KANSAS STATE DEPARTMENT OF EDUCATION

User Guide: Emergency Safety Intervention (ESI) Reporting in the Kansas Integrated Accountability (KIAS) Application

To ensure a successful reporting experience, please close all browsers and open a new session prior to accessing the login page.

Please use one of the browsers listed as supported on the Authenticated Applications login page
Contact your district's technology support if a new browser needs to be installed on your computer.

SETUP

Add KIAS to an existing Authenticated Application account, or register for a new account – download instructions at http://www.ksde.org/Portals/0/ECSETS/ESI/Auth_App_Regist_Acct_KIAS-ESI.pdf

Login to KSDE Authenticated Applications:

1. https://apps.ksde.org/authentication/login.aspx
2. Forgotten Password information is located at the bottom of the login page, and on page 4 of this document.
3. KSDE does not store passwords or security question information.

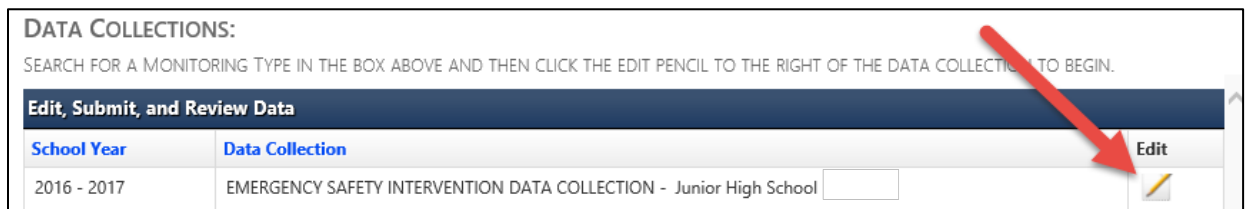### Access the Emergency Safety Intervention Data Collection:

1. Read the Legal Notice and click Accept.
2. Select Kansas Integrated Accountability System (KIAS).

Check your Access Level:

- <u>District Admin</u> - may enter, edit, view, and submit emergency safety intervention data for all buildings in the district.
- <u>Building User</u> - may enter, edit, view, and submit emergency safety intervention data for only the building for which the user is registered.
- District User <u>- ESI users **do NOT** register for this access; this level CANNOT enter, edit, view or submit emergency safety intervention data</u>.

COMPLETE THE EMERGENCY SAFETY INTERVENTION DATA COLLECTION

From the Data Collections table, click the Edit pencil on the right of the Emergency Safety Intervention Data Collection for the building you are reporting.

Complete the data collection using **one** of the following 3 methods.

1) Report ZERO incidents:

1. Locate the No Emergency Safety Intervention Incidents section heading on the right.
2. Click the checkbox to indicate there are no incidents to report.
3. Click the Save icon.

> The report is NOT submitted. Please follow the **Submit the ESI Data Collection** instructions on page 4.

> You may reopen the data collection for editing while the submission window is open; instructions on page 4.

2) Enter data using the online form:

1. Click the **Add New Emergency Safety Intervention Incident** link
2. **Enter** the required information:
   1. Enter the 10-digit KIDS ID; and click Search to verify. If the name displayed is not correct, correct the KIDS ID number and click Search again to verify.
   2. Check all appropriate boxes to indicate if the student had an IEP, 504, and/or a BIP <u>on the date of the incident</u>.
   3. Enter the date of the incident using a 2-digit month & date and a 4-digit year; example 08/26/2016.
   4. Use the dropdown menu to select the type of incident (restraint or seclusion).
   5. Enter the total minutes of restraint or seclusion.
      i. An incident that is less than one minutes should be entered as 1.
      ii. Minutes must be entered as a whole number.
   6. Click **Save** to enter the incident.
   7. After the incident is added, it may be **Edited** or **Deleted** by clicking the icon to the right of the incident in the Emergency Safety Intervention Data table. **NOTE: refresh the page (press F5 on the keyboard) to remove deleted students from the incident table.**
   8. After all incidents are entered, you may submit your data, change buildings (if you are a District Admin), or logout. Instructions for these actions are on the following pages.

