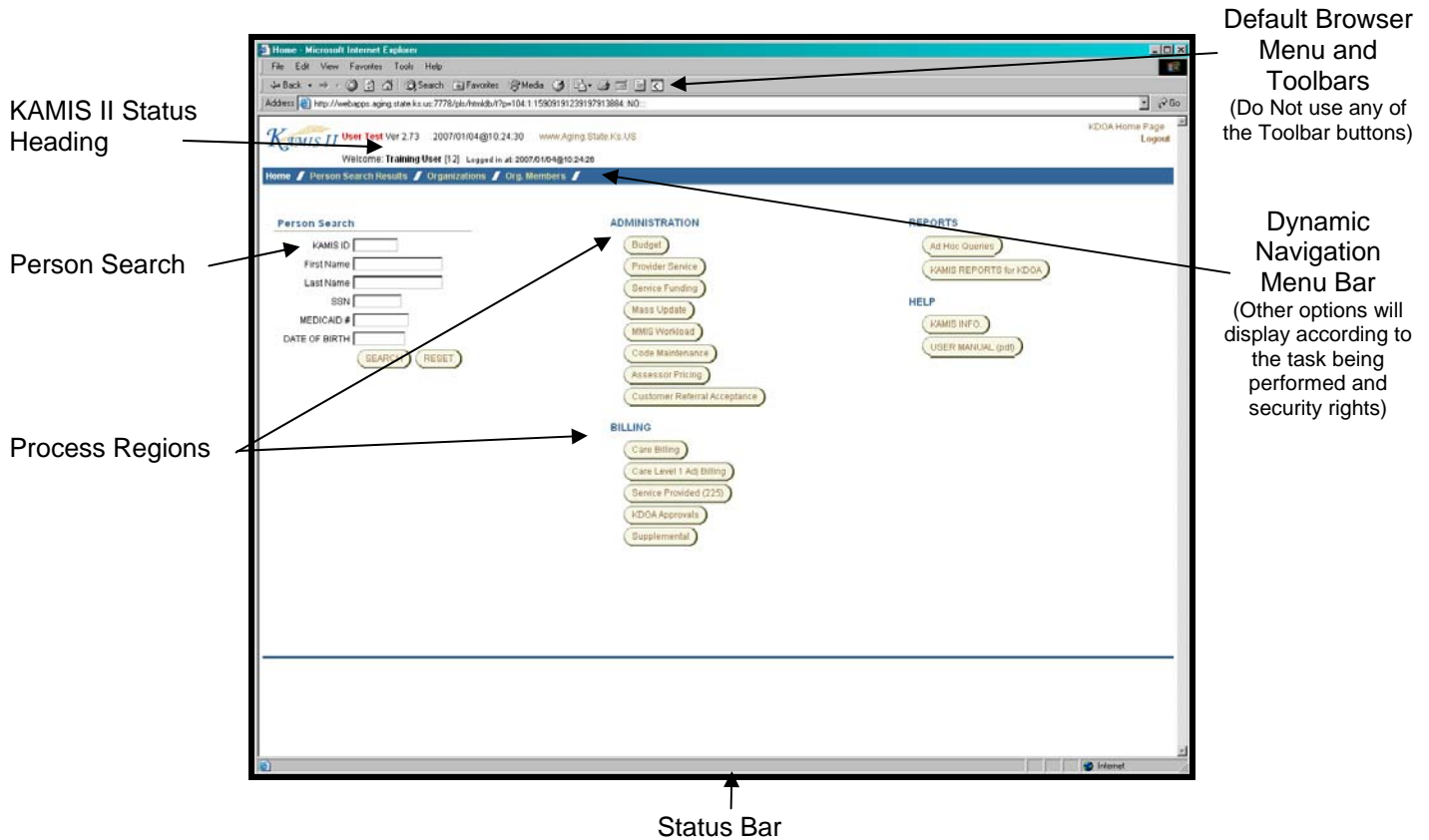


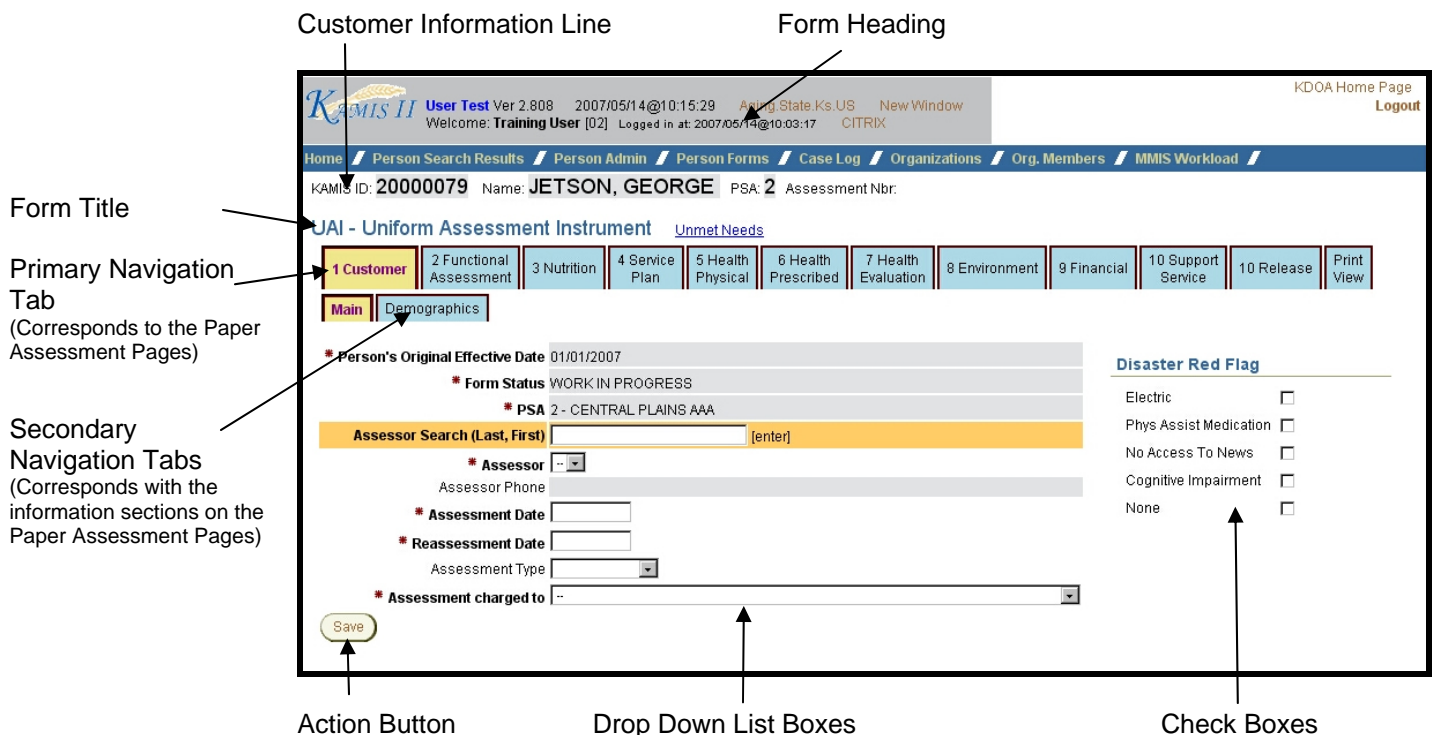
KAMIS II Reference Sheet

KAMIS II Home Page: This window is the primary work area and access point to all of KAMIS's processes.



Note: Some fields may have a yellow background color displayed. This is due to the Google Toolbar being active. The indicator will not interfere with KAMIS so the toolbar can be left active.

KAMIS II Form Window:



Navigation:

Do Not Use any of the browser buttons. By using the Back button on the browser it is possible that the data displayed will be from the browser memory.

Key	Action
Tab	Move to the Next Field
Single Mouse Click	Advances the insertion point Activates: <ul style="list-style-type: none"> • Check Box • Radio Button • Action Button
Shift + Tab	Go back one space
Space Bar	Activates: <ul style="list-style-type: none"> • Check Box • Action Button
Enter	Submits the Entry Activates the button on the Window

Type of Fields	Data Entry Methods
Text or Comment Fields	Keyboard
Check Boxes	Space Bar Mouse Click
Radio Buttons	Mouse Click Arrow keys Hint: After the selection is made press the tab key and it will skip all the remaining radio buttons and will forward the insertion point to the next field
Drop Down Boxes	Mouse Click on the Down Arrow & Scroll Type the first letter of the option. Use the Arrow Keys Hint: Continuing to type the same letter will advance the select to the next option.

Icons and Buttons:



View Icon. Clicking on this icon will open the corresponding form for lists of information, for example, form listing.



Update/Modify Icon. Clicking on this icon will perform the action as indicated in the column heading, for example, update person.

Form Type	Form Date
STANDARD INTAKE	 01/02/200
UNIFORM PROGRAM REGISTRATION	 01/01/200

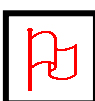
Links. To open Forms, links are provided. Links are underlined.



Print View. Through out KAMIS II there are print view pages that have been developed. Click on the Printer Icon to access the print view page directly from the Forms List Table.

