



KIAS - Kansas Integrated Accountability System

Quick

Start

Guide

for LEA Users

IDEA Indicator 11



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Introduction

This document will explain how LEAs can use the Kansas Integrated Accountability System (KIAS) to complete the IDEA Indicator 11 module. Indicator 11 measures whether students' initial IEP evaluations were completed within 60 days of receiving parental consent.

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>

Kansas CAN User Login for KSDE Web Applications

Common Authentication Login

User Name:

Password:

Login

[Forgot Your Password?](#)

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

[Need help?](#) Click on the help icon for a series of Flash tutorials about the User Login.

New User Registration

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

Register

[System Maintenance Notices](#)

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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.



KIAS - Kansas Integrated Accountability System

The screenshot shows the KIAS web application interface. At the top, the user is logged in as HelpDesk_Admin, District: D0101, Building: 0100, with an Access Level of District Admin. The interface includes a sidebar with navigation options: Manage Applications, LEA Home, Maintenance, Reports, Help, and Logout. The main content area features a 'Search Options' section with dropdown menus for 'Monitoring Type' and 'School Year' (set to 2016 - 2017), and 'Search' and 'Clear Search' buttons. Below this is a section for 'LEA REVIEW ASSIGNMENTS' with a note to select a review type and click the edit pencil. A table titled 'Maintain Assessments' lists various data collection tasks with their report statuses and edit options.

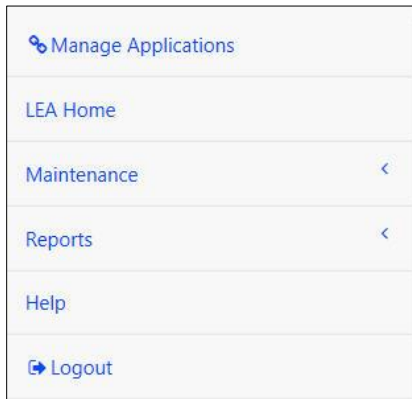
School Year	Data Collection	Report Status	Edit
2016 - 2017	EMERGENCY SAFETY INTERVENTION DATA COLLECTION - Galesburg Middle School	Not Started (Reporting Period # 1)	
2016 - 2017	GIFTED FILE REVIEW	Data Verification	
2016 - 2017	IDEA INDICATOR 11	Not Started	
2016 - 2017	IDEA INDICATOR 12	Not Started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

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.



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:

Current Event Window: Data Collection Window | **Window Dates:** 05/17/2017 - 05/18/2017 (1 days left)
| **Event Status:** In Progress | **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.



IDEA Indicator 11

From the LEA Home page, scroll down to the **IDEA Indicator 11** line and click on the pencil icon in the **Action** column.

LEA REVIEW: IDEA INDICATOR 11 2016 - 2017
DATA FROM THE 2015 - 2016 SCHOOL YEAR

Review Summary:

Current Event Window: Data Collection Window | **Window Dates:** 05/15/2017 - 05/20/2017 (1 days left) | **Event Status:** Data Collection | **KSDE Contact:** |

Data Collection | Data Verification | Potential Non Compliance Verification | DCAP Edits | Updated Data | Updated Data Verification | Reports

Search Options

Random Sample:

Record Status:

Student Last Name:

Create Random Sample Collection

When you have completed entering the full population of student initial evaluations, please create the random sample for making ontime/late determinations. Please note: general population data will no longer be editable once the random selection is created.

POPULATION DATA FOR STUDENT INITIAL EVALUATIONS:
PLEASE ENTER ALL THE STUDENT INITIAL EVALUATIONS FOR YOUR LEA. WHEN DONE PLEASE CREATE RANDOM SAMPLE.

[+ Add New Student Initial Eval](#) | [+ Upload Excel of Student Initial Eval](#) | [Download Excel Template for Uploading](#)

Compliance Indicator 11 List

Random Sample	Record Status	Student Name	KIDS ID	DOB	LEA	Eligible	Assign District	Eval Consent Received Date	Eligibility Determined Date	Number of School Days	Action
		Jones, Sally	1111122222	2/1/2000							
		Smith, Thomas	1234567890	3/1/2000							

[/help.aspx](#)



Initially, students must be added to the system; there are two ways to do this.

1) To add new students individually, click on the **Add New Student Initial Eval** link. This will display a form through which you can add student data. The yellow fields are required, the white are optional. Enter the requested information and click **Save**.

