Guidelines for Reporting Early Childhood Program Participants in KIDS

Introduction:

As part of the process to build a complete history of a student's learning experiences connected through KSDE's longitudinal data system, children participating in certain early childhood programs administered by early childhood educational entities in Kansas should have Kansas Individual Data on Students (KIDS) State Student Identifiers (SSIDs) assigned and may need to be reported on several KIDS collections.

KIDS SSIDs are generated for the following early childhood program participants:
- Parents as Teachers (PAT)
- Infant/Toddler Early Intervention Services (Part C of IDEA)
- Early Childhood Special Education Part B, Section 619
- Kansas Pre-K Program
- State Pre-Kindergarten Program

In the future, additional early learning programs such as Early Head Start, Head Start and community child care centers may be obtaining KIDS SSIDs through a web-based application called "Foundations for School Success".

A child participating in any of the early childhood programs listed above administered by a district or other entity should have an SSID generated for them. The SSID may be generated via the KIDS Collection System, KIDS Assignment System, or by another KSDE system (ex. Infant Toddler Part C, Foundations for School Success, etc.). **Because there are many programs that require an SSID for participants, a child may already have an SSID when they enroll in your district or program for the first time. A search can be done to find existing SSIDs for children by using the "Search Core Data" functionality in KIDS.**

Note: Once a grade level is entered in KIDS, that grade level should remain for the entire school year even when a child has a birthday. For example, a child that is sent on a KIDS record in August as grade level 01="3-year old preschooler" should remain as a 01 grade level throughout the entire school year—even when the child has a birthday and turns 4 years old. A change in KIDS grade level should only occur when the child changes program or when a new school year roles over.

Help Desk Protocol:

Questions pertaining to technical issues such as an error screen when trying to log in, files that are rejected, etc. should be directed to the IT Help Desk at 785-296-7935. All other content questions should be directed to the appropriate help desk staff for each program.

KIDS and Parents as Teachers (PAT) Programs:

Child's Age: Birth to 3 years (a few districts may provide PAT services for children to 5 years of age)

Authorizing Agency: Kansas State Department of Education (KSDE)

PAT programs are designed to provide children the best possible start in life. Using research based curriculum, parents are provided with the skills and knowledge they need to help them make the best decisions regarding their children's education. The program includes personal visits, group connections, health, vision, hearing and developmental screenings, and supports family connections with other community services.

The program is available to any parent, including fathers, relatives as caregivers, and foster and adoptive parents, who has a child under the age of three and lives within a participating school district. The educational entity that is responsible for the program (this could be a consortium of districts) is responsible for generating SSIDs for the participants. Note: PAT consortiums should indicate the resident district according to where each child resides when submitting data. More information about PAT programs in Kansas can be found here: on the PAT webpage.

When a district has a PAT program, they may choose to document it in the Directory Updates application with a new building number, indicating that it is an unaccredited program. The district should use that building number as the Current School Code when uploading KIDS Assignment records or use it as the Attendance School/Program Identifier building on an ASGT record when uploading KIDS Collection records. The ASGT record should also have the district central office or any other accredited building number in their district as the Accountability School Identifier and the Funding School. Alternatively a district may choose to not create a new building number to document a PAT program, but rather to use the district central office or even an elementary building depending on what is appropriate for the district.

> ***Obtaining State Student Identifiers:***
> A child participating in a PAT program will need to have a KIDS SSID generated for them. There are two recommended options:
>
> ☐ Generate the SSID within Foundations for School Success
> ☐ Submit an ASGT Record to the KIDS Collection System
>
> In some instances a district may decide to generate the SSID via KIDS Assignment. This option may be used when a district does not want to include this population of students in their local SIS or because their PAT program uses Visit Tracker (a system used by many PAT programs that generates a file that exports data required by the KIDS Assignment System). Request for access to KIDS Assignment System is done via KSDE's Common Authentication: https://svapp15586.ksde.org/authentication/login.aspx.
>
> Because there are many programs that require an SSID for participants, a child may already have an SSID when they enroll in a PAT program for the first time. When using KIDS to generate the SSID, a search can be done to find existing SSIDs for children by using the "Search Core Data" functionality or by submitting a QERY record to the KIDS Collection System. Foundations for School Success does not provide the option of searching for an SSID before generating an SSID, but it does compare the data submitted to the existing data in KIDS to find existing children that match the core data.

