KGMS

Kansas Grants Management System

MODULE: DEAF-BLIND

KANSAS
STATE DEPARTMENT OF
EDUCATION

Introduction

This guide explains how LEAs can use the Kansas Grants Management System (KGMS) to apply for Deaf-Blind Funds. Districts must enter all required information and submit the application to the state.

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LEA USER GUIDE

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.

Login

KGMS 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
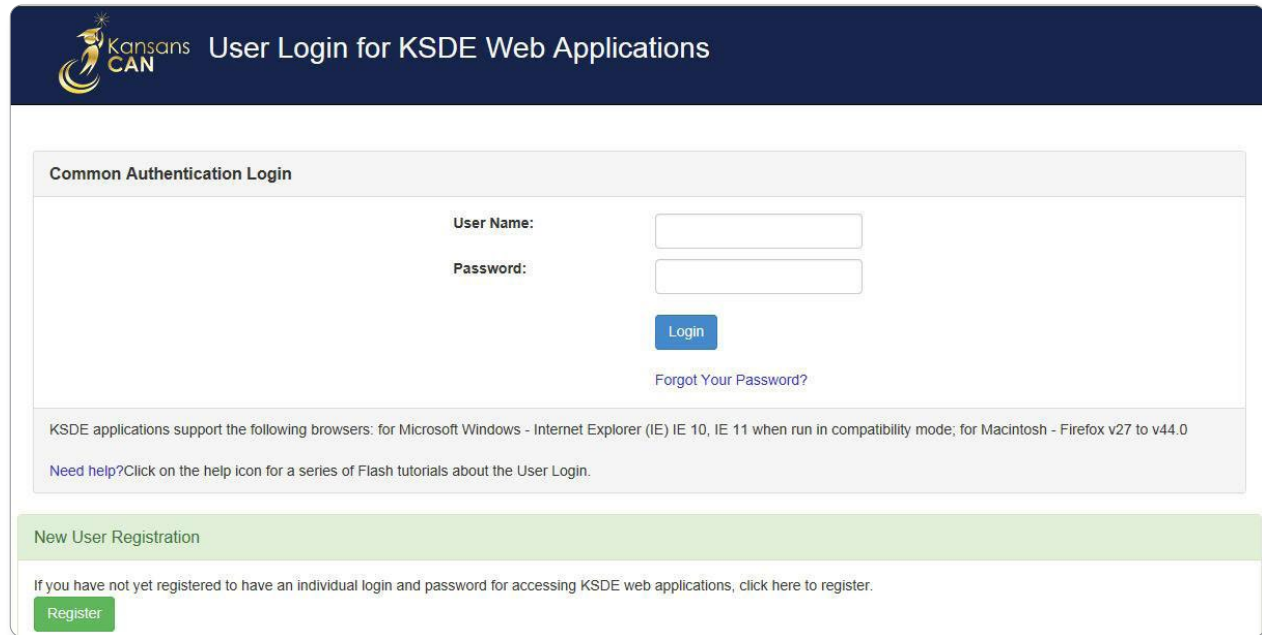
Once there, enter your **User Name** and **Password** in the fields and click the blue Login button.
Next, you must request access to the KGMS application by filling out the **KSDE Registration Form**.

Fill out contact information form fields, and choose your **organization** + **building** from the drop-down menus. Select the **Kansas Grants Management System (KGMS)** from the list of available applications. *A period of wait time for access credentials may exist. Please contact your State Administrator for updates on progress.

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

Navigation

KGMS has several wayfinding elements that can be found on each page of the application.

The **Task Navigation** menu is the area along the left side of each page that provides links to common tasks within the site. ✎**NOTE:** District **users** see the following list of options: Manage Applications, LEA Home, Help, and Logout. District **admins.** see each of the above options, as well as a Maintenance link.

🔗 Manage Applications	Returns you to the main KSDE Web Applications page
LEA Home	Returns you to the district homepage to select another year
⚙ Maintenance ▾	Allows the **district admin.** to assign security settings for other district users
☰ Reports	Lists any available reports for viewing
📄 View Generated Letters/GAN	Shows letters containing detailed lists of approved and disapproved items/services
? Help	Displays a list of phone numbers, hours of operation, and other resources
➡ Logout	Logs you out of the application

Navigating to the **Home Page** can be achieved one of 3 ways: Via the Home Link, the Home Link Icon, or the Task Navigation menu link, "LEA Home."

