

USER GUIDE



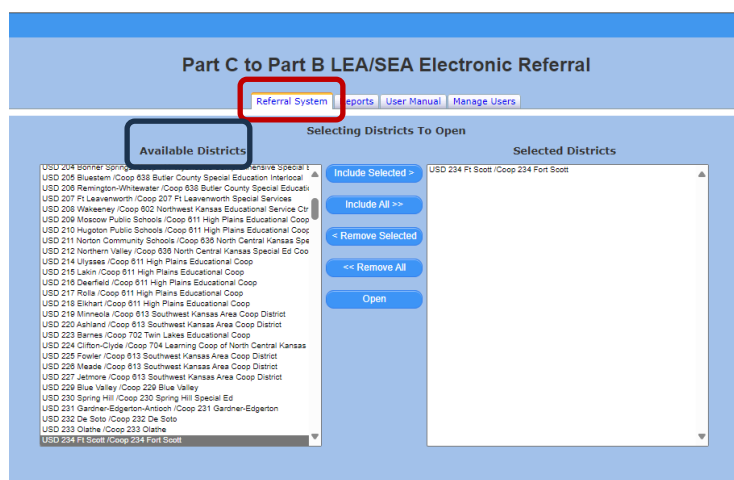
Login and use of the Infant/Toddler Referral System (CBER System)

PART C TO PART B LEA/SEA ELECTRONIC REFERRAL (CBER) PART B USER GUIDE

Main screen

Selecting Districts to Open

1. Select the **Referral System** tab, red box.
2. Select a **district**, highlighted, from the *Available Districts* pane, blue box.
3. Click **Include Selected**, button in the center. The selected district moves to the *Selected Districts* pane.
4. Repeat steps 1 and 2 until all the districts needed are in the *Selected Districts* pane.
5. Click **Open** from the center.



TIPS:

Other Buttons in the Center

- **Include All** - moves all *Available Districts* to the *Selected Districts* pane.
- **Remove Selected/Remove All**: removes individual districts or all of the districts from the *Selected Districts* pane.

Open Cases Page

Message to all users

Under the *Accept Selected*, *Reject Selected*, *Return to Main Page* tabs

*The only reason Part B programs should be rejecting a referral coming from a Part C program is if the child was not referred to the district or special education cooperative where the child was residing **at the time the referral was made by Part C**. The child moving (after Part C referral), a family declining participation in Part B services, and/or exiting from Part C services are not sufficient reasons for rejecting a referral. We are working to make this system work as efficiently as possible. If you have any further questions, please contact Angel Spann, angel.spann@ksde.gov or 785-296-8965.*

Assigning Cases

This grid contains *Open Cases* that Part C has referred to Part B, but haven't been accepted OR rejected by Part B.

Open Cases All Cases Accepted Rejected											
☐	Status	USD	Part C Agency	Last Name	First Name	Middle Init	Date of Birth	B Ref Date	B Contact Name	KDHE Last Update	KSDE Last Update
☐	OPEN	244	KS11				01/10/2022	08/26/2024	Jared Browning	10/01/2024	
☐	OPEN	244	KS11				11/20/2021	03/25/2024	Jared Browning	04/11/2024	
☐	OPEN	244	KS11				01/13/2022	06/04/2024	Jared Browning	07/27/2024	

Accepting or Rejecting a Case:

1. Select a case or cases by clicking the corresponding checkbox (to the left of the Status column).
2. Click *Accept Selected* or *Reject Selected*.

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3. When finished assigning case or cases, click **Log off**. Changes are automatically saved.

Reassigning the Status of a Case:

Open Cases, *All Cases*, *Accepted*, and *Rejected* tabs are used to view the corresponding cases within each status.

1. Click the **Accepted** tab.
2. Select the case by clicking the corresponding **checkbox**.

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Name	First Name	Middle Init	Date of Birth	B Ref Date
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3. Click **Re-open Selected** (moves the case back to the Open Cases tab) or **Reject** (moves the case to the Rejected tab).
4. Follow these same steps to change the status of a **Rejected** case.
5. When finished reassigning case(s), click **Log Off**. Changes are automatically saved.

Reports

The Reports tab on the Main Screen allows users to run reports by district, within a specified date range. Users may select to run reports for *Open*, *Accepted*, *Rejected*, or *All Cases*.

Creating and Viewing a Report

1. Click Return to Main Screen.
2. Select the Reports tab.
3. Select district(s).
4. Select a report from the dropdown menu.
5. Enter a date range (format example: 01/01/2014).
6. Click Export - PDF or Export -Excel.
7. The report will open for viewing.
Reports can be saved and/or printed from either the PDF or Excel form.
8. Return to the application by closing out of your report.

When you are finished with the application, simply log out. Changes are automatically saved. Close out of your browser.

Select Report

Open Cases within a Date Range ▼

From: To:

Report Description

Criteria: Selected Districts and all Open Referrals within the range entered

Sequence: Ordered by District Code

Acrobat Reader is needed to view a PDF; download Acrobat Reader at <https://get.adobe.com/reader>
For more information about [State Performance Plan Indicator 12: Transition from Part C to Part B](#) click on the link here.

For more information, contact:

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