> The report is NOT submitted. Please follow the **Submit the ESI Data Collection** instructions on page 4.

3) Upload an Excel spreadsheet.

> NOTE: Uploading a new spreadsheet clears any existing data.
> **District Admin** ONLY: You must use a separate spreadsheet/file for each building.

1. Click **Download Excel Template for Uploading**. You must use the template provided. Fill in your data and then save the spreadsheet to your computer as a .xslx or .csv file.
    IMPORTANT! Make sure:
    - There are no duplicate entries; the system will not check for this.
    - That all data fields are complete; the system will return an error and the data will not be uploaded.
2. Click the **Upload Excel Spreadsheet of Emergency Safety Interventions Data**.
3. Click **Browse**.
4. Locate and select the saved Excel spreadsheet.
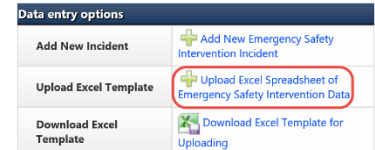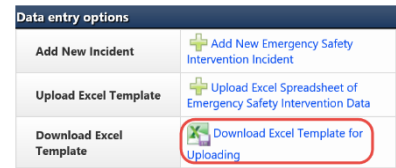5. Click **Open**.
6. Click **Upload File**.
7. **Checking for errors:**

    File successfully imported (no errors detected):
   You will be automatically returned to the emergency safety intervention data entry page. The incident table will show at the bottom of the page (if there are no errors found).

> The report is NOT submitted. Please follow the **Submit the ESI Data Collection** instructions on page 4.

    Errors were detected:
    Review the information in the Import ESI Data section and correct the spreadsheet accordingly. All errors must be corrected or the file will not upload.
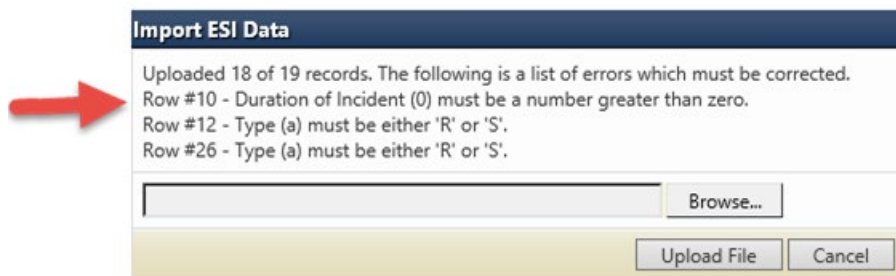
8. After all incidents are entered, you may submit your data, change buildings (if you are a district-level user), or logout. Instructions for these actions are on the following pages. The data collection must be submitted to KSDE before the submission window closes.
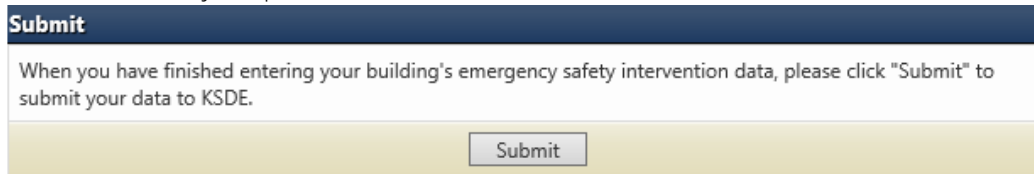
> The report is NOT submitted. Please follow the **Submit the ESI Data Collection** instructions on page 4.

SUBMIT THE EMERGENCY SAFETY INTERVENTION DATA COLLECTION:

> **TIP**: The Emergency Safety Intervention Data Collection cannot be submitted if the Submission Window has not yet opened for the reporting period.
>
> **TIP**: The Emergency Safety Intervention Data Collection cannot be reopened, edited, submitted, or resubmitted if the Submission Window is closed for the reporting period.

