FOSTER CARE Application

Quick Reference

Early Childhood, Special Education, and Title Services
Kansas State Department of Education
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Your comments and suggestions are always welcome. If you have questions about the Foster Care Application, please call 785-296-3743.

Quick Reference for Foster Care Application

What is the Foster Care Collection Application?

Foster Care Application is a web application used to inform districts of students expected to attend a school in their district while in foster care. This web application is informational only, and does not require any data uploads or form completion from the districts.

How does Foster Care Application work now?

On the second business day of each month, DCF sends KSDE the complete file of Foster Children. KSDE matches the DCF data with data in KIDS, the Kansas Individual Data on Students system. For the remainder of each month, DCF will send KSDE a file each night with only the names which have been newly added to the DCF file.

When a file includes newly added students for a district, the application will send a notification to the district's Foster Care Contact.

The following options are provided in Foster Care Application for each district that associates with a DCF Student.

1. **List of DCF students matched in KIDS**: Students on the DCF file associated with the district who were matched in KIDS.

2. **List of DCF students who are potentially matched in KIDS**: Students who were identified on the DCF file as associated with the district, but who could not be matched in KIDS.

3. **Search for an individual student**: Look-up an individual student on the DCF file using first name, last name and at least one other identifier. Students can also be searched for using the student's DCF case number.

User Registration

Getting Started with the Web-based Foster Care Application

The Foster Care Application involves accessing personal data which must be protected at all times. For this reason, it is only accessible to individuals who have registered through KSDE's User Login system (sometimes referred to as the Authentication system).

The sponsor's Authorized Representative will obtain access as follows:
1. The Authorized Representative completes the KSDE User Registration process.
2. The sponsor's Superintendent will receive an email from KSDE requesting permission to grant the Authorized Representative access to the Foster Care Application. To assure this email gets to the correct person, the sponsor should make certain that the Superintendent's information listed in the KSDE Directory is current and correct.
3. If the Superintendent approves the request, KSDE will grant access to the Authorized Representative.

Once the sponsor's Authorized Representative has obtained access, that person may grant access to additional employees of the sponsor.
1. The employee completes the KSDE User Registration process.
2. The Authorized Representative will receive an email from KSDE requesting permission to grant the employee access to Foster Care Application.

The following steps explain how to obtain a user login for Foster Care Application.
1. Go to www.ksde.org.
2. Select **Authenticated Applications** (right menu) and the following screen will display.
3. Click on the "Register" button.

On the **KSDE User Registration Form:**
- Enter your first name, last name, phone number and email address.
- Select your sponsor from the Organization dropdown list.
- Select "All Buildings" from the Building dropdown list.

KSDE User Registration Form

Back to Login Page

* Indicates required field.

Please enter your contact information:

First Name:*

Last Name:*

Phone #:*

Email Address:*

Please select the organization and building that you belong to:*
Organization: [**** Please select an organization **** ▼] Building: [**** Please select a building **** ▼]

The **Application Name** list will be displayed on your screen.
- Scroll down this list to "Foster Care Application".
- Check the box to the left of "Foster Care Application".
- In the "Application Access Level" column, select "District User."

☐FILLER	FILLER
☐Form 16 - Accreditation Licensure Waiver	District
☐Foster Care Application	District User
☐IDEA LEA Maintenance of Effort	District/Org Read Only District/Org Update
☐IDEA LEA Targeted Improvement Plan	District/Org Read Only District/Org Update

Scroll down to:
- Enter a user name and password.
- Complete the "In Case You Forget Your Password" section.
- Click the "Submit" button at the bottom of the screen when all required information has been entered.

Please enter a login ID and password.

Login ID:*

Password:*

Confirm Password:*

Please enter a password that contains at least 8 characters and at least one uppercase letter, one lowercase letter, and one number or special character.

IN CASE YOU FORGET YOUR PASSWORD:

Enter your birthdate, then choose a question to which only you know the answer and which has nothing to do with your password. If you forget your password, we'll verify your identity by asking you to enter your birthdate and the answer to this question:

Birthdate (MM/DD/YYYY):*

Question:*

Answer (this field is case-sensitive):*

Submit

If all data on the registration form is valid, you will get the following message.

appss.ksde.org says:

Thank you for registering.

