USER GUIDE

Login and use of the Infant/Toddler Referral System (CBER System)

PART C TO PART B LEA/SEA ELECTRONIC REFERRAL (CBER)
PART B USER GUIDE

Login

To access the new web application at https://ksits.kdhe.ks.gov, Please clear your browser cache and cookies prior to accessing the new system.

KDHE will generate the initial username and give you a temporary password. Email Beccy Strohm (bstrohm@ksde.org) to add or delete users from your system.

The new system (updated October 2023) will function the same as what you are familiar with.
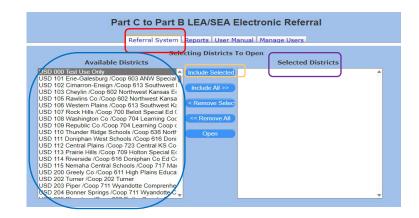
Main screen

1. Select the *Referral System* tab (outlined in red).
2. Select a district from the *Available Districts* pane (outlined in blue).
3. Click *Include Selected* (outlined in orange). The selected district moves to the *Selected Districts* pane (outlined in purple).
4. Repeat steps 1 and 2 until all the districts needed are in the *Selected Districts* pane.
5. Click Open.

TIPS:
- *Include All* - moves all Available Districts to the Selected Districts pane.
- *Remove Selected/Remove All*: removes individual districts or all the districts from the *Selected Districts* pane.

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Assigning Cases

This grid contains *Open Cases* that have been referred to Part B, but haven't been accepted or rejected by Part B.
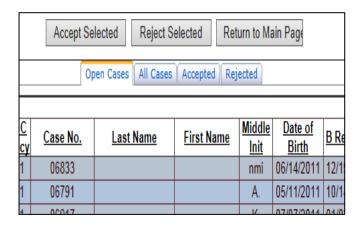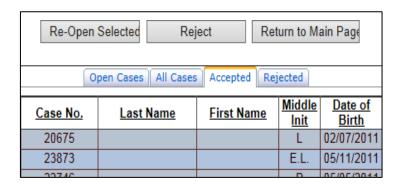
Accepting or Rejecting a Case:

1. Select a case(s) by clicking the corresponding checkbox (to the left of the Status column).

2. Click *Accept Selected or Reject Selected*.

3. When finished assigning case(s), click *Sign Off*. Changes are automatically saved.

Reassigning the Status of a Case:

Open Cases, All Cases, Accepted, and Rejected tabs are used to view the corresponding cases within each status.

1. Click the *Accepted* tab.

2. Select the case by clicking the corresponding checkbox.

3. Click *Re-open Selected* (moves the case back to the Open Cases tab) or *Reject* (moves the case to the Rejected tab).

4. Follow these same steps to change the status of a *Rejected* case.

5. When finished reassigning case(s), click *Sign Off*. Changes are automatically saved.

	Case No.	Last Name	First Name	Middle Init	Date of Birth	B Re
1	06833			nmi	06/14/2011	12/1
1	06791			A.	05/11/2011	10/1
1	06947			K	07/07/2011	04/0

Re-Open Selected | **Reject** | **Return to Main Page**

Case No.	Last Name	First Name	Middle Init	Date of Birth
20675			L	02/07/2011
23873			E.L.	05/11/2011
23746			D.	05/05/2011

Reports

The *Reports* tab on the *Main Screen* allows users to run reports by district, within a specified date range. Users may select to run reports for *Open, Accepted, Rejected*, or *All Cases*.

Creating and Viewing a Report

1. Click *Return to Main Screen*.

2. Select the *Reports* tab.

3. Select district(s).

4. Select a report from the *dropdown* menu (circled in red).

5. Enter a date range (format example: 01/01/2023).

6. Click *Export - PDF* or *Export -Excel*.

7. The report will open for viewing. Reports can be saved and/or printed from either the PDF or Excel form.

8. Return to the application by closing out of your report.

9. When you are finished with the application, simply log out. Changes are automatically saved. Close out of your browser.

Select Report

Open Cases within a Date Range

From: 01/01/2020   To: 07/01/2020

Export- PDF   Export- Excel

Report Description

Criteria: Selected Districts and all Open Referrals within the range entered

Sequence: Ordered by District Code

Acrobat Reader is needed to view a PDF; download Acrobat Reader at http://get.adobe.com/reader
For more information about State Performance Plan Indicator 12: Transition from Part C to Part B go to:
https://www.ksde.org/default.aspx?tabid=520#ind12

For more information, contact:

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