



Kansas Substance Use Reporting Solution (KSURS) Application User Guide

The purpose of this document is to help guide users through the main functions of the KSURS application for manual entry of client data.

[Table of Contents](#)

Register a Provider/Provider Admin	pages 2-3
Register a User	pages 4-5
Approve a User	page 6
Logging in to KSURS for the First-Time	page 7
Create a Client	page 8
Create a Treatment Record	page 9
Search a Client	page 11
Discharge a Treatment Record	page 12
Edit a Client or Treatment Record	page 13-15

[System Requirements](#)

- An Internet connection is required to access the KSURS website.
- Internet Browser:
 - This application works with modern browsers such as Chrome, Firefox and Edge.
 - While KDADS supports existing applications using Internet Explorer v11, KSURS is KDADS' first application that may not work under this legacy browser. If KSURS does not run in IE, use one of the above-mentioned browsers.

Last Updated 9/23/2019

[Register a Provider/Provider Admin](#)

1. Go to the application website at ksurs.kdads.ks.gov.
2. Click on the “Register” link at the top of the KSURS Sign In page.



3. Choose “Provider.”
4. The Provider Registration page displays. All fields are required.

Provider Information

LICENSE NO

PROVIDER NAME

Provider Admin Information

EMAIL

DISPLAY NAME

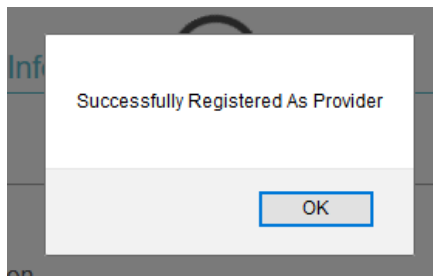
I agree to the below terms.

Kansas Department for Aging and Disability Services Information System Resources
User Security Agreement Rev. 05/21/2015 I understand that all the client information
contained on Kansas Department for Aging and Disability Services (KDADS)
computer systems/or any other agency's computer systems to which I have access
is confidential. I agree not to copy and/or disclose any information regarding persons
who have applied for, have received, or who are receiving public assistance, other

5. Tab to or click in the LICENSE NO field and enter the license number for the license holder.
6. Tab to or click in the PROVIDER NAME field and from the drop-down list select the provider name associated with the license number entered. If the provider has multiple licensed locations (i.e. different license numbers), each location must register.
NOTE: If a provider name does not appear in a drop-down list, this indicates the license number is not recognized by KSURS. Manually enter the Provider Name/Location the organization was

licensed under and continue with the next step. KDADS licensing will review the new provider information.

7. Tab to or click in the EMAIL field and enter the business email address of the Provider employee that will serve as the KSURS Provider Admin. This person is the only KSURS user for this Provider that will have the authority and security access to approve new KSURS users that register under this Provider.
8. Tab to or click in the DISPLAY NAME field and enter the Provider Admin's first and last name.
9. Read the terms and then click on the checkbox to indicate you have read and agree to the stated terms.
10. A "Register" button will appear – click on it to submit the Provider Registration.
11. A message will display to indicate the registration has been submitted. Click OK and the KSURS Sign in.