PLEASE NOTE: You are responsible for remembering your user name and password. KSDE CANNOT PROVIDE THEM TO YOU.

OK
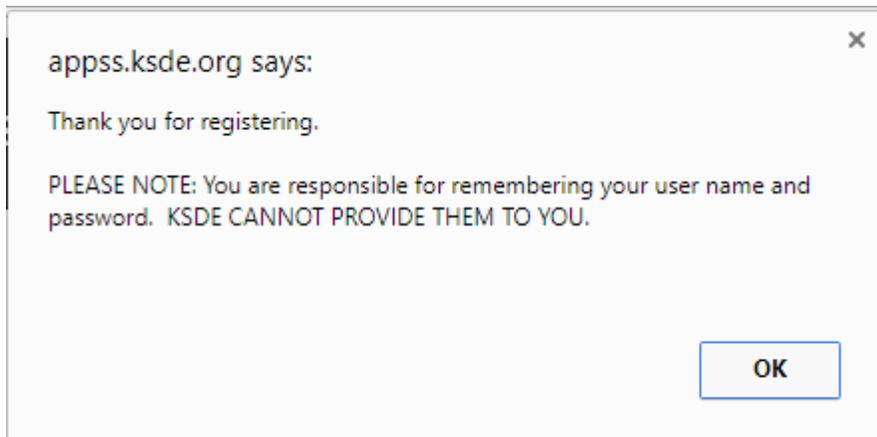
Because of the confidential nature of the data in the Foster Application, KSDE must receive approval from an appropriate local official before you will be granted access to Foster Care Application. If you are a "District User", the computer system will email the request for approval to your district's Authorized Representative.

Using the Foster Care Application

To access the Foster Care Application, go to www.ksde.org.

- Click on *Authenticated Applications* from the Menu on the right.
- On the *User Login for KSDE Applications* screen, enter your User Name and Password and click the *Login* button.
- Click *Accept* for web applications legal notice.
- On the *KSDE Web Applications Menu*, click on *Foster Care Application*.
- The *Foster Care Collections Application* screen will display.

Because of the confidential information used in Foster Care Application, we are not able to provide screen prints for most of the screens that are part of the process.

Foster Care – Matched Students:

This is a list of students on the DCF file who were matched with the KIDS data.

In order for a new student to match to a district, a KIDS record must be sent up to KSDE by KIDS personnel. An ASGT record is recommended as soon as a new student enrolls.

Follow these procedures to search the "Matched Students" list:

District Users can search matched students by month or by the current date. To search by a specific month, find the drop box under the heading *Newly added by Month,* click on the drop box, highlight the specific month, and then click the blue 'search' button.

To print the list, there are two options as the upper left side beneath the district and date information. The file can be exported as a PDF or Excel document.

- To export as an Excel document: Select the *Export as Excel Document* link, then select 'open.' The data can be viewed or printed in an Excel spreadsheet.
- To export as a PDF document: Select the *Export as PDF document* link, which will pull up a PDF file of the data.

District Users can also access the current students matched up to the current date. To compile this list, click on the blue 'search' button that is positioned under the heading *Current Students Matched District as of Current Date.*

To print the list, there are two options as the upper left side beneath the district and date information. The file can be exported as a PDF or Excel document.

- To export as an Excel document: Select the *Export as Excel Document* link, then select 'open.' The data can be viewed or printed in an Excel spreadsheet.
- To export as a PDF document: Select the *Export as PDF document* link, which will pull up a PDF file of the data.

App List
Home
Matched Students
Potential Students
Student Search
Provider Lookup
Logout

Search Matched Students

List of eligible students matched for your sponsor that possibly belong in your district by month.