KIDS Grade Level:

The grade level of the child being reported in a PAT program via a KIDS Record should be one of the following values (*see the KIDS File Specifications document for more detailed information about grade levels*):

> 00 = Birth – 2-years old
> 01 = 3-year old preschooler
> 02 = 4-year old preschooler
> 03 = 5-year old and older preschooler

PAT Participants and KIDS Collection Records:

Children that are PAT participants should not be included on any KIDS Collection records unless it has been decided to submit them on ASGT Records for the purpose of generating SSIDs. It is not necessary to send EXIT records for PAT participants that leave the PAT program.

KIDS and Infant Toddler Early Intervention Services, Part C (tiny-k):

Child's Age: Birth through 2 years

Authorizing Agency: Kansas Department of Health and Environment (KDHE)

Part C of IDEA is referred to as *Kansas Infant-Toddler Services/tiny-k.* Kansas Infant Toddler Services (authorized by the Individuals with Disabilities Education Act - IDEA Part C) is administered by the Kansas Department of Health and Environment (KDHE). KDHE provides grants to local networks to assist in maintaining and implementing a statewide system of coordinated, comprehensive, multidisciplinary early intervention services for infants and toddlers with disabilities (birth through 2) and their families. Those local networks are not associated with local school districts and have a separate organizational identification number (ex. C0001).

> *Obtaining State Student Identifiers:*
> Infant Toddler Part C Networks obtain KIDS SSIDs through the KIDS Assignment System.
>
> *KIDS Grade Level:*
> The grade level of the child being reported in an Infant Toddler Part C program will have the following value in KIDS (*see the KIDS File Specifications document for more detailed information about grade levels*):
> > 00 = Birth – 2-years old
>
> *Infant Toddler Early Intervention Services, Part C (tiny-k) Participants and KIDS Collection Records:*
> Children that are *tiny-k* participants only and are not involved in other early childhood programs should not be included on any KIDS Collection records. The tiny-k program data is collected via the Outcomes Web System (OWS), and the data are sent via KIDS.

KIDS and Early Childhood Special Education Part B, Sec 619 Program (Part B):

Child's age: 3 – 5 years

Authorizing Agency: KSDE

The IDEA Preschool Program (Part B, Section 619) Early Childhood Special Education is designed to guarantee a Free Appropriate Public Education (FAPE) to children with disabilities age three through five. Under this program preschool children with disabilities are entitled to special education and related services in the Least Restrictive Environment (LRE). It addresses individual needs within the context of developmentally appropriate activities, including early learning experiences in language, pre-reading and writing skills, play, and other social emotional areas. More information on Part B of IDEA may be found on the Special Education Early Childhood webpage.

> ### Obtaining State Student Identifiers:
> A child receiving Part B services will have an SSID created via KIDS Collection just like any other student attending a district.
>
> ### KIDS Grade Level:
> The grade level of the child being reported to KIDS should be one of the following values for a child receiving Part B services (*see the KIDS File Specifications document for more detailed information about grade levels*):
> > 01 = 3-year old preschooler
> > 02 = 4-year old preschooler
> > 03 = 5-year old and older preschooler

Important Note: When **accredited** private school students receive special education services part time from a public school (regardless of whether the services are physically located at the public school district, the private school, or at another location), both schools must work together on submitting data to the KIDS Collection System to make sure students are available in KAN-SERVICE. The KAN-SERVICE system is the KSDE application that gathers special education data on students with an IEP.

