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General Instructions

Overview

Adverse Incident Reporting (AIR) is a KDADS web application used by providers and individuals to report adverse/critical incidents involving individuals receiving services from agencies licensed or funded by KDADS. The AIR reporting form is made available to providers and individuals via a link on the KDADS website at www.kdads.ks.gov.

System Requirements and Browser Settings

- Internet Connection
- Internet Browser:
 - Microsoft Internet Explorer 11 or newer –the only browser that KDADS officially supports for Web Applications
 - Other browsers may be used with the understanding that KDADS cannot troubleshoot any issues that may arise using Web Applications with another browser.

Contact

Persons

Issue	Contact Person
Application How To Questions and Security	KDADS Help Desk
Access	Phone:
	(785) 296-4987 or
	(800) 432-3535
	E-Mail:
	KDADS.Helpdesk@ks.gov
Questions about AIR Policies and Guidelines	Phone:
	(785) 296-4986 or
	(800) 432-3535
	Ask for the program manager for the waiver
	or service that the affected client is
	associated with.

Important

The required fields referenced in this chapter refer to system-required fields. These fields are required in order for the form to be saved. The information that is required due to policy may be different from those that are system required.

All information saved in any KDADS web application or web form is encrypted and secure.

Accessing the Application

Introduction The Adverse Incident Reporting (AIR) application is accessed via KDADS Web Applications. While providers and individuals reporting incidents can access the form via a public link, KDADS and MCO staff must have an authenticated web applications user account with the required security to access to the application. All KDADS Web Applications, forms and uploaded files submitted via the application are secure and encrypted.

How To Follow the steps in the table below to login to KDADS Web Applications and launch the *Adverse Incident Reporting (AIR)* application.

Step	Action	Result
1.	Open an internet browser. Go to the KDADS Provider Information website at <u>www.kdads.ks.gov/provider-home</u>	The KDADS Provider Information home page displays:
	Department for Aging and Disability Services The right care, at a More Route Yene Route Yene Route Contractor Yene Route Contractor Yene Route Contractor Yene Route Contractor Contrector Co	the right time, in the right place
2.	Select the Web Apps link on the right side of the black menu bar under the sunflower field banner.	The KDADS Web Application Information page displays:
	Vertications Information Department for Aging and Disability Services Information Vertications Vertications Vertications Vertica	tion the Microsoft Internet the Microsoft Internet the Microsoft Internet the Microsoft Internet
	Click the button on the right to access the KDADS Login Page for	r Web Applications.
3.	Click on the Web Applications button on the right side of the page.	The KDADS Login Page for Web Applications displays.

Accessing the Application, continued

How To

continued

Step	Action		Result		
4.	Enter your Username and Password.		The password is masked for security purposes.		
Department and Disabilit KDA Welc Login (d	DS Login Page for Web Applications ome to Version 5.1 of Web Applications efaulty Forgot Password Change Password	Contact Info	ormation and Hours of Operation		
Password	Password		If you do not have a Login to KDADS Web Applications Complete the KDADS Web Application Access Security Agreement. For Assistance or Questions - Contact KDADS Help Desk Help Desk hours are from 7:00 am to 5:00 pm Monday thru Friday Voice Mail for after hours messages Phone: 785-296-4987 E-Mail: KDADS HELPDESK@ks.gov Fax: 785-296-0256		
First Tin Normal	Instructions - Click links below to Expand First Time User view Normal view				
Change > Passo	Eorgot Password? view Change Password view S Password Format and Use Requirements (Click Arrow Icon to Expand)		KDADS Web Applications - Hours of Availability Week Days 2:00am - 10:30pm Saturday 2:00am - 10:30pm Sunday 11:00am - 10:30pm On State of Kansas observed holidars, the system is available. 0		
		however, ISI holidays, as	> staff will not be available for assistance during these well as Saturdays and Sundays.		
5.	Click on the Login button <i>, OR</i> Tab to the Login button and press Enter .		The KDADS Web Applications Home page displays.		
6.	Click on the AIR icon.		The Adverse Incidents MCO Referred Worklist page displays.		

User View Access

Overview	ew A user is granted Security Access within Web Applications for the Adverse Incident Reporting application which is issued by the security team at the KDADS Helpdesk when requested and vetted by an assigned security authority at KDADS or MCO. In addition, AIR has <i>User View Ac</i> that is used to maintain the group members of each Program Type used in AIR, and the MCO organizations. The maintenance view for this User View Access is available only to KDADS AIR users that have been given the required security access to maintain these groups.				
Introduction	The users assigned to these Groups are the users that have access to the incidents associated with their group (Program Type.) Additionally, the MCO users that access AIR is defined here. The group members of each 'organization' group are the users that can access the Adverse Incident reports where the organization has been verified as accurate by KDADS.				
Groups	 These are the program types to which users can be assigned: Amerigroup CMHC Providers Community Mental Health Centers Community Services and Programs Commission (CSP) HCBS Waiver Providers Not Assigned Private Psychiatric Hospital Psychiatric Residential Treatment Facilities Substance Abuse Treatment Providers Sunflower UnitedHealthcare ValueOptions Generally, the MCOs group members are from their organization, and the other program type group members are KDADS program staff. If the Program Type selected for an incident is 'UNKNOWN,' the group members from 'Not Assigned' have access to the incident. 				
Who to Contact	 Contact one of the following to have your name/email placed or removed from the E-Mail Group: Your Organization Security Authority for KDADS Web Applications The KDADS Program Integrity Manager The KDADS Help Desk 				

User E-Mail Group

Overview	The <i>User E-Mail Group</i> is used to maintain the e-mail group members for each Program Type and Organization assignment used in AIR. This tab is available only to KDADS AIR users that have been given the required security access to maintain these e-mail groups.		
Introduction	Certain events in AIR, such as submitting an AIR report, or assigning an MCO and clicking the e-mail notification button, trigger e-mail notifications to users associated with the submitted AIR report. AIR looks to the group members defined on the User E-Mail Maintenance page to determine who receive e-mail notifications.		
E-Mail Groups	While the list of E-mail Groups is the same as the list of User View Access Groups, the group members can be different between the two. By default, a user that is placed on the user view access is placed within the E-Mail group. However, the separate lists allow users that access AIR to not necessarily have to also receive the notification emails every time a triggering event occurs for a report.		
Who to Contact	 Contact one of the following to have your name/email placed or removed from the E-Mail Group: Your Organization Security Authority for KDADS Web Applications The KDADS Program Integrity Manager The KDADS Help Desk 		

Adverse Incident Application Navigation

ApplicationApplication Navigation is completed by menu tabs at the top of each page.Navigation



Navigational Tab	Action / Purpose
MCO Referred Worklist	Submitted reports where the MCO has been verified by KDADS
	and the report has been referred to the MCO for investigation.
MCO Completed Listing	Listing of reports where the MCO has completed their portion of
	the investigation.
CAP Worklist	Worklist of Non-Completed Corrective Action Plans (CAP)
Reports	Pre-designed Reports

OverviewThe Adverse Incident MCO Referred WorkList page for MCOs only displays incidents submitted and
KDADS has verified the MCO for the individual.

