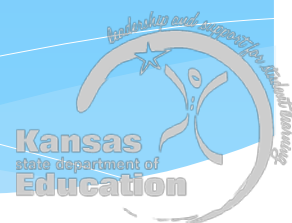




KIDS New Staff Training

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Agenda

- * Introduction
- * KIDS Overview
- * Assignment vs. Collection
- * Near Matches
- * Register for KSDE Authentication Access
- * KIDS Collection Demonstration
- * Hands-On Practice
- * Data Security and Confidentiality
- * Help Resources
- * KIDS Review and Closing



Introduction: Courtesy Reminder



Turn devices off or set to silent and please take calls outside or on break.

Introduction:

ICEBREAKER

You are going on a weekend camping trip and you can bring only two items to eat.

Read the labels and based on the ingredients listed for each item choose the TWO items you would like to take with you.



Mechanically Separated Turkey, Pork, Mechanically Separated Chicken, Water, Contains Less than 2% of Salt, Sodium Lactate, Flavor, Corn Syrup, Sodium Phosphate, Dextrose, Sodium Diacetate, Sodium Erythorbate (Made From Sugar), Sodium Nitrite, Bun, Enriched Wheat Flour (Wheat Flour, Niacin, Reduced Iron, Thiamin Mononitrate [Vitamin B1], Riboflavin [Vitamin B2], Folic Acid), Water, Soybean Oil, High Fructose Corn Syrup, Yeast, Salt, Mono And Diglycerides, Enzyme Modified Soy Lecithin, Guar Gum, Methylcellulose, Calcium Propionate as a

Tuna, water sufficient for processing, vegetable oil, dicalcium phosphate, sodium tripolyphosphate, tricalcium phosphate, sodium chloride, Vitamin A, B1, B6, E & D3 supplements, zinc sulfate, menadione sodium, bisulfide, manganous sulfate, sodium nitrate, folic acid.

Water, Seasoned Cooked Grilled Steak Strips, (Beef, Beef Stock, Salt, Sodium Phosphate), Tomatoes In Tomato Juice, Red Kidney Beans, Kidney Beans, Red Peppers, Corn, Tomato Paste.

Mechanically separated chicken, water, beef, pork, salt, corn syrup, spices, dried garlic, sodium nitrate.

Nonfat milk lactose, vegetable oil (palm olein, soy, coconut, and high oleic sunflower oils), whey protein from concentrate, mortierella alpine oil, cryptocodium oil, vitamin A palmitate, vitamin D2, vitamin E acetate, vitamin K1, thiamin hydrochloride, riboflavin, vitamin B6 hydrochloride, vitamin B12, niacinamide, folic acid, calcium pantothenate, biotin, ascorbic acid, choline chloride, inositol calcium phosphate, magnesium phosphate, ferrous sulfate, zinc sulfate, manganese sulfate, cupric sulfate, potassium chloride, potassium citrate, potassium hydroxide, sodium selenite, taurine, L- carnitine, and nucleotides (adenosine 5- monophosphate, cytidine 5- monophosphate, disodium guanosine 5- monophosphate, disodium uridine 5- monophosphate).

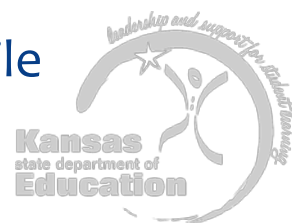
Light tuna, water, vegetable broth, salt.

Milk Chocolate (Sugar, Cocoa Butter, Chocolate, Skim Milk, Lactose, Milkfat, Soy Lecithin, Artificial Flavor)Peanuts, Corn Syrup, Milkfat, Skim Milk, Vegetable Oil (Partially Hydrogenated Soybean and/or Hydrogenated Palm Kernel Oil)Salt, Lactose, Egg Whites, Chocolate, Artificial Flavor.

KIDS Overview: Training Objectives

By the end of the hands-on training session...