The private school should send all KIDS records for those students with the public school building as the Funding School. A public school should NOT send up those students with "0002" in the Accountability School Identifier because those students are not unaccredited private school or homeschooled students. When a record is submitted with "0002" in the Accountability School Identifier field, the Attendance School field is going to be the school/district of record for those students in KIDS for accountability purposes.

> ### Part B Participants and KIDS Collection Records:
> See the guidance in the "KIDS Collection Records" section.

KIDS and Kansas Pre-K Programs:

Child's Age: 4 years

Authorizing Agency: KSDE

The Kansas Pre-K Program is funded through the Children's Initiative Funds (the Children's Cabinet and Trust Fund) and is located in 12 sites across the state. The Kansas Pre-K Program has specific program standards that support high quality early learning experiences for children in their pre-kindergarten year. Each site is required to promote these high standards through a collaborative community early learning team. The Kansas Pre-K programs in the individual sites may include State Pre-Kindergarten Programs, Head Start programs, and community preschool/child care programs. The Pre-K Program requires that 50% of the child spaces are in public school programs and 50% are in existing community programs. At least 50% of the children must meet one of the at-risk criteria.

Participating programs in the Kansas Pre-K Program need to obtain KIDS SSIDs for the children in the program.

> *Obtaining State Student Identifiers:*
> A child participating in an approved Pre-K program will have an SSID created or through the Foundations for School Success application.
>
> *KIDS Grade Level:*
> The grade level of the child being reported to KIDS should be one of the following values for a child receiving Pre-K Program services (*see the KIDS File Specifications document for more detailed information about grade levels*):
>> 02 = 4-year old preschooler (not 4-yr. old at-risk students)
>
> *Kansas Pre-K Programs Participants and KIDS Collection Records:*
> Kansas Pre-K Program Participants should not be included on any KIDS Collection records or KIDS Assignment records unless it is a record that is being sent for the purpose of generating SSIDs. It is not necessary to send EXIT records for Kansas Pre-K Program participants that leave the program.

KIDS and State Pre-Kindergarten Programs:

Child's Age: 4 years

Authorizing Agency: KSDE

The children in a State Pre-Kindergarten Program are to be counted in the same manner as kindergarten students with funding based on children in attendance on the September 20th count day. Although at this point in time, children served by Head Start and/or IDEA four-year old preschool special education programs cannot generate funds for this State program, children who meet the criteria for the State Pre-Kindergarten Program may be physically in the same classroom as children from the aforementioned programs and/or typically developing preschool-aged children. The weighted enrollment for those children who meet the criteria is 0.50 times the number of four-year old at-risk children times the base state aid per pupil (BSAPP) for the school district. Once districts have been notified that their program has been selected for funding, the four-year olds must be included in the enrollment counts when calculating the school district's general fund.

> ***Obtaining State Student Identifiers:***
> A child participating in State Pre-Kindergarten Program will have an SSID created via KIDS Collection just like any other student attending a district.
>
> ***KIDS Grade Level:***
> The grade level of the child being reported to KIDS should be one of the following values for a child participating in a State Pre-Kindergarten Program (*see the KIDS File Specifications document for more detailed information about grade levels*):
>> 04 = Four-Year-Old At-Risk
>
> ***State Pre-Kindergarten Program Participants and KIDS Collection Records:***
> See the guidance in the "KIDS Collection Records" section.

Any KIDS Collection Records:

Building Values:
Here are some guidelines for what building codes to enter for the early childhood program participant:

Accountability School: Identifier for the **accredited** school in the district which administers the program. In the case that the program does not have a particular building associated with it, use the district central office code.
Funding School: This should be the same building code indicated in the Accountability School field.
Attendance School: Building code where the program/activities occur. In the case that the program does not have a particular building associated with it, use the district central office code in the district where the activities occur.