AdverseMCO users can see reported incidents for individuals that have the MCO assigned. The AdverseIncident MCOIncident Listing page displays these incidents. They are sorted by the date the incident wasReferredreported.WorkList

Below is an example of the Referred Worklist and the description of the fields available.

Q~			Go	Actions Y				
1 - 20								
elect	Air Report Number	Report Date ↓=	Incident Date	Report Submitted Date	Report Assigned Date (KDADS)	Report Assign To (KDADS)	Individual First Name	Individual Last Name
	5898	09/07/2018	09/07/2018	09/07/2018	09/07/2018	DEBYPARHOMEK	NAME	CUSTOMER9
	5896	09/05/2018	09/05/2018	09/05/2018	09/05/2018	DEBYPARHOMEK	NAME	CUSTOMER17
	5895	09/04/2018	09/04/2018	09/04/2018	09/04/2018	COLINRORK	NAME	CUSTOMER24
	5894	09/03/2018	09/03/2018	08/17/2018	08/17/2018	DEBYPARHOMEK	NAME	CUSTOMER54
	5893	09/02/2018	09/02/2018	08/16/2018	08/16/2018	COLINRORK	NAME	CUSTOMER86

(http://www.kdads.ks.gov/provider-home/manuals).

Continued on next page

Adverse Incident MCO Referred WorkList Below are the description of the fields available in the report and the action or purpose of those fields.

Adverse Incident MCO Referred WorkList			
Field or Button	Action / Purpose		
Select	Opens the Detailed Incident Report Information page		
AIR Report Number	A sequential number that is assigned to the incident when it is created by the reporter.		
Report Date	Date the reporter created the Adverse Incident Report.		
Incident Date	Date the incident occurred.		
Report Submitted Date	Date the reporter created the Adverse Incident Report.		
Report Assigned Date (KDADS)	Date the report was assigned to a KDADS Program Integrity employee for investigation.		
Report Assigned to (KDADS)	KDADS Program Integrity employee assigned to the specific report.		
Individual First Name	Individual First Name		
Individual Last Name	Individual Last Name		
Incident County	County where incident occurred.		
Program Type	 Aging and Disability Resource Center Autism Center for Independent Living Community Developmental Disability Organization Community Mental Health Center Financial Management Services Provider Frail Elderly Intellectual / Developmental Disabled Mental Health Provider (Non-CMHC) Money Follows the Person Older Americans Act (OAA) PACE Physically Disabled Private Psychiatric Hospital Psychiatric Residential Treatment Facility Senior Care Act (SCA) Severe Emotional Disturbance Substance Abuse Treatment Facility Technology Assisted Traumatic Brain Injury Unknown 		
Program Type Revised	The current Program Type that was revised by KDADS from what was entered by the reporter.		

Field Descriptions continued

Adverse Incident MCO Referred WorkList (continued)		
Field or Button	Action / Purpose	
Service	 Day Supports Lives in Shared Living Arrangement Lives with Parents/Family/Friend Mental Health - Community Mental Health - Onsite Personal Service Attendant Residential Supports Targeted Case Management - HCBS Only Unknown 	
Organization Notified	MCO Organization that KDADS notified of the Adverse Incident Report.	
Org Notified Date	Date KDADS Notified the MCO of the Adverse Incident Report.	
MCO Report Status	MCO Report Status	
KDADS CAP Level	If issued, indicates the KDADS Corrective Action Plan (CAP) Level	
KDADS Cap Status	If issued, indicates the KDADS Corrective Action Plan (CAP) Status	

How To Open aFollow the steps in the table below to open a submitted incident.SubmittedIncident

Step	Ac	tion	Result
1.	On the Adverse Incid page, click on the Se the beginning of the opened.	lent Referred WorkList lect icon located at incident row to be Air Report Number 5898	The selected AIR report opens.

Detailed Incident Report Information Page – Description of Fields

Field Descriptions The table below describe each field found on the Detailed Incident Report Information form that is submitted by providers and individuals (Reporters). All these fields will be read-only, as submitted by the Reporter.

Field or Button	Action / Purpose			
Person Reporting Incident Information Region				
Person Reporting Incident Information Reporter To Remain Anonymous Reporter Information Retained By The State Only. Retained By The State Only.				
	PORTERS (765) 666-7777 REPORTEREMAIL@EMAIL.COM - PROVIDER46			
Reporter to Remain Anonymous If the reporter elects to remain anonymous then no reporter fields will be displayed on the Report Detail page. The field indicating this selection will be displayed for reference. Person Reporting Incident Information Reporter To Remain Anonymous Reporter Information Reporter Information Reporter Information V Y				
All fields	Reporter information and the organization to which the reporting person is associated.			
	Incident Information Region			
Incident Date and Location Information Report Date Report Submitted Incident Date 09/07/2018 09/07/2018 09/07/2018	DateIncident Time (If Known)County Where Incident Occurred (If Known)List Person(S) Involved In Incident817:30JOLISTING OF PERSONS THAT WERE INVOLVED.			
Report Date	Date the AIR form was created. Defaults to the current date.			
Report Submitted Date	Date the AIR form was submitted to KDADS. Defaults to the current date.			
Incident Date	Date the incident occurred.			
Incident Time	Time the incident occurred.			
County Where Incident Occurred	The county where the incident occurred.			
List person(s) involved in incident The individuals name(s), other than the client, and their relationship to the client involved.				

