LEA USER GUIDE

KGRS

Kansas Grants Reporting System

MODULE; PERSONNEL CATEGORICAL AID

KANSAS STATE DEPARTMENT OF EDUCATION

Introduction

This guide explains how LEAs can report all necessary data for claiming the special teacher portion of Categorical Aid Reimbursement within the Kansas Grants Reporting System (KGRS).

Table of Contents

KGRS SYSTEM BASICS

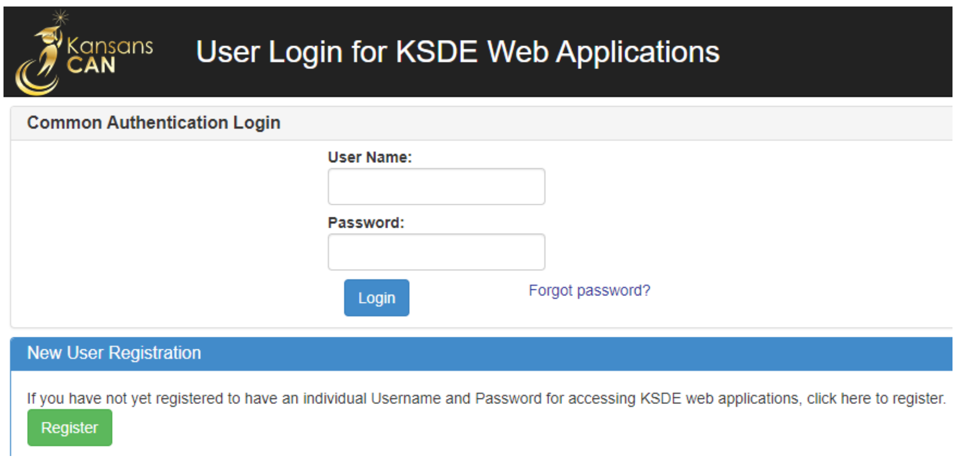
System Requirements

- Supported Web Browsers are listed on the login page for KSDE Web Applications.
- Excel or another spreadsheet program is highly recommended for working with the data. The PCA manager can offer some support for using Excel.

Login

KGRS is part of the KSDE single sign-on system. To reach the KSDE Web Applications page, type the following URL into your browser's address bar:

https://apps.ksde.org/authentication/login.aspx



If you have a district level (all buildings) login, enter your **Username** and **Password** in the fields and click the blue Login button. Once logged in, click "**Manage my account**" in the upper left corner of the applications screen, and select the **Kansas Grants Reporting System (KGRS)** from the list of available applications. Access to a new application must be approved by the district superintendent or coop/interlocal special education director.

If you don't have a district level login, click "**Register**" and complete the information, selecting the **Kansas Grants Reporting System (KGRS)** along with any other applications you need access to. Your new login must be approved by the district superintendent or coop/interlocal special education director.

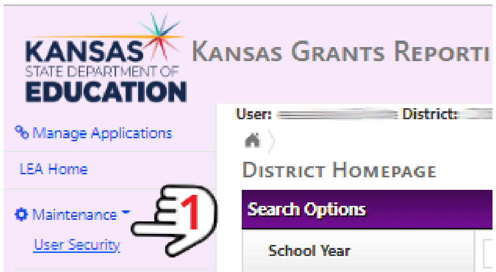
There are two levels of access, **District User**s must be approved inside KGRS by District Administrators and can be approved for view only access. **District Administrator**s have full access to EVERY module/program within KGRS and can approve district users within KGRS for any module.

After access to KGRS is granted, if you don't have access to PCA, please contact evelyn.alden@ksde.gov, who can send detailed instructions to the administrator for your LEA.

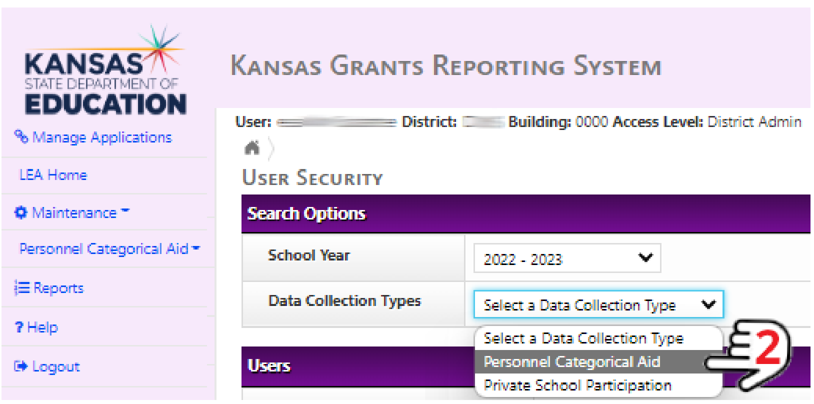
District Administrators-granting access

An individual is approved in KSDE applications as District User or View only access to KGRS, but one of the people listed as District Administrator for that district must still assign specific access to PCA within KGRS.

1) Within KGRS, the district administrator must select the little arrow next to "Maintenance" on the left, then click on User Security.

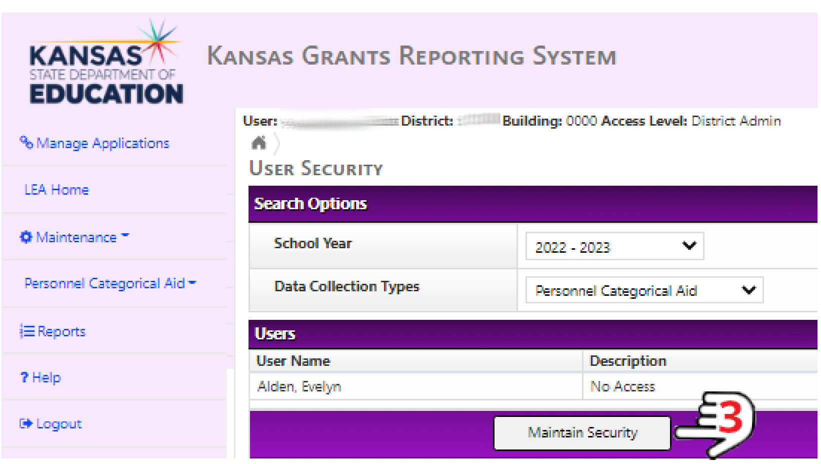


2) The administrator then must select the data collection type (PCA).



This will display anyone who either has access (access type will be displayed) or has access to KGRS, but not currently access to PCA (No Access).

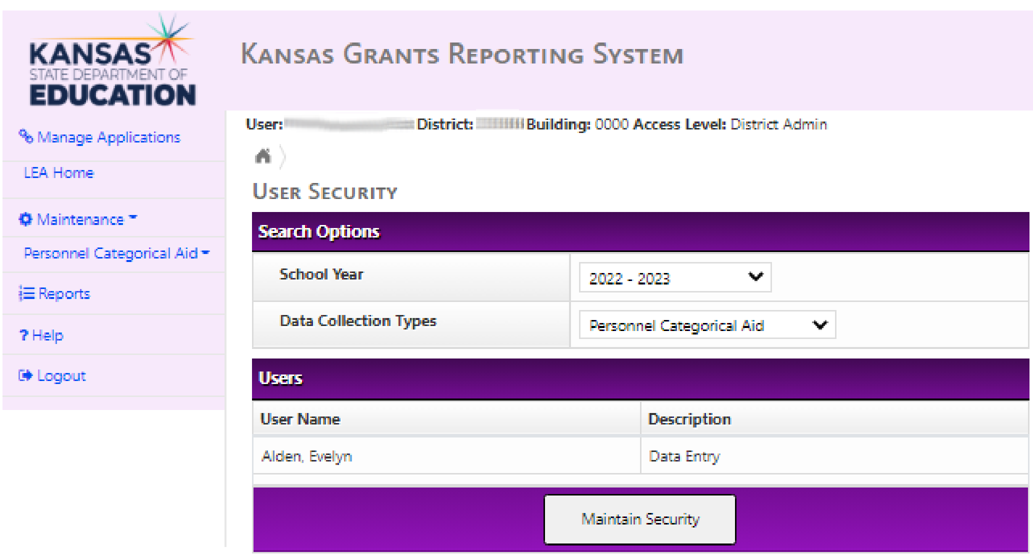
3) Click on "Maintain Security" to set access options.



All User (non-administrator) access staff will be displayed in a table. Access may be changed on any staff member at this point.

4) "Data Entry" should be selected for anyone who should be able to enter or edit data in PCA. "View Only" for anyone who should not be able to change data but needs to be able to view data or run reports (financial officers, member districts for a coop/interlocal, coop/interlocal for member districts, etc.).
5) Click "Save".

The modified person(s) should now have Data Entry access. Access can be revoked or changed at any time through the same process.

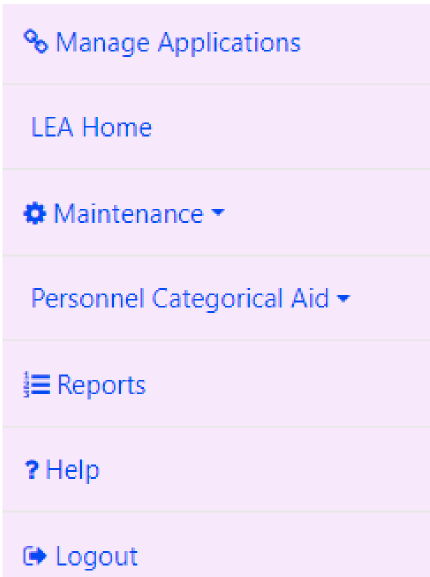


Navigation

When you have access, you may log back into the system and choose KGRS to access the home page. Once there, a summary review of past and present data collections by organization is visible, along with search options for filtering.

KGRS has several way finding elements that can be found on each page of the application.

The Task Navigation menu is along the left side of each page and provides links to common tasks within the site.

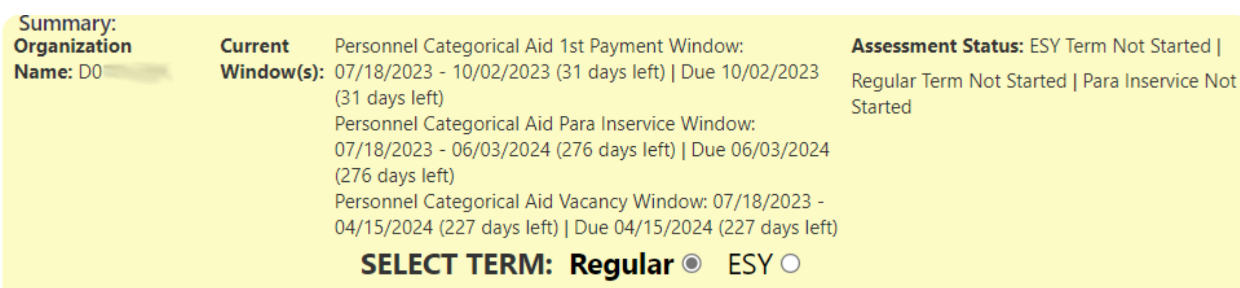


- Manage Applications - Go to the main KSDE Web Applications page to select another application.
- LEA Home - Go to the LEA homepage to select another year or module/program within KGRS.
- Maintenance - If District Admin access, links to the page to change district user level access
- Personnel Categorical Aid – (visible only if you have access to PCA) Creating Calendars, Infant Toddler network selection, Non-KSDE license lookup, Waiver lookup.
- Reports - Lists reports for all modules within KGRS
- Help - Displays a list of phone numbers, hours of operation, and other assistance resources.
- Logout - Logs you out of KGRS

Information Fields

The KGRS features helpful elements to find information quickly. Each data collection tab contains a yellow Summary Field at the top which displays: User's LEA, Current window(s), Assessment Status:

If you are a cooperative and your information is all missing, please make sure you are in the system with the D07xx number.



Page Instructions

Instructions near the top of the page in an oval are provided by the state administrator and may include common issues on that page or links to useful information.

Trainings will be posted at: https://www.ksde.org/Default.aspx?tabid=538#PCA

Success/Fail messages

When page data is saved correctly, a green field will appear at the top of the page, to confirm success.

Infant Toddler Networks saved successfully.

When required data is missing, an Error Field will appear at the top of the page, alerting you to a mistake on that page.

This record can't be updated because it has been modified by Teacher License Area.

> **NOTE:** These messages appear at the TOP of the page.
> Be sure to scroll up to check if you are working on a different part of the page.

Icons

These Icons are used throughout KGRS, icons specific to individual pages will be defined as needed.

Edit View only Locked Delete

Session Timer

To keep track of session length, each login is automatically set to expire after 20 minutes of inactivity. Along the bottom of the screen is a timer:

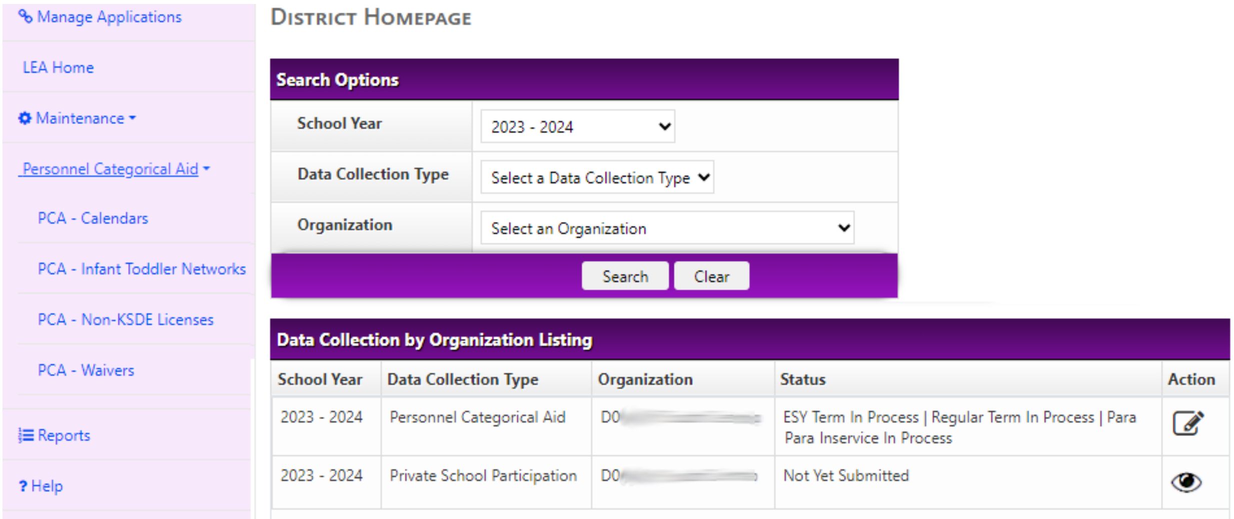
Session expires in 19 minutes

After 18 minutes of inactivity, a pop-up warning appears. The session timer resets to 20 minutes each time you perform a page action or navigate to a new page. If you are automatically signed out, you will be returned to the main KSDE Web Applications page.