- * Participants will be able to register for KSDE user names and passwords, add or edit the applications that they have access to, and request a new password (if needed).
- * Participants will be able to navigate and describe the KIDS Collection and Assignment System interfaces.
- * Using test data, participants will be able to search for a student, successfully upload a file to KIDS, resolve “near-matches” via the Manage Core Data Process, and identify data errors that would need to be corrected in the SIS/ODT.
- * Participants will be able to utilize KIDS reports to manage their student data.
- * Users will be able to navigate and utilize the KIDS 2014-2015 File Specifications document.



KIDS Overview

- * KIDS
 - * KIDS Collection System
 - * Student Information System (SIS)
 - * Submission Window
 - * Claiming
- * Core Student Data
 - * State Student ID
 - * Manage Core Data
 - * Mis-Match Errors
 - * Near-Matches
 - * View Data Errors
 - * ASGT
 - * STCO



KIDS Overview:

Core Student Data Elements

- * SSID
- * First Name
- * Middle Name
- * Last Name
- * Suffix
- * Gender
- * Date of Birth
- * Ethnicity
- * Race
- * Grade
- * School
- * District
- * Resident District
- * Local ID

KIDS Overview: Collections

* Record Types

- * Funding and Enrollment—ENRL
- * Assessment Testing—TEST
- * REAP Funding—SMSC
- * Military and Virtual Student Enrollment—MILT
- * End of Year Accountability—EOYA
- * Student Course—STCO
- * Claim new students or demographic changes for existing students—ASGT
- * Students leaving school—EXIT
- * Student information gathering—QERY