Detailed Incident Report Information Page – Description of Fields, continued

Field or Button	Action / Purpose		
Individual Involved in Incident Information Region			
Individual Involved in Incident Information			
Individual Information Medicaid Inform First Name Last Name Date Of Birth (If Known) MCO (If K UNITEDHEALTH NAME CUSTOMER9 12/12/1969 UNITEDHEALTH	ation Program and Services Information (If Known) (If K		
First/Last Name of Individual	Name of the individual involved in the incident being reported.		
Date of Birth (if known)	Individual's date of birth.		
MCO Organization (if known)	The individual's KanCare provider.		
Medicaid ID (if known)	Individual's Medicaid ID number if known.		
Program Type (if known)	Individual's date of birth. The individual's KanCare provider. Individual's Medicaid ID number if known. • Aging and Disability Resource Center • Autism • Center for Independent Living • Community Developmental Disability Organization • Community Mental Health Center • Friancial Management Services Provider • Frail Elderly • Intellectual / Developmental Disabled • Mental Health Provider (Non-CMHC) • Money Follows the Person • OAA • PACE • Physically Disabled • Private Psychiatric Hospital • Psychiatric Residential Treatment Facility • Severe Emotional Disturbance • Substance Abuse Treatment Facility • Technology Assisted • Traumatic Brain Injury • Unknown		

Detailed Incident Report Information Page – Description of Fields, continued

Field or Button	Action / Purpose		
Individual	Individual Involved in Incident Information Region (continued)		
Service Received During Incident (if known)	 Day Supports Lives in Shared Living Arrangement Lives with Parents/Family/Friend Mental Health - Community Mental Health - Onsite Personal Service Attendant Residential Supports Targeted Case Management - HCBS Only Unknown 		
KAMIS Person Number (if known)	Not required, but if the individual is in KAMIS, and the person number is known, it is entered here.		
	Adverse Incident(s) Region		
Adverse Incident and Incident Adverse Incident(s) Reported to Appropriate Elopement YES Reported To N	Details This Report DOES NOT replace a DCF or KDADS Long Term Care Complaint Hotline Report iate State Agency /hich Agency Date Notified Intake Number Contacted: (If Known): (If Known): 		
Adverse Incident(s) Listing as of September 1, 2018	 Abuse Death Elopement ER/ Hospitalization Exploitation Fiduciary Abuse Law Enforcement Involvement Misuse of Medications Natural Disaster Neglect Restraint Seclusion Serious Injury Suicide Suicide Attempt Other Other Explanation 		

Detailed Incident Report Information Page – Description of Fields, continued

Field or Button	Action / Durnoso
Reported to Appropriate State Agency	Indicates if the appropriate State Agency (DCF Adult (APS) / Child (CPS)
	Protection Services OR KDADS Long Term Care Complaint Hotline) was notified,
	or if this information is unknown.
Which Agency Contacted	Indicates which State Agency was contacted.
	DCF Adult (APS) / Child (CPS) Protection Services
	KDADS Long Term Care Complaint Hotline
Date Notified	Date of notification
Intake Number	Intake Number, if known.
	Incident Details Region
Incident Details	
Summary of Facts Relevant to Incident:	
Incident facts comment area with 4000 characters f	or the provider to state the details of the incident.
-	
Results of Incident (Transport to hospital, Outpa	atient Medical Treatment, Law Enforcement Involvement, Screen Requested, Transferred, Other):
Incident Results comment area with 4000 character	rs for the provider to state the results of the incident.
Summary of Facts Relevant to Incident	The relevant facts of the incident being reported
Besults of Incident (Transport to	The actions taken in relation to the client as a result of the incident being
hospital Outpatient Medical	renorted
Treatment Law Enforcement	
Involvement Screen Requested	
Transferred Other)	
Transierrea, Otherj	

Field Descriptions The Assignment/Resolution region of the Detailed Incident Report Information Page is only visible to KDADS staff and MCOs. KDADS users have full access and complete the upper portion of the Detailed Incident Report Information form. All fields within this upper portion will be read-only for MCO users.

Refer to the following table for a description of each field.

Field or Button	Action / Purpose			
Form Status and Document Upload Region				
Assignment	Resolution			
AIR Report KDADS Report Correc	Print View Print View ion Note (If Applicable):			
Form Status Current Report Status: Assigned Date: Completed Date: Note: • Designates	ASSIGNED 38/16/2018 that the item is required.			
Document Upload These documents are Reporter Attach	anly viewable to KDADS and MCO staff. ments and File Upload(0) (Use to attach a document (JPEG, PDF,) to this report.) achments and File Upload(0) (Use to attach a document (JPEG, PDF,) to this report.)			
Print AIR Report	Opens a new page with all information in a printable format.			
AIR Report Number	A sequential number that is assigned to the incident when it is created by the reporter.			
KDADS Report Correction Note (Applicable)	f KDADS can correct a limited number of fields in the report a comment is required as to what was changed and reason for those changes.			
Current Report Status	Displays the status of the overall AIR investigation and is set by KDADS.			
Status	How Used			
Reported	Status automatically changes to REPORTED when the reporter clicks on the Submit to KDADS button. <i>Submitted Date</i> field auto-populates when the status is changed.			
Assigned	When the report has been assigned to KDADS Program Integrity staff to review/resolve. <i>Assigned Date</i> field auto-populates when the status is changed.			
Completed	When the incident reporting/resolution process has been completed. <i>Completed Date</i> field auto-populates when the status is changed. The form changes to read-only.			