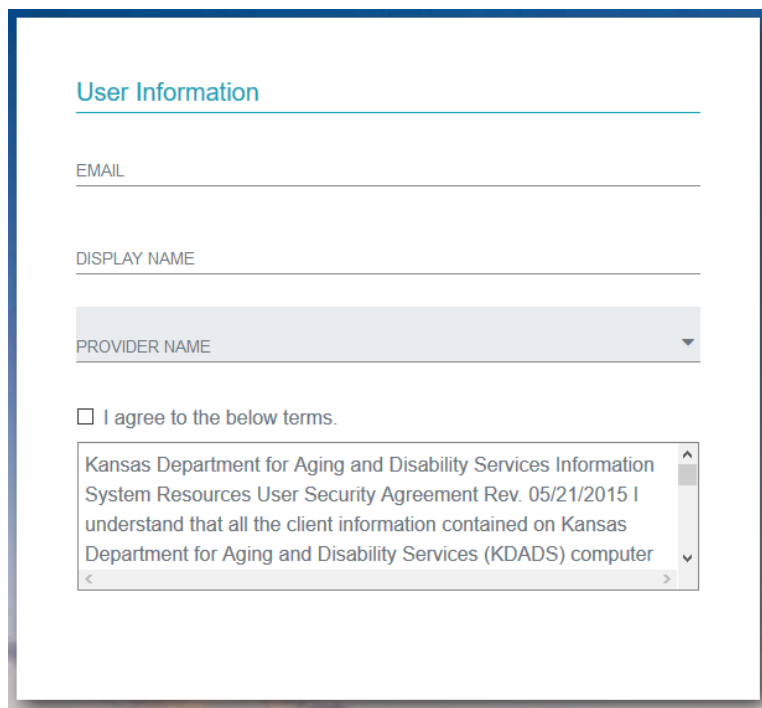


12. Once Provider Registration has been successfully submitted, KDADS licensing staff will verify the information entered in the registration and will approve the Provider registration. Once KDADS has approved the registration, the Provider Admin user account will be created, and an email will be sent to the Provider Admin email address with a temporary password. When the Provider Admin logs in for the first time, the user will be prompted to change the temporary password. The new password will be good for 90 days, at which time the Provider Admin will be prompted to change it again.

[Register a User](#)

IMPORTANT: Users cannot register until the provider they are associated with has been registered and approved in KSURS. If the user's provider does not appear in the Provider Name drop-down list, the provider's registration has not been submitted or if submitted, has not yet been approved.

1. Go to the application website at ksurs.kdads.ks.gov.
2. Click on the "Register" link at the top of the KSURS Sign In page.
3. Choose "User."
4. The User Registration page displays. All fields required.

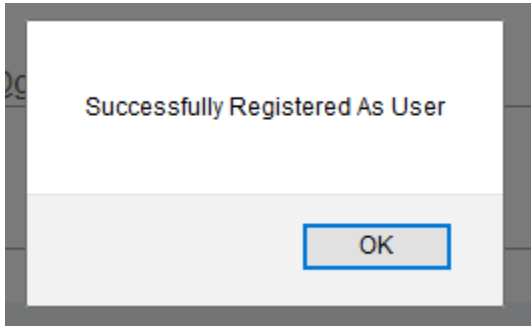


The screenshot shows a web form titled "User Information". It contains the following elements:

- An "EMAIL" text input field.
- A "DISPLAY NAME" text input field.
- A "PROVIDER NAME" dropdown menu.
- A checkbox labeled "I agree to the below terms."
- A scrollable text area containing the text: "Kansas Department for Aging and Disability Services Information System Resources User Security Agreement Rev. 05/21/2015 I understand that all the client information contained on Kansas Department for Aging and Disability Services (KDADS) computer".

5. Click in the EMAIL field and enter your business email address that will be used for any KSURS-related communications/notifications.
6. Tab to or click in the DISPLAY NAME field and enter your first and last name.
7. In the PROVIDER NAME field select the Provider license that you are associated with.
8. Read the terms and click on the checkbox to indicate you have read and agree to the stated terms.
9. A "Register" button will appear – click on it to submit the User Registration.

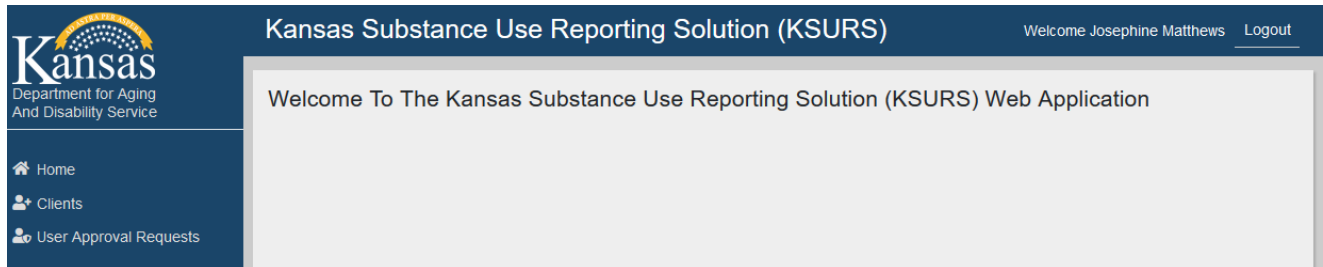
10. A message will display to indicate the registration has been submitted. Click OK and the KSURS Sign In page displays.