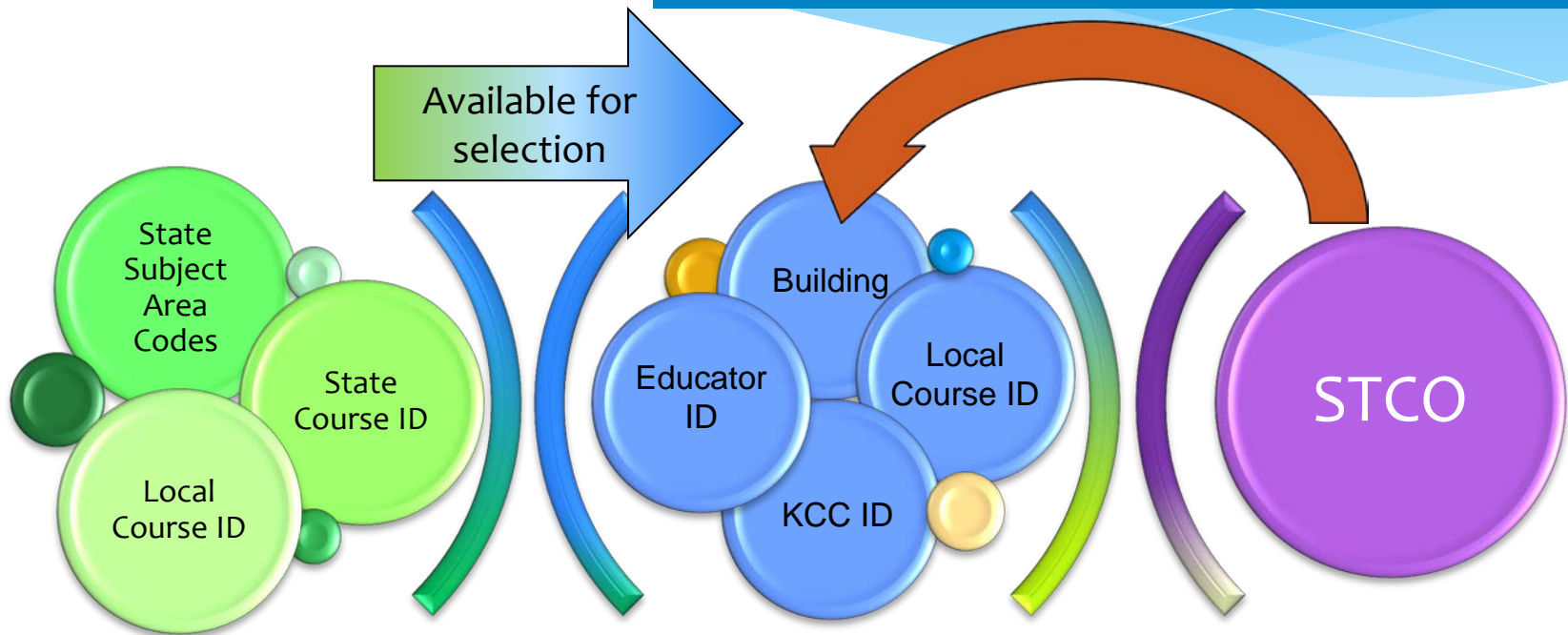
* Purposes

- * Schedules



Course-Teacher-Student Data Flow

Validates against
Building/Educator ID/KCC ID/Local Course ID



KCCMS

EDCS

KIDS



Confirm for STCO



KIDS Overview:

KIDS 2014-2015 File Specifications

- * Header and Trailer
- * Version
- * Column Headings
- * Data Elements
- * STCO Data Elements
- * Revision History



Sample SIS Collection Export File

ENRL Errors Training 2015 - Notepad

File Edit Format View Help

TH 06/14/2014 16:19:00 1 10.0 delimiter=0X09

ENRL	0111	D0101	Adrienne	Kristin	0	03/20/2002	05	532525
N	6031069288	2015	0111 0111	0	08/29/2012	08/29/2012	08/29/2008	
	395	0			10000	0		
0			0		5.7	1	1375 Irving Rd	Galesburg
66740	0	0	0					

ENRL	0111	D0101	Frazier Brandon M.		1	6/6/08	05	200525	N
8182756073	2015	0111 0111	0	08/29/2012	08/29/2012	08/29/2008			
	365	0			10000	0			
0			0	3.1	1	491 Legends Dr	Galesburg	66740	

ENRL	0111	D0101	Alison Alexander G.		0	08/25/2004	90	50487
N	3082561225	2015	0111 0111	0	06/12/2013	06/12/2013	08/29/2008	
	395	0			10000	0	ED	
					2.6	1	1006 Livingston	Galesburg
66740								

ENRL	0111	D0101	Armstrong Skylar Vivian		0	05/17/2001	06	50008
N	908643508	2015	0111 0111		08/29/2011	08/18/2005	08/18/2005	
	395	0			10000			
								66740

ENRL	0111	D0101	Lowry Embry Mark		1	12/30/2002	02	530502	N
6371221094	2015	0111 0111	0	08/29/2011	08/02/2007	08/02/2007			
	385	0	05/15/2013	2	10000	0			
								66740	