Field or Button	Action / Purpose	
Form	tatus and Document Upload Region (co	ntinued)
Assigned Date	Automatically populated when the assign the staff.	gnment is made to the KDADS Program
Completed Date	Automatically populated when the over Completed.	rall report status is changed to
Form	tatus and Document Upload Region (co	ntinued)
Reporter Attachments and File Upload **	Documents uploaded by the Reporter v display to indicate the number of docur	when creating the report. A number will ments that were uploaded.
Investigation Attachments and File Upload **	Documents uploaded by either KDADS or report. A number will display to indicate uploaded.	or the MCO when investigating the te the number of documents that were
** For instructions on how to view or u Web Applications located on the KDAD (<u>http://www.kdads.ks.gov/provider-ho</u>	pload documents using File Upload, refe S Provider Information/Manuals and Inst me/manuals).	er to the <i>File Upload Feature for KDADS</i> ructions website
	KDADS Investigation Actions Region	
KDADS Investigation	n Actions	
* Assigned To:	COLIN RORK	
* KDADS Screened-In:	• Yes O No	
* KDADS Severity Level:	LEVEL 1	
* Program Type Verified: Program Type Povised:	Yes No Not Applicable	
* MCO Verified:	Yes No Not Applicable	
* MCO to be Notified:	UnitedHealthcare	
* MCO Notified/Referred Date	(MCO, Value Options or Not Assigned) • 08/24/2018	
Agency To Be Notified:		ng Term Care Complaint Hotline
KDADS Comments:		
DCF Determination		
DCF Substantiated: Yes	No DCF Unsubstantiated: Yes No DCF Screened-	Out: Yes No
Corrective Action Plan Infor KDADS CAP Level: NONE	nation	
KDADS Findings Confirmati	on	
KDADS Confirms Identification	n of Preventable Causes: OYes	s 🔍 No
KDADS Confirms Review / In	vestigation Followed Appropriate Policies and Procedures: O Yes	s 🔿 No
KDADS Confirms Appropriate	Follow-up Measures were taken: O Yes	s 🔍 No
KDADS Confirms Hospice Re	cipient: Ye	s 🔿 No
Intervention Authorized Confi	med: Ye	s 🔿 No
Intervention Unauthorized Co	nfirmed: Ye	s 🔿 No
Expected and Unexpected De	ath Accurately Reported Confirmed: Yes	s O No
Unauthorized Uses of Restric	tive Interventions were Appropriately Reported: Yes	s 🔾 No

Continued on next page

Assignment / Resolution – Description of Fields, continued

Field or Button	Action / Purpose	
KDADS Investigation Actions Region (continued)		
Assigned To	Which KDADS staff the incident is assigned to for review/investigation. Required when the status is changed to "Assigned."	
KDADS Screened-In	KDADS determines if the report should be screened-in.	
KDADS Severity Level	KDADS determines the incident Level of Severity – Level 1 or Level 2	
Program Type Verified	 Yes – Confirms that KDADS has verified the program type originally submitted, or the corrected one entered by KDADS. No – Selected until the program type <i>is</i> verified. Not Applicable – Selected if the program type is unknown. 	
Program Type Revised	If the Program Type selected when the form was submitted is incorrect, KDADS has change it here.	
MCO Verified	 Yes – Confirms that KDADS has verified the MCO assigned to the individual. No – Selected until the MCO <i>is</i> verified. Not Applicable – Selected if individual is not assigned an MCO. 	
MCO to be Notified	Once KDADS has verified the organization, this entry determines who (if anyone) gets a notification email that an AIR report has been submitted for one of their clients.	
MCO Notified/Referred Date	Automatically populates when KDADS clicks on an <i>Notify Organization of Submitted Report</i> button after the MCO has been verified.	
Agency to be Notified	KDADS will select this option if it is determined during the investigation of the incident that one of the State Agencies should have been notified. This is an indication, it does not notify the State Agency. The notification is done by KDADS outside of this application.	
KDADS Comments	Enter comments as desired/appropriate.	
DCF Determination Region		
DCF Substantiated DCF Unsubstantiated DCF Screened-Out	KDADS will be entering Reports received by DCF through a shared email box. These will be entered per this shared information. The reports will use the same process as if they were entered by a Provider/Reporter.	

Field or Button	Action / Purpose			
Corrective Action Plan Information Region				
KDADS CAP Level	Indicates if a Corrective Action Plan (CAP) has been issued regarding this incident.			
KDADS CAP Level Review CAP Level X Buttons	Indicates the level of the CAP: • None • Level 1 or Level 2 Button will forward to the CAP Form for Review or Completion			
	Corrective Action Plan Information Corrective Action Plan Information KDADS CAP Level: LEVEL 1 Review CAP Level 1 Form Review CAP Level 2 Form KDADS CAP Program Manager Assigned: COLINRORK KDADS CAP Program Manager Assigned: DEBYPARHOMEK			
KDADS CAP Program Manager Assigned	Indicates the KDADS Program Manager assigned to the CAP review.			
	KDADS Findings Confirmation Region			
Various Confirmations of KDADS after the MCO investigation is complete.	 KDADS Confirms Identification of Preventable Causes KDADS Confirms Review / Investigation Followed Appropriate Policies and Procedures KDADS Confirms Appropriate Follow-up Measures were taken KDADS Confirms Hospice Recipient Intervention Authorized Confirmed Intervention Unauthorized Confirmed Expected and Unexpected Death Accurately Reported Confirmed Unauthorized Uses of Restrictive Interventions were Appropriately Reported 			

Field Descriptions The Assignment/Resolution region of the Detailed Incident Information Page is only visible to KDADS staff and MCOs. MCO users have full access and complete this part of the Detailed Incident Information form. All fields will be read-only for KDADS users.

Refer to the following table for a description of each field.

ield or Button		Action / Pur	pose
	МСО	Findings	
MCO Findings			
Apply MCO Changes			
* MCO Report Status: REFERRED TO MCC)		
* Assigned for Review: MCOUHC TESTUS	R V Report in Review	by MCO	
* MCO In Review Date:			
* MCO Completed Date:			
* MCO Completed Comment:		NCO Asting Takan	
		MUCT Action Taken Must select at least one Action Taken and enter	r an Action Taken Comment
		Back-up Plan:	
	~	Behavior Support Plan:	
		Behavioral Health Follow-up:	
Reference Guides		Community Resource Referral:	
Category One Conditions - Causes Related to Category Two Conditions - Causes Related to	Medication Resident Care	Complex Case Round:	
Category Three Conditions - Causes Related	o Infections	Corrective Action Plan:	
Category Four - Other Related Causes Relate	1	MCO Care Coordinator Contact:	
Restraint and Seclusion		DPOA / Guardian Contact:	
Incident of Restraint / Seclusion		Face To Face Visits:	
Restraint application, seclusion or other restrict	tive intervention Yes No	Performance Improvement Plan:	
followed procedures as specified in the approv	ed waiver:	Plan Of Care Change:	
Unauthorized uses of restrictive interventions	vere Ves No	Policy Procedure Request:	
appropriately reported.		Potential Quality of Care Issue Identified:	
Incident of Death		Removal of Self-Direction to Agency Directed S	Services:
Hospice Recipient: Yes	No	Safeguard Planning:	
Preventable Causes Identifed:	No	Targeted Case Manager (TCM) Contact:	
		Other Action Taken:	
Dealin Expected OK Onexpected. O Expecte			
		MCO Action Taken Comment:	
			~
			~
			Å

