KairosEI.com

Operations Overview

Kairos Prison Ministry International is announcing the availability of the next generation of the Excellence Initiative (EI) program. This document is an overview of the new EI system. The Excellence Initiative system consists of two Major “sections” – Entry and Review. The third aspect is Analysis and Reports which will come at a later time.

EI Entry

The first “section” of the EI system is the actual entry of the EI data by the local person assigned to observe and fill out the questionnaire as outlined in the program manual. The person collecting and entering information should log into www.kairosei.com website.

EI Review

The second “section” of the EI system is the review of the EI data by the State Review Person(s) and to officially submit the report after review. The State Review Person logs into www.kairosei.com website as Reviewer.

EI Management Reporting and Analysis (not available yet)

The future third “section” of the EI system will provide authorized persons at the Advisory Council and State levels to access the history of EI reports and to analyze the data through various reports. This access is made through the upcoming KairosMessenger system which will provide authorized Advisory Council and State Chapter person’s access to Weekend, volunteer, donor, EI data and relevant management reports.

The EI Entry and Review system is being announced for availability at the current time, to make the entry and review of the current EI data much easier and to dramatically improve the communications and sharing of the completed EI reports.

EI Entry and Review Flow Overview

The www.kairosei.com web site is the tool to enter the EI report data and conduct the state review of the EI report. From a communications point of view, the system will automatically communicate the status of an EI report to appropriate, authorized persons. The following information is communicated to the following persons:

Upon the Completion of the EI Report Data Entry:

When the person assigned by the Advisory Council as per the program manual has completed the entry of the EI data, the following persons will be automatically emailed with the following information:
- **State Review Person**
An email will be sent to the State EI Review Person that notifies them of the availability of
the EI report from an Advisory Council in their state having been entered into the KairosEI
system. This email will contain the Weekend identification and the contact information for
the person who entered the EI report. It also contains the state reviewer’s assigned log in
credentials to enter the KairosEI system to conduct their review.

- **Advisory Council Chair**
The Advisory Council Chair will receive an email confirming that the EI report data has been entered for the Weekend.

- **State Chapter Chair**
The State Chair will receive an email confirming that the EI report data has been entered for the Weekend and that their State Review Person has been notified.

**Upon Completion of the State Review of the EI Report:**
When the State Review Person has completed their review of the EI report, the following persons will be automatically emailed with the following information:

- **Advisory Council Chair**
The Advisory Council Chair will receive an email confirming that the review of the EI report has been finalized and the completed EI report is attached to the email.

- **Weekend Leader, Observing Leader, Advising Leader**
The three team leaders will receive an email confirming that the review of the EI report has been finalized and the completed EI report is attached to the emails.

- **EI Entry Person**
The person who did the local EI report and entered it into the KairosEI system will receive an email confirming that the review of the EI report has been finalized and the completed EI report is attached to the email.

- **State Chapter Chair**
The State Chapter Chair will receive an email confirming that the review of the EI report has been finalized and the completed EI report is attached to the email.

- **State EI Reviewer**
The EI reviewer who conducted the review will receive an email confirming that the review of the EI report has been finalized and the completed EI Report is attached to the email.

- **Program Coordinator**
The appropriate ministry Program Coordinator will receive an email confirming that the review of the EI report has been finalized and the completed EI Report is attached to the email.
Login Authorization

There are two kinds of login authorizations in the KairosEI system.

Entry Person
The “entry person” is the person who was assigned to answer the EI questions as part of the Kairos team preparation and during the Weekend event. That person then goes to the www.kairosei.com system and enters the EI data for that Weekend. The entry person will select the button to log in as the “Entry Person” and will select the Country, State, Advisory Council and weekend number. They then enter their name and that becomes their authorization to enter the EI data.

The “entry person” does not have to complete the entry in one session. You can save the file and come back to add additional entries or updates until the point in time where you have indicated that you have “completed” the entry process.

State Review Person
The person assigned by the State Chapter as the EI Review Person must have an authorized login. This login is provided by the Kairos office and has already been installed in the KairosEI system. When the “entry person” indicates that they have “completed” their entry, the KairosEI system will send an email to the State Review Person to confirm that the EI data has been input and is now ready for review. That email will confirm/remind the reviewer or their login information.