Helpful **User Info.** is available at the top of each page. It shows your **Login credentials**, **District #**, **Building #**, and **Access Level**.

User: DTEST **District:** DTEST **Building:** 0000 **Access Level:** District Admin

Information Fields

The KGMS features helpful visual elements for quick recognition of information. Each page contains a yellow **Summary Field** which displays a summary of the current event window, the dates for that window, the remaining days, and the assessment status.

Some pages contain an **Instructions Field** which displays state-assigned instructions for that page.

When page data is saved correctly, a green field will appear to confirm success.

When required data is missing, a red **Error Field** will appear, alerting you to a mistake on that page.

Session Timer

To keep track of session length, each login is automatically set to 20 minutes. Once remaining time reaches 2 minutes, a pop-up window warning of session expiration will appear. You have a choice to either stay signed in or sign out. If you choose to stay signed in, the session timer resets to 20 minutes each time you perform a page action or navigate to a new page. If you are automatically signed out, you will return to the main KDSE Web Applications page.

📌**NOTE:** Save often... Automatic logout due to session timeouts = all unsaved data is lost

📌**NOTE:** Manually **logging out** of the system can be done by clicking the Profile Icon logout option or clicking the Logout link in the Task Navigation menu.

DEAF-BLIND FUNDS APPLICATION
Steps

Start on the KGMS LEA home page. From the **Search Options** section, select **School Year** and **Grant Type**. Next, click the **Search** button.

Search Options	
School Year	2019 - 2020 ▼
Grant Type	Select a Grant Type ▼
	Search Clear

The Grant Listing section will display your search results as well as the submission status. Under the **Action** column, you will see an icon, indicating available next steps.

📌**NOTE:** Records with the **View icon** 👁 are view only and cannot be edited.

Records with the **Edit icon** 📝 can be viewed or edited.

Grant Listing			
School Year	**Grant Type**	**Status**	**Action**
2019 - 2020	Deaf-Blind	In Process	📝
2019 - 2020	TIP	Annual Financial Report Submitted to KSDE	📝

Click on the edit icon next to the fund type you wish to maintain. This opens the **Student Applications Summary** tab.

Summary	**Student Applications**

LEA Summary Instructions!

The currently active window(s) for this Deaf-Blind grant are:

Deaf-Blind Application Window: 01/01/2020 - 06/30/2020 (147 days left)
Deaf-Blind Amendments Window: 01/01/2020 - 06/30/2020 (147 days left)
Deaf-Blind Reimbursements Window: 01/01/2020 - 06/30/2020 (147 days left)

There are **11** Student Applications entered.

There are **10** Student Applications Submitted to KSDE.

Total Submitted: **$9,719.31**.

Total Approved: **$7,709.31**.

Total Amended: **$233.90**.

Total Reimbursed: **$35.00**.

2 tabs are present on the data collection pages. **Summary** (which opens first), and **Student Applications**. The Summary page provides a quick reference to track progress status, see the total number of submitted applications, and view dollar amounts.

Grant applications must be added individually for each student. Click on the **Student Applications** tab to edit or add a new student application.

Summary:

Current Window(s): Deaf-Blind Application Window: 01/01/2020 - 06/30/2020 (147 days left)   Assessment Status: In Process   Submit Questions Email:
Deaf-Blind Amendments Window: 01/01/2020 - 06/30/2020 (147 days left)
Deaf-Blind Reimbursements Window: 01/01/2020 - 06/30/2020 (147 days left)

| Summary | Student Applications |

Page instructions will appear here as entered in by the State.