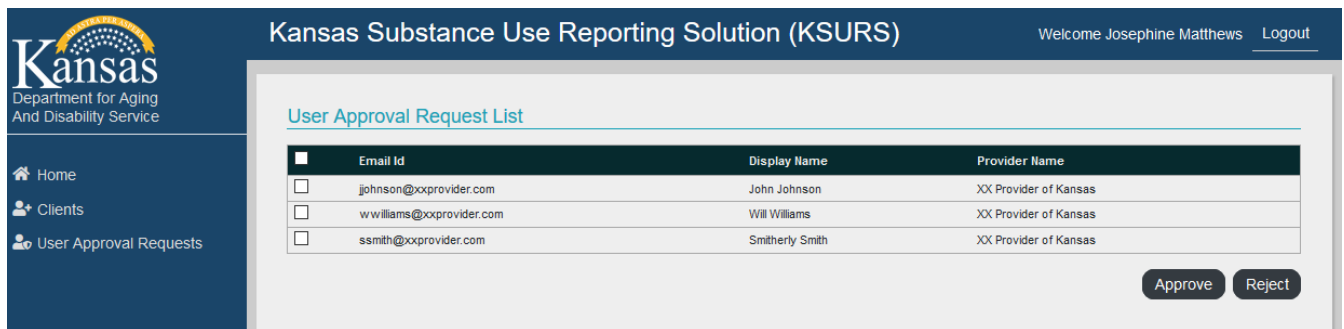
11. The Provider Admin will verify the information entered in the registration and will approve the User registration. The User account will be created, and an email will be sent to the User's email address with a temporary password. When the User logs in for the first time, the user will be prompted to change the temporary password. The new password will be good for 90 days at which time the user will be prompted to change it again.

Approve a User

1. Provider Admin logs in.
2. Click on “User Approval Requests” in the menu bar.



3. User Approval Request List displays.



4. Provider Admin verifies the email address, display name, and provider of the user are correct.
5. To Approve:
 - a. Click the checkbox next to the user(s) to be approved.
 - b. Click on the Approve button.
 - c. The approved user entries are removed from the list, their user account is activated, and an email is sent to the email address they registered with. It contains a temporary password they will login with, which will have to be changed the first time they login.
6. To Deny/Reject:
 - a. If a user’s email address or display name is incorrect, the request should be denied.
 - b. Click the checkbox next to the user(s) to be denied
 - c. Click on the Reject button
 - d. The rejected user entries are removed from the list, their user account is NOT activated, and they will not receive an email. The Provider Admin should contact the employee to let them know why their registration was rejected, and they can then re-register with the correct information.

Logging in to KSURS for the First-Time

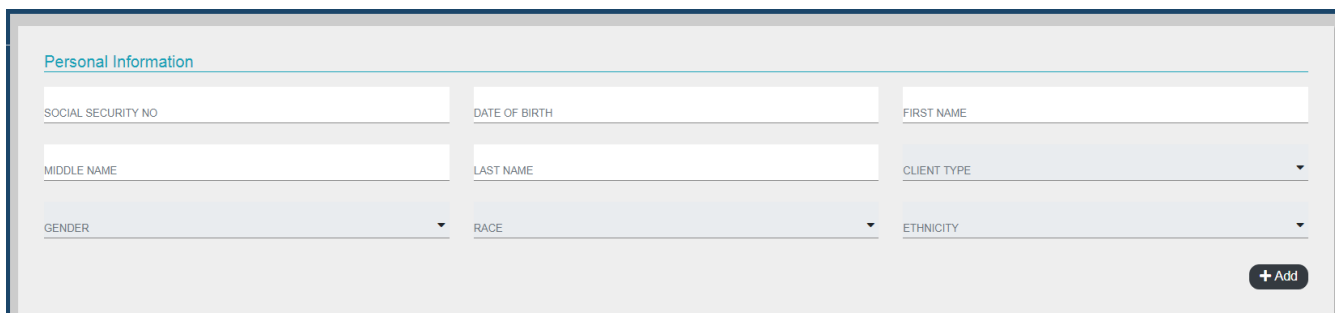
1. Launch the KSURS web application.
2. Click on Log In to launch the login page.
3. Enter your email address that you registered with.
4. Enter the temporary password sent to you in your email notification.
5. Click on the Sign In button.
6. When prompted to change your password, enter the temporary password you were sent in the “Old Password” field, and then enter a new password that meets the following complexity requirements:
 - Cannot reuse the last 24 passwords
 - at least 12 characters in length
 - contain characters from at least three of the following four categories:
 - Uppercase letters (A through Z)
 - Lowercase letters (a through z)
 - Numbers (0 through 9)
 - Special characters (e.g. ! @ # \$ % & * etc.)
7. Click on the Sign In button to change the password and complete the password change and login process.
8. The KSURS Home Page displays.