The state reviewer will go to www.kairosei.com and will select the login for the Reviewer and they will enter their log in information, which will then give them a list of the EI reports in their state that are ready for review but whose review is not yet “completed.”

System Tutorial
The KairosEI system contains three video training tutorials to help both the “entry person” and the “state reviewer” get familiar with the system. The tutorials are access on the www.kairosei.com system with the “Tutorial” menu button. Anyone who comes to the site can access these tutorials. The tutorials are:

System Overview
Provides a brief overview of the operation of the system.

Entry Person Tutorial
Provides a detailed walk thru of the process that the “entry person” uses to log in, enter, and complete the EI report entry.

Review Person Tutorial
Provides a detailed walk thru of the process that the “state review person” uses to log in and conduct their review of the EI report.
Support

Kairos provides support for the KairosEI system through its MISSIONeering supplier. Support is provided via email at the email address that is provided in the System Overview tutorial.

“Entry” Operation

The EI entry process consists of a basic, straightforward process consisting of three steps:

1. **Login**
   The entry person will select the Entry Person Login and then enters the information for identifying the specific Weekend and your name. That combination becomes your login for this weekend. If it is a new report entry, the system will automatically create the necessary database entries for the detailed info and the appropriate questions to be answered depending on the ministry program of the Advisory Council.

![Login Image]

2. **EI Entry**
   Logging in will give you access to the EI report information. There are five tabs for an EI report entry:

   **Weekend ID**
   This contains the information about the specific Weekend.

   **Leadership**
   This contains the contact information for the Weekend Leader, Observing Leader, and Advising Leader.

   **Entry/Review Persons**
   This identifies the contact information of the person doing the recording/entry of the EI report as well as the State Review Person.

![ EI Entry Image ]
**Answers**

This Tab contains a list of all the EI questions that need to be answered.

You get a list of the EI questions. If the question is highlighted in green, that means that it has been answered. If the question is highlighted in yellow, it means that the question is partially answered but is still incomplete.

To enter the answer to the question, highlight the question and click the “Answer Question” button. This gives you the entry screen for the answer. Depending on the “type” answer, the screen will display the appropriate way to answer the question. In the example here, the question requires a Yes or No answer, so you just click on the appropriate button.

You can enter comments as needed (you must enter comments for a No or N/A answer).

Click the Record Answer button to enter the answer and return back to the list of questions.
**Print EI Report**
You can print a copy of the answered EI report by clicking the Print EI Report tab and clicking the Print button.

When the report is prepared, you will get a link right next to the print button and you click the link to see the report in your web browser.
3. Entry Complete
When you have completed the entry of the report, you need to tell the system that you have completed the entry. On the Entry/Review Persons tab, you’ll click the button to indicate that you have completed the entry.

Saving Your Entry
When you complete your entry, you click the “Save” button to save your weekend EI report.

Automatic Email Notifications
When you click the Save button and you have indicated that you have completed the entry, the system will automatically send emails to the appropriate persons notifying them that you have completed the entry of the EI information.

The email to the State “Review Person” will contain their login information and the contact information for the person who conducted and entered the EI report.
“Review” Operation

Once the assigned State EI Review Person is notified that the EI report is ready for review. That notifying email includes all the information that the State Reviewer needs to log in as a “Review Person.” An authorized “Reviewer” has been assigned a unique password that authorizes them to access the system for their assigned state, and once they are logged in, they will get a list of EI Reports for their state that are available for review.

Highlight the specific EI report to be reviewed and click the “Review” button, and you will get the same EI report entry screens that the Entry Person had access to. You can review the answers to the questions, print the EI Report, and with the contact information of the Entry Person and team leadership, you can contact the desired persons to discuss questions and verbally review the report.

If you go to the Answers tab, you will get a list of the questions and can access the answers by clicking the Answer Question button.

You’ll be able to review and update the answer as needed.

When you are complete with your review of the question, click the Review Complete button so it shows Yes.
This returns you to the list of questions, AND highlights the Cat # column in purple to indicate that you have completed your review of this question.

This makes it easy to keep up with what questions you have already finished.

**Review Complete**

When you have completed the review of the report, you need to tell the system that you have completed the review. On the Entry/Review Persons tab, you enter your name, email and click the button to indicate that you have completed the entry. And then hit Save.

Once the Review is completed and saved, it will automatically be sent to the appropriate persons.

July, 2017