TT 1 7

Break



Assignment vs. Collection

KIDS Assignment

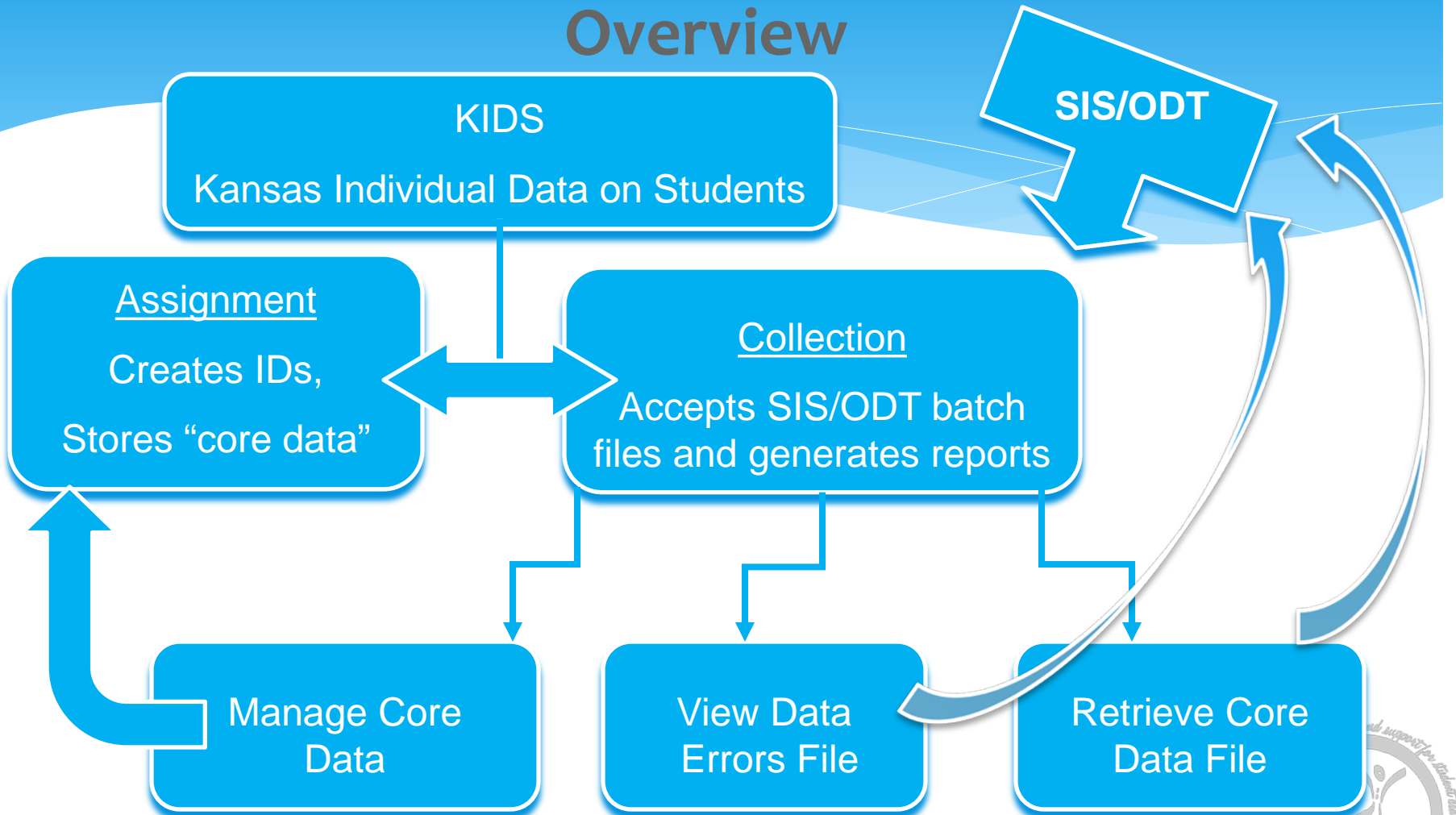
- * Limited access
- * Manages 14 core pieces of data
- * Vendor product
- * Generates ID numbers
- * Searches for core student data/IDs

KIDS Collection

- * Direct access
- * Manages the rest of the data elements
- * Built by KSDE
- * Reads and cross-checks ID numbers
- * Generates data reports