> NOTE: If KGRS is open in an inactive browser tab, it may time out even though the message gives the option to stay logged in. When in doubt, select the option to log out. If the stay logged in option is selected when the system has actually timed out, a server error may occur. Simply go back to the web application login page. This has to do with modern browsers putting inactive tabs “to sleep” and the script on the page can’t operate.

Homepage

Upon login, LEA users will be taken to the following screen:



The District Homepage lists all the current applications/modules available. If the logged in user has access to a particular application, the icon under action will be a pencil and paper. The eye icon indicates the user can view, but not edit (which can be when no entry window is open), the lock icon indicates the user has no access.

This section of the user guide will cover the options under “Personnel Categorical Aid” in the menu on the left side.

Data Collection-Status

There are three parts: ESY, Regular Term, Para Inservice.

- Not Started: means no calendar has been created, therefore no claim can exist.
- In Process: AT LEAST a calendar has been created or for para inservice, at least one para has inservice hours entered.

Starting a new school year

There are three steps that are required for claiming staff:

1) Create at least one district level calendar for the terms (regular/ESY) you will be claiming staff.
2) Add staff members.
3) Create positions and assign staff to those positions.

SIDE MENU-PERSONNEL CATEGORICAL AID

Once inside KGRS, before selecting the PCA module, users with access to PCA will have tables available on the side menu under the Personnel Categorical Aid item.

PCA-Calendars

From the menu on the left, click the Personnel Categorical Aid link to expand the options, then select PCA-Calendars.

The calendars set in PCA define the maximum start and end dates allowed for claiming staff in each term (ESY and regular).

There are 2 logical options for start and end dates and there's no rule about which one to use, the student start/end dates and the staff start/end dates. Claiming someone for 1.0 FTE from 8/15-5/15 is exactly the same FTE as claiming someone working 8/10-5/20 for 1.0 FTE.

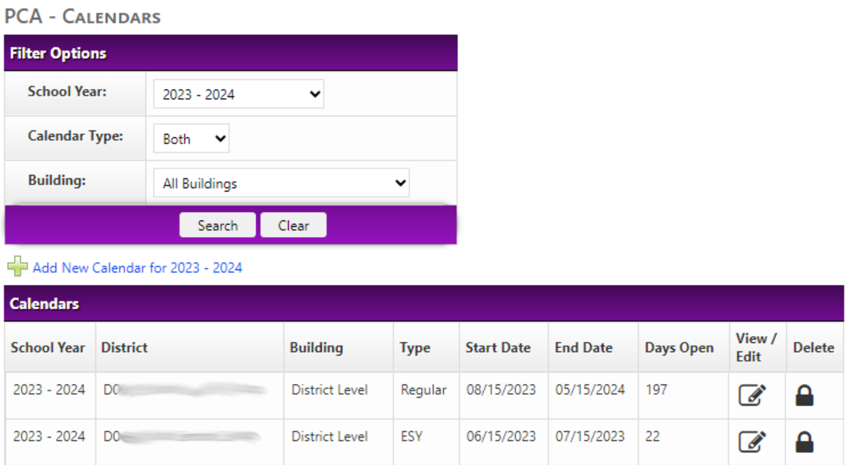
> **Do not** use the entire fiscal school year as the regular term, as that can falsely increase payment reductions (discrepancies) and limit the ability to claim ESY the following year.

A district level calendar **must** be the first calendar created, and at least one district level calendar must exist per term (regular and ESY) in order to create positions and claim staff in that term. A single district level calendar may exist for both Regular and ESY and one Building Level calendar may be created per building each school year if needed. Building Level calendars may be created after the district calendar if needed.

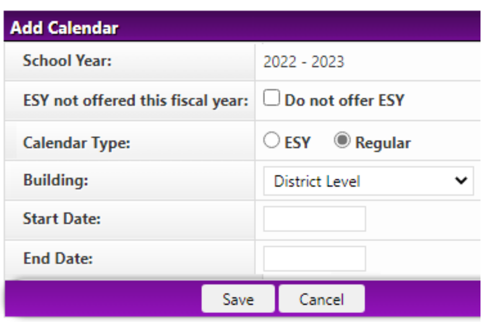
> **It is not necessary to create building level calendars** unless the buildings have very different calendars than the district!

Interlocal and cooperative users have access to the buildings linked to the interlocal/cooperative as well as to all member districts and their buildings. Interlocals and cooperatives may create building calendars in the member district central offices which will apply to all that member district buildings. These coop/interlocal created calendars do not affect any calendars that may be created by the member districts on their own login.

The Calendars page lists all of the available calendars in a grid with the available actions: View/Edit and Delete (not available for District calendars and calendars being used.)



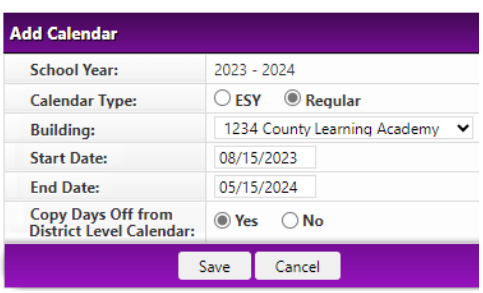
To add a new calendar (District level if the first calendars, or building/program level), click the Add New Calendar link (current school year only) above the display of calendars. This will open the Calendar Maintenance Page where a calendar may be added or edited. The user will enter a Start Date, End Date, and the Calendar Type (Regular or ESY). Additionally, users can click days on the calendar to mark those days "off." The number of days between the Start and End dates minus the number of days marked "off" will display in a Days Open field and will and will update as the user marks days off or changes the Start and End dates.



Screen to add the first (district level) calendar

In MOST cases, an ESY Calendar should be created before a Regular Calendar.

Clicking the "Did not offer ESY" box does not prevent you from adding an ESY calendar later.



Screen to add a building calendar

The start/end dates will automatically populate with the start/end dates of the District level calendar, these dates may be modified within the dates of the District level calendar.

Important: For ESY Calendars, the Start Date must be after the End Date of the previous year's Regular Calendar End Date. Keep this in mind when setting the End Date for the CURRENT regular year.

You can edit a calendar's days off by clicking the edit icon (if available) and selecting the closed days on the calendar which will be displayed. THIS IS NOT REQUIRED! There are only a few instances each year in the state where days off affect FTE and there are ways of dealing with them individually.

Infant Toddler programs operate year-round and do not have an ESY session, they offer services on the same schedule all year. So, if claiming staff for an Infant Toddler program, the hours may be split along the ESY/Regular dates for the claiming LEA.

See the following section on selecting Infant Toddler programs to learn how to access the building numbers to create calendars for those programs (if different than the district calendar).

PCA-Infant Toddler Networks

Infant Toddler programs are managed and report IFSP data to KDHE, but state special education funding is allocated to KSDE, therefore programs must claim through an LEA.

All buildings identified as Infant Toddler Networks by the KSDE Directory will display on page with check boxes next to each one. This allows the user to select one or more checkbox by clicking Save. The selected program buildings will then be available for creating positions and calendars.

Programs must be selected each year. Selections for previous years may be viewed by the school year dropdown menu.

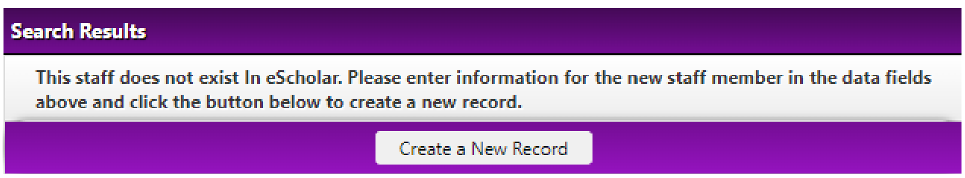
Infant Toddler Networks cannot be unselected by an LEA if any position of that LEA uses that program building.

PCA-Non-KSDE Licenses

Non-KSDE licenses that have been added by KSDE may be searched here. New non-KSDE licensed staff are entered after they have been claimed for reimbursement and the "License not in system" error generated. Expiration dates are checked and updated by the KSDE administrator. The Reimbursement Guide contains the current requirements for each area and whether the license and/or renewals must be sent into KSDE.

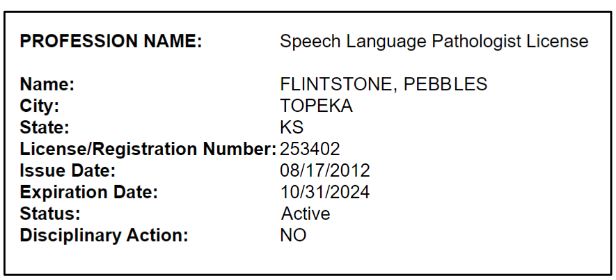
If someone begins providing services who has been licensed for many years or says they have worked in Kansas special education in the last several years, they may already have an ID and be in the system.

Example: SLP Pebbles Rubble starts to work for us, she has had an SLP license since 2012. Searching for her by name/birth date gives no results



Before Creating a New Record!

Pull up the SLP license online if you don't already have the number.



PROFESSION NAME:	Speech Language Pathologist License
Name:	FLINTSTONE, PEBBLES
City:	TOPEKA
State:	KS
License/Registration Number:	253402
Issue Date:	08/17/2012
Expiration Date:	10/31/2024
Status:	Active
Disciplinary Action:	NO

If you were able to search by Pebbles Rubble and find Pebbles Flintstone, that means her name has been Rubble in the past. You can search some of the license sites by first name only, which is useful for the more unusual first names. This alone may be enough to find her correct ID number as you have another possible last name. But the easiest thing to do is to go to the NON-KSDE Licenses table on the left side menu under Personnel Categorical Aid:

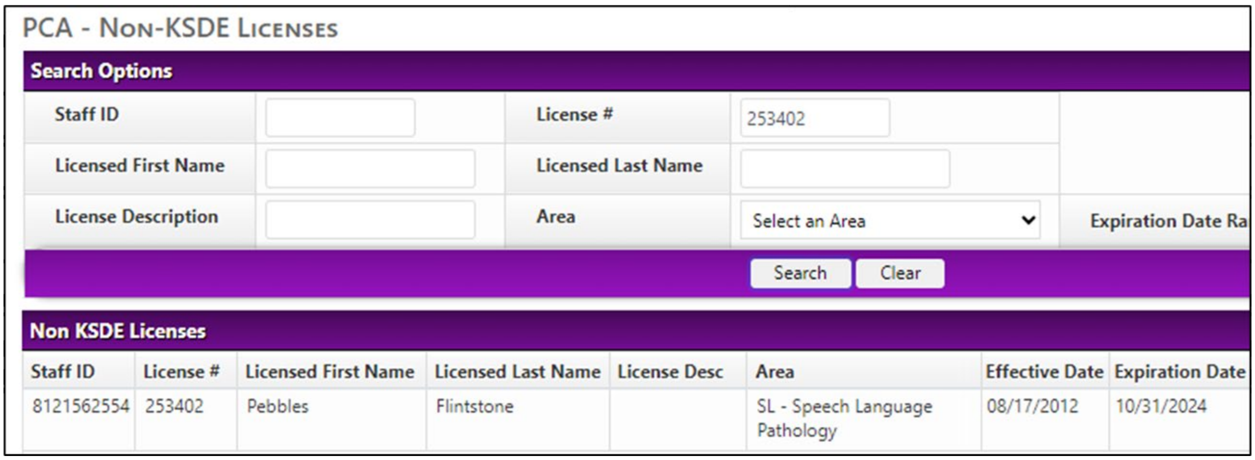
NOTE: Confirm the license number! You are responsible for making sure you are claiming Mary **Alece** Smith, RN 1234556, not Mary **Alice** Smith, LPN 9876543. Ask the provider if possible, or contact evelyn.alden@ksde.gov if you aren't certain you have the correct person or don't know how to look up a license.

When you bring up the non-KSDE license table, you will have several search options.

License number (including certification numbers) is generally the surest way to find someone, regardless of last name. Some areas, such as sign language interpreters don't usually have license numbers.

First name/Last name are the names on the LICENSE, not the name the person is known by. So if "Sally Smith" is licensed as "Sarah Jones", the name search will not bring her up! The information in this table is also manually updated, so names may not match the license (especially if it's not near the renewal date).

Area and License description are not recommended ways to search, please find the license number of the person who is providing the services and search by that license or certification number.


PCA - Non-KSDE Licenses

Search Options

Staff ID		License #	253402	
Licensed First Name		Licensed Last Name		
License Description		Area	Select an Area	Expiration Date Ra

Search Clear

Non KSDE Licenses

Staff ID	License #	Licensed First Name	Licensed Last Name	License Desc	Area	Effective Date	Expiration Date
8121562554	253402	Pebbles	Flintstone		SL - Speech Language Pathology	08/17/2012	10/31/2024

If your staff member isn't listed, it's generally safe to create a new ID number, but it is always fine to email evelyn.alden@ksde.gov or cataid@ksde.gov to confirm. KSDE maintains records of all staff claimed for related service reimbursement since 2014. PCA has the licenses of people who had an ID number AND had an active license during or after the 2022-23 school year.

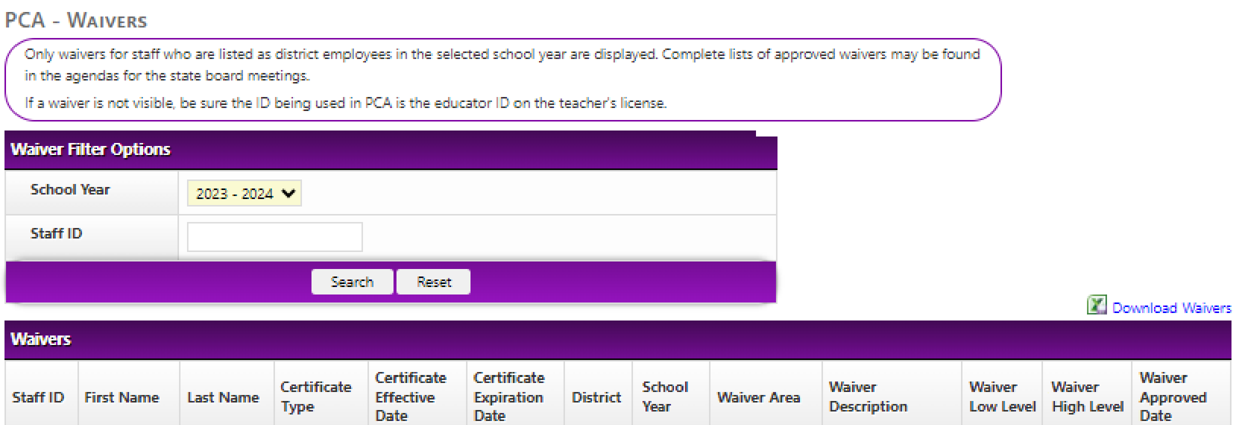
If a duplicate ID number has been created, please send an email to evelyn.alden@ksde.gov or cataid@ksde.gov and provide the two ID numbers. Duplicates can't be deleted, but there will be a method to identify the duplicate ID in the future.