ADD STUDENT	
KIDS ID:	<input type="text"/>
Student First Name:	<input type="text"/>
Student Middle Initial:	<input type="text"/>
Student Last Name:	<input type="text"/>
Date of Birth:	<input type="text" value="mm/dd/yyyy"/>
Eligible:	<input type="checkbox"/>
LEA:	<input type="text" value="D0603 ANW Special Education Cooperative"/>
Assign Child:	<input type="text" value="DTEST Leader Test District"/>
Consent for Evaluation Received Date:	<input type="text" value="mm/dd/yyyy"/>
Eligibility Determination Date:	<input type="text" value="mm/dd/yyyy"/>
<input type="button" value="Save"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>	

2) Student data can also be imported from an Excel file. Use the **Download Excel Template for Uploading** link to obtain a sample file with the data fields that are required for the import.

To import the data from an Excel file, click on the **Upload Excel of Student Initial Eval** link. Browse to locate the Excel file and upload the file.

Important Note: Uploading a file will erase any current data existing for the assessment.

IMPORT INDICATOR 11 DATA:
SELECT A FILE TO UPLOAD. NOTE: UPLOADING A FILE WILL ERASE ANY CURRENT DATA EXISTING FOR THIS ASSESSMENT.

Import Indicator 11 Data



The page will display the data for all students' information that uploaded correctly, as well as any errors in the uploaded data. The corrected student data can be added using the **Add New Student Initial Eval** link.

Import Indicator 11 Data

Uploaded 2 of 4 records. The following is a list of errors which must be corrected.

- Row #3 - Eligible (Yes) must be a Y or N.
- Row #3 - Eval Consent Received Date (4/1/xxxx) is not a valid date.
- Row #4 - Eligible must not be blank.
- Row #4 - Eligibility Determination Date (5/1/year) is not a valid date.
- Row #4 - Responsible District must not be blank.

Once your student data has been loaded, under the search options, if you click on the dropdown, you can filter by random sample status, record status, or student last name. Also, you can sort the student list by clicking on any of the blue headings on the grid to sort by that category. Student data can be edited by clicking on the **Edit this Student** button under the **Action** column.

When all of your student data has been entered, click on the **Create Random Sample** button. At this point, the **Add New Student Initial Eval** link, the **Upload Excel of Student Initial Eval** link and the **Download Excel Template for Uploading** link will no longer be available. In addition, the **Create Random Sample** button will be replaced with a **Submit** button, but this button will not be active until all student records in the random sample have been marked as **Complete**.

Create Random Sample Collection

When you have completed entering the full population of student initial evaluations, please create the random sample for making ontime/late determinations. Please note: general population data will no longer be editable once the random selection is created.

Create Random Sample



The software will automatically select a sample of students, which will be used to make the ontime/late determinations. All of the students will still be visible in the system, but additional information will only be required for those designated as selected in the sample, as indicated by a "Y" under the **Random Sample** column.

RANDOM SAMPLE DATA FOR STUDENT INITIAL EVALUATIONS:
PLEASE COMPLETE ALL DATA ENTRY FOR ANY RECORD FLAGGED AS 'RANDOM SAMPLE'. WHEN DONE PLEASE SUBMIT.

Compliance Indicator 11 List											
Random Sample	Record Status	Student Name	KIDS ID	DOB	LEA	Eligible	Assign District	Eval Consent Received Date	Eligibility Determined Date	Number of School Days	Action
Y	Complete	Jones, Sally	1111122222	2/1/2000	D0603	Yes	DTEST	11/1/2015	12/25/2015		
Y	Incomplete	Smith, Thomas	1234567890	3/1/2000	D0603	No	DTEST	7/1/2015	10/13/2015		

If for any reason a student cannot be used for the review, for example, if that student is no longer in the district, you can remove them from the sample and the system will select another student. You would click on the red X under the action column, which would display a screen to remove the student. You would need to pick a reason for the removal and click on the **Save** button and then the system would select a new student for you for that sample.

