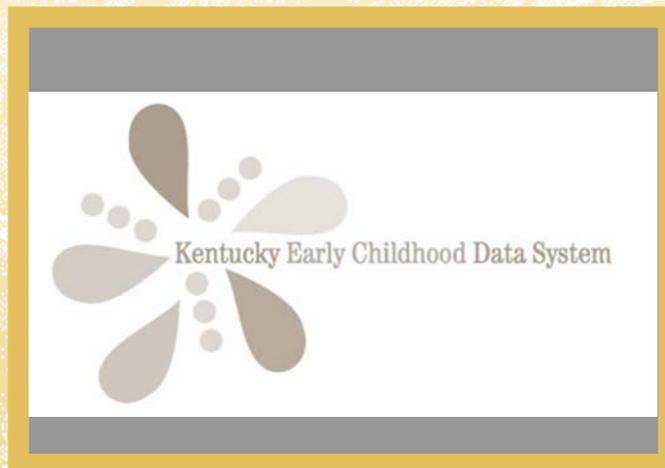


Kentucky Early Childhood  
Data System (KEDS)

POE/Manager

# *User Guide*



# Welcome

## About KEDS

The Kentucky Early Childhood Data System (KEDS) is designed to provide a data system that will allow teachers and providers at the local level to implement high quality curriculum-based assessments that inform instructional and classroom practices yet provide data at the regional/district and state level on the extent to which children are meeting the Kentucky Early Childhood Standards and OSEP Child Outcomes.

## POE Role in KEDS

The POE office is the initial contact for all Kentucky Early Intervention Providers. As a POE, you will be creating and managing user accounts and assigning children to the provider accounts. This guide will give step-by-step instructions as well as resources for more information.

## Obtaining a POE Account

### Option 1

Download the POE Account request form, send (email or fax) to KEDS.

### Option 2

Have another POE staff establish an account for you, email username to [keds-tech@lsv.uky.edu](mailto:keds-tech@lsv.uky.edu) with request to upgrade to POE.

## Creating and Managing Accounts

Username	First Name	Last Name	DOB	Email	Password/Question	Edit
[[[ Aaron	Aaron	Pierrefield		Test ADD aaron.pierrefield@uky.edu	last 4 of ss	[E]
[[[ anna2	Anna	Solka		Test ADD anna.solka1@uky.edu	mother's maiden name	[E]
[[[ Beta1	Beta1	User		Test ADD jared.naber@uky.edu	what are we testing	[E]
[[[ Beta2	Beta2	User		Test ADD jared.brown@uky.edu	what are we testing	[E]
[[[ Beta3	Beta3	User		Test ADD trussberg@gmail.com	what are we testing	[E]
[[[ bethrou	Beth	Roux		Test ADD beth.roux@uky.edu	Who created this account	[E]
[[[ caroline	Caroline	Gooden		Test ADD caroline.gooden@uky.edu	What are the last 4 of your ssn?	[E]
[[[ caroline2	Caroline	Gooden		Test ADD caroline.gooden@uky.edu	What are the last 4 of your ssn?	[E]
[[[ coor	Christopher	Anderson		Test ADD anderson@uky.edu	4	[E]
[[[ danner's	Danner	J		Test ADD	test1234	[E]
[[[ james0	James	Orwe		Test ADD jorwe0@email.uky.edu	What are the last 4 of your ssn?	[E]
[[[ jon	J	P		Test ADD	test1234	[E]
[[[ Jonathan	J	P		Test ADD jepen3@uky.edu	test1234	[E]
[[[ jonathanprovider	Jonathan	Serry		Test ADD jonathan.serry@uky.edu	test1234	[E]
[[[ kim-hooks	Kim	Hooks		Test ADD kim.hooks@uky.edu	What is your last name?	[E]

### Unlocking an Account

After 5 failed attempts to login, a user account will be locked out. POE Accounts are able to unlock accounts by clicking Edit beside the username, then clicking Update. This refreshes the account and will unlock it.

Questions? Email

[keds@lsv.uky.edu](mailto:keds@lsv.uky.edu) Content Questions

[keds-tech@lsv.uky.edu](mailto:keds-tech@lsv.uky.edu) Tech Questions

## PROVIDER/USER ACCOUNTS

After logging in, go to the USERS Tab. There will be both a list of the current users, and a section to create a new user account.

### Creating An Account

The fields required to create an account follow. Those with an \* are required. Those with an x cannot be changed once created.

Username*x	No spaces allowed
First Name*	
Last Name*	
Password*	Initial password, can be changed
Secret Question*x	We recommend "What are the last 4 digits of your ssn" or "What are the last 4 digits of your cell phone" as those are numeric responses that don't change.
Secret Question Answer *x	Answer to the question above. When providing the answer, any capitalization, spacing, etc., must be the same, thus we ask that you use and question/answer combo that is numeric and is not likely to change.
Email	
Phone	
Phone Ext.	

Once created, no one can view or change the password, not even the staff at KEDS.

## **KEDS DATA ENTRY PROCESS AS OF JULY 1, 2011**

- Step 1:** Child record is created in TOTS
- Step 2:** Child record is exported from TOTS and imported into KEDS
- Step 3:** POE assigns child to provider in KEDS
- Step 4:** Provider logs into KEDS, creates assessment point and enters assessment data
- Step 5:** Provider clicks “Finalize” which scans the assessment data to ensure all assessment items have an answer. If any assessment items are not answered, provider is given a list of the item(s) that are unanswered.
- Step 6:** Once assessment point has been finalized, KEDS creates a verification code and displays “Verified” in the assessment point details.
- Step 7:** Provider requests payment in TOTS. TOTS scans KEDS for a finalized assessment for that child ID and assessment date. Assessment dates **MUST** match.
- Step 8:** If verification code exists, payment is issued in TOTS.