Continued on next page

Action Buttons: Apply MCO Changes Saves Data Entry Report in Review by MCO •••••••••••••••••••••••••	Field or Button	tton Action / Purpose		
Apply MCO Changes Saves Data Entry Report in Review by MCO ************************************		Action Buttons:		
Report in Review by MCO If wo deep not not be set to be a status to in Review and auto-populate the MCO completed & Submit to KDADS MCO Completed & Submit to KDADS Reference Guides Region This button will change the status to Completed By MCO and auto-populate the MCO completed Date field. Reference Guides Region The Reference Guides are text links that will give guidance in the investigation of the report. Click on the link and a display box will display. Click on the "X" in the upper right-hand corner to close. Reference Guides Reside to Mecdator Comport to contain and to the display for the status to the status to the status to the status to the MCO of the submitted regord to contain and the status to the status to the status to the MCO of the submitted regord. MCO Report Status Not Referred to MCO Status prior to the verification and notification of KDADDS to the MCO of the submitted regord. Referred to MCO Report has been Referred to the investigation. The MCO portion of the form changes to reviewing the report. Referred to MCO Report has been Referred to the status being changed to in Review. Accompleted by MCO MCO has completed the investigation. The MCO portion of the form changes to r	Apply MCO Changes	Saves Data Entry		
Inits button will change the status to <i>In Review</i> and auto-populate the MCO In Review Date Field. MCO Completed & Submit to KDADS Image: Status	Report in Review by MCO	MCO Report Status: REFERRED TO MCO Assigned for Review: MCOUHC TESTUSER MCO In Review Date: MCO Completed Date:		
MCO Completed & Submit to KDADS Image: Maximum M		This button will change the status to <i>In Review</i> and auto-populate the MCO In Review Date field.		
This button will change the status to Completed By MCO and auto-populate the MCO Completed Date field. Reference Guides Region The Reference Guides are text links that will give guidance in the investigation of the report. Click on the link and a display box will display. Click on the "X" in the upper right-hand corner to close. Reference Guides - Cause Related to Medication Image: Clicky of the Continues - Cause Related to Medication Category Two Conditons - Cause Related to Medication Image: Clicky of the Continues - Cause Related to Medication Category Two Conditions - Cause Related to Medication Image: Clicky of the Continues - Cause Related to Medication Category Two Conditions - Cause Related to Medication Image: Clicky of the Continues - Cause Related to Medication Category Tour - Other Related Causes Related to Medication Image: Clicky of the Continues - Cause Related to Medication Image: Clicky of the Continues - Clicky of the Clicky of the Continues - Clicky of the Clic	MCO Completed & Submit to KDADS Apply MCO Changes * MCO Report Status: IN REVIEW * Assigned for Review: MCOUHC TESTUSER * MCO In Review Date: 08/29/2018 * MCO Completed Date: MCO Completed & Submit to KDADS			
Reference Guides Region Reference Guides The Reference Guides are text links that will give guidance in the investigation of the report. Click on the link and a display box will display. Click on the "X" in the upper right-hand corner to close. Reference Guides Image: Status		This button will change the status to <i>Completed By MCO</i> and auto-populate the MCO Completed Date field.		
Status How Controls MCO Report Status Status MCO Report Status Status prior to the verification and notification of KDADS to the MCO of the submitted report. Reference to MCO Report has been Referred to the Control of the submitted report. MCO Report Status Interview MCO In Review MCO has completed to MCO is reviewing the report. Reference doubled by MCO Status prior to the verification and notification of the form change to report. MCO Report Status Interview MCO Report Status Interview MCO is review In Review MCO has completed to the MCO is reviewing the report. Reference double and prior to the status is investigating the report. Reference double and prior to the status is the double and prior to the MCO of the submitted report. Reference double and prior to the verification and notification of KDADS to the MCO of the submitted report. Referred to MCO Report has been Referred to the MCO by KDADS. In Review MCO has completed the investigation. The MCO portion of the form change to read-only. Assigned for Review Indicates the MCO staff that is investigating the report. The field defaults to the user to hange to read-only. MCO In Review Date Automatically populated when status is changed to		Reference Guides Region		
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StatusHow UsedNot Referred to MCOStatus prior to the verification and notification of KDADS to the MCO of the submitted report.Referred to MCOReport has been Referred to the MCO by KDADS.In ReviewMCO is reviewing the report.Completed by MCOMCO has completed the investigation. The MCO portion of the form changes to read-only. KDADS is notified that a report has been completed.Assigned for ReviewIndicates the MCO staff that is investigating the report. The field defaults to the user but can be changed prior to the status being changed to <i>In Review</i> .MCO In Review DateAutomatically populated when status is changed to <i>Completed by MCO</i> .MCO Completed DateAutomatically populated or the status to be changed to <i>Completed By MCO</i> .	MCO Report Status			
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Assigned for ReviewIndicates the MCO staff that is investigating the report. The field defaults to the user but can be changed prior to the status being changed to <i>In Review</i> .MCO In Review DateAutomatically populated when status is changed to <i>In Review</i> .MCO Completed DateAutomatically populated when status is changed to <i>Completed by MCO</i> .MCO Completed CommentA comment is required for the status to be changed to <i>Completed By MCO</i> .	Completed by MCO	MCO has completed the investigation. The MCO portion of the form changes to read-only. KDADS is notified that a report has been completed.		
MCO In Review DateAutomatically populated when status is changed to <i>In Review</i> .MCO Completed DateAutomatically populated when status is changed to <i>Completed by MCO</i> .MCO Completed CommentA comment is required for the status to be changed to <i>Completed By MCO</i> .	Assigned for Review	Indicates the MCO staff that is investigating the report. The field defaults to the user but can be changed prior to the status being changed to <i>In Review</i> .		
MCO Completed DateAutomatically populated when status is changed to Completed by MCO.MCO Completed CommentA comment is required for the status to be changed to Completed By MCO.	MCO In Review Date	Automatically populated when status is changed to <i>In Review</i> .		
MCO Completed Comment A comment is required for the status to be changed to <i>Completed By MCO</i> .	MCO Completed Date	Automatically populated when status is changed to <i>Completed by MCO</i> .		
	MCO Completed Comment	A comment is required for the status to be changed to Completed By MCO.		