REMOVE STUDENT FROM SAMPLE

KIDS ID:	<input type="text" value="1111122222"/>
Student First Name:	<input type="text" value="Sally"/>
Student Middle Initial:	<input type="text"/>
Student Last Name:	<input type="text" value="Jones"/>
Date of Birth:	<input type="text" value="02/01/2000"/>
Eligible:	<input type="text" value="Yes"/>
LEA:	<input type="text" value="D0603 ANW Special Education Cooperative"/>
Assign Child:	<input type="text" value="DTEST Leader Test District"/>
Reason description:	<div style="border: 1px solid black; padding: 5px;"> <p>Select a Reason for Removal</p> <ul style="list-style-type: none"> Student moved Not eligible Student transferred </div>



From the selected student list (designated as "Y" under the **Random Sample** column), if a student is marked as **Complete** under the **Record Status** column, nothing more needs to be done with this student record. Records will flag as **Incomplete** if no dates were previously entered for that student or for date ranges that are more than 60 days. For selected student records marked as **Incomplete**, click on the **Edit** icon under the **Action** column.

Data Collection	Data Verification	Potential Non Compliance Verification	DCAP Edits	Updated Data
EDIT STUDENT				
KIDS ID:	1234567890			
Student First Name:	Thomas			
Student Middle Initial:				
Student Last Name:	Smith			
Date of Birth:	03/01/2000			
Eligible:	No <input type="checkbox"/>			
LEA:	D0603 ANW Special Education Cooperative <input type="checkbox"/>			
Assign Child:	DTEST Leader Test District <input type="checkbox"/>			
Consent for Evaluation Received Date:	07/01/2015			
Eligibility Determination Date:	10/13/2015			
Approximate Number of School Days:	105			
Actual Number of School Days:				
<input type="button" value="Save"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>				

Enter the correct number in the **Actual Number of School Days** field. If the number is greater than 60, when you click on the **Save** button, you must then select a radio button to explain the reason for the delay.



Actual Number of School Days:	<input type="text" value="63"/>
Reason over 60 Days:	<p><input checked="" type="radio"/> Federal Exception: The parent of a child repeatedly fails or refuses to produce the child for the evaluation.</p> <p><input type="radio"/> Federal Exception: A child enrolls in a school of another district after the timeframe for the initial evaluation has begun and prior to a determination by the child's previous public agency as to whether the child is a child with a disability.</p> <p><input type="radio"/> State Exception: The district has obtained written parental consent to an extension of time.</p> <p><input type="radio"/> Self reported potential non-compliance (must fill in Reason field)</p>
<p>Save Reset Cancel</p>	

If you select the **Self-reported potential non-compliance** button, the screen will expand to present a text field, where a reason for the delay is required.

Reason over 60 Days:	<p><input type="radio"/> Federal Exception: The parent of a child repeatedly fails or refuses to produce the child for the evaluation.</p> <p><input type="radio"/> Federal Exception: A child enrolls in a school of another district after the timeframe for the initial evaluation has begun and prior to a determination by the child's previous public agency as to whether the child is a child with a disability.</p> <p><input type="radio"/> State Exception: The district has obtained written parental consent to an extension of time.</p> <p><input checked="" type="radio"/> Self reported potential non-compliance (must fill in Reason field)</p>
Reason description:	<input type="text"/>
<p>Save Reset Cancel</p>	

Once all of the students have been marked as **Complete**, the **Submit** option becomes available on the Indicator 11 home page. You will be asked to confirm that you wish to submit the assessment.

Submit

When you have completed entering the student initial evaluation information, please submit for verifications. Please note: all information will be read only after submission. You will not be able to Submit until all of the information is entered for Random Sample students.

Submit

After evaluation has been submitted to the state, you can view your answers, but at this point, they are locked down and you will not be able to modify the document. If the data collection window is still open (see date in the yellow status bar above), the KSDE contact can reopen the collection.



Data Verification

All students who have been self-reported as non-compliant for the 60-day limit will trigger a request for data verification. In addition the state will also randomly select students for verification. To verify, in the blue bar under the **Data Verification** tab, you can upload requested documents.

Navigation tabs: Data Collection | **Data Verification** | Potential Non Compliance Verification | DCAP Edits | Updated Data | Updated Data Verification | Reports

Search Options

Disposition:

Student Last Name:

STUDENTS FOR INDICATOR 11 DATA VERIFICATION:

Compliance Indicator 11 List

	Disposition	Student Name	KIDS ID	DOB	Responsible Organization	Eligible	Responsible District	Eval Consent Received Date	Eligibility Determined Date	Number of School Days	Number of Optional Docs Uploaded	Number of Required Docs Uploaded	LEA Comment	Maintain Documents
<input type="button" value="+"/>		Smith, Thomas	1234567890	3/1/2000	D0603	No	DTEST	7/1/2015	10/13/2015	63	0	0/3		<input type="button" value="edit"/>

You are required to upload requested documents for each student listed. Select the **Edit** button under the **Maintain Documents** column.