PCA-Waivers

Waivers of regulations are applied for through a different application and published in the state board minutes after approval. The list in the board minutes includes the teacher’s name and the waiver area but does not include the educator ID or the grade levels of the approved waiver.

The PCA-Waivers table displays approved waivers for staff claimed as district employees in the selected year. The waiver area (both endorsement number and endorsement name) and the low and high levels of the waiver are displayed. If a teacher has multiple licenses (such as INITCH and PROF) during the year, there will be a row for each.

Multiple years are available, the current school year will be the default. You may search within a year for a specific teacher by staff ID.



On the far right, above the waiver table is an option to download waivers for your district’s staff.

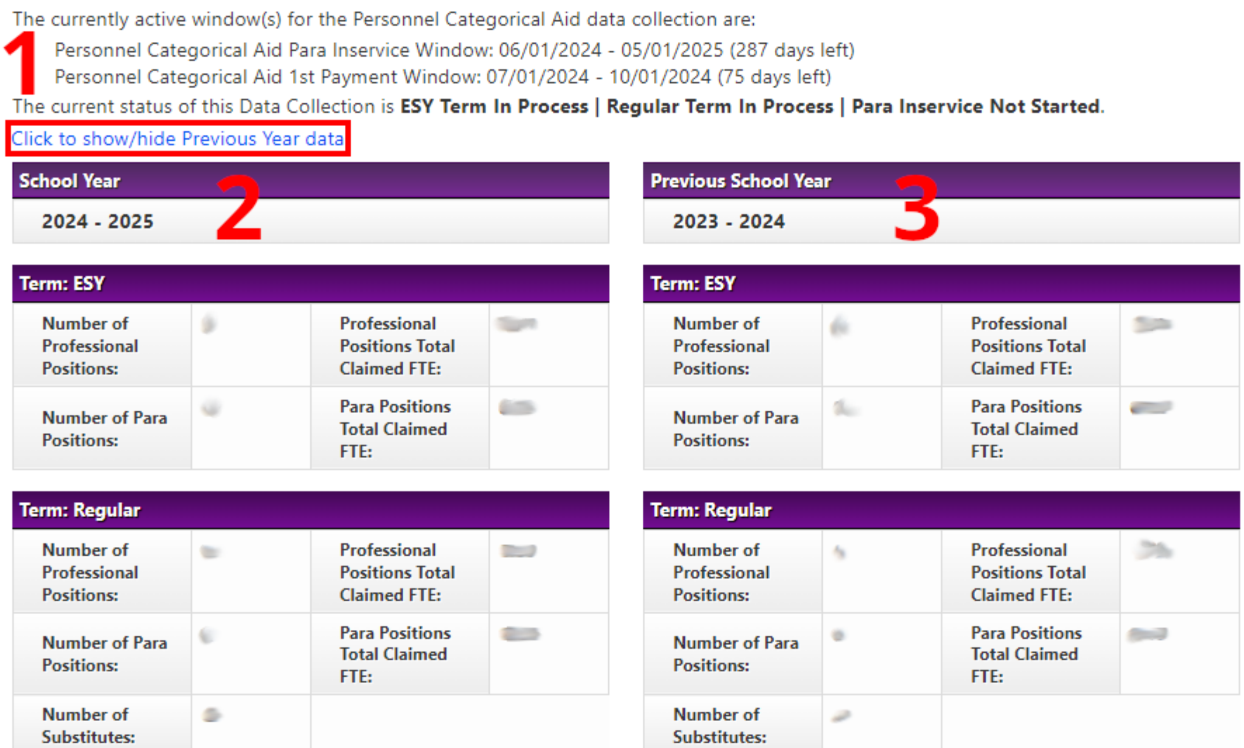
Extension of days waivers display no waiver area or description, but the certificate type will be SUB or ESUB.

PROGRAM TABS

Once Personnel Categorical Aid is selected on the District Home Page, the summary page will display. The purple bar across the top has different program areas.

Tabs: Summary

The Summary Tab displays information about the grant, including the currently active window and the overall status of the data collection. Users can choose either ESY Term or Regular Term.



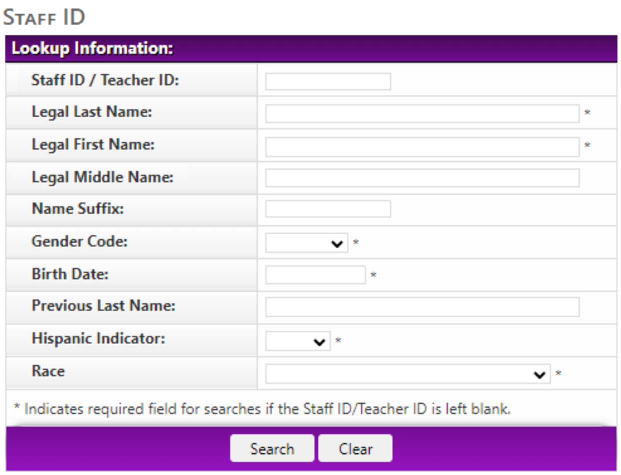
1) The first section lists any open windows (the same information is in the top yellow box on every tab) as well as the status from the district home page.
2) The current school year summary is always displayed. The information in the summary is based on the positions and staff assigned to those positions. Running the current payment report is the only way to check the ELIBIGE FTE, however if no FTE is claimed, then no funding is possible.
3) Selecting the "click to show/hide Previous Year data" will bring up the summary information from the previous year. This can provide a quick comparison to ensure information was entered, however the accuracy and eligible FTE cannot be judged from this screen.

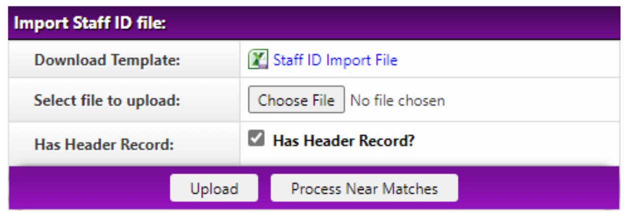
Tabs: Staff ID

This is where the user can (by manual search or upload):

- Find existing staff IDs
- Update information for existing staff (manual only)
- Create new ID numbers for non-KSDE licensed staff that do not have ID numbers
- Add staff to the Employee list.

> Note: Staff cannot be claimed in positions until they are listed as Employees in PCA.





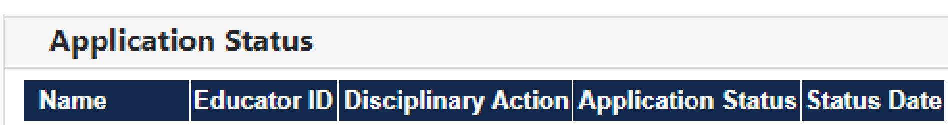
Searching can be done by Staff ID or by demographic information (required fields marked with an asterisk).

- The ID number system is managed by eScholar and PCA uses the same pool of numbers as the Educator IDs used for teacher licenses. Please use care when creating ID numbers.
- If someone has special education experience in Kansas in the last 3 years, they probably have an ID number. Contact the program manager if you can't find it before creating a new ID.
- KSDE licensed personnel will have ID numbers issued by KSDE (labeled as created by "TLA"). Use those numbers in CAPS, do not create new ID numbers for KSDE licensed staff.

Finding an existing KSDE Educator ID

Within PCA, the Staff ID tab may be able to find an ID easily, however this is dependent on the name and birthdate matching between what was entered to create the ID in PCA for the staff member and what was submitted to teacher licensure.

Outside PCA, search by name at: https://appspublic.ksde.org/TLL/SearchLicense.aspx. The bottom section "Application Status" is where the Educator ID may be found.



Manually Adding Staff

If a match is found, it will display in a grid beneath the Search fields.

Possible Matches

Staff ID	Last Name	First Name	Middle Name	Suffix	Gender	Date of Birth	Hispanic	Ethnicity	Match Probability	Created By	Use this ID	Update this record
8785567663	Alden	E[illegible]	Hermione		F	[illegible]	No	Multiple Races	98	PCA		
2679623797	Alden	E[illegible]	Gertrude		F	[illegible]	No	Did Not Provide	98	TLA		

Create New ID

To add an ID to the PCA employee list for the district, click Use this ID (the diskette icon).

> Note: IDs created by Teacher Licensure cannot be modified by PCA. The name or birthdate can only be updated by the individual submitting a request to Teacher Licensure

IDs created by PCA can be updated in Escholar by making sure the search information is correct and then clicking Update this record (the cloud icon). To pull the updated information into PCA, click Use this ID (the diskette icon) after updating.

If the correct person is not found, there is an option to create a new record. Please use this option responsibly, if someone has worked in special education in the last few years, they probably do have an ID. Contact cataid@ksde.gov for help in finding an existing ID.

After creating a new ID, you must still click Use this ID to have the ID available within PCA.

Uploading Staff

Import Staff ID file:

Download Template:	Staff ID Import File
Select file to upload:	Choose File No file chosen
Has Header Record:	☑ **Has Header Record?**

Upload | Process Near Matches

The Import Staff ID File is located directly to the right of the Lookup Information grid and allows the import of an Excel file of staff demographics to be added or searched for/IDs created and added. This process can also create a large number of errors and near matches, so please consider uploading lists in groups. Any errors will display on the page in an error list and must be fixed and either re-uploaded or entered manually.

File specifications: https://www.ksde.gov/Portals/0/SES/funding/CatAid/PCA-Staff-filespecs.pdf.

Once a user uploads a file, if the system finds a possible match (not an exact match) for any imported staff, the possible matches will display in the near match list, allowing the user to resolve matches by reviewing the information.

Updating Staff information

People can change their names, or it can be discovered that a birth date was entered incorrectly. All information on PCA created IDs should be able to be updated by district users. Last names are the most common fields to update, please contact KSDE if you have any questions, especially before changing birthdates that you did not create. No matter how unusual a name, there may be two people with that name!

- If an ID was created by TLA, it cannot be modified by PCA, the staff member must send a name change request to teacher licensure.
- If an ID was created by PCA, the name can be modified by any district user (KSDE cannot modify the record in Escholar)
    1. Pull up the ID, verify it says “created by” PCA.
    2. Correct the search information (note, last names are the most common thing to update, please contact KSDE before “correcting” a birth date as there may be two people)
    3. Click **Update this record** (the cloud icon) (this corrects the data in Escholar)
    4. Click **Use this ID** (the diskette icon) after updating (this will pull the updated information into this year’s PCA data) if you want to use the corrected information.

Replacing Staff - When the wrong ID was used

- When a staff member first applies for a license from Teacher Licensure, they are issued a new ID number. KSDE licensure cannot “see” the IDs created in PCA.
- When a non-KSDE licensed person (or a para) changes their name, the old name does not usually come up as a near match. Please contact evelyn.alden@ksde.gov or cataid@ksde.gov if you can’t find an existing ID for someone who has been working in Kansas special education recently.

To the program different ID numbers are different people, who may share a lot of information. The Staff/Educator IDs **identify** the individual. KSDE cannot “fix” incorrect ID issues or change information in eScholar, the correct identification number must be used to claim reimbursement.

Add the correct ID to the district on the Staff ID page (or through a staff upload), on the position page, delete the assignment (**not the position**) of the incorrect ID, then recreate the assignment with the correct ID. This can be done through an upload or manually.

Once the incorrect iD is not used in the current year, it may be deleted from the staff page in PCA. This is not required but would remove the possibility of accidentally using it in the future.

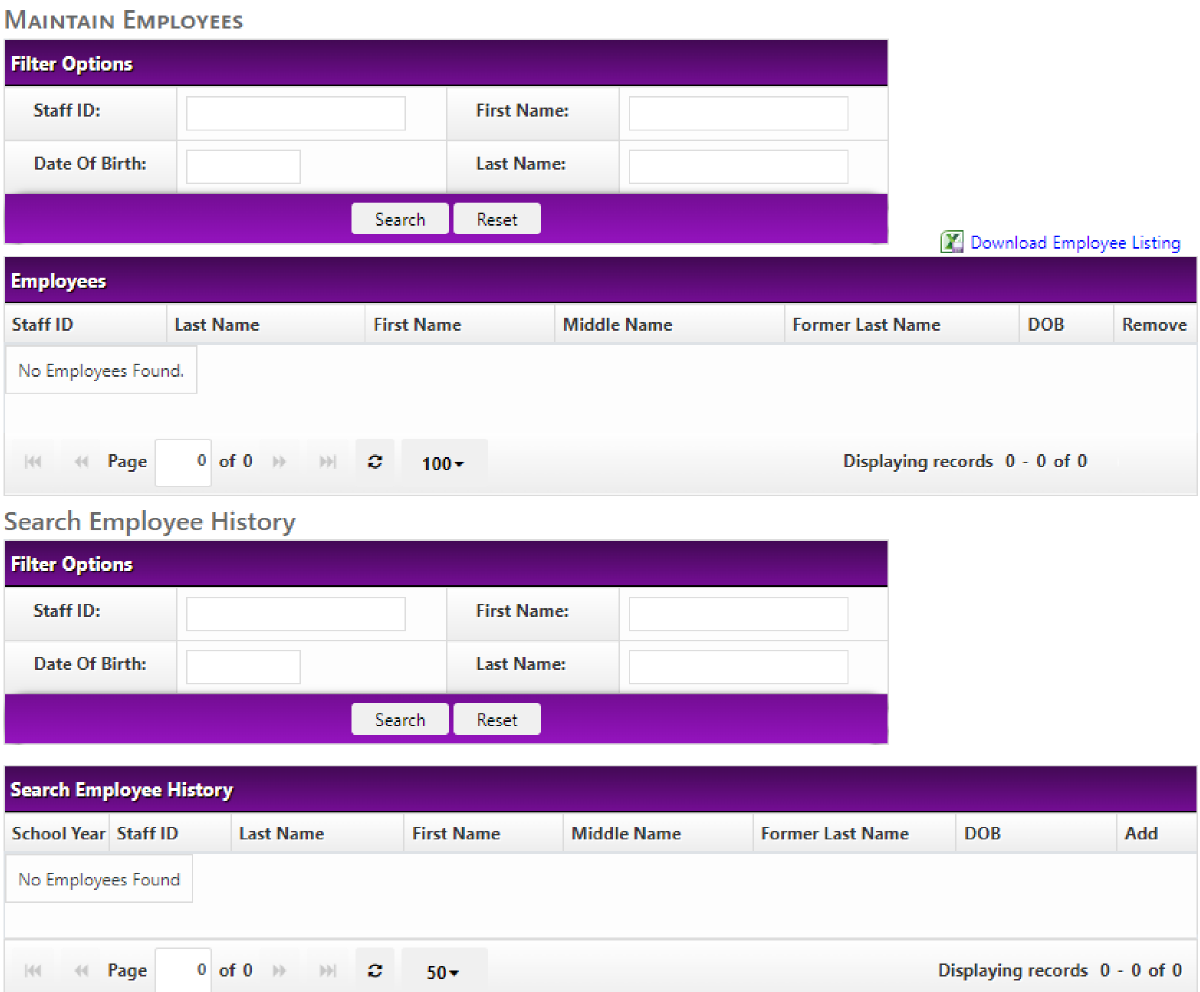
Please also email evelyn.alden@ksde.gov or cataid@ksde.gov with both IDs, so the outdated ID can be labeled.

