



Community Transition Opportunities (CTO) Application Quick Reference Sheet for Adult Care Homes

System Requirements and Browser Settings:

- **Firewall Settings** may need adjusting to allow the web application to display – contact the KDADS Help Desk for assistance
- Internet Connection
- Internet Browser:
 - Microsoft Internet Explorer 10 - Recommended
 - Firefox – version 33.1.1
 - Safari – current version
- Disable Pop-Up blockers

Contacts:

Application How To Questions & Security Access:

KDADS Help Desk
Phone: (785) 296-4987 or (800) 432-3535
E-Mail: HelpDesk@kdads.ks.gov

Questions about the CTO Policies and Guidelines:

John White
Community Transitions Program Manager
(785)296-0385
John.White@kdads.ks.gov

Accessing the Application:

1. Go to the KDADS Providers Home web page (www.kdads.ks.gov) then click on the **Providers Home** link, or bookmark the URL: <http://www.kdads.ks.gov/provider-home>
2. Click on the **Web Applications** button at the bottom-left of the *KDADS Provider Information* home page:

The screenshot shows the KDADS Provider Information website. A blue callout box with the text "Web Applications Log-In" has an arrow pointing to a yellow button labeled "Web Applications Log-In" in the left-hand navigation menu. The main content area includes sections for "KDADS PROVIDER INFORMATION", "UPCOMING EVENTS" (with a calendar for November 2015), and "QUICK LINKS".

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Logging-In:

From the Web Applications Sign In page:

1. Type the **User Name**
2. Type the **Password**
3. Press **Enter** or click on the **OK** button (either one)
4. Click on the **C.T.O.** button

Person Search:

1. Click on the **Client Search** tab (top right corner of the page)
2. Enter the **Search Criteria**:
 - **First Name** – Optional
 - **Last Name** – At least 2 characters are required
 - **SSN** – Required (enter only numbers – no dashes)
3. Press **Submit** button

Search Results: (One of the following will occur)

1. **Person is found.**
2. One of these messages displays:
 - **No Data Found**
 - Person was not found. Either the person needs to be added, or their Social Security Number needs to be added or corrected in KAMIS.
- Contact the CTO Manager (John White) at KDADS at 1-800-432-3535
 - **Multiple Records Found**
 - More than one record was found in KAMIS with the same SSN. KDADS will need to research and correct. Contact the CTO Manager at KDADS at 1-800-432-3535.
 - **STOP-Open POC in KAMIS**
 - The resident may already be receiving services through a case manager. Call the local Aging and Disability Resource Center or KDADS for more information.

Create a CTO Worksheet:

1. Click on the **create icon** under the Create CTO Worksheet column in the search results table.
 - The icon will not display if there is an open CTO Worksheet with the current date.
2. Enter the information – All fields are required.
3. Click on the **Create** button in the Form Status section to create the record. The Form Status changes to **Work in Progress**.
4. To complete the referral to the Local Contact Agency (LCA):
 - From the Form Status drop down box, select **REFERRED TO 1ST LCA**
 - Click on the **Apply Changes** button. After the save is complete, the page will forward to the Client Forms page for review.
5. **Open** the worksheet.
6. **Print** the worksheet for file/resident's chart.

Printing the Referral:

Open the Worksheet to be printed.

1. On the browser menu – Click **File**
2. Click **Print Preview** – turn on Shrink to Fit
3. Print the Worksheet

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CTO Report Navigation Tab: (On the right side of the application window)

The report displays a listing of all the customers with worksheets that are associated with the user's Organization.

Logging-Out:

When you are done with the CTO application, you should close the application and log out of Web Applications to ensure unauthorized personnel do not have access.

1. If CTO is open in a separate browser window, click on the X in the upper-right corner of the window
2. If CTO is open in a browser tab, click on the X in the CTO tab.
3. If not already displayed, locate the KDADS Web Applications Home Page tab or window and click on the **Logout** link located at the top of the page.