Field or Button	Action / Purpose
	MCO Findings
MCO Taken Region	 Back-up Plan Behavior Support Plan
Must select at least one Action Taken and enter an Action Taken Comment.	Behavioral Health Follow-up
	Community Resource Referral Complex Case Bound
	Corrective Action Plan
	MCO Care Coordinator Contact
	DPOA / Guardian Contact
	Face To Face Visits
	Increase Member Engagement
	Performance Improvement Plan
	Plan Of Care Change Policy Procedure Pequest
	Policy Procedure Request Potential Quality of Care Issue Identified
	Removal of Self-Direction to Agency Directed Services
	Safeguard Planning
	Targeted Case Manager (TCM) Contact
	Other Action Taken
MCO Action Taken Comment	A comment regarding the Action Taken is required for the status to be changed to <i>Completed By MCO</i> .
Restraint application, seclusion or	Required if the Incident Reported is either Restraint or Seclusion. Radio buttons
other restrictive intervention followed procedures as specified in the approved waiver	are active only for these incidents.
Unauthorized uses of restrictive	Required if the Incident Reported is either Restraint or Seclusion. Radio buttons
interventions were appropriately	are active only for these incidents.
reported	
Hospice Recipient	Required if the Incident Reported is either Death. Radio buttons are active only for this incident. If the answer is "Yes", supporting documentation is required.
Preventable Causes Identified	Required if the Incident Reported is either Death. Radio buttons are active only for this incident.
Death Expected OR Unexpected	Required if the Incident Reported is either Death. Radio buttons are active only for this incident.

Field or Button			Action	/ Purpose
			Correspondence History	
This region records e-mail correspondence that is generated by the AIR application in relation to this incident.				
Correspor	idence l	listory		
Correspondence Type	Date	From	Subject	Notification Sent To
EMAIL	08/26/2016	nobody	AIR Submitted by ABC123 THE PLACE-SN	joe.program@ks.gov, mary.type@ks.gov

Correction Action Plans (CAP) Worklist

Introduction	KDADS will identify the associated requirement(s) or standard(s) that are not met; Corrective Action Plans (CAPs) are utilized to assign, track and complete action steps to correct deficiencies.
Overview	 If a Corrective Action Plan (CAP) is issued by the KDADS Program Manager, the following will occur: The incident report will display on the CAP Worklist Button will display on the Report Detail Page
CAP Worklist	Below are the description of the fields available in the report and the action or purpose of those fields.

Field or Button				Action / Purpose					
CAP Worklist									
Adverse Incident Reporting									
Corrective Action Plans Issued									
	Qv	I		Go	Actions ~				
	•		AP Status		×				
	1 - 4								
	CAP Sta	atus : SUBMIT	TED TO MCO)					
	Select	Air Report Number	Incident Dat	te Individual First Name	Individual Last Name	Incident County	Program Type	Servic	
		5892	09/01/2018	NAME	CUSTOMER119	SN	INTELLECTUAL / DEVELOPMENTAL DISABLED	RESIDEN SUPPOR	
		5898	09/07/2018	NAME	CUSTOMER9	JO	INTELLECTUAL / DEVELOPMENTAL DISABLED	RESIDEN SUPPOR	
		5896	09/05/2018	NAME	CUSTOMER170	SG	INTELLECTUAL / DEVELOPMENTAL DISABLED	DAY SUPPOR	
		5894	09/03/2018	NAME	CUSTOMER54	GW	INTELLECTUAL / DEVELOPMENTAL DISABLED	PERSON, SERVICE ATTEND/	
		Count:4							
	1 - 4								
Select			(Opens CAP form					
			I	A sequential nun	nber that is as:	signed to th	e incident w	hen it is	created by the
Air Report Number			r	reporter.					
Incident Date			[Date the inciden	t occurred.				
Individual First Name			I	ndividual First N	lame				
Individual Last Nan	ne		I	ndividual Last N	ame				
Incident County			(County where in	cident occurre	d.			

Field or Button	Action / Purpose			
	CAP Worklist - <i>continued</i>			
Program Type	 Aging and Disability Resource Center Autism Center for Independent Living Community Developmental Disability Organization Community Mental Health Center Financial Management Services Provider Frail Elderly Intellectual / Developmental Disabled Mental Health Provider (Non-CMHC) Money Follows the Person Older Americans Act (OAA) PACE Physically Disabled Private Psychiatric Hospital Psychiatric Residential Treatment Facility Senior Care Act (SCA) Severe Emotional Disturbance Substance Abuse Treatment Facility Technology Assisted Traumatic Brain Injury Unknown 			
Service	 Day Supports Lives in Shared Living Arrangement Lives with Parents/Family/Friend Mental Health - Community Mental Health - Onsite Personal Service Attendant Residential Supports Targeted Case Management - HCBS Only Unknown 			
KDADS CAP Level	KDADS CAP Level			
KDADS CAP Status	KDADS CAP Status – Used to Group CAPs by the Status			
KDADS CAP Program Manager	KDADS Program Manager assigned to the specific CAP.			
CAP Monitoring Department	KDADS Department			
PM CAP Assigned Date	Date CAP is assigned to the KDADS Program Manager			
MCO CAP Assigned Date	Date CAP is assigned to the MCO			
MCO CAP Due Date	Date MCO CAP response is due to the KDADS Program Manager			
MCO CAP Submitted Date to KDADS	Date MCO CAP response is submitted to the KDADS Program Manager			
KDADS CAP Authorized Date	Date CAP is Authorized by KDADS Program Manager			
KDADS CAP Level KDADS CAP Status KDADS CAP Program Manager CAP Monitoring Department PM CAP Assigned Date MCO CAP Assigned Date MCO CAP Due Date MCO CAP Submitted Date to KDADS KDADS CAP Authorized Date	 Mental Health - Onsite Personal Service Attendant Residential Supports Targeted Case Management - HCBS Only Unknown KDADS CAP Level KDADS CAP Status – Used to Group CAPs by the Status KDADS Program Manager assigned to the specific CAP. KDADS Department Date CAP is assigned to the KDADS Program Manager Date MCO CAP response is due to the KDADS Program Manager Date MCO CAP response is submitted to the KDADS Program Manager Date CAP is Authorized by KDADS Program Manager 			

How To Follow the steps in the table below to open a Corrective Action Plan within the Report Detail page.