➕ Add Student Application

Student Applications

Student Name	KIDS ID	Date of Birth	Application Status	Reimbursement Status	Award Status	View/ Edit	Delete/ Reopen
Smith, John		05/12/2006	Partially Approved		Not Yet Awarded	🖉	
Student, Test		03/02/2012	In Process		Not Yet Awarded	🖉	🗑
Student1, Test1		03/02/2012	Approved		Awarded	🖉	
Student2, Test2		03/02/2012	Approved	Submitted	Awarded	🖉	
Student3, Test3		03/02/2012	Approved		Awarded	🖉	
Student4, Test4		03/02/2012	Approved		Awarded	🖉	
Student5, Test5		03/02/2012	Approved	Submitted	Awarded	🖉	

|◄◄ ◄◄ Page 1 of 1 ►► ►►| ⟳ 100▾   Displaying records 1 - 11 of 11

To add a new application, click on the ➕ Add Student Application button. This will display a **Maintain Student Demographics** form, under the **Demographics** tab, through which you can add student data.

| Return to Student Applications | Demographics | Assistive Technology | Consultation | Evaluation | Submit Application | Amendments | Reimbursements |

Page instructions will appear here as entered in by the State.

Maintain Student Demographics

Does the student have a KIDS ID assigned?	⦿ No ⭕ Yes
Student First Name:	
Student Middle Initial:	
Student Last Name:	
Date of Birth:	
Location of Student:	Select a Location ▾
Payment LEA:	DTEST Test District
Address:	
City State ZIP:	
Contact Person:	
Telephone:	
Email Address:	

The first question asks if the student has a KIDS ID assigned in the Kansas database. The default is "**No.**" Selecting "**Yes**" will expand the window to allow that ID to be entered. Begin by entering the KIDS ID; if the ID exists in the KIDS system, the student name and date of birth fields will automatically populate.

📌**NOTE:** If the KIDS ID is accepted, the fields associated with that ID become view only.

If the ID does not exist in the system, the user can manually enter data for that student. *Some data will automatically populate the form, based on previous answers.

Maintain Student Demographics	
Does the student have a KIDS ID assigned?	⦿ No ◯ Yes
Student First Name:	John
Student Middle Initial:	
Student Last Name:	Smith
Date of Birth:	05/12/2006
Location of Student:	DTEST Test District ▾
Payment LEA:	DTEST Test District
Address:	111 Street
City State ZIP:	Hometown PA 11212-
Contact Person:	Principal Joe Williams
Telephone:	111-222-3333
Email Address:	test@email.com
Student is under 3 years of age at the time of application:	◯ Yes ⦿ No
Student currently is certified Deaf-Blind by the Deaf-Blind Project:	◯ Yes ⦿ No
Student is certified Deaf-Blind and is transitioning from a segregated setting to their neighborhood school:	⦿ Yes ◯ No
Student has a suspected hearing loss and documented vision loss in need of an evaluation:	◯ Yes ⦿ No
Student has a suspected vision loss and documented hearing loss in need of an evaluation:	◯ Yes ⦿ No
On December 1st Child Count this student was reported as:	Vision Loss ▾
Provide a short summary of the student's educational program:	test

Cancel

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The student's first name, last name, and date of birth are required to initiate an application. The remaining yellow fields on the page are not required for initial setup of the student, but must be completed before the application can be submitted to the state. Click **Save** to continue.

If the last question on this page (December 1st Child Count, this student was reported as:) is answered with the dropdown option of "**Other**," a text box will appear, requiring additional data entry.

Once a student record is started on the student's **Demographics** page, supplemental information can be added to the application, using the next **3** tabs -- **Assistive Technology**, **Consultation**, and **Evaluation**. An error will appear if you attempt to populate any of these three tabs without first adding the student demographics record.

All three tabs function in a similar manner. The following example shows how to navigate these tabs.

Under the Assistive Technology tab, click the **Add Assistive Technology** button for the student.

Maintain Assistive Technology for Student, Test

Item Name:	
Instructional Rationale:	
Website Link for Item:	
Expected Price:	0.00 (Include shipping & handling)

Save   Cancel

Enter the required information and click **Save**.   📌**NOTE:** All yellow fields do not have to be populated before saving, but all of the data in these fields will be required, prior to submitting the application to the state.

Once the information has been saved, a second box will appear on the right side of the page, allowing the user to upload files, as needed for this section of the application.

Return to Student Applications	Demographics	Assistive Technology	Consultation	Evaluation	Submit Application	Amendments
Reimbursements						
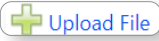
Assistive Technology added successfully.

Page instructions will appear here as entered in by the State.