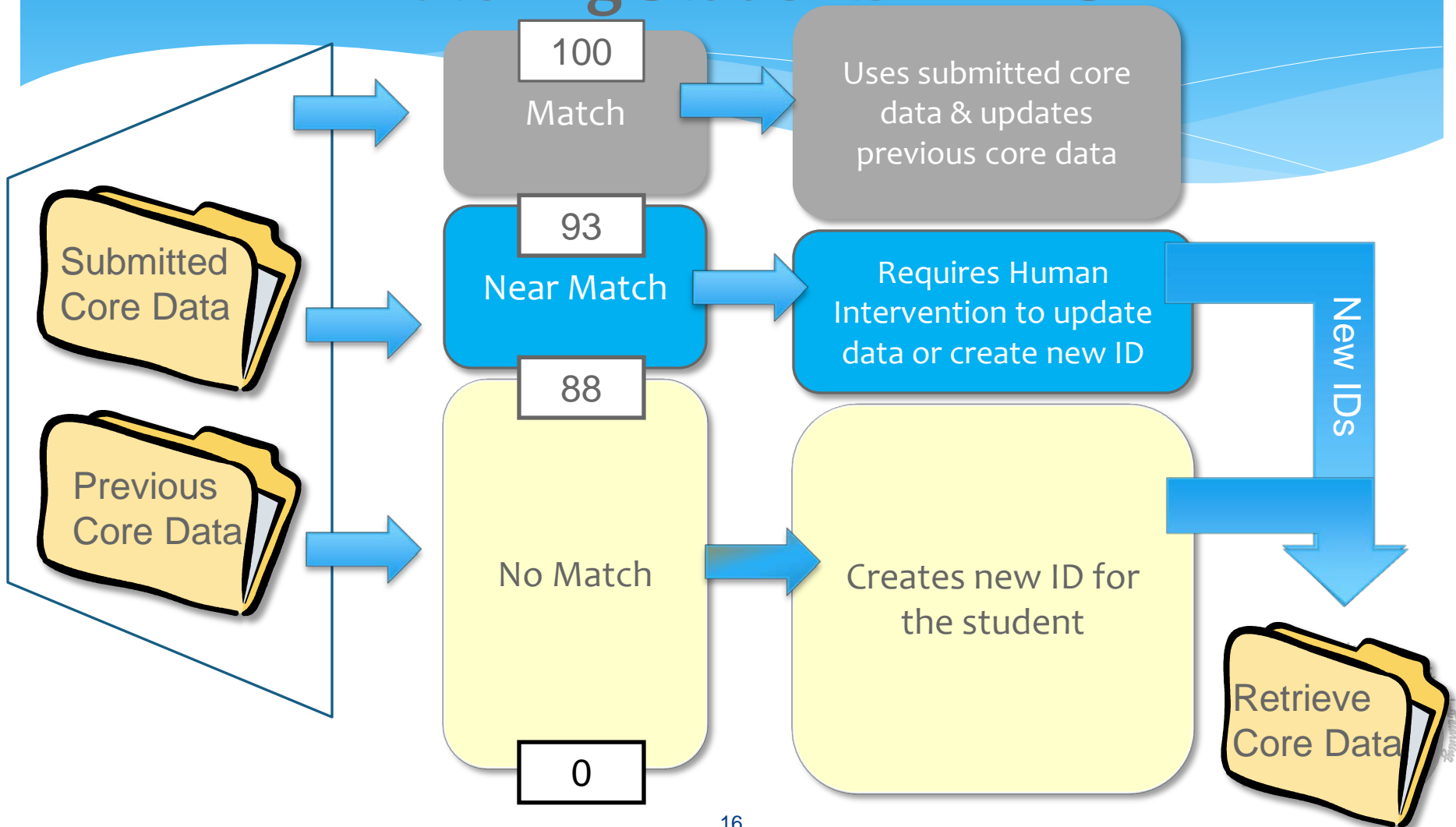


Assignment vs. Collection: Overview



Near Matches:

Matching Students in KIDS



Register for KSDE Authentication Access

- * <https://online.ksde.org/authentication/login.aspx>
- * Register for a new username and password
- * Manage your account
- * Forget your password?



Lunch



Tour of the Collection System

Allows you to move between applications

Access level

KIDS Collection - Test

User: KidsTrain District: D0101(Erie-Galesburg) Building: 0000 Access Level: District Write

Return to App List

Logout

Production Mode

v10.0

Building: District Level

District level users may select one building

Home

Home

Batch History

Review uploads

Batch Upload

Upload records

Reports

Generate reports

Mode Selection

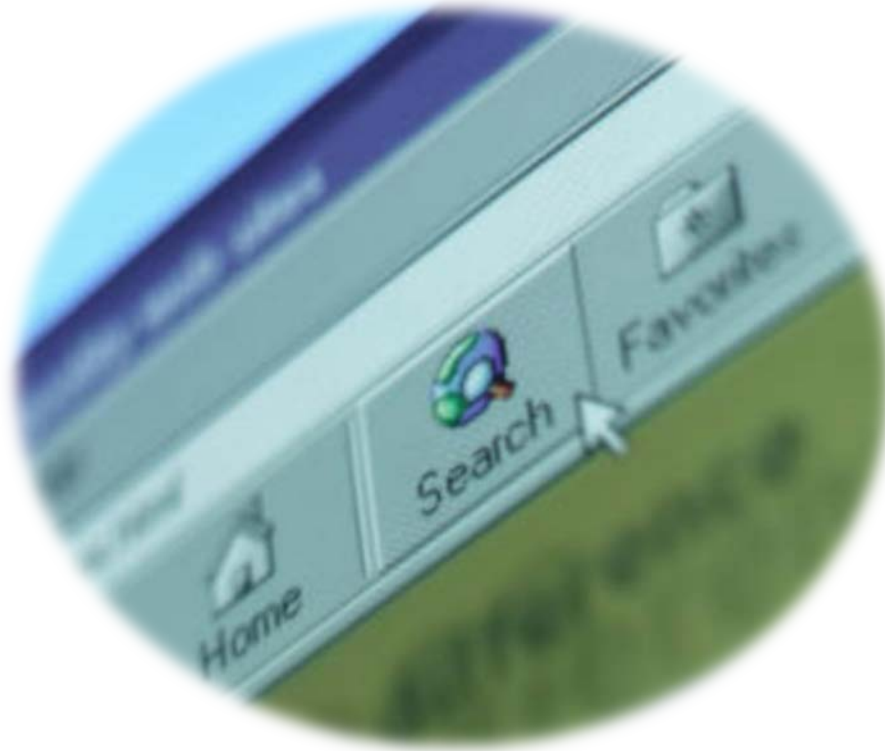
Change from Validation to Production mode