Tabs: Employees (Staff)

The Employees tab is where the user can maintain the list of current employees including rolling over employees from the previous year. Staff on the current list may be assigned in either the regular term or ESY.

Maintain Employees

When a user selects Maintain Employees from the drop-down menu, the following screen appears:



All employees currently added to the PCA system for the district and school year appear in the top section "Employees". Only staff that appear in this grid will be available to be assigned to a Position. Current employees may be deleted if the employee is not currently assigned to a position, however if an employee **is** currently assigned, the employee may not be deleted.

The "Search Employee History" grid at the bottom allows searches for employees from previous school years. A Lock icon means the person is already listed as an employee in the current school year. The Add icon will add the employee to the (current) Employees table.

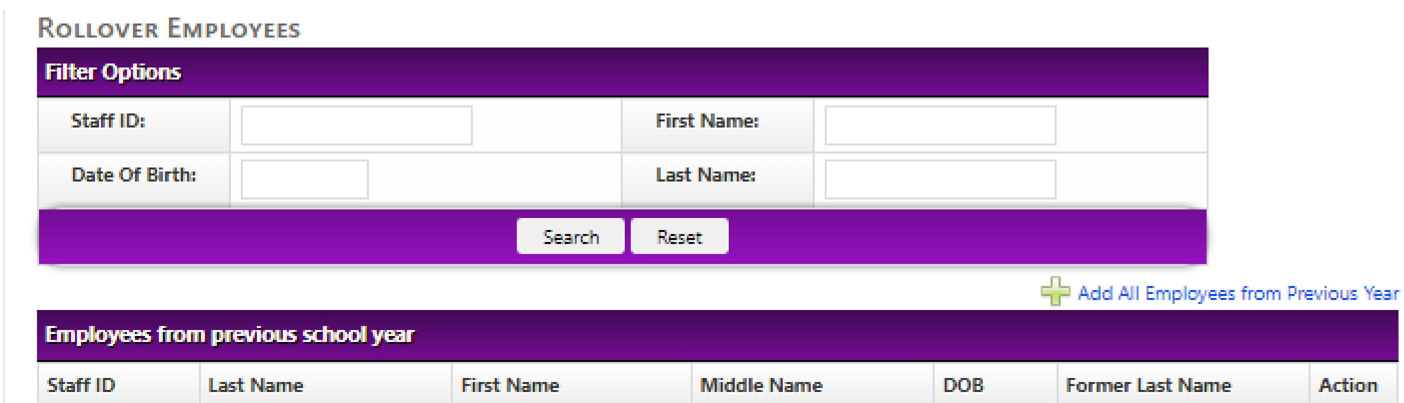
Rollover Employees

If this is the first year for your LEA to claim, please to go to the Tabs: Staff ID section of the guide.

Staff may be brought over from the previous year in two ways: Importing them from a spreadsheet or rolling them over. Both have their advantages and disadvantages.

The rollover options are available under the Employee tab in the purple bar across the page.

The Rollover page shows filter options for the rollover as well as employees from the previous year.



Staff Rollover : Selecting Staff Manually

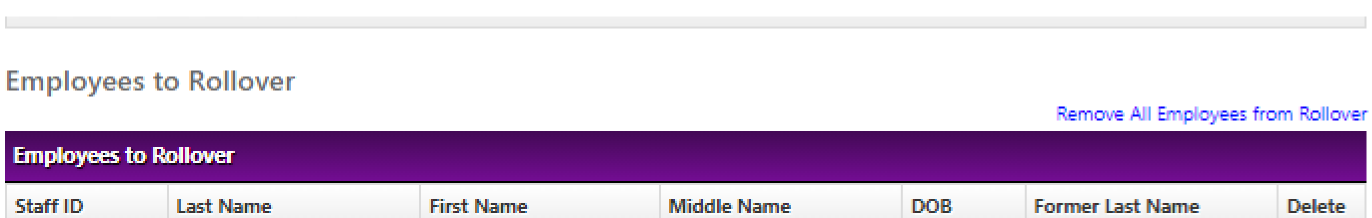
Employees from previous school year grid,

Under the Action column on the right, users will see a Lock Icon (if the Staff ID already exists in the Employees Listing for the current school year) or an Add Icon (the user may add the staff to the Employees to Rollover grid).

On the top right of the grid, a link appears that allows users to Add All Employees from Previous Year

By clicking this link, users can add all the employees from the Employees from Previous School Year grid to the Employees to Rollover Grid, which appears below.

Employees may then be individually removed by clicking the ✖ under the Delete column in the rollover list.



Staff Rollover: Selecting Staff by Upload

If there are a large number of employees, the rollover upload can be a fast way to select which staff members to rollover.

The spreadsheet that is downloaded is the entire staff upload file for the employees from last year, delete any that did not return this year, and update the fiscal year. No information can be modified on this upload, this is just to move select employees into the “Employees to Rollover” box. Only the ID number and first/last name columns are checked, the other columns are ignored.

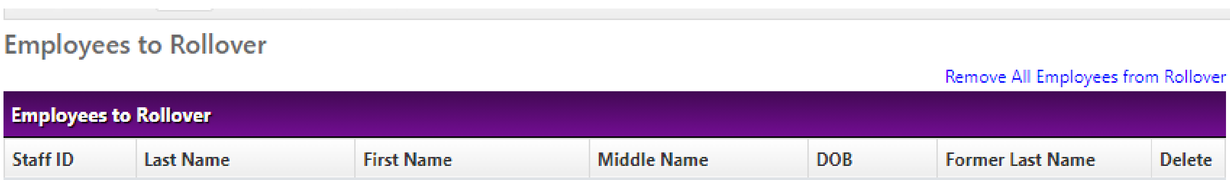
Upload the file, success shows the employee listed in the “Employees to Rollover” grid, any lines that the ID number is not found in the previous year, the name does not match last year’s information, or the staff member is already added to the current year, will be an error.

Employees from previous school year grid,

Under the Action column on the right, users will see a Lock Icon (if the Staff ID already exists in the Employees Listing for the current school year) or an Add Icon ✚ (the user may add the staff to the Employees to Rollover grid).

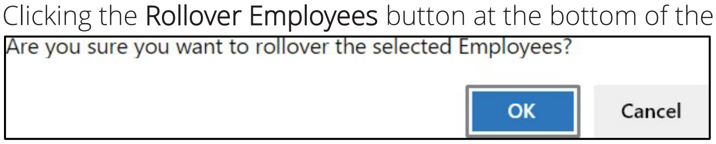
On the top right of the grid, a link appears that allows users to Add All Employees from Previous Year

By clicking this link, users can add all the employees from the Employees from Previous School Year grid to the Employees to Rollover Grid, which appears below.



Employees may be individually removed by clicking the X icon under the Delete column in the rollover list or there is a link to Remove All Employees from Rollover.

Clicking the Rollover Employees button at the bottom of the grid, a confirmation box displays:



When the user clicks OK, the system will add all the employees listed in the Employees to Rollover grid to the Employees for Current School Year page. Once the employees are assigned to the current school year, their names can no longer be selected in the Employees to Rollover grid and the Lock Icon will display on that employee on this page.

Tabs: Positions/Assignments

The Positions/Assignments Tab is where the user can **create/maintain** Positions and to **assign** Employees to a Position. **Both steps are necessary to claiming reimbursement**.

Under this tab, users can roll over positions from the previous school year, import CSV/Excel files, and add/edit/delete Positions/Assignments. The tab has three drop down options: Maintain Positions/ Assignments, Rollover Positions, and Import Positions/Assignments.

Positions are the job someone is doing. You can have multiple people assigned to one position during the year, including multiple people filling the position during a single time frame (shared positions). The area, grades, and FTE should reflect what the job entails, not the qualifications of an individual holding the position.

> Note: Be sure the selected term in the yellow information bar at the top of the page is the term you want to work in. **SELECT TERM: Regular** ESY

Maintain Positions/Assignments

This guide will cover the manual process in detail. Even if you will be uploading, please review the manual process for information about what various fields are for. Assignments and Positions may be created and modified in the same process when importing, so the manual process was the logical place for longer explanations.

Existing positions are displayed in a grid containing the following columns (* indicates not just information).

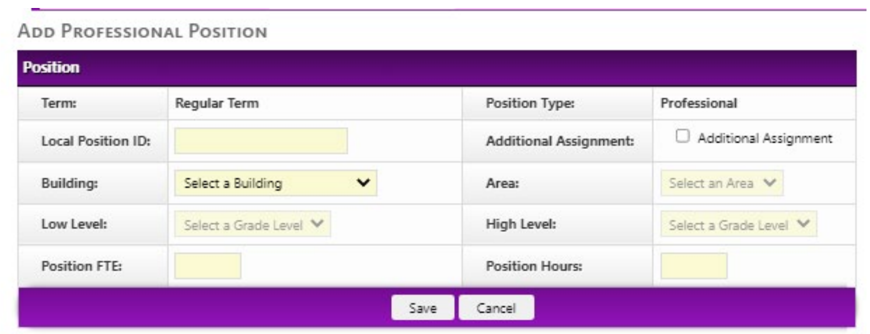
*Blank: First column. Small arrow on each position row to display a grid with Assignments to that Position.
Type: P for Professional Position or N for Para Position.
Local Position ID: Created by the district, cannot be duplicated in the same term and year.
Current Employee: The employee with the **latest** Assignment for this position.
Supervisor Local Position ID: Populated only if type is N or P if supervisor for one or more para positions.
Building: Directory ID number for the building.
Area: 2 digit abbreviation, full list and requirements in reimbursement guide.
Low Level: The lowest grade or age this position provides services for.
High Level: The highest grade or age this position provides services for.
Position FTE: FTE available for the position (Hours / 1116).
Position Hours: Hours available for the position (1116*FTE).
Claimed FTE: Sum of the **Claimed** FTE in Assignments to the position.
Additional Assignment: Marked ONLY if this position is in excess of 1.0 FTE meeting specific requirements.
*View/Edit: Eye means view only, Pencil and paper means can be edited.
Employee Assignments: Count of how many employees assigned to this position
*Add Para: Person icon means a para position can be added. Not all areas of service may have paras.
*Delete: Only available when there is no one assigned AND no para positions supervised by this position.

Professional positions must be created first, then para positions can be created based on the professional position with the exception of “Special Paras” (paras supervised by staff employed by another district).

Manual: Create Professional Position

Click on Add Professional Position.

Which will bring up the Add Professional Position page.



Local Position Number is a unique, up to 25 digit ID from your district. If your district does not use position IDs, create an ID that is useful to you. Leading spaces or zeroes will be lost in most spreadsheets, and are not recommended, trailing spaces are allowed, but will cause no end of confusion (as it's hard to see the difference between

Teacher1

Teacher1 and it's easy to end up double claiming staff. Calling a position by the person's name or ID is also not recommended, as illness or life changes can happen to anyone, so you can end up with Fred filling "JanetsJob".

Additional Assignment is a position in addition to a full time positions and must meet requirements in the Reimbursement Guide.

Building is the primary location of the services provided. For a position that is itinerant (travels as needed), the home office of the district is appropriate. When a building is selected, available grades are those assigned to the building in the KSDE directory.

Area is the area of services the assigned staff member will provide. The area can limit the grades available (Infant Toddler Special Education can't be provided to a high school student, nor can Work-Study be provided in Early Childhood.)

Low and High Levels are the grades services will be provided. Level is used instead of grade because Infant Toddler and Early Childhood are age ranges, not grades. Infant Toddler and Early Childhood must have the same levels in both low and high (IT-IT or EC-EC), KG-12 may be any combination of levels available in the selected building.

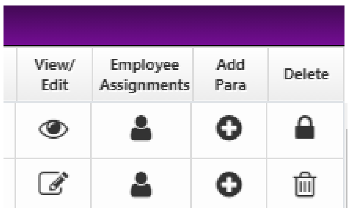
FTE is Full Time Equivalency and You can put in either FTE or hours and the other value will calculate. The position FTE is NOT the FTE being claimed, it is just the maximum allowed for that position. Full Time special education positions are usually 1.0 FTE in the regular year. In ESY, or for part time regular year positions, the general rule is to put the FTE at either 1.0 (and just be sure the assigned staff aren't overclaimed) or set it to the maximum expected (example, someone is expected to work 3 weeks (example, ESY teacher expected to work 5 weeks at 20 hours per week.

That's 100 hours or .09 FTE. If there's a chance of additional hours being reported, setting the position at .10 will allow up to 16 hours in excess of the scheduled time.)

"Save" when the position looks correct.

When you go back to the main position screen, the position you created will be available to edit (pencil and paper icon), add employee assignments to (person icon), create para positions based on (plus sign in circle), or delete (trash can icon) (as long as no paras or people depend on the position (locked icon.) When para positions are added or a staff member is assigned, the View/Edit icon changes to an eye and the Delete icon changes to a lock.

Manual: Create Para Position



Para positions (created by clicking the Plus icon under the Add Para column on the far right) will have the Supervisor Local Position ID filled in, and will have the building, area, and grades preselected. The building, area, and grades may be able to be modified depending on the options selected for the supervisor position.

> Example, a supervisor in the central office (who works in multiple buildings) could supervise a para who likewise is claimed in the central office because they travel or can supervise a para who works in just one building. A High Incidence (BD/IR/LD) supervisor could supervise a high incidence para in any of those areas as well as sign language interpreters. A supervisor claimed grades 9-12 could supervise a para claimed grades 11-12.

The FTE does not have to match the supervisor position.

Rollover Positions/Assignments

Selecting Rollover Positions from the Positions/Assignments drop down menu takes the user to a page with a link to a spreadsheet of the positions and assignments from the previous school year. The spreadsheet will match the selected Term in the yellow information bar (Regular or ESY).

After at least one district calendar is created, download the spreadsheet, update the fiscal year, the dates for the term and any other information that needs to be updated. Be sure all staff on the spreadsheet have been added as Employees. Then simply follow the Import Positions/Assignments instructions.

