



KIAS - Kansas Integrated Accountability System

# ***Quick***

# ***Start***

# ***Guide***

***for LEA Users***

***Federal Fiscal File Review and  
ESEA Consolidated Review***



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## Introduction

This document will explain how LEA users can use the Kansas Integrated Accountability System (KIAS) to complete the Federal Fiscal File Review and the ESEA Consolidated 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, and improvement. ECSETS monitors to ensure both state and district-level compliance with federal and state program requirements.

## 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 two input fields: 'User Name:' and 'Password:'. A blue 'Login' button is positioned below the password field, and a link for 'Forgot Your Password?' is below the login button. A note 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'. Below this is a 'Need help?' link with a description: 'Click on the help icon for a series of Flash tutorials about the User Login.' A green 'New User Registration' section follows, with the text: 'If you have not yet registered to have an individual login and password for accessing KSDE web applications, click here to register.' and a green 'Register' button. At the bottom, there is a 'System Maintenance Notices' link and a copyright notice: '© 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.

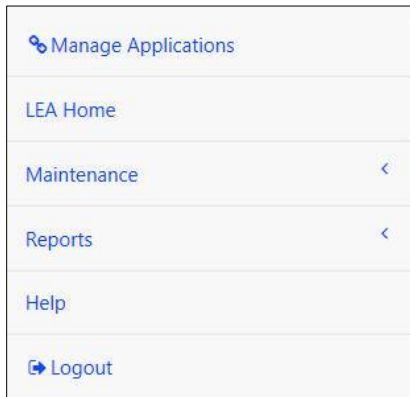
The screenshot shows the KIAS web application interface. At the top left is the KIAS logo and the text "KIAS - Kansas Integrated Accountability System". Below this is a navigation menu with links for "Manage Applications", "LEA Home", "Maintenance", "Reports", "Help", and "Logout". The main content area displays the user's session information: "User: HelpDesk\_Admin District: D0101 Building: 0100 Access Level: District Admin". Below this is a "Search Options" section with a "Monitoring Type" dropdown menu and a "School Year" dropdown menu set to "2016 - 2017". There are "Search" and "Clear Search" buttons. Below the search options is a section titled "LEA REVIEW ASSIGNMENTS:" with the instruction "SELECT A REVIEW TYPE AND CLICK THE EDIT PENCIL ON THE RIGHT TO BEGIN." Below this is a table titled "Maintain Assessments" with the following data:

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/ICA Edit	
2016 - 2017	IDEA REQUIREMENTS FILE REVIEW	Not Started	



## 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** displays six clickable options: Manage Applications, LEA Home, Maintenance, Reports, Help, and Logout.

Clicking on the **LEA Home** link will bring you back to the main page.

## Review Summary

Review Summary:

**LEA:** D0101 Erie-Galesburg | **Current Event Window:** Data Collection Window | **Window Dates:** 09/16/2016 - 04/30/2017 (2 days left) | **Event Status:** Not Started | **KSDE Contact:** |

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.



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.



## Federal Fiscal File Review and ESEA Consolidated Review

An example of how to complete an ESEA consolidated review is provided; the federal fiscal file review process is similar and therefore not detailed in this guide.

### Example -- ESEA Consolidated Review

Selecting KIAS from the Kansas single sign-on system will bring you to the main page in the KIAS system. You would then be able to pick the specific module that you want to work on. At the top, you can filter by a specific module. You can also go back to previous school years to compare them with the current year.

The screenshot shows the KIAS system interface. At the top, it says "KIAS - Kansas Integrated Accountability System" and "User: HelpDesk\_Submit District: D0101 Building: 0100 Access Level: District User". Below this is a "Search Options" section with a dropdown for "Monitoring Type" and a dropdown for "School Year" set to "2016 - 2017". There are "Search" and "Clear Search" buttons. Below the search options is a section titled "LEA REVIEW ASSIGNMENTS:" with the instruction "SELECT A REVIEW TYPE AND CLICK THE EDIT PENCIL ON THE RIGHT TO BEGIN." Below this is a table titled "Maintain Assessments".

School Year	Data Collection	Report Status	Edit
2016 - 2017	ESEA CONSOLIDATED REVIEW	In Progress	
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/ICA Edit	

For the purpose of our example, scroll down to the **ESEA Consolidated 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.



To begin working or to continue working on an assessment, click on the pencil icon under the **Edit** area.

User: HelpDesk\_Admin District: D0101 Building: 0100 Access Level: District Admin

### LEA REVIEW: ESEA CONSOLIDATED REVIEW 2016 - 2017 DATA FROM THE 2015 - 2016 & 2016 - 2017 SCHOOL YEARS

**Review Summary:**

**Current Event Window:** Data Collection Window | **Window Dates:** 07/01/2016 - 05/30/2017 (26 days left) | **Event Status:** In Progress | **KSDE Contact:** |

**File Review** | Data Verification | Potential Non Compliance Verification

Begin the self-assessment by clicking the Edit pencil.

Click the Submit Assessment when all questions are answered. The button is not active until all the questions are answered.

**Submit**

When you have completed entering answers to the ESEA Consolidated Monitoring questions, please submit for verification. Please note: all information will be read only after submission.

**ESEA Consolidated File Review**

Answered Count	Non Compliant Count	Edit
55/55	0	

For the Federal Fiscal 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

### FEDERAL FISCAL FILE REVIEW:

ANSWER ALL QUESTIONS. LEA COMMENTS ARE OPTIONAL.

[Click here to download the Federal Fiscal Self-Assessment Worksheet for review.](#)

**Federal Fiscal Compliance Questions**

Question Number	Question Desc	LEA Comment	Answer
1	Does the district have written policies and procedures outlining how draw requests of federal funds are determined? <a href="#">2 CFR 200.302</a>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No



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.