Search Core Data

Search KIDS Assignment System

KIDS Collection Demonstration

- * Demo of Search Core Data
- * Demo of uploading an ASGT Record



Hands-On Practice:

Search Core Data and ASGT Practice

- * It is the start of the school year and you have to update your students records and obtain IDs for your new students.
 - * Go to the website: <http://ksde.org/kids>
 - * Go to the “Training” tab
 - * Select the link “KIDS Training Portal”
 - * Complete the Search Core Data Guided Practice lesson
 - * Complete the ASGT Guided Practice lesson
 - * You will have near-matches to resolve.



KIDS Collection Demonstration

- * Demo of a “perfect” ENRL Collection file submission
- * Demo of a ENRL Collection file that has data errors
 - * Demo searching for errors in the Common KIDS Errors document on the KIDS “Training” tab
- * Demo of a ENRL Collection file that has errors and has to have core student data updates processed in Assignment



Hands-On Practice:

ENRL Practice

It is time for the September 20th count date and you have to submit students records for funding and accreditation.

- * Complete the “ENRL (No Errors)” Guided Practice lesson
 - * No errors
 - * No core data to update
- * Complete the “ENRL (Errors)” Guided Practice lesson
 - * Will contain errors
 - * No core data to update
- * Complete the “ENRL (Errors & Near Matches)” Guided Practice Lesson
 - * Will contain errors
 - * Will have core data to update
 - * Will need to rerun the batch file



KIDS Collection Demonstration: EXIT

- * Demo of an EXIT record



Hands-On Practice:

EXIT Practice

- * EXIT

- * It is the end of the school year and you have to exit your students who graduated or are leaving your school
- * Complete the “EXIT” Guided Practice lesson
 - * All records will have an error



KIDS Collection Demonstration: Reports

- * Demo of running reports
 - * Report Descriptions can be found on the “Report Descriptions” link on the Reports page in KIDS or on the KIDS website under “Report Descriptions.”
 - * Most reports are converted to Excel automatically



Hands-On Practice:

Reports Practice

- * Reports

- * Now that you have successfully completed your submissions, it is time to check the accuracy of what is in the KIDS Collection System.
- * Complete the “Reports” Guided Practice lesson
 - * This lesson will require you to log in again
 - * Username: Training
 - * Password: Training01
 - * Practice generating 3 KIDS Reports
 - * PBR Enrollment Report
 - * Student History Report
 - * Graduates Report





DATA SECURITY & CONFIDENTIALITY

FERPA

- * FERPA (Family Educational Rights & Privacy Act)
 - * Protects the privacy of student education records and applies to all schools or education agencies or institutions that receive funds under an applicable program of the U.S. Department of Education
 - * Resource: NCES Forum Guide to Privacy of Student Information



FERPA vs. HIPAA



FERPA

- Family Educational Rights and Privacy Act
- Education Records
- Federal law that affords parents the right to have access to their children's *education records*, to seek to have the records amended, and to consent to the disclosure of personally identifiable information from education records, except as provided by law