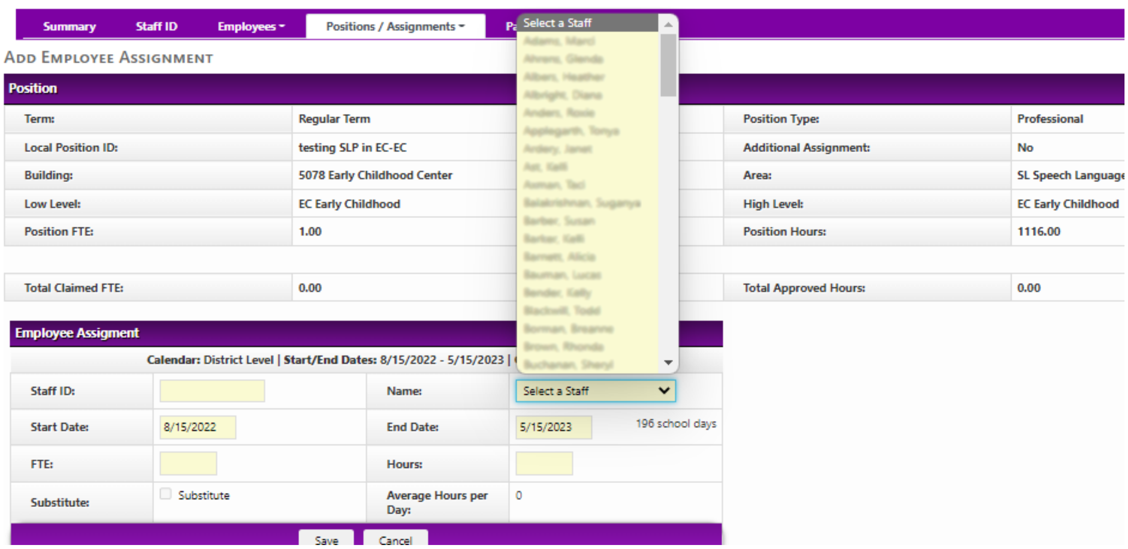
Manual: Employee Assignments

When you assign a person, you are claiming the time claimed was spent providing the special education services identified by the area and levels.

On the position, then click on the Employee Assignments (person) icon at the right of the row to add or manage assignments

The full position information is shown (not editable, correct the position before adding staff) with fields for adding a staff assignment.

> Note: Be aware that when adding multiple people to one position, it may be necessary to manually input both FTE and hours to avoid an error of more FTE or hours than allowed. Example: FTE of .10 can be from 107 to 117 hours.



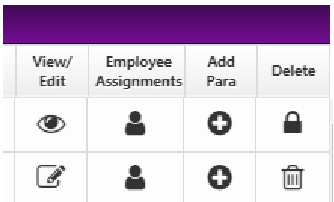
- The staff ID may be entered or a name selected.
- The default dates will be the calendar associated with the position building and may be changed.
- You can put in either FTE or hours and the other value will calculate.
- Substitute checkbox: Available if the area is a classroom teaching position. Check if the teacher will be qualified using the substitute regulations. (see substitute section for more information).

Average Hours per Day: Informational only! Calculated based on the dates and FTE claimed.

Click **Save** when the assignment looks correct (person, dates, FTE/hours)

Returning to the main position screen, the person assigned will now show on the position and if the position showed the paper and pencil icon under view/edit, it will now display the eye icon. This is because once a person is assigned to a position (or a para position is added) the position cannot be changed. To modify the position manually, any para positions and any staff assigned must be removed. Modifying positions can be easily done in an upload in PCA.

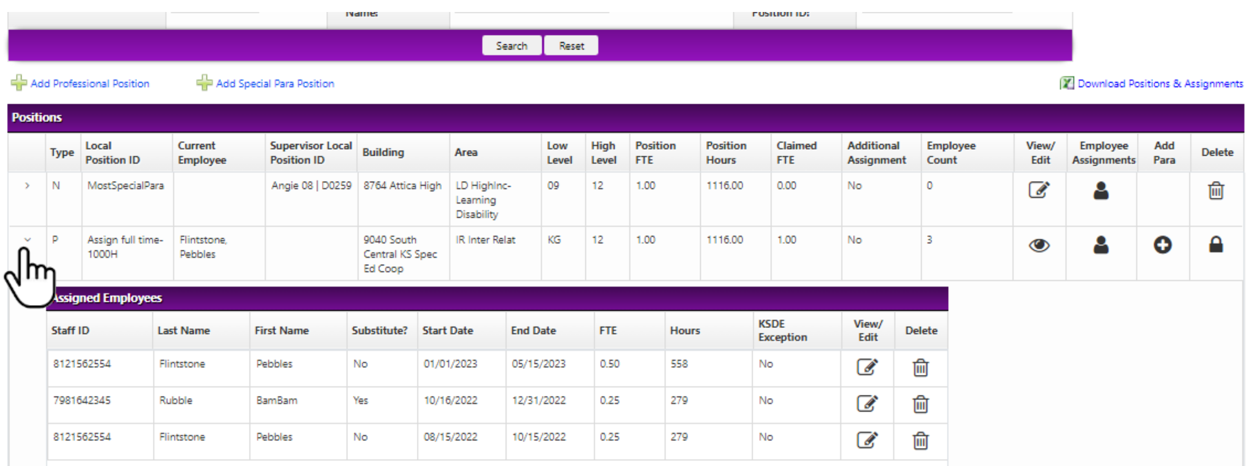
Multiple people may be assigned to one position either due to sharing the position, or replacements through the year. Assignment dates within a position CAN overlap, but the total FTE claimed cannot exceed the position FTE.



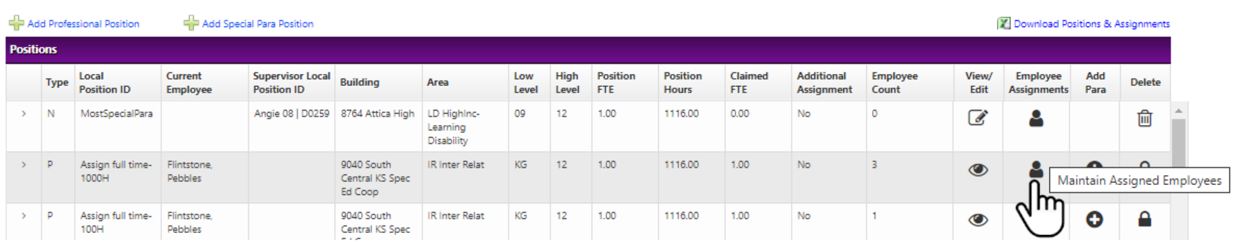
Clicking the Download Positions and Assignments link creates a comma separated value (csv) file that displays all Positions and Assignments contained in the grid. This csv file will be in the same format used by the Import Positions/Assignments process and may be used in an upload.

There are two ways to access assignments to manually edit them:

1) Clicking the tiny arrow on the far left of the row, any assignments are shown.

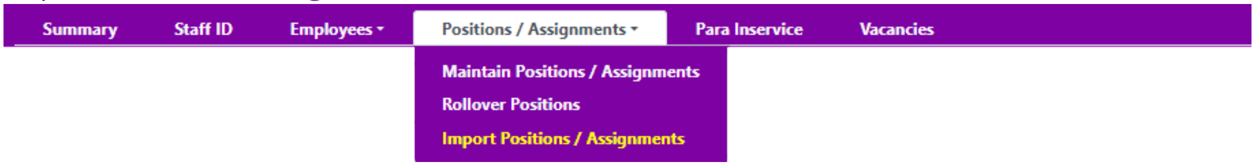


2) The other method is to click on the person icon on the far right of the row.

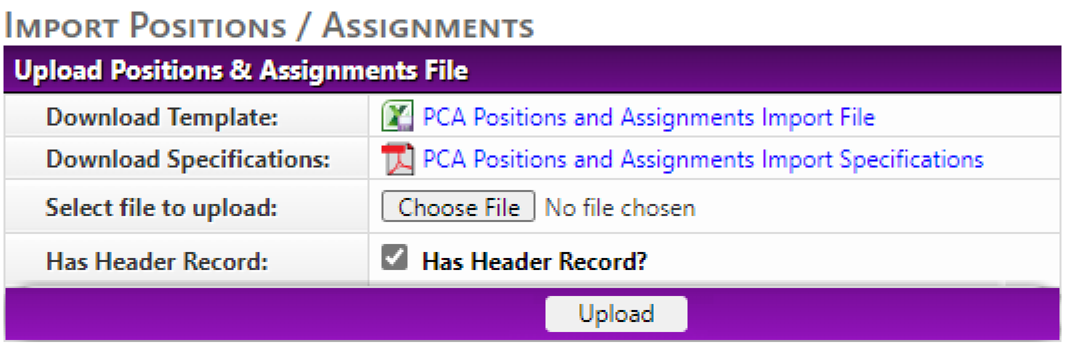


Once you have the assignments visible, the edit icon (pencil and paper) will allow changes to be made.

Import Positions/Assignments



The Import Positions/Assignments tab is located underneath the Positions/Assignments drop down menu. Positions appearing in this section are those with a term matching the selected Term in the yellow information bar (Regular or ESY).



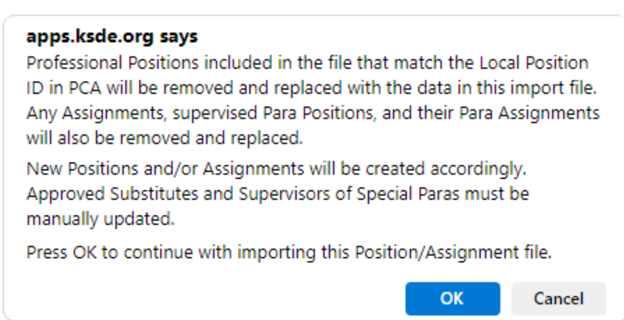
The Position Import File Specification PDF details the length and type of content of the data to be uploaded. It will be updated if changes are made, please check at the start of each year. KSDE will not make changes to the upload unless required.

The Position Import File Template is blank and may be used as a base to build a new upload. If you wish to rollover the previous year, use the spreadsheet on the rollover page rather than the blank template.

> "Has Header Record?": If your upload file does not have a header row, uncheck this box.

It is strongly recommended to upload in batches such as by building in order to not be overwhelmed by potential errors. Professional positions and the para positions supervised must be uploaded together. It is easy to have errors (such as everything being off by one column) and generally easy to fix them. Name the file with the date and any other information that will identify, if problems arise, the development team will ask for your upload file to review.

After selecting the file to upload and clicking the "Upload" button at the bottom, the file will be processed by PCA. There is a warning box! If this is not your first upload of the year, please be aware that the upload process is a delete function based on the professional position number!



Whatever is uploaded is treated by the system as the new reality.

Please read and believe the warning message! Be sure of what you are uploading!

Example 1:

Existing position

Position1	Fred	8/1-12/31	.50	(because it's known that Fred is retiring)

Mid-year upload

Position1	Shaggy	1/1-5/15	.50	(WITHOUT re-uploading Fred)

Shaggy will be the only person claimed in the position for ½ the year. The system deleted Fred's assignment because it wasn't included in the updated information.

Example 2:

Existing position

Professional	Velma	8/1-5/15	1.0
Paraprofessional1	Daphne	8/1-5/15	1.0
Paraprofessional2	Scooby	8/1-5/15	1.0

Mid-year upload

Professional	Velma	8/1-3/15	.75	
Professional	Norville	3/16-5/15	.25	(WITHOUT uploading the paras)

The para positions will be deleted because when the upload file was processed, EVERYTHING with the professional position number on it (including in the supervising professional field) is deleted and replaced with the information in the upload.

This upload system allows massive corrections to be made quickly, or massive damage to a claim to be done quickly.

Mid-year changes/uploads

Special Para Positions cannot be created or modified through the upload process.

ALWAYS download the current positions/assignments from the position page as a backup of existing data. Find the positions that need updating and check the "supervisor position number" field. If there is a number there, sort or filter the spreadsheet by that number and copy EVERY row with that supervisor position number to a new spreadsheet, otherwise copy every row with the professional position number. Make whatever changes are needed and reupload everything associated with any changed professional positions.

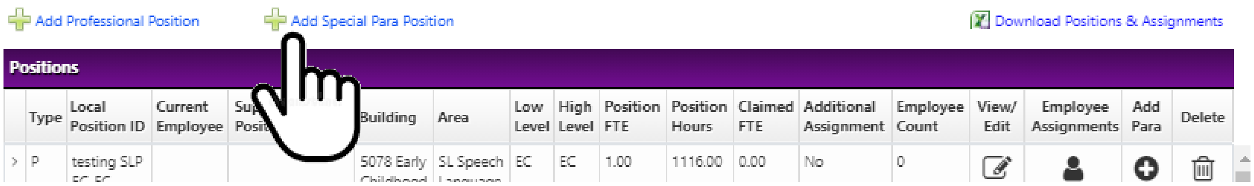
Upload **EVERYTHING** connected with a professional position together (**all** assigned staff, **all** para positions with **all** assigned paras)

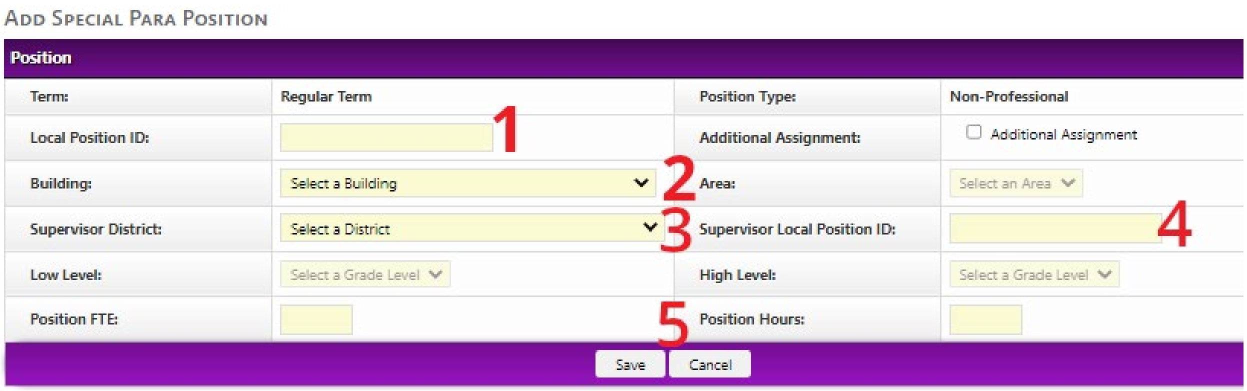
After processing, a message will display that tells the user how many Positions/Assignments were added and a list of errors that prevented specific Position/Assignments from being added. The errors will be identified by the line number (if any) on the upload file.