TITLE IIA				
25	Does the LEA have documentation to show that a needs assessment was conducted?		<input type="checkbox"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No
26	Does the LEA have documentation that reveals who was involved in the needs assessment? <a href="#">Title II Part A Sec. 2122</a>		<input type="checkbox"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No
27	Does the LEA have documentation to show that all professional development activities funded are tied to the identified needs from the needs assessment?		<input type="checkbox"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No
	Does the LEA maintain documentation that shows			

You may see that some questions are grayed out on the self-assessment document. There is skip-logic built into the self-assessment, based on how you answer specific questions. In this example, you will see that, because the answer for private schools was no, it skipped the next six questions.

PRIVATE SCHOOLS				
18	Does the LEA have documentation that shows equitable services are being provided to private school children?		<input type="checkbox"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No
19	Does the LEA have documentation to show that federal funds are used for secular, neutral, and non-ideological instruction?			
20	Does the LEA have documentation that exhibits that Title I and Title III programs monitor the progress of private school student(s) achievement during the school year?			
21	Does the LEA have documentation that proves the district evaluates the success of the Title program in the private schools each year?			
22	Does the LEA have documentation that illustrates public school teachers and paraprofessionals who work in private schools are highly qualified?			
23	Does the LEA have documentation to show that private school officials were consulted regarding the planning, design, implementation and participation in federal programs, and, if applicable, transferability options and REAP flexibility?			
24	Does the LEA have documentation that indicates criteria is used to select Title I students for services provided to eligible private school students and that all participating private school children are residents of an eligible Title I school attendance area?			
TITLE IIA				
25	Does the LEA have documentation to show that a needs assessment was conducted?		<input type="checkbox"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No



Once you have answered all of the questions, 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.

**Submit**

When you have completed entering answers to the ESEA Consolidated Monitoring questions, please submit for verification. Please note: all information will be read only after submission.

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.

In the blue bar under the **Data Verification** tab, you can upload documents that are requested, whether they are self-reported or randomly chosen.

User: HelpDesk\_Submit District: D0101 Building: 0100 Access Level: District User

LEA REVIEW: ESEA CONSOLIDATED REVIEW 2016 - 2017  
DATA FROM THE 2015 - 2016 & 2016 - 2017 SCHOOL YEARS

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Review Summary:

Current Event Window: Data Collection Window | Window Dates: 07/01/2016 - 05/30/2017 (25 days left) | Event Status: In Progress | KSDE Contact: |

File Review
Data Verification
Potential Non Compliance Verification

**ESEA Consolidated File Review**

Question Number	Question Description	Verify Reason	Optional Documents Uploaded	Required Documents Uploaded	LEA Comment	Compliant	Maintain Documents
+	18 Does the LEA have documentation that shows equitable services are being provided to private school children?	Self-Reported	0	0/0		No	
+	25 Does the LEA have documentation to show that a needs assessment was conducted?	Self-Reported	0	0/0		No	





Next to a specific question, select the edit button under the **Maintain Documents** column. Enter a title and an optional comment and browse to the actual file that you want to upload. The file types that can be accepted are listed on this page. Click **Upload File**.

Review Summary:

Current Event Window: Data Collection Window | Window Dates: 07/01/2016 - 05/30/2017 (25 days left) | Event Status: In Progress | KSDE Contact: |

File Review | **Data Verification** | Potential Non Compliance Verification

QUESTION: DOES THE LEA HAVE DOCUMENTATION THAT SHOWS EQUITABLE SERVICES ARE BEING PROVIDED TO PRIVATE SCHOOL CHILDREN?

DOCUMENT UPLOAD:

PLEASE ATTACH ANY KSDE REQUESTED DOCUMENTS, OR UPLOAD ANY OPTIONAL DOCUMENTS THAT RELATE TO THIS ANSWER. ALL ENTRIES ARE REQUIRED.

Title:

Comment:

Required File Type: Optional

File to Upload:

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

DOCUMENT UPLOADS FOR DATA VERIFICATION:  
No uploaded documents found.

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	Upload Type	KSDE Request Comment	Document Upload Date	LEA Comment	Action
Test Document <input type="button" value="v"/>	0		05/05/2017	This is a test	<input type="button" value="X"/>

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 it so you will not get cited in those areas.

If you do get cited and have to do a DCAP, you would go to **DCAP Edits** tab and **DCAP Updated Edits** tabs to work through those processes as you did with the **Data Verification**.



## Support

Software support is provided by Leader Services' help desk staff. Leader's help desk can be reached by email at [helpdesk@leaderservices.com](mailto: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.

**KIAS - Kansas Integrated Accountability System**

User: gblickleyDistUser District: U0001 Building: 0000 Access Level: District Admin

**HELP DESK - ASSISTANCE WITH THE KIAS SYSTEM (NAVIGATING, DATA ENTRY, EDITING, ETC).**

**PHONE TOLL-FREE: (877) 456-8777**

**HOURS (EXCLUDING HOLIDAYS): MONDAY-FRIDAY, 7 A.M. - 5 P.M.**

**VIDEO TUTORIALS**  
You may also download a MP4 to play locally.

- [District Admin](#)
- [Federal Fiscal](#)
- [Gifted](#)
- [IDEA](#)
- [Indicator 11](#)
- [Indicator 12](#)

**HELP LINKS**

EMERGENCY SAFETY INTERVENTION DATA COLLECTION

- [Registering for KIAS - Building Users and District Admins](#)
- [User Guide: Emergency Safety Intervention Reporting](#)
- [Reporting Guidance: Emergency Safety Intervention Data Collection](#)

Navigation Menu:  
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## 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.