Newly Added by Month:

Month:

January

Search

Current Students Matched district as of 3/13/2018:

Search

Foster Care Application–Potential Students:

The students in this group are from DCF and possibly belong in your district. This information can be listed by month or current date. However, the data on the DCF file could not be matched with the KIDS data using any of the criteria for matching students. There could be many reasons for this: your district has data on file that can be used for matching (such as parent name) that is not available in KIDS or students can have multiple records due to different addresses, parent/guardian name, etc.

Follow these procedures to search the "Potential Students" list:

District Users can search potential students by month or by the current date. To search by a specific month, find the drop box under the heading *Newly added by Month,* click on the drop box, highlight the specific month, and then click the blue 'search' button.

To print the list, there are two options as the upper left side beneath the district and date information. The file can be exported as a PDF or Excel document.
- To export as an Excel document: Select the *Export as Excel Document* link, then select 'open.' The data can be viewed or printed in an Excel spreadsheet.
- To export as a PDF document: Select the *Export as PDF document* link, which will pull up a PDF file of the data.

District Users can also access the potential students matched up to the current date. To compile this list, click on the blue 'search' button that is positioned under the heading *Current Students Potential District as of Current Date.*

To print the list, there are two options as the upper left side beneath the district and date information. The file can be exported as a PDF or Excel document.
- To export as an Excel document: Select the *Export as Excel Document* link, then select 'open.' The data can be viewed or printed in an Excel spreadsheet.
- To export as a PDF document: Select the *Export as PDF document* link, which will pull up a PDF file of the data.

Foster Care – Search for a Student:

This screen can be used to look up an individual student on the DCF data file. This file includes all names (i.e. statewide) plus any additional names added for each subsequent month.

If a student is associated with another district on the DCF file, and then moves into your district/school, this screen can be used to find the incoming student.

In order for a new student to match to a district, a KIDS record must be sent up to KSDE by KIDS personnel. An ASGT record is recommended as soon as a new student enrolls.

To search for a student from DCF, the student's first and last names must be entered, plus one of the following:
- Student's Date of Birth
- State Student ID Number
- Foster Child Case Number
- Student's Address, City, and Zip Code

Once the information is entered, select the blue 'search' button.
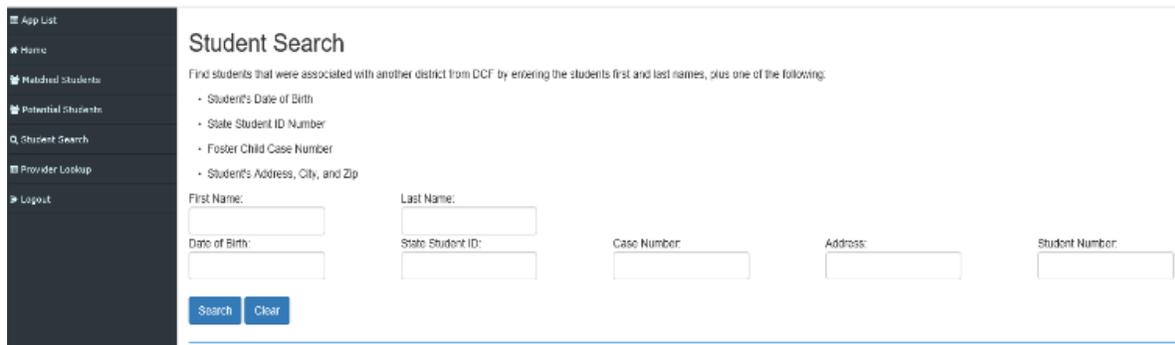
If a student is found in the DCF File, their name will appear at the bottom of the screen. After clicking on the student name, their file information will appear and include their State Student ID, Case Number, DCF District, District, Building, Date of Birth, Address, City, County, Zip Code, File Created Date, and Exit status.

To print the student information, there are two options as the upper left side beneath the search information. The file can be exported as a PDF or Excel document.
- To export as an Excel document: Select the *Export as Excel Document* link, then select 'open.' The data can be viewed or printed in an Excel spreadsheet.
- To export as a PDF document: Select the *Export as PDF document* link, which will pull up a PDF file of the data.