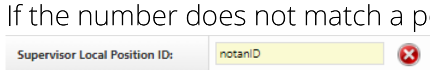
For any fields that commonly have leading zeros (for example, Building number) the field will still match up to the information in the database even if those fields have leading zeros.

Add/Edit-Special Para Position

Special paras are paras where the supervisor is not employed or claimed by the current district but is either the employee of another claiming district or employed by the Kansas Schools for the Deaf or Blind.





1) The first thing to enter is the local position ID. An alphanumeric unique field of up to 25 digits.
2) The second option is the building. If your para is employed by the state schools for the deaf or blind, you select that building (alphabetical under "state") and the district and supervisor position ID is filled in automatically.
3) Third, select the district the supervisor is employed by
4) Then enter the Supervisor's Local Position ID. This will need to be provided by the district that employs (and claims) the supervising teacher. This is the POSITION ID, not the supervisors personal identification number. If the number does not match a position in the other district, you will get an error on the ID 

as well as a notice above the entire position. If the other district cannot locate the position number, contact evelyn.alden@ksde.gov. The special para cannot be created until the supervising district has created the supervising position.
    a. Area, low and high levels will be available based on the supervisors position. The area and grades do not have to match, but must be able to be supervised.
5) You can put in either FTE or hours and the other value will calculate.

Click Save when the position looks correct.

When you go back to the main position screen, the position will be available to add a staff assignment to. Remember, unless you assign staff and claim FTE for the time they are working, you are not claiming FTE.

Substitutes

The term "Substitute" in reimbursement is used differently than in employment or conversation. In reimbursement, it means using the substitute teaching regulations to qualify someone. "Classroom teacher" is specified, because in Kansas special education law, the term "special teacher" refers to ALL special education staff (including paras), but when the substitute regulations say "teacher", they mean classroom teacher. The substitute teaching regulations do not apply to non-teaching areas, even when licensed by KSDE and do not apply to paras.

Substitute teachers should only be submitted for reimbursement when there is no "regular" classroom teacher being paid. When the regular teacher is being paid (including short term disability insurance pay) only the regular teacher should be claimed for categorical aid.

- Substitute teachers must be licensed by KSDE.
- Staff may not be claimed as substitutes during ESY.
- Do not claim a teacher who is correctly licensed or will be on a waiver as a substitute.
- Sub approval will not be given for teachers with no teaching license of any kind during the claimed dates.

The time before a teacher has a special education certification or after it lapses may be claimed as a substitute, when the teacher has a teaching license during those dates. Make an assignment for the dates the system should use the substitute regulations AND an assignment for the dates covered by the appropriate license.

Employee Assignment

Calendar: District Level | Start/End Dates: 8/15/2022 - 5/15/2023 | Open Days: 196

Staff ID:	8121562554 Employee already claimed	Name:	Flintstone, Pebbles
Start Date:	1/1/2023	End Date:	5/15/2023 96 school days
FTE:	0.50	Hours:	558.00
Substitute:	Substitute	Average Hours per Day:	5.81

Save Cancel

Add Employee Assignment

Employee Assignments

Staff ID	Last Name	First Name	Substitute?	Start Date	End Date	FTE	Hours	KSDE Exception	View/ Edit	Delete
8121562554	Flintstone	Pebbles	No	01/01/2023	05/15/2023	0.50	558	No		
7981642345	Rubble	BamBam	Yes	10/16/2022	12/31/2022	0.25	279	No		
8121562554	Flintstone	Pebbles	No	08/15/2022	10/15/2022	0.25	279	No		

CLAIM STAFF FOR THE FTE THEY ARE WORKING! The eligible FTE will be reduced to the regulatory maximum according to the dates and FTE claimed and license held when the sub assignment is approved. 1.0 means the person was working full time special education for the entire school year, anything less for the entire year is considered part time and the substitute FTE will be reduced accordingly. Once the sub assignment has been approved by KSDE, no changes can be made to the assignment until the approval is removed.

If an employee has more than one license type in sequence (such as ONLY an emergency substitute, then gen ed initial received), then an assignment must be created for each license type. When multiple license types are effective at the same time only the "higher" license type will be used for determining eligible FTE.

Examples from the payment report

When the substitute is not approved yet, the assignment will look like this on the payment report

Claimed Start Date	Claimed End Date	Claimed FTE	Claimed Hours	Eligible Start Date	Eligible End Date	Eligible FTE	Eligible Hours	Add Assig	Sub	Error	Discr
8/18/2022	5/16/2023	1	1116						Yes	Substitute not approved	

If the substitute has a suitable KSDE license all year, the entire year can be approved, and the FTE will be reduced to the appropriate amount by license type:

Standard license, full year, full time special education staff:

Claimed Start Date	Claimed End Date	Claimed FTE	Claimed Hours	Eligible Start Date	Eligible End Date	Eligible FTE	Eligible Hours	Add Assig	Sub	Error	Discr
8/15/2023	5/15/2024	1	1116	8/15/2023	5/15/2024	0.75	837		Yes		

Esub no degree:

Claimed Start Date	Claimed End Date	Claimed FTE	Claimed Hours	Eligible Start Date	Eligible End Date	Eligible FTE	Eligible Hours	Add Assig	Sub	Error	Discr
8/15/2023	5/15/2024	1	1116	8/15/2023	5/15/2024	0.13	145.08		Yes		

Check the Eligible Start and End Dates!

If someone doesn't have a license all year, or has a lapse mid-year, the entire year will not be approved. The system will reduce the FTE by the changed start date, even if the FTE is appropriate for the remaining dates. Contact cataid@ksde.gov if you have questions.

If a License Type Changes (For the Better)

Standard (INITCH/PROF/TN) is "better" than a Sub license, which is "better" than an Emergency sub (ESUB). When the license type improves, the FTE allowed for the time period starts over. An assignment may be split into "time on esub", "time on Initial". This MUST be done by the district, KSDE cannot change the assignment dates/FTE to do this. Only the first time improving a license counts. A teacher not renewing a professional license but getting an esub does NOT allow for the FTE to start over, nor does that teacher eventually renewing the professional.
CONTACT cataid@ksde.gov before splitting assignments for this reason.

Tabs: Para Inservice

One of the things that qualifies a para (in regulation, "a person qualified to assist in the provision of special education and related services to exceptional children") is ongoing training, known as inservice.

All employees added as type "N" (non-professional or para) for the current regular school year (except those at the Schools for the Deaf or Blind) will display in a grid on the inservice page for the user to view and enter Inservice for paras in the regular year through June 1st. Inservice is not required for paras in ESY, but districts should ensure that paras are qualified for the services they provide.

The amount of inservice needed is calculated by the system based on the earliest start and latest end date of the para and a 30 day month. The calculated months (total days divided by 30) and remaining days are displayed so you are aware of how the system calculated required inservice.

PARA INSERVICE

Para Inservice Employees

Org No	Staff ID	First Name	Last Name	Tier	Total Months	Total Days	License Number	License Description	Inservice Hours Required	Inservice Hours	College Hours	Hours Still Needed	Action
[illegible]	[illegible]	[illegible]	[illegible]	Tier 1	9	4			20	20	0	0	

The grid can be sorted by all columns (except the Action column) by clicking on the column name. You can filter the display by Staff ID or Last Name

View icon will be visible if user only has View Only access, OR the "Para Inservice Window" is not currently open. Clicking will take user to the "Para Inservice Maintenance" page explained below.

Edit icon will be visible if user has at least Data Entry access AND the "Para Inservice Window" is currently open. Clicking will take user to the "Para Inservice Maintenance" page explained below.

Para Inservice Maintenance

Please review para information BEFORE the final close date (May 1st of each year, or the first business day thereafter) as inservice is calculated on the days claimed. Assignment and Position information cannot be modified after the final close date.

The page displays the position(s) that this particular para is claimed in.

Employee Positions

Term	Position Type	Local Position ID	Additional Assignment	Building	Area	Low Level	High Level	Position FTE	Position Hours
Regular Term	Non-Professional	[illegible]1566E	No	[illegible]	AU Audiology	EC Early Childhood	EC Early Childhood	1.00	1116
Regular Term	Non-Professional	Para1	No	[illegible]	GI Gifted	09 Ninth Grade	12 Twelfth Grade	1.00	1116

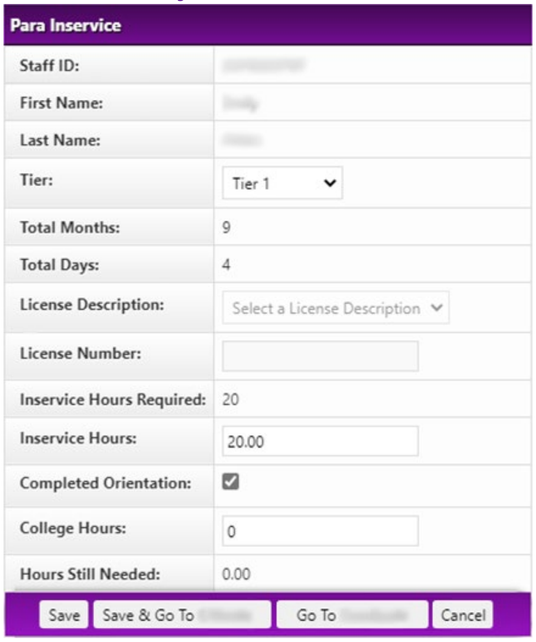
Next is the Employee Assignments, this shows the start and end dates the system used to calculate required inservice.

Employee Assignments

Local Position Number	Staff ID	Last Name	First Name	Assignment Start Date	Assignment End Date	Assignment FTE	Assignment Hours
[illegible]01566E	[illegible]	[illegible]	[illegible]	08/15/2022	05/15/2023	0.50	558
Para1	[illegible]	[illegible]	[illegible]	08/15/2022	05/15/2023	0.50	558
					Total:	**1.00**	**1674**

The final section is where the inservice information can be entered/edited/viewed.

Manual Entry: Editable Fields



Tier

1. Twenty Staff Development Hours Required (Default): Paraeducators who have worked as a Kansas special education paraeducator less than 3 years (within the past 3 years)
2. Ten Staff Development Hours Required: Paraeducators who have worked as a Kansas special education paraeducator for more than 3 years (including each of the past 3 years). A school year may be counted if employment was 9 months (or the full school year) AND the appropriate amount of inservice was obtained. Short breaks may have been taken during the year.
3. Staff Development Hours – Locally Determined: Inservice requirements are determined by the LEA for paraeducators that hold a current Kansas license/certificate if the para is working in an area directly related to the license they hold (work in an unrelated area does not qualify for Tier 3).

License Description and License Number

Only editable if Tier 3 is selected.

Common Kansas licenses are listed here, select the appropriate license type and enter the License number in the appropriate field. Remember that the License must match the area of services (at the top of the page) in order to qualify.

Inservice Hours

The inservice hours required are displayed above this field. This is the inservice earned this school year (and possibly the summer prior).

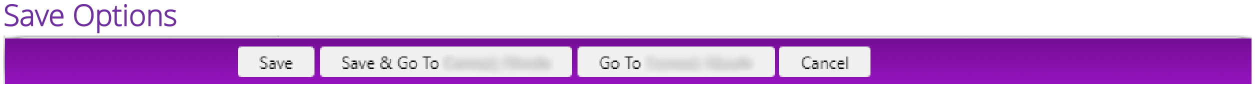
Completed Orientation

The auditors want to know that every para had an orientation including student privacy, mark the checkbox if this para did. All your paras should have this marked (because they should all have orientation and student privacy training.)

College Hours

This is the college credit hours related to the area of service earned this school year (and possibly the summer prior). Do not enter all the college hours a person has ever earned! Do not multiply the hours by anything! The system will multiply the number you enter by 20 hours of inservice.

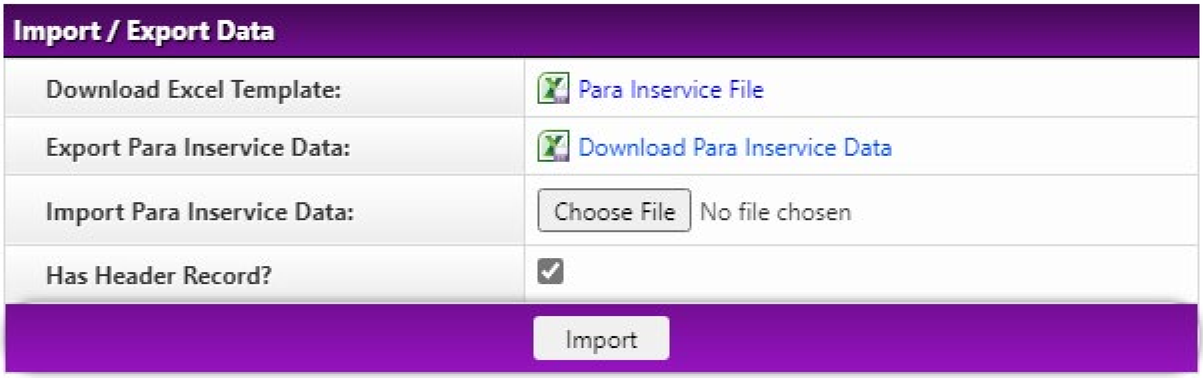
Save Options



You can Save at any point while remaining on this person, Save and go to the next person alphabetically, Go to the next person (this option doesn't save changes), or Cancel which returns you to the inservice page without saving.

The system will calculate the hours still needed based on the Tier selected, and the inservice hours and/or college credit hours entered

Uploading Inservice records



This is on the main inservice page, above the para list and to the right of the filter options.

Staff ID	First Name	Last Name	Tier	License Number	License Code	Completed Orientation	Inservice Hours	College Hours

You can download a blank template (Para Inservice File) or the Download Para Inservice Data which will have all the displayed paras and any information you've already changed. This does not display inservice still needed, go to the Reports page for the Para Inservice Report for that.

The staff ID must match the information in PCA, you cannot change names in this upload

The Tier column can either have the word Tier, a space, then the tier level or just the number.

Completed Orientation is a Y or N

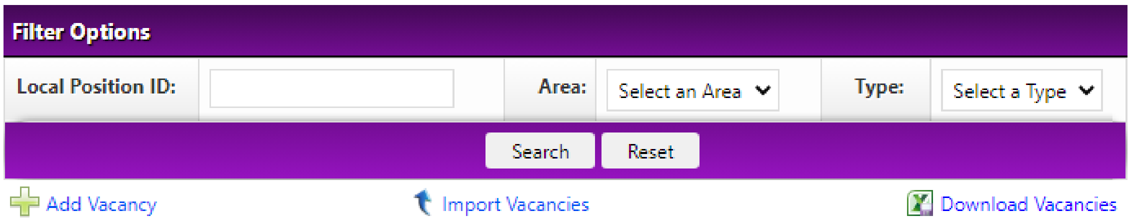
Inservice Hours up to 99.99

College Hours up to 99

Tabs: Vacancies

The information submitted is used for reports to the Federal Government, planning by the Kansas State Board of Education, the Kansas Legislature, universities and colleges, and local education agencies. This report is the ONLY collection of data on non-KSDE licensed personnel in special education positions such as paraeducators, Nurses, Speech Language Pathologists, etc.