1. When the data collection is complete, click **Submit** located on the Emergency Safety Intervention data entry page (the icon will not appear on your screen if the Submission Window has not yet opened).

   Submit

   When you have finished entering your building's emergency safety intervention data, please click "Submit" to submit your data to KSDE.
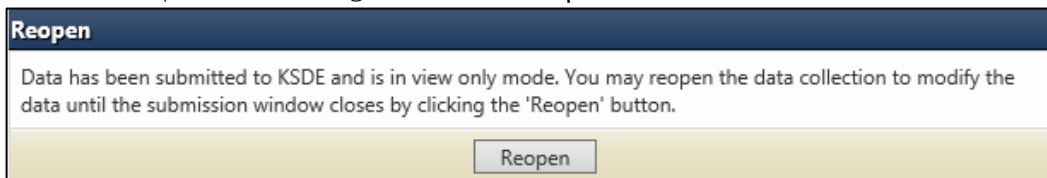
   [Submit]

2. Click **OK** to verify that the data contained in the report are correct.
3. After the data collection is submitted, check that the **Event Status** (yellow rectangle - top of the page) is *Submitted to KSDE*. If the **Event Status** is not *Submitted to KSDE*, your data has not been submitted.

REOPEN TO EDIT THE ESI DATA COLLECTION:

> **TIP**: The Emergency Safety Intervention Data Collection may only be reopened by a District Admin or Building User while the Submission Window is still open for the reporting period.

1. Login to KIAS through the Authenticated Application.
2. From the **Data Collections** table locate Emergency Safety Intervention Data Collection and click the Edit pencil on the right. Click the **Reopen** icon.
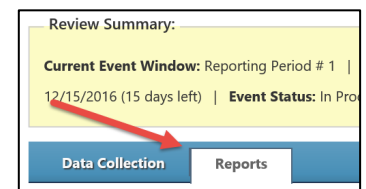
   Reopen

   Data has been submitted to KSDE and is in view only mode. You may reopen the data collection to modify the data until the submission window closes by clicking the 'Reopen' button.

   [Reopen]

3. Click OK to confirm.
4. Edit, upload, or delete as necessary.

> The report is NOT submitted. Please follow the **Submit the ESI Data Collection** instructions on page 4.

VIEW REPORTS

(Building User):

1. From the **Data Collections** table, click the Edit pencil on the right of the Emergency Safety Intervention Data Collection for your building.
2. In the blue bar click the **Reports** tab.
3. Click **Student Data Report**.
4. Select a **School Year**, **Reporting Period**, and **PDF** or **Excel**.
5. Click **Generate**.

Review Summary:

Current Event Window: Reporting Period # 1 | 12/15/2016 (15 days left) | **Event Status:** In Pro

Data Collection | Reports

(District Admin)

1. From the sidebar, select **Reports**, then **Summary Report** from the submenu.
2. Select Emergency Safety Intervention Data Collection as the **Monitoring Type**.
3. Select a **Reporting Window**, **School Year**, and **PDF** or **Excel**.
4. Click **Generate Report**.

LOGOUT OF KIAS:
1. Select Logout from the sidebar.
2. Close the browser.

FORGOTTEN PASSWORD OR USER NAME:
- To retrieve a password: https://apps.ksde.org/authentication/forgot_password.aspx.
- One individual may have multiple user names with different access levels. For assistance with determining whether you already have an account, call the KSDE Helpdesk, helpdesk@ksde.org (785) 296-7935.

EMERGENCY SAFETY INTERVENTION DATA COLLECTION HELP:
- For questions or concerns on what constitutes emergency safety intervention please contact Trish Backman at (785) 296-6937 or tbackman@ksde.org or Brian Dempsey at (785) 296-5522 or bdempsey@ksde.org.
- For additional resources on the Emergency Safety Intervention Data Collection, visit the Emergency Safety Intervention page of the KSDE website at www.ksde.org/Default.aspx?tabid=524
- For emergency safety intervention resources please visit www.ksdetasn.org