➕ Add another Assistive Technology for **Student, Test**

Maintain Assistive Technology for Student, Test

Item Name:	Item x
Instructional Rationale:	Test
Website Link for Item:	
Expected Price:	20.00 (Include shipping & handling)

Save   Cancel

➕ Upload File
Uploaded Files

File Name	Title	Uploaded On	Delete
No Uploaded Files Found			

A user must either add a **website link** *or* **upload a file** for each assistive technology item.
📌**NOTE: Consultation** items *require* a (PDF) file upload.

To upload files, click on the [+ Upload File] link.

| Return to Student Applications | Demographics | Assistive Technology | Consultation | Evaluation |
| Submit Application | Amendments | Reimbursements |

Upload Files/Documentation for Student 'Student, Test' | Item 'Item x'

| Title | |
| File to Upload | Choose File No file chosen |

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

Upload File   Cancel

Fill in a title for the document, then click on the **Choose File** button to browse for a file. *Note the allowed file types listed above. Select the file and click on the **Upload File** button.

Once a record has been successfully added, the "**Add another _**" button will appear. The user can click that link to add another record instead of returning to the main Assistive Technology, Consultation, or Evaluation tab.

[+ Add another Assistive Technology for **Student, Test**]

Repeat this process, as needed, using the Consultation and Evaluation tabs.

Submit Application Tab

When all required information has been added to the student application, click on the **Submit Application** tab.

| Return to Student Applications | Demographics | Assistive Technology | Consultation |
| Evaluation | Submit Application | Amendments | Reimbursements |

📌**NOTE:** If any of the required fields from the Demographics, Assistive Technology, Consultation, and/or Evaluation tab are missing information, an error message will appear on the bottom of the page. A list of the information that is missing will be located in the red **Error Field**. All errors must be corrected before the application can be submitted.

Please correct the following errors before submitting the Student Application to KSDE:

- Assistive Technology: Item x - Either Website Link must be entered or a File must be uploaded.
- Assistive Technology: Item x - Either Website Link must be entered or a File must be uploaded.
- Submit Application: LEA Director / Designee is a required field.
- Submit Application: LEA Director / Designee Certification must be checked.

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Additional files to support the application can be uploaded. Follow the upload procedures that were previously described.

The district user must fill in the names of designees who are able to commit funds with the district. Check the box certifying that all information in the application is accurate and true.

When all required information has been supplied and all errors have been corrected, click **Save**. The **Submit Student Application** button will appear. Click on this button and confirm the action to submit the application to the state.

Once submitted, the summary on the **LEA Home** page will update to reflect this change. In addition, the application will show as **submitted to KSDE** on the **Student Applications** tab. The View/Edit icon will change, indicating that the file is now "View Only."

The record must be reopened using the **Reopen icon** ⟳ in order to edit. Records can be reopened and edited until the point at which the state runs the random selection process for fund dispersal.

Student Name	KIDS ID	Date of Birth	Application Status	Award Status	View/Edit	Delete/Reopen
Davis, Sammy		05/12/2000	Approved	Not Yet Awarded	✎	
Gygaz, Gary		05/12/2000	In Process	Not Yet Awarded	✎	🗑
Harper, Bryce		05/12/2005	KSDE Review	Not Yet Awarded	✎	
Jones, Tom		04/01/2010	Submitted to KSDE	Not Yet Awarded	👁	⟳

When a submitted application is viewed, there will be an additional information field on the page. It will show the application has been submitted.

Student Application for **Student2, Test2** submitted on **7/9/2019** by **DTEST Admin, DTEST Admin**.

Amendments Tab

If changes to an application are necessary, modifications to requested items can be entered under the **Amendments** tab. 📌**NOTE:** The state must approve an application before it can be amended. The **Amendments** tab will be available after the state has approved the application.
On the **Student Applications** tab, select the **View/Edit** button for the student record.

Approved Assistive Technology items for Student2, Test2

Item Name	Item Price	Instructional Rationale	Web Link for Item	Amendment Submission Status	Amendment Approval Status	View/ Maint	Delete
Test Item #1	$25.00	Test insturctional rationale	http://www.google.com	Not Yet Submitted			
Test Item #2	$35.45	Instructional Rationale comments	http://www.google.com	Not Yet Submitted			
Test Item #3	$56.23	Test item #3 instructional rationale	http://www.google.com	Not Yet Submitted			

When an application has been approved by the state, including each separate item requested, as well as the entire application itself, the **Amendments** tab will display a series of tables, with details of each of the items requested under the **Assistive Technology** tab, the **Consultation** tab, and the **Evaluation** tab.