Vacancies



Vacancies									
Local Position ID	New/ Replacement	Available	Professional/ Non Professional	Area	Low Level	High Level	FTE	View/ Edit	Delete
Test position 1	N	08/15/2024	P	LD HighInc-Learning Disability	01	05	1.00		

INSTRUCTIONS:

- Unfilled budged special education positions during the CURRENT regular school year.
  - Anticipated vacancies for next school year should not be included.
  - ESY vacancies are not reported.
  - Unfilled can include positions that are not filled by permanent employees.

    Permanent employees:

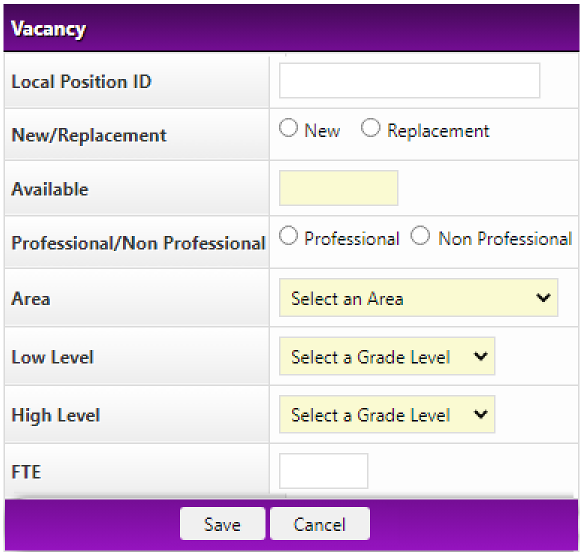
    - May be on a waiver.
    - May be qualified using the substitute regulations.
    - If there are no vacancies, it is not necessary to enter anything or send an email.
    - If a position is filled and the district is not trying to hire a different person, the position is not considered vacant.

After entry (next page), vacancies may be **manually** edited or deleted by the icons on the right. By **upload**, either modify the data to edit, or simply do not upload the vacancy as part of an upload to delete it.

Manual Entry Fields for Vacancies

Clicking "Add Vacancy" Add Vacancy brings up the manual entry page

ADD VACANCY



Local Position ID – Not required, may be blank or duplicated

New/Replacement - Is the position new this year, or did someone leave mid year?

Available - the date the position became vacant (start of the year if vacant all year or unknown)

Professional/Non Professional

Area – Area of services the staff would provide

Low Level – Infant Toddler, Early Childhood, or KG-12

High Level – If low level was IT or EC, must match, otherwise KG-12

FTE – Up to 1.0 FTE, possible FTE for position.

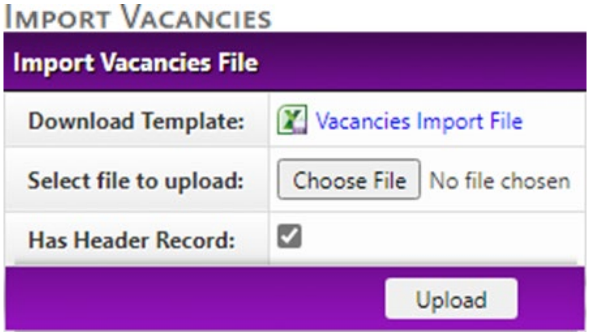
After entry vacancies may be **manually** edited or deleted by the icons on the right. By **upload**, either modify the data to edit, or simply do not upload the vacancy as part of an upload to delete it.

Uploading Vacancies

Clicking "Import Vacancies" brings up the import page. **No partial uploads!** If additions need to be made, use the Download Vacancies button to download a spreadsheet of existing entries, make changes/additions, and upload the entire spreadsheet. If only one or two additional vacancies need to be added, it is recommended they be added manually)

With the addition of the district code, the fields are the same as the manual process.

IMPORT VACANCIES

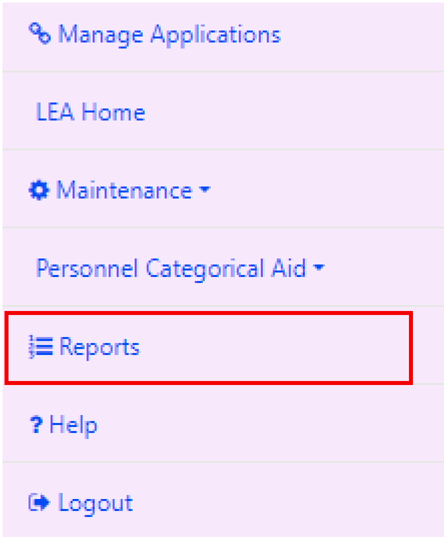


District Code – The D0xxx code of the user. Length: 5
Local Position ID – Not required, up to 25 characters
New/Replacement – N/R
Available - date in MM/DD/YYYY format
Professional/Non Professional – P/N
Area – Length: 2
Low Level – Length: 2
High Level – Length: 2
FTE – Length

District Code	Local Position Number	New/ Replacement	Available	Professional/ Non Professional	Area	Low Level	High Level	FTE

Note: Uploading a file will delete all existing vacancies for the LEA! All uploads should have all vacancies that should be reported.

REPORTS (SIDE MENU)



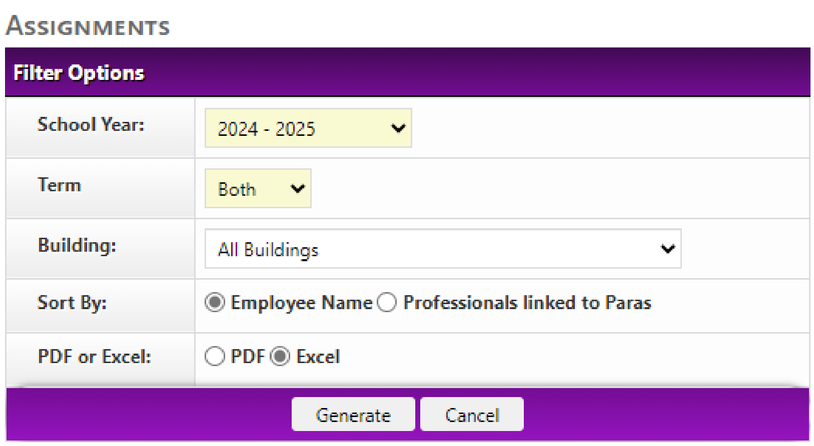
Once inside KGRS, before selecting the PCA module, users will have Reports for PCA available on the left.

Most reports have the options:

- Year – You can run reports for the current year or past years (the archive payment reports were imported from the previous program, other reports are available for the time PCA has been operating).
- PDF or Excel – Unless a report is going to be printed or simply archived, Excel reports are preferable, as they can be sorted, filtered, and columns/formula added for review.
- Term: - Both, ESY (summer) or Regular. In general, run Excel reports for both and use the filter ability to look at one or the other. Do not forget to check ESY reports for accuracy!
- Building – "All Buildings" or all available buildings for the log in. Unless a report is needed specifically for one building, it is easier in Excel to run one report and filter the building or buildings you want to look at.

Assignments

- Assignments
- Directory By Area
- Employees Report
- Over 1.0 FTE
- Para Inservice
- Payment Archive Data
- Payment Current Data
- Positions Report
- Supervisor Assignments
- Timely Submission
- Vacancy



Term	District #	Local Position ID	Employee Name	Staff ID	Type	Supervisor Local Position ID	Area	Building #	Low Level	High Level	Claimed Start Date	Claimed End Date	Claimed FTE	Claimed Hours

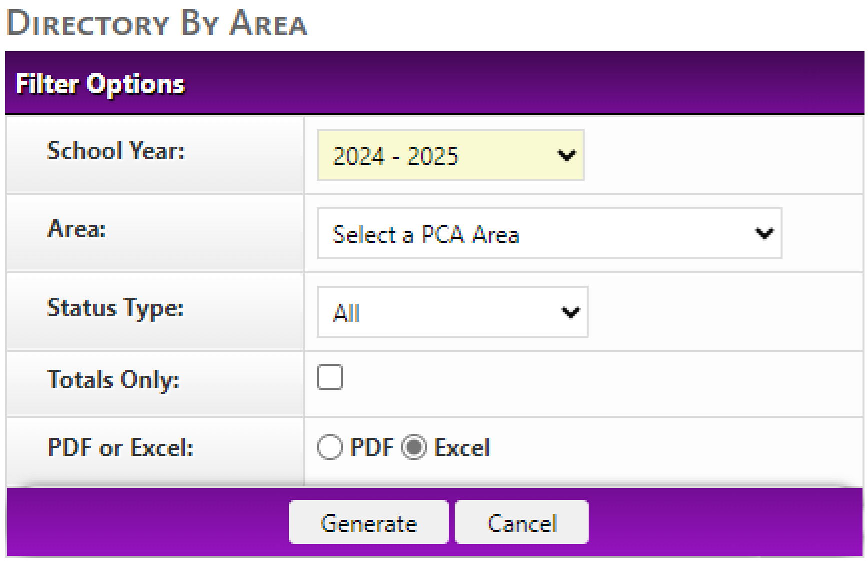
List of staff assignments, may be sorted in Supervising Professional/Paras they supervise order.

Additional Options:

- Employee Name/Professionals linked to Paras

Directory by Area

- Assignments
- Directory By Area
- Employees Report
- Over 1.0 FTE
- Para Inservice
- Payment Archive Data
- Payment Current Data
- Positions Report
- Supervisor Assignments
- Timely Submission
- Vacancy



Area Code	Area Description	District Number	District Name	Term	Type	Employee ID	Employee First Name	Employee Last Name	Local Position ID	Claimed FTE	Status Type

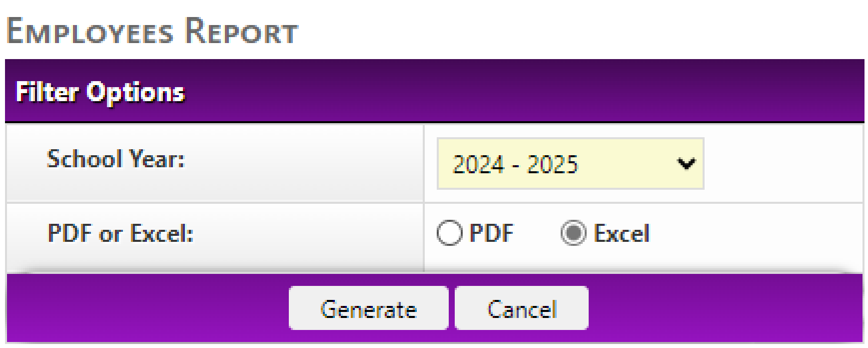
All employees assigned to positions with totals and total of claimed FTE.

Additional Options:

- Area – The area(s) staff are assigned to in the selected year.
- Status Type – All (both professionals and paras), Professionals only, Paras only
- Totals Only – The summary counts only, no names.

Employees Report

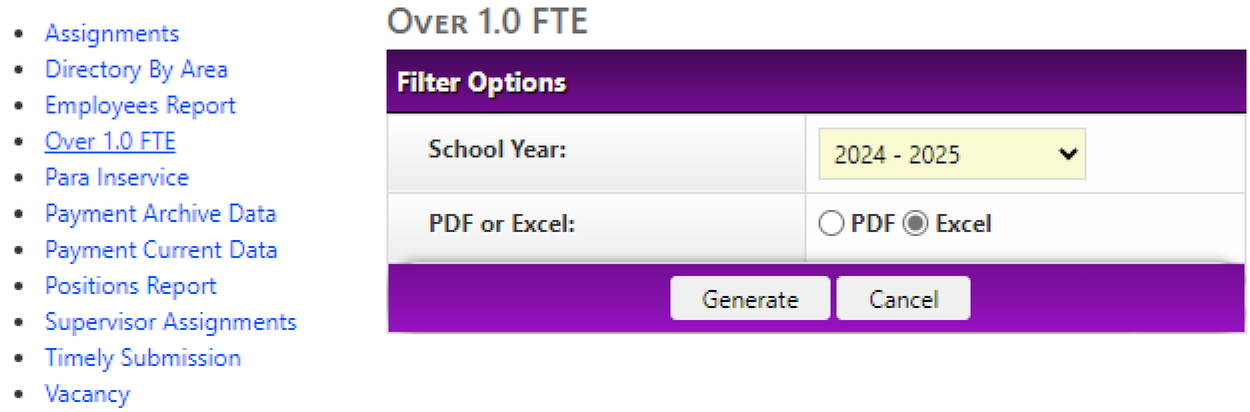
- Assignments
- Directory By Area
- Employees Report
- Over 1.0 FTE
- Para Inservice
- Payment Archive Data
- Payment Current Data
- Positions Report
- Supervisor Assignments
- Timely Submission
- Vacancy



School Year	District	Staff ID	First Name	Last Name	Middle Name	Former Last Name

This report displays all the employees available for the selected School Year (matches what is in the “Assigned Staff” grid on the “Maintain Employees” tab). This is NOT a replacement for the download available on the Employees page and does not contain the information needed to upload.

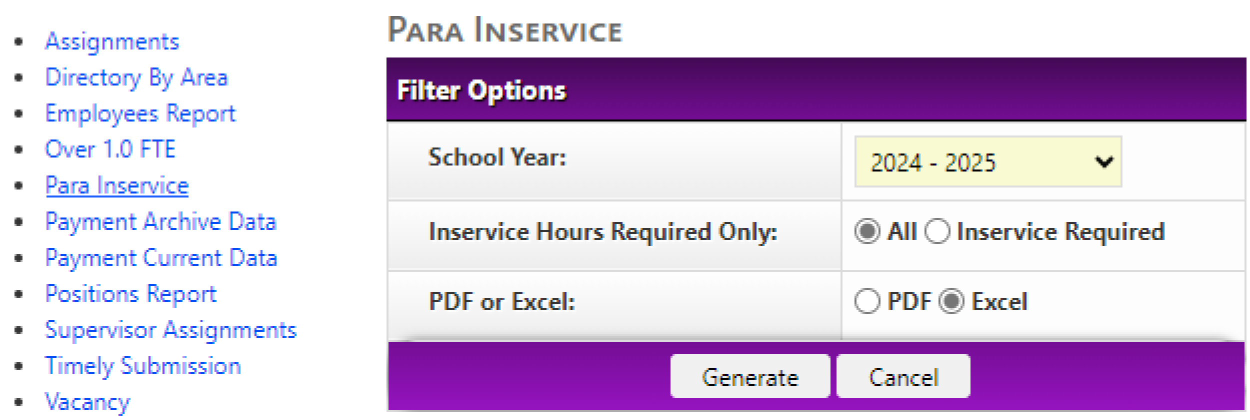
Over 1.0 FTE



District	Term	Local Position ID	Last Name	First Name	Staff ID	Type	Supervisor Local Position ID	Bldg Num	Low Level	High Level	Start Date	End Date	Claimed FTE	Claimed Hours	Total Claimed FTE	Total Claimed Hours	Add'l Assn	Eligible FTE	Eligible Hours

All staff members with a total claimed FTE that is over 1.0 in the Regular school year (does not include ESY). If the staff member is claimed for more than one FTE due to being claimed in multiple districts, information from all districts for that staff member will be displayed. The LEA running the report is only responsible for the data they are reporting, not the data another district is reporting.