Multidistrict programs: In the event that the early childhood program is part of a consortium or cooperative involving multiple districts, a user can request access to the KIDS Collection System for multiple districts to submit KIDS records for each of those districts. (See the Multi-District Access to KIDS document on the KIDS website.) In the case that the program is not owned by a specific district or does not have a particular building associated with it; use the district central office code of the child's resident district as the Accountability School.

Note: Consult the KSDE Education Directory to find the 4-digit number assigned to the building to be sent to the KIDS Collection System, or consult the designated KIDS person in the school or district.

Entry Dates:
Here are some guidelines for what dates to enter for the early childhood program participant:

School Entry Date:
This should be the date the child enrolls in the Accountability School for the preschool program.

District Entry Date:
This should be the date the child enrolls in the district for the preschool program even if it is not the current program that is being reported in KIDS this year (e.g. if a student participated in a district sponsored PAT program last year, the District Entry Date should reflect the date the student began participating in the PAT program last year.) This date will not change until the child moves away from the district.

State Entry Date:
This should be the date the child enrolls in the State for a preschool program. The State Entry Date will remain the same date on all KIDS records until the child moves outside of Kansas.

KIDS EXIT Records:

EXIT records should **not** be used to indicate that a child has completed an early childhood program.

The following guidance pertains to students participating in an Early Childhood Special Education Part B, Sec 619 Program or a State Pre-Kindergarten Program unless otherwise noted.

Part B & Pre-Kindergarten Program Participants and KIDS Collection Records:

STCO Records (State Pre-Kindergarten Program Students ONLY):

KIDS STCO Records are needed to populate the Early Childhood Success in School application. The Early Childhood Success in School application will be used to enter data on students participating in a State Pre-Kindergarten Program. Both the 4- Year Old At-Risk students and any other students in the classroom, including peer students may be entered in this application. An STCO Record is needed to provide a roster for each State Pre-Kindergarten Program teacher. Teachers are asked to randomly select students for reporting participation in the data collection and are given a process to follow for this selection process.

EXIT Records:

EXIT records should only be sent when a child is no longer associated with the Accountability School and should not be sent when a child's participation in a program ends. For example, when services a student receives from an Early Childhood Special Education Part B, Sec 619 Program ends, a KIDS EXIT record is **NOT** required. When a student that has received services from an Early Childhood Special Education Part B, Sec 619 Program moves out of the district, a KIDS EXIT record should be sent.

EOYA Records:

EOYA records for children in early childhood programs need to be submitted by accredited public and private school districts. EOYA records should be submitted for all children participating in Education Part B, Sec 619 Program or a State Pre-Kindergarten Program. Submitting an EOYA record, does not require the schools/districts to claim the child.

EOYA Data Fields:
Here are some guidelines for some of the required fields on EOYA records:

> ***Cumulative Number of Days in Membership and Cumulative Number of Days Attended:***
> This information is based on the length of time the student is associated with your school or district as a whole. Membership and attendance data for children with a Current Grade Level 00-04 will not be included in a school or districts Attendance Rate for accountability calculation. Data is required in these fields, but the data is not used in the accountability calculation for the district.

> ***Primary Disability Code:***
> For children ages 0-2 years old, do not report a value in Primary Disability Code if the child does not have an Individual Education Plan (IEP) even if the child is receiving services through an Individualized Family Service Plan (IFSP).

> ***Qualified for 504:***
> Leave this field blank unless a disability was indicated in Primary Disability Code.

Residence of Homeless Student while Homeless:
This field should be indicated if applicable.

Immigrant Student:
This field does not apply to children younger than 3 years old, per the federal definition for receiving these services. Indicate only for children 3 years old or older, if applicable.

ENRL & MILT Records:

Four-Year Old At-Risk and 3, 4, and 5 year old students with an IEP must be submitted on ENRL and MILT records to generate state funding. Early childhood students without an IEP **may** be included on ENRL and MILT records; however, these students will not generate state funding.