Approved Assistive Technology items for Smith, John

Item Name	Item Price	Instructional Rationale	Web Link for Item	Amendment Submission Status	Amendment Approval Status	View/ Maint	Delete
Assistive Technology Item 1	$200.00	test	http://www.google.com	Not Yet Submitted		➕	
Assistive Technology Item 2	$56.00	Test	http://www.google.com	Not Yet Submitted		➕	
*Assistive Technology Item 3	$100.00	test	http://www.google.com	Not Yet Submitted	Not Yet Reviewed	✏️	🗑️

➕ Add Consultation Amendment

Approved Consultations for Smith, John

Consultant Name	Expected Price	Description of Qualifications	Description of the type of consultation supported by evidence-based practices for that is being requested	Amendment Submission Status	Amendment Approval Status	View/ Maint	Delete
Test Consultant #1	$100.00	test	test	Not Yet Submitted		➕	
Test Consultant #2	$500.00	test	test	Not Yet Submitted		➕	

➕ Add Evaluation Amendment

Approved Evaluations for Smith, John

Name of the Evaluator	Expected Price	Service being provided	Purpose of the Evaluation supported by evidenced-based practices	Amendment Submission Status	Amendment Approval Status	View/ Maint	Delete
Test Evaluator #1	$300.00	test	test	Not Yet Submitted		➕	
Test Evaluator #2	$300.00	test	test	Not Yet Submitted		➕	

In addition, each of the tabs will show the status of the approved application.

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Items which can be amended will have a ⊕ icon in the **View/Maint** column of these tables on the **Amendments** tab. Items with this icon in any of the three tables can be amended using the same procedure.

To make changes to a requested item, click on the ⊕ icon and enter the changes. The yellow boxes indicate required information. Click **Save**.

Once an item has been saved, the web page will display an additional window with the option to upload a file. Before the amended item can be submitted, the user must either enter a link to a website or upload a file, following the upload procedures that were previously described.

When all errors have been corrected, the **Submit** button will become available. When prompted, click **Submit** and confirm the submission. 📌**NOTE:** An amendment must be *saved* <u>and</u> *submitted*.

After submission, the icon in the **View/Maint** column will change to a 👁 , indicating that the record is now **View Only** and cannot be edited. The state will approve or disapprove the amendments and the user will receive an email with details of the updated status. The **Approval Status** column in the table (**Amendments** tab) will reflect the changes.

If an item is disapproved by the state, the district has the option of deleting or amending the item through the **View/Maint** column.

Item Name	Item Price	Instructional Rationale	Web Link for Item	Amendment Submission Status	Amendment Approval Status	View/ Maint	Delete
Approved Assistive Technology items for Smith, John							
Assistive Technology Item 1	$200.00	test	http://www.google.com	Submitted to KSDE	Not Yet Reviewed	👁	
Assistive Technology Item 2	$56.00	Test	http://www.google.com	Not Yet Submitted		➕	
*Assistive Technology Item 3	$100.00	test	http://www.google.com	Not Yet Submitted	Not Yet Reviewed	🖊	🗑

📌**NOTE:** Throughout the application process, additional amendments may also be added. Should a brand new Assistive Technology, Consultation, or Evaluation amendment need to be added, click the corresponding link and follow the procedures that were previously described.

➡ ➕ Add Consultation Amendment

Consultant Name	Expected Price	Description of Qualifications	Description of the type of consultation supported by evidence-based practices for that is being requested	Amendment Submission Status	Amendment Approval Status	View/ Maint	Delete
Approved Consultations for Smith, John							
Test Consultant #1	$100.00	test	test	Not Yet Submitted		➕	
Test Consultant #2	$500.00	test	test	Not Yet Submitted		➕	

Reimbursements Tab

Under the **Reimbursements** tab, the district must enter the invoice information in the **Requested Invoice Amount** column for each item that was approved, per student. If there are outstanding amendments and/or the amendments are not yet reviewed by the state, nothing can be entered on the Reimbursements tab.

