

WebKIDSS

WebKIDSS is the web-based system used by the Cooperative to record and store all IEPs and related paperwork. WebKIDSS is divided into four different “sides” which correspond to the Cooperative’s member districts:

1. All Goddard USD Schools
2. All Maize USD Schools
3. All Cheney, Clearwater, Conway Springs and Renwick Schools
4. All Valley Center, Sedgwick, and Burrton Schools, Chisholm Life Skills, and the private/parochial/contract schools

The WebKIDSS system may be accessed through the Cooperative website: www.sped618.org and requires a user name and password which may only be issued by a Cooperative administrator or specialist.

Getting Started

Once you have received your user name and password, type the Cooperative website www.sped618.org into the address line of your browser. When you reach the website,

- a. Click on “WebKIDSS Program”.
- b. You will now have a choice of WebKIDSS 1, 2, 3, or 4. Click the number that corresponds to your district (see above).
- c. Click the “I Agree” button following the confidentiality statement.
- d. Enter your user name and password and press “enter”. You should now see the “**Teacher Options**” screen.

The feature you will use most often on the Teacher Options screen will be “**Edit Students**”. When you click on **Edit Students**, the IEP for the first student on your class list will appear on the screen. If you click on the blue arrows following the student’s name, your complete caseload will appear in a “drop down” menu. You may then click on the name of any student you need to see/work on and that student’s IEP will appear on the screen.

Other features of the Teacher Option screen that will be important to you include: “**Edit Progress Reports**” You will need to do Progress Reports at the end of each nine week marking period to report on each student’s progress toward his/her goals. To reach the Progress Reports, click on “**Edit Progress Reports**”. The Progress Report for the first student on your caseload will appear on the screen. To reach the Progress Report for a different student, click on the blue arrows next to the student’s name and the drop down menu of your students will appear, or simply click on the “**Next Student**” button to the right of the student’s name. When you have completed a Progress Report and are ready to print it, be sure to click on

“Save” to save your progress comments before you click on the “**Display Progress Report**” button to get a print ready version.

Under “**Print**” you will find several very useful tools.

1. **Teacher Information Page (TIP)** - This is a single page summary of the student’s demographic information, parent contact numbers, procedural dates, and a copy of the current Anticipated Services Chart, but is NOT an official part of the student’s IEP.

2. **Print an IEP / Print a Progress Report** - When you are ready to print a DRAFT IEP to take to the IEP meeting, click on Print an IEP and select the student from the next screen. The next screen will allow you to select the IEP you want to print by date. There will generally be more than one IEP date to choose from if the student is a continuing student. Highlight the one you want and click “**Select IEP**”. Use the “Print” feature on your toolbar to print the document. When you are finished printing and ready to return to the main menu, click on the “**KIDSS**” button at the top left corner of the page.

Use the same process to print a **Progress Report**.

3. **Procedural Dates Report** - Depending on the parameters you choose (Annual IEP, 3 yr Re-eval, and/or Vision and Hearing Screenings), the report will provide a list of all of your students and the dates these reports are due. Printing this at the beginning of the school year will allow you to plan your time accordingly and ensure that your IEP meetings are scheduled and completed on time.

4. **Print a Blank IEP Checklist** - This form will give you an outline of some of the areas in which you will need information to complete the Present Levels of Performance on the IEP.

Features of the WebKidss

1. **User Manual** - In the upper right corner of all screens of each student’s IEP is a button labeled “User Manual”. If you click on this button, a manual of all features of the IEP will appear. You can scroll down the left side of the page for the topic you are looking for, or scroll down the right side to see information pertinent to each screen of the IEP.

This is an essential feature of the system. Whenever you have a question about how to complete a section of the IEP, this is the first place to look for help. It is particularly helpful in explaining all of the codes that are utilized on the Anticipated Services Chart.

2. **Enter Forms Data** – Above the student’s name on the IEP, you will see a button labeled “**Enter IEP Data**”. This is the mode you will work in while completing the IEP.

If you click on the blue arrows next to “**Enter IEP Data**”, you will see a drop down menu with three additional categories. The second most often mode to work in will be “**Enter Forms Data**”. When you click on “**Enter Forms Data**”, you will see a page with the student’s name and a button that says “**Select a Form**”. Click on “**Select a Form**” and you will see a drop down menu of all IEP related forms available. The forms you will use most often will be **ESC 400** (Notice of Meeting), **ESC 401** (Acknowledgement Form), and **ESC 99** (Notice and Consent) as these are required for every IEP. The use of additional forms may be necessary for new referrals, 3 Year Re-evaluations, Medicaid Logs, etc.

When you click on a form, you will see that the student’s demographic information is already complete. To complete the form, type in the required information and click “**Save**”. If you attempt to print the form before you click “Save”, the information you just entered will not be displayed on the printed copy.

To print a form, click on “**Display Form**” for a print-ready version. Click “**OK**” in the box that appears, and the new version will appear. Print as you would any other document.

Repeat this process for any other forms you need. When you are finished in the forms section, click on the blue arrows next to “**Enter Forms Data**” and click “**Enter IEP Data**” to return to the IEP.

3. **Layout** - Below the student’s name is a “**Layout**” button. In the box, you will see “**Demographics/Parents/School Data**”. That is the name of the first page of the IEP. To proceed through the IEP page by page, simply click “next page” immediately below the layout box. To proceed to another page that may be in the middle or at the end of the IEP, click on the blue arrows on the Layout button and a list of all pages of the IEP will appear. Pull down through the list to the page you need and release.

4. **Next Student** - When the first student’s IEP or Progress Report appears on your screen, you may click “**Next Student**” to proceed through your caseload student by student, or you may click on the blue arrows next to the current student’s name for a list of all of your students. Pull down to the name of the desired student and release.

5. **IEP Records** - On the right side of each screen, you will see a box labeled “IEP Records”. You will see one or more dates in the box, each followed by a letter code. These are the dates of the **current** IEP (top date) and each **previous** IEP completed by the Coop for that student. The letter beside the date denotes the student’s current educational status (N = New referral; C = continuing student; etc. A complete list of these codes can be found in a drop down menu on the “**Dates/Ed Status**” screen). If the date is preceded by **, this indicates that the IEP is **Archived** and is now a “Read Only” document. If the Ed Status letter is followed by a lower case “a”, this indicates that the current IEP is an **Amendment** to the original IEP completed on the date indicated.

6. IEP, TIP, PROG RPT - These three buttons appear on each screen above the Function key. Clicking on the **IEP** button will allow you to view the entire IEP without leaving the screen on which you are working or to print an IEP. For example, if you are completing the Anticipated Services Chart, you can click on IEP and scroll down to the Special Education Services page in order to more easily transfer accurate information to the Chart. If you are ready to Print an IEP, click on “**Select IEP to Print**” and choose “**FY07 IEP Print Order**”. This will provide a complete copy of the IEP pages in the correct order. Clicking on the “**Prog Rpt**” button will allow you to see and/or print the student’s Progress Report. Clicking on the “**TIP**” (Teacher Information Page) button will display a single page with the student’s demographic information (age, birth date, parent contact information, etc.) as well as a listing of the current services on the student’s Anticipated Services chart.

7. General Errors / MIS Errors - These buttons are located above the IEP Record Box on each screen of the IEP. Clicking either of these buttons when you finish an IEP (or at any point during the process) will display a list of any procedural errors in the IEP. For example, if you have inadvertently left a page blank, or forgotten to designate a primary provider on the Chart, clicking on **General Errors or MIS Errors** will remind you to correct these issues before you send the paperwork to the Coop.

**revised 2009*