Step	Action	Result
1.	In the Corrective Action Plan Information Region, click on the "Review CAP Level 'X'	Opens the associated CAP Form.
	Form" button.	
	Corrective Action Plan Information	Corrective Action Plan Information
	KDADS CAP Level: LEVEL 1 Review CAP Level 1 Form KDADS CAP Program Manager Assigned: COLINRORK	KDADS CAP Level: LEVEL 2 Review CAP Level 2 Form KDADS CAP Program Manager Assigned: DEBYPARHOMEK

Correction Action Plans (CAP) Form – KDADS Entry

CAP Form

Below are the description of the fields completed by KDADS and the action or purpose of those fields.

CAP Form		
Adverse Incident Reporting		
_evel 1 Corrective Action Plan Form		
he following Level 1 Corrective Action Plan (CAP) Form will be completed for each specific Level 1 deficiency that is identified. The Agency will identify the tanaged Care Organization (MCO) does not meet. For all Level 1 deficiencies, the MCO will develop the remediation plan steps and timeline for completi dministrative in nature or related to reporting that has no direct impact on service delivery. The MCO has three (3) business days to complete, sign, and re pproval. The Agency is dedicated to working with the MCO to achieve compliance of established standards.	he associated requirement(s) or stand tion. A Level 1 deficiency is defined as return the Level 1 CAP Form, for Ager	ard(s) that the a deficiency that is cy review and
ncident Information		
Print View MCO Notification Log		
AIR Report Number: 5894		
First Name: NAME Last Name: CUSTOMER54 Date of Birth: 01/26/1986 Medicaid ID: 00199999999 Incident Date: 09/03/2018 Report Submitted Date: 08/17/2018		
statement of Findings (KDADS Use Only)	Return to Report Detail	Apply Changes
All Deficiency was Identified: 08/24/2018 Date of CAP Authorization: 08/24/2018 CAP Level: LEVEL 1 CAP Completion Due Date: 08/24/2018 dentified Deficiency Identified is listed here. Requirement(s) or Standard(s): These are the requirements or the standards. CADS CAP Program Manager Assigned: DEBY PARHOMEK SOURCE VIEW Action Plan Status: SUBMITTED TO MCO CAP Assigned to KDADS Program Manager Date: 08/24/2018 CAP Submitted TO KDADS Date: 08/24/2018 CAP Asproved or Denied Date by KDADS:		
CAP Authorization (To Be Completed After CAP Review) Agency Authorization Signature:		
Corrective Action Blan (NOO to Complete)		
Create / Edit MCO Action Plan Detail		
MCO Corrective Action Blan Detail		
corrective Action Plan Approval Signature (MCO TO COMPLETE)		
The following section is to be completed by the MCO acknowledging implementation of the steps indic * MCO CAP Approval Name: * Title: * Title: * Email: * Phone: (Numbers Only)	cated by the Agency.	
* Authorized Signature:		

Correction Action Plans (CAP) Form – KDADS Entry, continued

Field or Button	Action / Purpose					
CAP Form						
	A sequential number that is assigned to the incident when it is created by the					
Air Report Number	reporter.					
MCO Name	MCO Associated to the Report					
CAP Monitoring Department	KDADS Department					
Date Deficiency was Identified	Date Deficiency was Identified					
Date of CAP Authorized	Date CAP is Authorized by KDADS Program Manager					
KDADS CAP Level	KDADS CAP Level					
CAP Completion Due Date	Date CAP response is due to the KDADS Program Manager					
Identified Deficiency	Deficiencies that were identified					
Requirement(s) or Standard(s)	Requirement(s) or Standard(s) to address in the response.					
KDADS CAP Program Manager	KDADS Program Manager assigned to the specific CAP.					
KDADS CAP Status	KDADS CAP Status – Used to Group CAPs by the Status					
CAP Assigned to KDADS Program	Date CAP is assigned to the KDADS Program Manager					
Manager Date						
MCO CAP Assigned to MCO Date	Date CAP is assigned to the MCO					
MCO CAP Submitted Date to KDADS	Date CAP response is submitted to the KDADS Program Manager					
CAP Approved or Denied by KDADS	Date the CAP status is changed to Approved or Denied by KDADS Program					
Date	Manager.					
Agency Authorization Signature	The name of the Program Manager that Authorized the completion of the CAP.					

CAP FormFollow the steps below to complete the MCO portion of the CAP Form. The form is identical for
Level 1 and Level 2 CAPs except for the Title and Definition paragraph.

How To Follow the steps in the table below to open a Corrective Action Plan within the Report Detail page.

Step	Action	Result
1.	Open the CAP form either through the CAP	Opens the associated CAP Form.
	Worklist or the Detailed Incident Report	
	Information page.	
2.	To enter the CAP Detail Steps, click on the	Detail Entry Form page opens.
	Create / Edit MCO Action Plan Detail	
	button.	
	Adverse Incident Reporting	
	Corrective Action Plan Detail Entry Forn AIR Report Number: 5898 Corrective Action Plan Level:	n
	MCQ Corrective Action Plan Detail Entry	
	Cancel	
	Action Steps To Correct Deficiency:	^
		, ,
	Completion Date: Responsible Party:	<i>k</i>
	Create Detail	
	MCO Corrective Action Plan Detail	
	no data found	
3.	Enter text into the Action Steps To Correct	Expand or reduce the size of the text box
	Deficiency text box.	by putting the mouse pointer in the lower
		right-hand corner of the text box. Click and
		drag to the desired size.
		Entry can also be copy and pasted into this text field.
4.	Enter the Completion Date	Date Action Step was completed
5.	Enter the Responsible Party	Person who was responsible for completed
		the Action Step

How To Continued

Step	Action	Result					
6.	Click on the Create Detail button	Action step is saved and added to the table below the entry fields.					
Co AI Co R	rrective Action Plan Detail Entry Form R Report Number: 5898 rrective Action Plan Level: to CAP Page C Corrective Action Plan Detail Entry						
•	ancel Action Steps To Correct Deficiency: Completion Date: Completion Date:						
Mi S Z	CO Corrective Action Plan Detail elect 1 ⁼ Action Steps To Correct Deficiency Enter each action step to correct the issue here. Continue adding until all steps (e) 1-1 of 1	Completion Date Responsible Party are entered. 08/31/2018 Person Entering the Steps Name					
7.	Repeat until all action steps are entered and saved.						
8.	When complete, click on the Return to CAPReturns to the CAP Page for completion.Page button						

CAP FormAfter the Action Plan Detail has been completed the CAP Form needs to be completed and theCompletionresponse submitted back to the KDADS Program Manager. Follow the steps in the table below.