Expenditures:

Assistive Technology	Approved Amount	Amendment Amount	Requested Invoice Amount	KSDE Amount	Returned/Unused Amount	Has Uploaded Invoice(s)?
Test Item #1	$25.00	$0.00	25.00	$0.00	$0.00	No
Test Item #2	$35.45	$0.00	35.00	$0.00	$0.45	No
Test Item #3	$56.23	$0.00	55.00	$0.00	$1.23	No
Consultation						
Test Consultant #1	$300.00	$0.00	300.00	$0.00	$0.00	No
Test Consultant #2	$114.12	$0.00	100.00	$0.00	$14.12	No
Test Consultant #3	$15.12	$0.00	15.12	$0.00	$0.00	No
Evaluation						
Test Evaluator #1	$100.12	$0.00	100.00	$0.00	$0.12	No
Test Evaluator #2	$110.56	$0.00	110.56	$0.00	$0.00	No
Test Evaluator #3	$99.99	$0.00	0.00	$0.00	$99.99	No
Grand Totals:	**$856.59**	**$0.00**	**$740.68**	**$0.00**	**$115.91**	

Save

The data cannot be saved until all amounts are entered in this column (*Zeros can be entered in the field). The red error field will appear if the **Requested Invoice Amount** is greater than the **Approved Amount**.

After all **Requested Invoice Amounts** have been entered, click **Save**.
For every **Requested Invoice Amount** that is greater than zero, the district must upload the invoice as supporting documentation. To upload invoices, click on the link below the **Expenditures** table that corresponds to the item being documented.

➕ Upload Assistive Technology File   ➕ Upload Consultation File   ➕ Upload Evaluation File

This will open the upload window; follow the upload procedures that were previously described.

Upload Invoice for Student 'Student5, Test5'

Select an item:	Please select an Assistive Technology ▼
Title	
File to Upload	Choose File No file chosen

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

Upload File   Cancel

After an invoice has been uploaded, the **Has Uploaded Invoice(s)?** column on the right side of the **Expenditures** table will change to a *Yes* and information about the uploaded file will appear at the bottom of the page in the **Uploaded Files** table.

An uploaded invoice is required for all requested invoice amounts that are greater than zero. In addition, a **Tax ID** is required before submitting for reimbursement.

When all requirements have been met, the **Submit** button will appear on the bottom of the **Expenditures** table.

Click on **Submit** and confirm the submission. Near the top of the **Reimbursements** tab, the yellow status bar will show that the reimbursement has been submitted. A link will appear to allow the user to print a report with details of the reimbursement information.

| Return to Student Applications | Demographics | Assistive Technology | Consultation | Evaluation |
| Submit Application | Amendments | Reimbursements | | |

Reimbursement submitted on **7/10/2019** by **DTEST Admin, DTEST Admin**.

After the reimbursement data is submitted, two additional tables will appear on the **Reimbursements** tab: **District Reimbursement Approval** and **Reimbursement Award**. After the state takes action on the reimbursement data, the information will be included here.

District Reimbursement Approval

Approval Status:	Not Yet Reviewed
Approval/Disapproval Date:	
KSDE Comments:	

Reimbursement Award

Status:	Not Yet Approved
Reimbursement Award Date:	
Reimbursement Award Amount:	$0.00

📌**NOTE:** Once the state approves the reimbursements, no additional changes can be made on the **Amendments** tab. If there are outstanding amendments and/or the amendments are not yet reviewed by the state, nothing can be entered on the **Reimbursements** tab.

Support

Software support associated with KGMS system navigation, data entry, and editing is provided by the Leader Services Help Desk staff (M - F | 7 am - 5 pm). The Help Desk can be reached via email or toll-free phone number.
email: helpdesk@leaderservices.com
phone: 877-456-8777

General help topics related to workflows and processes is provided by the KSDE Help Desk.
email: helpdesk@ksde.org
phone: 785-296-7935
front desk: 785-296-3201
fax: 785-296-7933

📌**NOTE:** Information about the Leader/KSDE help desk, additional KGMS system resources and other links can be accessed by clicking the Help link in **Task Navigation**.

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