Create a Client

1. Sign in to KSURS Home Page.
2. Locate “Clients” on the bar on the left side of the page and click on “New Client”.



3. Personal Information Page displays.

A screenshot of the 'Personal Information' form. The form is titled 'Personal Information' and contains several input fields and dropdown menus. The fields are: SOCIAL SECURITY NO, DATE OF BIRTH, FIRST NAME, MIDDLE NAME, LAST NAME, CLIENT TYPE (dropdown), GENDER (dropdown), RACE (dropdown), and ETHNICITY (dropdown). There is a '+ Add' button in the bottom right corner.

4. Complete fields displayed. First Name, Last Name, and Date of Birth are required fields. Users will not be able to create a new client without completing those fields. If unable to obtain a valid Date of Birth (because the client refuses or is unable to provide), either enter 01/01/0007 to indicate the Date of Birth is unknown or leave the field blank.
5. Click on the “Add” button below the fields.
6. The Treatment Information region will display. Users can click on the +Add New Treatment link to enter treatment information or click on the desired menu bar link to navigate to another page.

Create a Treatment Record

1. Users can enter treatment information following the creation of a New Client record or after searching for an existing client in the application.
2. Enter information or select field from drop-down box.

Admission Information

EDUCATION EMPLOYMENT STATUS

LIVING ARRANGEMENTS NUMBER OF ARRESTS IN LAST 30 DAYS

ATTENDANCE AT SUBSTANCE USE SELF-HELP GROUPS IN PAST 30 DAYS PREGNANT AT ADMISSION

CO-OCCURRING MENTAL/SUBSTANCE USE DISORDERS

Treatment Information

TYPE OF TREATMENT SERVICE / SETTING TREATMENT START DATE

PREVIOUS SU TREATMENT EPISODE REFERRAL SOURCE

MEDICATION ASSISTED OPIOID THERAPY

Substance Information

SUBSTANCE USED AGE OF FIRST USE

FREQUENCY OF USE ROUTE OF ADMINISTRATION

* Only 3 Substances can be added

Add Cancel

↑ ↓

Priority	Substance Used	Age Of First Use	Frequency Of Use	Route of Administration
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+ Add Treatment

3. The following fields are required to save a treatment record:
 - a. Treatment Start Date
 - b. Type of Treatment Service/Setting
 - c. Substance Used
 - d. Age of First Use
 - e. Frequency of Use
 - f. Route of Administration
4. After completing the Substance Information fields, click the “Add” button to add the data to the treatment. If User needs to report information on more than one substance, enter the second set of Substance Information and click the “Add” button again to save it. Additional substance information will display in the table below the entry fields. Users can change the order of primary, secondary, and tertiary substances used by clicking on the up or down arrows below the “Add” button.

- a. Click or tap to the “Add Treatment” button on the lower right side of the page to save the Treatment Admission record.

[Search a Client](#)

1. Users can search for a client in the KSURS Client Record List. Locate “Clients” on the bar on the left side of the page and click on “Client Record List.”

Client Id	First Name	Last Name	Date Of Birth	Edit Client	Delete Client
SF08PA921106543			08/10/1992	✎	✖

2. Type the text you want to search for in the appropriate column’s search box and click “Apply.” You can search by Client ID, Last Name, First Name, and/or Date of Birth.
 - a. Users can use multiple filters in a search.
 - b. Using multiple filters does a Boolean “and” search – data must match all search criteria.
 - c. User can use partial filters to search – for example search by last name and first initial or enter month and date but not year of birthday.

