

## **Change Request: KS ITS Database, Reports, or IFSP**

Date of effectiveness: July 2, 2015

Process: Requests to change information collected by the KS ITS Database; to add, change, or eliminate Database-generated reports; or for any changes to the web-based IFSP will be sent to the KS ITS Data Manager for approval. Requests for these types of changes will no longer be sent directly to the ITS Database contractor, Adam.

Step 1. Fill out the Request for Database, Reports or IFSP Changes form

Step 2. Email the form to the KS ITS Data Manager at: [BKramer@kdheks.gov](mailto:BKramer@kdheks.gov)

Step 3. The KS ITS Data Manager, in consultation with other KS ITS staff will either approve or deny the changes.

- If approved, the request will be routed by the KS ITS Data Manager to Adam and an estimated time of completion will be identified. The local program will receive an email indicating the approval and estimated time of completion.
- If denied, the request will be routed back to the local program with comments.

### **NOTE:**

Issues with non-working database operations will continue to be addressed directly by Adam. At times, an error screen pop-up may appear when you are working in the database. If this occurs, a report is generated and sent to Adam for correction. Frozen or locked fields, or other barriers to normal entry of data that do not generate an error pop-up screen can be reported directly Adam. A change form is NOT required for these types of errors.