TEST & SMSC Records:

Early childhood students should not be included on TEST or SMSC records.

KIDS Assignment System Records:

District and Building Values:
Here are some guidelines for what building codes to enter for the early childhood program participant:

School Code: Identifier of the school in which the student's enrollment is counted when reporting to the State.
Resident District Code: The state district alphanumeric code number of the district where the student physically resides.
Current District Code: The state district alphanumeric code number of the district where the student's enrollment is counted when reporting to the State.

Multidistrict programs: In the event that the early childhood program is part of a consortium or cooperative involving multiple districts, a user is NOT able to request access to the KIDS Assignment System for multiple districts. A separate login will be required for each district. The standard process of approval will be required for each login.

Note: Consult the KSDE Education Directory to find the 4-digit number assigned to the district and building to be sent to the KIDS Assignment System, or consult the designated KIDS person in the school or district.

Related Documentation:

Consult the following documents for additional information.

- ☐ The following KIDS documents are located on the KIDS project website (ksde.org/kids) under the "Documents" tab:
    - o **KIDS 2014-2015 File Specifications Document:** This document serves as the data dictionary for all data elements collected through the KIDS Collection system.
    - o **KIDS 2014-2015 KIDS Collection System User's Guide:** This document is a resource designed for those users accessing the KIDS Collection system to submit student data.
    - o **KIDS 2014-2015 Submission Details Documents:** These documents reviews the required and optional fields for each record type to the KIDS Collection System, and also includes recommendations and tips for submitting each record type to the system.
    - o **Multi-District Access to KIDS Document:** This document provides details about how to request access to KIDS Collection System for multiple districts and how to use the system for multiple districts.
    - o **KIDS 2014-2015 Assignment System User's Guide:** This document is a resource designed for those users accessing the KIDS Assignment system directly.

- ☐ **KSDE 2014-2015 Educational Directory:** This document will provide valid building codes for school buildings and district central offices in Kansas and may be found on the KSDE website at ksde.org on the "Directories" page.

For more information:
- ☐ KIDS Technical Support: KSDE Helpdesk 785-296-7935 or kids@ksde.org
- ☐ For training in the KIDS system: visit the KIDS project website at ksde.org/kids and go to the "Training" tab.
- ☐ Early Childhood webpage

Revision History:

Version	Date	Changes
6.00	6.3.14	Updated for 2014-2015 school year.

Appendix: Early Childhood Programs and KIDS System at a Glance

Early Childhood Program	Generate KIDS SSID	KIDS Grade Level					Oversight Authority			KIDS Collections							
		Birth-2 years old (00)	3-Yr-Old Preschooler (01)	4-Yr-Old Preschooler (02)	5-Yr-Old and Older Preschooler (03)	Four-Year-Old At-Risk (04)	Federal	KDHE	KSDE	ASGT*	ENRL	TEST	EOYA	EXIT	SMSC	MILT	STCO
Parents As Teachers	● **Within Foundations for School Success; or** ● **ASGT Record via KIDS Collection; or** ● **via KIDS Assignment**	✓	✓	✓	✓				✓	✓							
Infant/Toddler Early Intervention Services (Part C)	● **Within OWS**	✓						✓									
Head Start	● **Not required--submit via KIDS Collection if desired**		✓	✓	✓		✓										
Early Childhood Special Education Part B Sec 619	● **Submit via KIDS Collection**	✓	✓	✓					✓	✓	✓		✓			✓	
Kansas Pre-K Program	● **Not required--submit via KIDS Collection if desired**		✓						✓								
State Pre-Kindergarten Program	● **Within Foundations for School Success**					✓			✓	✓	✓		✓			✓	✓

*ASGT records are not required but are recommended to update a student's core data, generate SSIDs for new students, etc.

**EXIT records should not be used to indicate that a child has completed an Early Childhood program and should be sent to the KIDS system only when the child is no longer associated with the Accountability School.