HIPAA

- Health Insurance Portability and Accountability Act
- Health Records
- Federal law that ensures continued health insurance coverage to individuals who change jobs, and to establish standards regarding the electronic sharing of health information

Remember: Records that are subject to FERPA (& IDEA) are not subject to HIPAA



FERPA



- * State regulations can be even more restrictive
- * **Education Records**: all records, files, documents, and other materials that contains information directly related to a student and maintained by the education agency or institution, or by a person acting for such agency or institution
- * **Directory Information**: the portion of the education record that, if disclosed, would not be considered harmful or an invasion of privacy. Schools have flexibility in defining “directory information” but need to have directory policies in place.
- * **Annual Notification**: LEAs must give annual notification to parents of their rights under FERPA. LEA’s don’t have to contact students individually, but they do have to publish the notice via a medium that parents and eligible students (students 18 and over) are likely to see.

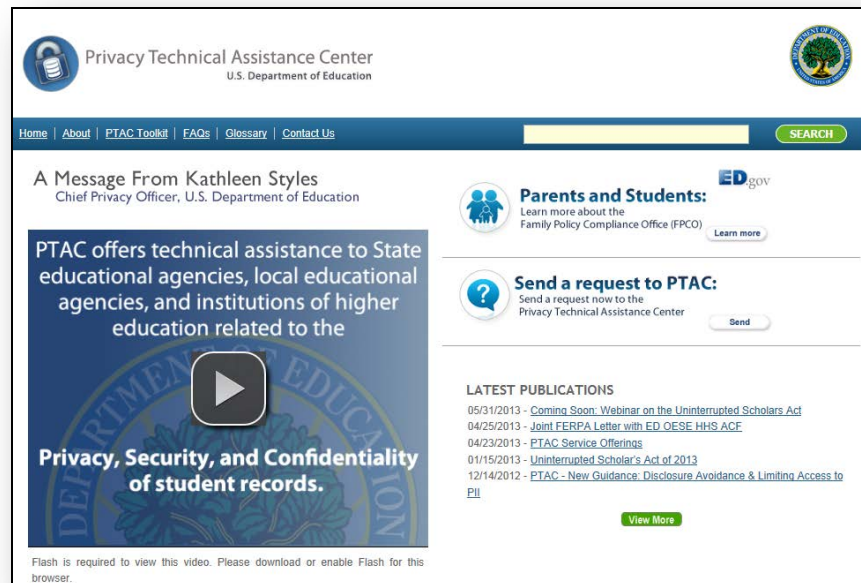
FERPA

- * Parents have the right to:
 - * Inspect and review their child's education records
 - * Seek to amend the record if they think it is inaccurate
 - * Consent (or not) to the disclosure of personally-identifiable information
 - * File a complaint with the USDOE through the Family Policy and Compliance Office (FPCO) concerning a district's failure to comply with FERPA



FERPA

- * Seek out your district's legal representation if you have questions about your district's processes. KSDE is unable to advise you regarding your district's methods for releasing data
- * Privacy Technical Assistance Center (PTAC)
 - * <http://nces.ed.gov/programs/ptac/>
 - * Training/webinars
 - * Toolkit
 - * FAQs
 - * Glossary



Student Data Privacy Act

- * Train all staff regarding the new SDPA requirements.
- * Questions regarding SDPA should be directed to your district's legal counsel.
- * There are practices that are allowed by FERPA that are **not** allowed under SDPA.



Student Data Privacy Act

- * Gained/Lost Emails

- * Will no longer display student names or any personally identifiable information
- * Log in and use the Gained/Lost Report in KIDS to see which students have been claimed by other schools and which students have an urgent records request recommended due to receiving services at their prior school.



Data Security: Best Practices

- * If you're doing a presentation, don't use screenshots that illustrate student data.
- * Avoid doing confidential work at home.
- * Implement "Lock or Shred" practices.
- * Although there are methods to make email more secure, KSDE does not recommend using email to transport any PII. In almost all cases, either KSDE provides secure applications to allow for this function or the function can be accomplished using telephone communication.