Data Collection | **Data Verification** | Potential Non Compliance Verification | DCAP Edits | Updated Data | Updated Data Verification | Reports

STUDENT: SMITH, THOMAS

LEA DATA VERIFICATION COMMENT:

ADD OR MODIFY THE LEA DATA VERIFICATION COMMENT ASSOCIATED WITH THIS STUDENT.

LEA Comment:

DOCUMENT UPLOAD:

PLEASE ATTACH ANY KSDE REQUESTED DOCUMENTS, OR UPLOAD ANY OPTIONAL DOCUMENTS THAT RELATE TO A STUDENT. 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:

Uploaded/Requested Document List					
Document Title	Upload Type	KSDE Request Comment	Document Upload Date	LEA Comment	Action
* Please upload requested document above.	R	2015-16 School Calendar			
* Please upload requested document above.	R	Cover page Eligibility report			
* Please upload requested document above.	R	Documentation date consent received by district			

The upper portion of the screen allows the user to add an **LEA Data Verification Comment** in the text box.

The lower portion of the screen lists required documents. In addition, the user can submit optional documents. Under the Document Upload section, note the files types that are allowed.



To upload documents, add a document title, optional comment, and select the type of document that you are uploading.

DOCUMENT UPLOAD:

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

Title:

Comment:

Required File Type:

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

Click on the **Browse** button to begin the upload. Browse to the file that you want to upload. Click **Upload File**.

Multiple files can be uploaded through this process and a list will display under the **Uploaded/Requested Document List** and on the Indicator 11 main page, as well. You can click on the red **X** to remove a document if needed.

Potential Non-Compliance Verification

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


A District Corrective Action Plan (DCAP) will be created if any student records were found to be noncompliant. If a district is cited and has to complete a DCAP, click on the **DCAP Edits** tab to begin the process.

Data Collection	Data Verification	Potential Non Compliance Verification	DCAP Edits
Updated Data	Updated Data Verification	Reports	

Submit

When you have completed entering DCAP information, please submit for verification. Please note: all information will be read only after submission.

PLEASE ANSWER EACH OF THE NEEDED QUESTIONS.

DCAP		
LEA Edit Status (Answered Questions)	KSDE Review Status	Action
0/5	In Process	

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



The top portion of the webpage displays instructions for completing each section of the DCAP. The lower section provides text fields in which to enter the requested information. After completing, click **Save**.

Data Collection	Data Verification	Potential Non Compliance Verification	DCAP Edits	Updated Data	Updated Data Verification	Reports
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.					
INDICATOR 11 - INITIAL EVALUATION TIMELINE						
PLEASE ANSWER EACH OF THE NEEDED QUESTIONS:						
DCAP Edit						
DCAP Due:	06/10/2018					
LEA Last Modified:						
KSDE Approval Status:	In Process					
1: Root cause analysis:	<input type="text"/>					
2: Strategy for correcting the problem identified by the root cause analysis:	<input type="text"/>					
3: Method of evaluation to assure this problem does not reoccur:	<input type="text"/>					
4: Location of the documentation of actions taken:	<input type="text"/>					
5: LEA Contact Name:	<input type="text"/>					<input type="checkbox"/> Use Last LEA Contact?
Phone:	<input type="text"/>					
Email:	<input type="text"/>					
<input type="button" value="Save"/> <input type="button" value="Cancel"/>						

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



The **Updated Data** tab will be used if the LEA completed a DCAP and gave a timeline for the actions. The system will select random students and the district must then submit information on the selected students, as was done under the **Data Collection** tab.



The **Updated Data Verification** tab will be used if the LEA completed a DCAP and submitted updated data. As with the **Data Verification** tab, you can upload requested documents.

Reports

The Reports tab displays reports available, listing the statistics on students entered into the system.



REPORTS

- [Statistics Report \(PDF\)](#)
- [Student Data Report \(PDF\)](#)



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.

KIAS - Kansas Integrated Accountability System

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

Home >

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:
• Manage Applications
• LEA Home
• Maintenance <
• Reports <
• Help
• Logout

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.