to their KPP Rosters and search children from their list of participants by using the Search Child on this page. KPAT Programs cannot use this page to create KIDS IDs. Search for KIDs on the Search for Child Page.

To search for a child, enter the Child's First and Last Names into the appropriate fields. Click the "Find Now button. If the child has been entered, their name will appear along with their entered information. If the child was enrolled in your KPP Program on September 20th select "yes" in the dropdown tab under that column. If the child was not, select "no".   You can also remove the child from KPP by selecting the "Remove from KPP button. Please note, children should only be removed

if they were never in the program at any point during the school year, such as students entered in error. If you can not find a child you need to add to your KPP roster, you will need to add the child under the "Search for Child" function described earlier.

Pre-K At-Risk Survey

All Preschool-Aged At-Risk Programs must complete this survey between May 1st and June 1st of each school year. The Survey includes multiple tabs that must be completed in order to submit.

Begin by selecting the Pre-K At-Risk Survey from the Navigation Pane. Complete each of the survey questions on each of the tabs. Programs should click the "Save" button at the bottom of the page as they complete each page to save along the way. This will save your information and allow you to return at a later time to complete the survey. After answering all survey questions on all tabs, click the "Submit" button at the bottom of the screen.

If errors are found during the "Save" process, a list of those errors will be displayed in the "Errors" list located at the bottom of the screen. The errors must be corrected before you are able to "**Submit**" the Survey.

Generate Reports

Reports are available to provide data entered into Foundations for School Success back to the district, organization, or consortium that entered it in an organized display.

Click on the "Generate Reports" link from the navigation pane. Select the Fiscal year you would like to view from the dropdown box and then then select the Report you would like to view. These reports span the school years 2013 to present. Depending on the report you select, there may be additional filters that appear in the Select Filter section. Some reports will provide the option of exporting the data in Excel or in PDF. Once all filters have been entered, click on the "Get Report" button.

The following table provides a description of each one of the reports:

Report Name	Description	Potential Uses
Raw Data Reports	The report will contain the raw data for the completed survey chosen for a fiscal year. A time span of less than a fiscal year may be specified. This report only includes the data from surveys that have a completed status. No mathematical calculations have been applied to the data.	Data analysis based on the needs of the district or organization, including individual data. Could provide a local data source for research.
Child Demographics Report	This report will aggregate the data from child demographic surveys with a completed status.	Child demographic data can be used to describe the overall child population served by a program in a given fiscal year, to look at trends in child demographics over time, to assist in decisions targeting certain populations

Reports for Success in School

The Reports for Success in School page generates reports from the former Success in School Application. This Application is no longer used, but reports from 2012-2018 are still available in this tab. To access these reports, select the "Reports for Success in School" function from the Navigation Pane. Select the year along with the report you wish to view as well as any filter you wish to apply and then click "Get Report" at the bottom of the page.

Help Resources

Foundations for School Success Webpage:

The Documents below are located on the Foundations for School Success webpage.

- Foundations for School Success Step-by-Step Guide for PreK Surveys
- Foundations for School Success Step-by-Step Guide for Non-Public Participants
- FSS Information Sheet

Foundations for School Success Help Desk: fss@ksde.org

IT Help Desk: 785-296-7935 for any technical issues.

Revision History

Date	Reason for Changes	Version
7/1/2021	Updated manual in its entirety	8.0

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