Data Security: Best Practices

- * *Other email recommendations:*

- * Use an encryption application to encrypt your email and/or your documents.
- * Do not store PII in your email.
- * Work with your email provider/IT Department to implement SMTP TLS. SMTP TLS is an industry accepted and supported standard for email. [SMTP TLS](#) ([Transport Layer Security](#)) is a mechanism by which two email servers/gateways can automatically negotiate an encrypted channel between them so that the emails transmitted between them are considerably more secure. Many school districts have already implemented SMTP TLS. Your email provider/IT Department can confirm if you are using SMTP TLS.
- * While not recommended, if in the course of working with a specific KSDE employee, you absolutely have to email PII and you do not have access to email encryption technologies, a best practice would be to send PII data to KSDE via an encrypted document within email or use a password protected document.

KIDS Help Resources

- * KSDE Helpdesk: 785-296-7935
- * KIDS Email: kids@ksde.org
- * KIDSINFO Listserv and KIDS FAQ of the Week
- * KIDS Website: www.ksde.org/kids
 - * Documents
 - * FAQs
 - * Training
- * KIDS Conference Calls: KIDS “Calendar” tab



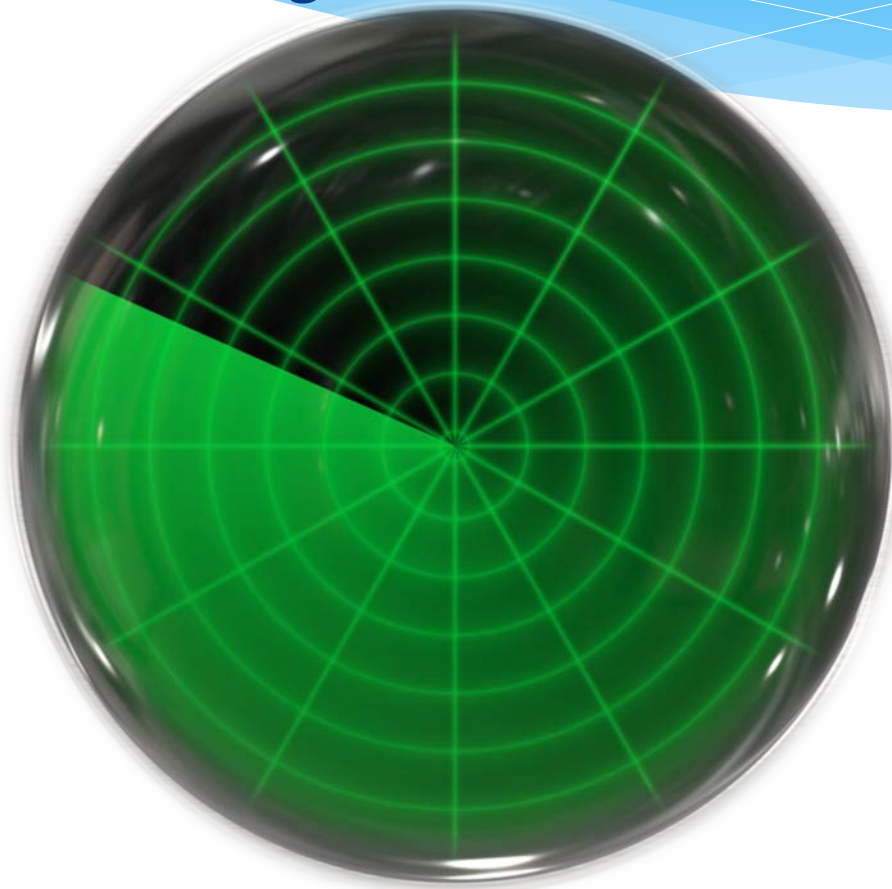
KIDS Review and Closing: What's Next

- * Pre-Collections Workshop Registration
- * www.ksde.org/kids
- * “Training” tab
- * Pre-Collection Workshops
 - * STCO
 - * ENRL
 - * TEST
 - * SMSC
 - * MILT
 - * EOYA



KIDS Review and Closing

* File Specifications Scavenger Hunt



KIDS Review and Closing:

Training Evaluation

- * Please...
Complete the online evaluation at

<http://www.quia.com/sv/672580.html>

- * Thank you for your participation. We have a certificate for you.