Para Inservice



Org No	Staff ID	First Name	Last Name	Tier	Total Months	Total (additional) Days	License Number	License Description	Inservice Hours Required	Inservice Hours	College Hours	Hours Still Needed	Completed Orientation

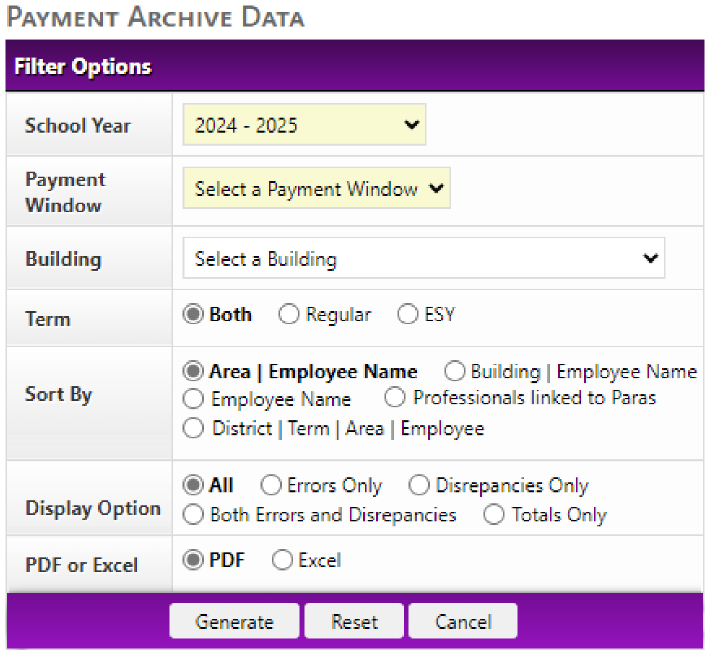
If "Inservice Required Only" is selected for Display Option, then the report will only show those staff with a value greater than zero in the "Hours Still Needed" field (explained above in the "Para Inservice" section).

Additional Options:

- All/Inservice Required – allows a report to be generated that shows just paras who still need inservice.

Payment Archive Data

- Assignments
- Directory By Area
- Employees Report
- Over 1.0 FTE
- Para Inservice
- Payment Archive Data
- Payment Current Data
- Positions Report
- Supervisor Assignments
- Timely Submission
- Vacancy



Displays the entered data and eligibility information that was in the system at the time the specified payment was generated. When the payment data is archived by the State via the “Create Payment Archive Data Tab”, that data becomes ‘locked’, and this report displays that ‘locked’ data for the selected Payment # (and other filtering criteria). Same layout as the “Current Payment Data” report.

												Claimed				Eligible							
Term	LEA	Local Position ID	Last Name	First Name	Staff ID	Type	Supervisor Local Position ID	Area	Bldg	Low Lvl	High Lvl	Start Date	End Date	FTE	Hours	Start Date	End Date	FTE	Hours	Add'l Assn	Sub	Error	Disc

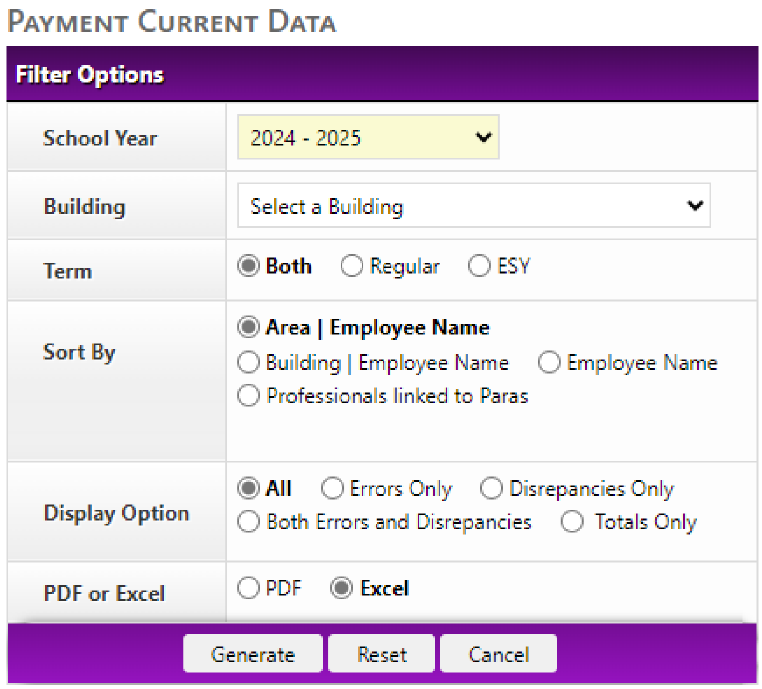
Note: This is NOT current information, that is the Current Payment Data report.

Additional Options:

- Sort By – Default is by Area then Employee last name.
- Display Option – The default is the full report, but the error report or discrepancy report (or error and discrepancy report) may be run for the payment period selected.

Payment Current Data

- Assignments
- Directory By Area
- Employees Report
- Over 1.0 FTE
- Para Inservice
- Payment Archive Data
- Payment Current Data
- Positions Report
- Supervisor Assignments
- Timely Submission
- Vacancy



Displays the current entered data and eligibility information. This report should be run multiple times during the year to check eligibility and reporting accuracy. Errors and Discrepancies are marked on professionals only! Please remember that any paras supervised by a professional with an error will not pay but will not be marked with an error (because the solution is to fix the error on the professional). The full report should be run and checked periodically.

												Claimed				Eligible							
Term	LEA	Local Position ID	Last Name	First Name	Staff ID	Type	Supervsor Local Position ID	Area	Bldg	Low Lvl	High Lvl	Start Date	End Date	FTE	Hours	Start Date	End Date	FTE	Hours	Add'tl Assn	Sub	Error	Disc

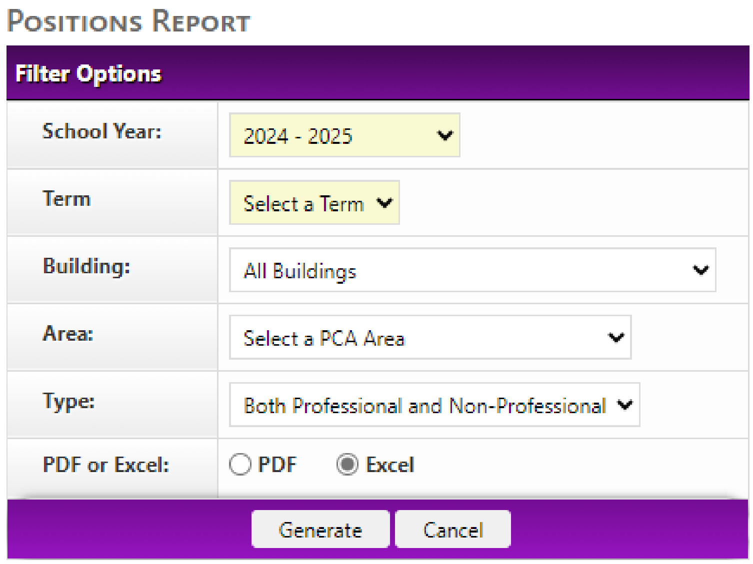
> Note: This information is current. Selecting a previous year for this report may give inaccurate information. For previous years or specific payments, please use the Archived Payment Report

Additional Options:

- Sort By – Default is by Area then Employee last name.
- Display Option – The default is the full report, but the error report or discrepancy report (or error and discrepancy report) may be run.

Positions Report

- Assignments
- Directory By Area
- Employees Report
- Over 1.0 FTE
- Para Inservice
- Payment Archive Data
- Payment Current Data
- Positions Report
- Supervisor Assignments
- Timely Submission
- Vacancy



Positions only, no staff information. Can be useful to ensure all positions have been entered.

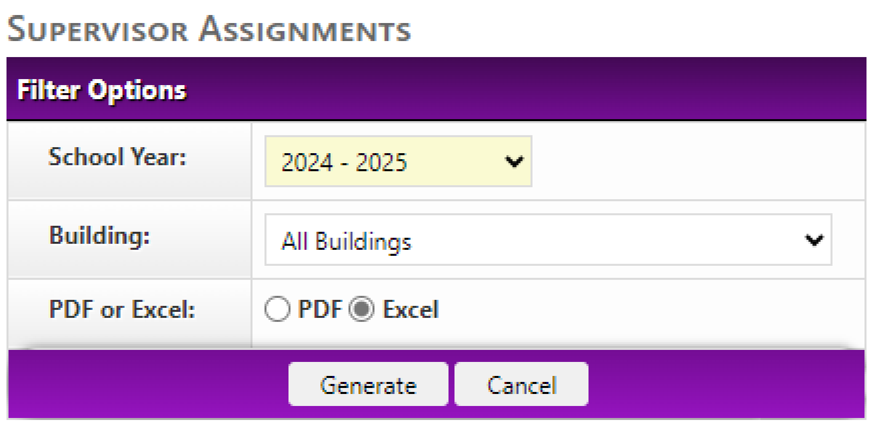
Type	Local Position ID	Current Employee Staff ID	Last Name	First Name	Supervisor Local Position ID	Building	Area	Low Level	High Level	Position FTE	Claimed FTE	Add'l Assn	Employee Count

Additional Options:

- Area – To get a list of positions in one area.
- Type – Only return professional or non-Professional (para) positions.

Supervisor Assignments

- Assignments
- Directory By Area
- Employees Report
- Over 1.0 FTE
- Para Inservice
- Payment Archive Data
- Payment Current Data
- Positions Report
- Supervisor Assignments
- Timely Submission
- Vacancy

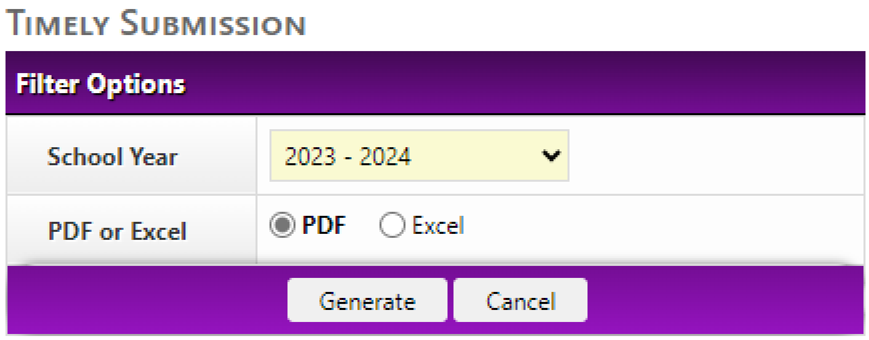


This report displays all supervisors and the Staff ID's that are under their supervision for the selected report criteria (supervisors are used when a Para Position is created for a Position, then that Para Position's Supervisor will be set to the Local Position # from the parent Position).

District	Term	Supervisor Last Name	Supervisor First Name	Supervisor Staff ID	Staff Last Name	Staff First Name	Staff ID	Type	Local Position ID	Area	Building	Low Level	High Level

Timely Submissions

- Assignments
- Directory By Area
- Employees Report
- Over 1.0 FTE
- Para Inservice
- Payment Archive Data
- Payment Current Data
- Positions Report
- Supervisor Assignments
- Timely Submission
- Vacancy

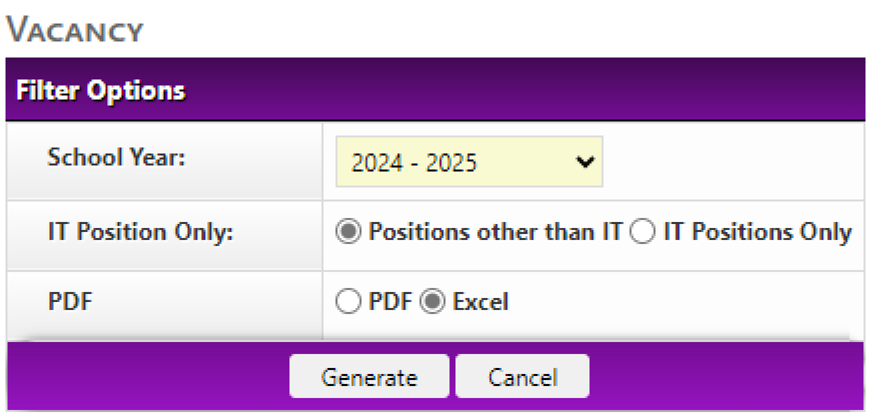


This report will determine if a district is considered Timely or Untimely in entering their data into the PCA system. 95% of the district data should be entered by the 4th payment. The difference is calculated by looking at the Claimed FTE for the 4th payment window and the 5th payment window; if there is a 5% or more difference between the two, then the district would be considered Untimely. This report uses the Archived Payment Report Data to run.

School_Year	District	Type	Claimed FTE for 4th Payment	Claimed FTE for 5th Payment	Calculated % Differential of Claimed FTE	Timely or Untimely

Vacancy

- Assignments
- Directory By Area
- Employees Report
- Over 1.0 FTE
- Para Inservice
- Payment Archive Data
- Payment Current Data
- Positions Report
- Supervisor Assignments
- Timely Submission
- Vacancy



Displays the information entered on the Vacancies tab. The report will display the following fields:

District	Available Date	Local Position ID	Type	Area	Low Level	High Level	FTE	New / Replacement

Additional Options:

- Infant Toddler (IT) or non-Infant Toddler positions

SUPPORT: KGRS | PERSONNEL CATEGORICAL AID

Within the program, information about the KSDE help desk, additional KGRS system resources and other links can be accessed by clicking the Help link in Task Navigation.

General help topics related to workflows and processes for access issues to KGRS is provided by the KSDE Help Desk.

email: helpdesk@ksde.gov phone: 785-296-7935.

front desk: 785-296-3201

fax: 785-296-7933

Software support associated with KGRS system navigation, data entry, and editing is provided by the Leader Services Help Desk staff (M - F | 7 am - 5 pm). The Help Desk can be reached via email or toll-free phone number. email: helpdesk@leaderservices.com phone: 877-456-8777.

For questions about entering data or categorical aid,

please contact evelyn.alden@ksde.gov or cataid@ksde.gov.