Adverse Incident Reporting Quick Reference Sheet

System Requirements and Browser Settings:
- An Internet Connection is required to access the Adverse Incident Reporting (AIR) form
- Internet Browser:
  - KDADS only supports the AIR submission form using Microsoft Internet Explorer version 11
  - KDADS cannot troubleshoot any issues that may arise using the form with another browser.

Contacts:

Application How To Questions & Security Access:

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

Questions about the Policies and Guidelines:

Phone: *(800) 432-3535*
Ask for the waiver/service program manager associated with the affected client.

Accessing the Adverse Incident Reporting form:
1. Access the *Kansas Department for Aging and Disability Services* website at www.kdads.ks.gov.
2. Click on the Adverse Incident Reporting (AIR) link, located under QUICK LINKS on the right side of the home page.
3. A blank Adverse Incident Reporting submission form displays in a new window or tab, depending on your browser settings.

Create and Submit an Adverse Incident Reporting form:
1. Data enter all required fields. Required fields are noted by the red asterisk preceding the label.
2. Click the **Create Report** button.
3. If additional information is entered after the initial form creation, click on the **Apply Changes** button to save the added/changed information.
4. When data entry is complete, click the **Submit to KDADS** button.
5. All fields will become read-only.

Attach Additional Documentation (optional):
1. After the report has been created, use the **Provider Document Upload** region to attach files to the report.
2. Once the report is closed, this region is no longer accessible.

Print an AIR Report (optional):
1. Click on the **Print AIR Report** button to print a copy of the report *before closing the report.*
2. Once the report is closed, it is no longer accessible.

Close the AIR Report:
1. When you are done with the submitted AIR report, click on the **Close** button. The submitted report is no longer displayed and the reporter/provider can no longer access the report.
2. Click the **OK** button to close the browser window.