Client Id	First Name	Last Name	Date Of Birth	Edit Client	Delete Client
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3. Records matching the search criteria will display in the Client List.
4. To return to the whole Client List, click “Clear” and all records will show.

Discharge Treatment Record

1. From the Client Record List select client and treatment record to discharge. All treatment records entered for that client will display.
2. Click the arrow in the Discharge column for the treatment record to be entered.

Client Id	First Name	Last Name	Date Of Birth	Edit Client	Delete Client
FE03FD591070000			03/07/1959		
Treatment Information					
Treat Start Date	Treat End Date	Discharge	Edit Treatment	Delete Treatment	
07/14/2019	07/26/2019				
08/01/2019					

3. Enter information or select field from drop-down box.

Discharge Information

REASON FOR DISCHARGE	TREATMENT END DATE	DATE OF LAST CONTACT
EMPLOYMENT STATUS AT DISCHARGE		
NUMBER OF ARRESTS IN LAST 30 DAYS	ATTENDANCE AT SUBSTANCE USE SELF-HELP GROUPS IN PAST 30 DAYS	
LIVING ARRANGEMENTS AT DISCHARGE	TYPE OF TREATMENT SERVICE / SETTING	

Substance Information

Primary

Substance Used	Methamphetamine/Speed
Age Of First Use	18
Frequency Of Use	1-2 Days in the Past Week
Route of Administration	Smoking
Substance Used at discharge	<input type="text"/>
Frequency Of Use at discharge	<input type="text"/>

Secondary

Substance Used	Marijuana/Hashish
Age Of First Use	13
Frequency Of Use	Daily
Route of Administration	Smoking
Substance Used at discharge	<input type="text"/>
Frequency Of Use at discharge	<input type="text"/>

4. Click or tab to the “Save” button on the lower right side of the page to save the Treatment Discharge record.

Edit a Client or Treatment Record

1. To edit a client's personal information:
 - a. From the Client Record List click the "Edit Client" button by the client to be edited.

The screenshot shows a table with columns: Client Id, First Name, Last Name, Date Of Birth, Edit Client, and Delete Client. The first row contains the client ID FE03FD591070000, a redacted first name, a redacted last name, and the date 03/07/1959. The 'Edit Client' button is circled in yellow. Below the table is a 'Treatment Information' section with a table containing columns: Treat Start Date, Treat End Date, Discharge, Edit Treatment, and Delete Treatment. The first row shows dates 07/14/2019 and 07/26/2019, a discharge icon, and edit/delete buttons. The second row shows the date 08/11/2019 and a discharge icon, with edit/delete buttons.

- b. Boxes that are grey cannot be edited.

The screenshot shows a 'Personal Information' form. Fields include: SOCIAL SECURITY NO (greyed out), DATE OF BIRTH (greyed out), FIRST NAME (greyed out), MIDDLE NAME (greyed out), LAST NAME (greyed out), CLIENT TYPE (dropdown), GENDER (dropdown), RACE (dropdown), and ETHNICITY (dropdown). A 'Save' button is at the bottom right. Below the form is a 'Treatment Information' table with columns: Treat Start Date, Treat End Date, Discharge, Edit Treatment, and Delete Treatment. The first row shows dates 07/14/2019 and 07/26/2019, a discharge icon, and edit/delete buttons. The second row shows the date 08/11/2019 and a discharge icon, with edit/delete buttons.

- c. If a User must edit a field other than Race or Ethnicity – the User must click "Delete Client" and reenter the entire client record. **IMPORTANT: If the User clicks "Delete Client" ALL historical client treatment records attached to this client will be deleted and must be reentered.**
2. To edit a client's treatment record:
 - a. From the Treatment Information List click the "Edit Treatment" button for the treatment record to be edited. Users can edit all fields except "Type of Treatment Service/Setting" and "Treatment Start Date." If "Type of Treatment Service/Setting" or "Treatment Start Date" must be changed, User must delete the Treatment record and reenter.