Step	Action	Result
1.	Complete the following fields:	All fields required.
	MCO CAP Approval Name	
	• Title	
	• Email	
	Phone	
	Authorized Signature	
2.	Click the Apply Changes button	Form is saved.
3.	Click on the Submit CAP to KDADS button.	All fields are disabled, and status is
		changed. Email sent to KDADS Program
		Manager that a CAP has been submitted.

CAP NotificationThe CAP Notification Log is a secure and encrypted way to communicate with the KDADS ProgramLogManager assigned to the issued CAP. The Program Manager can also communicate with the MCO
CAP notification group regarding an issued CAP.

Return to CAP E Return to CAP E AIR Report Numbe Individual Name: N Medicaid ID: 0019!	Detail Page er: 5894 KDADS Prog IAME CUSTOMER54 9999999 Organizatio	pram Manager: DEBYPARHOMEK In Date of Birth: 01/26/1986 n: UnitedHealthcare	cident Date: 09/03/2018	
Note Enti Date: 08/31 Note Author: MCO	/2018 UHC TESTUSER E-1	mail From: KDADS, HELPDESK@KDAD)S KS GOV E-mail To: DEB)	(PARHOMEK@KS.GOV
iote:			<u>`</u>	
Save and Send I	Email to KDADS		Å	
Note Date ↑ <u>=</u>	Note Author	Email From	Email To	Notes
08/31/2018	MCOUHC TESTUSER	KDADS.HELPDESK@KDADS.KS.GOV	DEBY.PARHOMEK@KS.GOV	THIS IS A TEST OF THE NOTIFICATION LOG

How To

Follow the steps in the table below to enter a message into the Note Entry region.

Step	Action	Result						
1.	Open the CAP form either through the CAP	Opens the associated CAP Form.						
	Worklist or the Detailed Incident Report							
	Information page.							
2.	Click on the MCO Notification Log button.	Notification Log page opens.						
3.	Type in the Note text box.	Will accept 4,000 characters.						
4.	Click on the Save and Send Email to KDADS	Note will display in the table below the						
	button.	fields. Email will be sent to the Program						
		Manager as listed.						
	E-Mail Message							
	An Adverse Incident Report CAP has had a Note Entry entered for your review.							
	Report Number: 5892							
	Please access the Adverse Incident Reporting Web Application to review by clicking the KDADS Web Application icon on the website below.							
	www.aging.ks.gov/webapps.html							
	Department for Aging and Disability Services Web Applications Website							
	08/31/2018 02:16:01 PM							
L								

MCO Completed Worklist

Overview The *MCO Completed WorkList* page displays incidents where the MCO has completed their investigation.

MCO CompletedBelow are the description of the fields available in the report and the action or purpose of thoseWorkListfields.

Field or Button				Action / Purpose					
MCO Completed Worklist									
Adverse Incident Reporting									
	мсо	Completed	d Adverse	Incident Re	ports				
	Q~			G	Go 1. Primary Report ✓ Actions ✓				
	1 - 1								
	Select	AIR Report Number	KDADS AIR Report Status	Report Date ↓=	Incident Date	Report Submitted Date	Report Assigned Date (KDADS)	Report Assigned To (KDADS)	MCO Notified Date
	D	5888	ASSIGNED	08/28/2018	08/28/2018	08/11/2018	08/11/2018	DEBYPARHOMEK	08/24/2018
		Count:1							
	1 - 1								
							_		
Select				Opens I	Opens Incident Detail Information page				
AIR Report	Numb	er		A seque	A sequential number that is assigned to the incident when it is created by the reporter				
Incident Da	te			Date th	Date the incident occurred.				
Report Sub	mitted	Date		Date th	Date the reporter created the Adverse Incident Report.				
Report Assigned Date (KDADS)				Date th investig	Date the report was assigned to a KDADS Program Integrity employee for investigation.				
Report Assi	gned t	o (KDADS	5)	KDADS	KDADS Program Integrity employee assigned to the specific report.				
MCO Notified Date				Date KD	Date KDADS Notified the MCO of the Adverse Incident Report.				
MCO Notified				MCO O	MCO Organization that KDADS notified of the Adverse Incident Report.				
MCO Report Status				MCO Re	eport Statu	IS			
Individual First Name				Individu	Individual First Name				
Individual L	ast Na	me		Individu	Individual Last Name				
Incident Co	unty			County	where inci	dent occurre	d.		

Field or Button	Action / Purpose
	MCO Completed Worklist
Program Type	 Aging and Disability Resource Center Autism Center for Independent Living Community Developmental Disability Organization Community Mental Health Center Financial Management Services Provider Frail Elderly Intellectual / Developmental Disabled Mental Health Provider (Non-CMHC) Money Follows the Person Older Americans Act (OAA) PACE Physically Disabled Private Psychiatric Hospital Psychiatric Residential Treatment Facility Senior Care Act (SCA) Severe Emotional Disturbance Substance Abuse Treatment Facility Technology Assisted Traumatic Brain Injury Unknown
Program Type Revised	The current Program Type that was revised by KDADS from what was entered by the reporter.
Service	 Day Supports Lives in Shared Living Arrangement Lives with Parents/Family/Friend Mental Health - Community Mental Health - Onsite Personal Service Attendant Residential Supports Targeted Case Management - HCBS Only Unknown

Close Application/Log Out of KDADS Web Applications

IntroductionWhen done working in the Adverse Incident Report web application, the application should be
closed to prevent unauthorized access to any data in AIR. To prevent unauthorized access to any
application, the user should log out completely from the KDADS Web Applications Home Page.

How To Close aFollow the steps in the table below to exit the Submitted AIR Reports web application.Single

Application

Step	Action	Result
1.	On the the right side of the browser tab,	The window/tabbed window closes and the
	click on the X.	KDADS Web Applications Home Page
		displays.
	MCO Referred Worklist MCO Complete MCO Referred Worklist Adverse Incident Reporting Adverse Incident MCO Referred Worklist	

How To Log Out Follow the steps in the table below to logout of KDADS Web Applications. **of KDADS Web**

Applications

Step	Action	Result
1.	If not already displayed, display the	
	KDADS Web Applications Home Page.	
2.	Find the Logout link at the top of the	The logout process runs and the KDADS
	page and click on it.	Login Page for Web Applications displays.
	Welcome to the KDADS Web Applications Welcome to the KDADS web Applications	
3.	Close the window or tabbed window the KDADS Login page resides in	