Personal Information

SOCIAL SECURITY NO. [REDACTED] DATE OF BIRTH [REDACTED] FIRST NAME [REDACTED]

MIDDLE NAME [REDACTED] LAST NAME [REDACTED] CLIENT TYPE [REDACTED]

SEX [REDACTED] RACE [REDACTED] ETHNICITY [REDACTED]

Save

Treatment Information

Treat Start Date	Treat End Date	Discharge	Edit Treatment	Delete Treatment
01/14/2019	01/26/2019	[REDACTED]	[REDACTED]	[REDACTED]
08/01/2019		[REDACTED]	[REDACTED]	[REDACTED]

b. Click "Save Treatment" at the bottom of the page to save the edited record.

Kansas Substance Use Reporting Solution (KSURS)

Admission Information

EDUCATION: Grade 12 or GED | EMPLOYMENT STATUS: Not in labor force | NOT IN LABOR FORCE: Other

LIVING ARRANGEMENTS: Homeless - includes homeless shelters | NUMBER OF ARRESTS IN LAST 30 DAYS: 3

ATTENDANCE AT SUBSTANCE USE SELF-HELP GROUPS IN PAST 30 DAYS: No attendance | PRESENT AT ADMISSION: Not applicable

CO-OCCURRING MENTAL/SUBSTANCE USE DISORDERS: No

Treatment Information

TYPE OF TREATMENT SERVICE / SETTING: Detoxification - 24-hour service Hospital Inpatient | TREATMENT START DATE: 08/01/2018

PREVIOUS SU TREATMENT EPISODES: 0 Previous episodes | REFERRAL SOURCE: Court/criminal justice referral/DUI/DWI

MEDICATION ASSISTED OPPIOID THERAPY: No

Substance Information

SUBSTANCE USED [REDACTED] | AGE OF FIRST USE [REDACTED]

FREQUENCY OF USE [REDACTED] | ROUTE OF ADMINISTRATION [REDACTED]

* Only 3 Substances can be added

Priority	Substance Used	Age Of First Use	Frequency Of Use	Route of Administration
Primary	Cocaine/Crack		Unknown	Inhalation
Secondary	Alcohol		Unknown	Oral
Tertiary	Marijuana/Marijuana		Unknown	Smoking

Save Treatment

Edit a Treatment Discharge Record

1. From the Treatment Information list, click the Discharge arrow for the Discharge record to be edited.




Personal Information

SOCIAL SECURITY NO: [] DATE OF BIRTH: [] FIRST NAME: []

MIDDLE NAME: [] LAST NAME: [] CLIENT TYPE: []

GENDER: [] RACE: [] ETHNICITY: []

Treatment Information

Treat Start Date	Treat End Date	Discharge	Edit Treatment	Delete Treatment
07/14/2019	07/26/2019			

2. A dialog box will display confirming User wants to edit a discharge record that has already been entered. Click OK to proceed.

ksurstest.kdads.ks.gov says
Patient already discharged. Do you want to edit?

3. Enter the information to be edited. Click Save.

Discharge Information

REASON FOR DISCHARGE: Treatment completed TREATMENT END DATE: 08/01/2018 DATE OF LAST CONTACT: 08/01/2018

EMPLOYMENT STATUS AT DISCHARGE: Unemployed

NUMBER OF ARRESTS IN LAST 30 DAYS: 3 ATTENDANCE AT SUBSTANCE USE SELF-HELP GROUPS IN PAST 30 DAYS: No attendance

LIVING ARRANGEMENTS AT DISCHARGE: Homeless - includes homeless shelters TYPE OF TREATMENT SERVICE / SETTING: Detoxification - 24-hour service Hospital Inpatient

Substance Information

Primary

Substance Used: Cocaine/Crack
Age Of First Use: Unknown
Frequency Of Use: Unknown
Route of Administration: Inhalation
Substance Used at discharge: None
Frequency Of Use at discharge: Unknown

Secondary

Substance Used: Alcohol
Age Of First Use: Unknown
Frequency Of Use: Unknown
Route of Administration: Oral
Substance Used at discharge: None
Frequency Of Use at discharge: Unknown

Tertiary

Substance Used: Marijuana/Hashish
Age Of First Use: Unknown
Frequency Of Use: Unknown
Route of Administration: Smoking
Substance Used at discharge: None
Frequency Of Use at discharge: Unknown