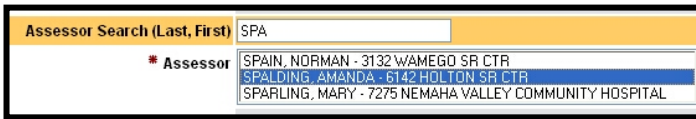


Work in Progress Required Field icon. This field is required in order to save the form in a Work in Progress status.

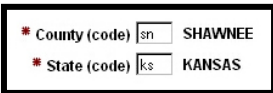


Approved Required Field icon. This field is required in order to save the form in an Approved status.


Icons and Buttons (Continued):



Search fields. Search fields have been added to assist in selecting entries from large lists that are large. The search fields are highlighted by a yellow box. Enter the criteria (Assessor's Last Name – full or partial) then press enter. A listing will display in the field below the search field. Once the appropriate option is displayed, click on it to select.



County and State Code Fields. Start typing the standard County or State Abbreviation Code and a reference listing will be displayed. This will ensure that the correct county code will be used.

 **Expand Arrow Indicator.** The arrow with a plus indicates that there could be additional information available to view. Click on the arrow and the subsequent region will expand.



Action Button. The buttons are labeled accordingly to the action they will perform.



Status Indicator. The browser status indicator bar will be displayed at any time there is a request made to the KAMIS database to either save or to bring back information.



Page Advance Indicators. Certain tables within KAMIS allows a certain number of lines of data to be seen at a time. When there is more information to be displayed, page advance indicators with previous and next buttons will be displayed.



Save/Error Notice. A notice will appear in the heading area. Green lettering is used for successful events and red letter is used when an error has occurred.



Date Picker Icon and Calendar. The date can be entered manually, in the correct format of mm/dd/yyyy or pick the date from a pop up calendar.



Comment Box. Each comment box has a count down option under the box that indicates how many characters are available.

Procedures:

Turn off Auto Complete:

On the browser menu, Click on Tools, Internet Options

Click on the Content Tab

Click on AutoComplete button

The check boxes next to Forms and User names and passwords on forms should be deselected (clear)

Click on the two buttons in the History area "Clear Forms" and "Clear Passwords".

Turn off Pop-Up Blockers:

As per your pop-up blocker software.

Location of KDOA Web Applications:

Open up Microsoft Internet Explorer (IE) 6.0 or later. Go to the www.aging.state.ks.us web site and click on the KDOA Web Application Link on the Navigation bar on the left side of the webpage.

Login:

Once to the KDOA Web Application login page, type in your user name and password. To verify either of these items, please contact the KDOA Help Desk at 785-296-4987 or Helpdesk@aging.state.ks.us

Saving:

You must Save every page before going to the next tab or page. When the save is successfully the page will move automatically to the next tab.

Also, the only tab that is active on a new form is the first "Main" tab. You must create (or save) the first Tab before the others will become active.

Person Search:

Most search fields are highlighted in gold, type in the criteria for the search (last name or organization name) then press enter. The search listing will populate.

The criteria for a person search has changed. The first name is optional but two characters are still needed for the last name. Only 100 records will be displayed on a search. If more than 100 records are returned, then the search needs to be modified to reduce the number of records returned.

Person Status – Inactive/Deceased:

If a Customer becomes inactive or deceased the person status needs to be changed at the time the services are ended.

POC – Place an End Date (current date or prior) and Discharge Code in all lines. When POC is KAMIS Approved, select Inactive or deceased and enter the date in the Person Status Inquiry fields.

Person Administration – Update Person Role and end the Customer Role as of the current date or prior.

Person Status – Changing to Active:

If a Customer's status has been changed to inactive or deceased in error or needs to be changed back to active, the user can now perform this action.

Access Update Person

Click on the Active link in the Customer Status Region.

Click on Save.

Status is changed to active. Note: This action will NOT remove the death date or change any lines in the Plan of Care.

Adding Assessors / Case Managers:

Add a person with a role of Assessor or Case Manager
Add the person in Organization Member to the Organization where they hold their contract (AAA)
Care Assessor – Add Pricing in Assessor Pricing

Adding Names to the Refer To / Refer From drop down list in the POC:

Add a person with a role of MMIS User
Add the person in Organization Member to the AAA Organization or KDOA
Contact the KDOA Help Desk to have the person added to the Refer To/From Security Table

Changing Assessor Pricing:

Access Assessor Pricing from the Administration Menu
Search for the Assessor
Terminate the current (old) pricing
Add the new pricing

Hint: This should be done before the End Date of the old pricing so all new assessments will be priced accordingly.

Changing Unit Cost Amount:

Access Service Provided from the Administration Menu
Search for the Provider – Service – Funding Combination
Terminate the current (old) pricing
Add the new pricing
Process Mass Update

Hint: The pricing change should be done before the end of the month the new pricing becomes effective. (Example – New pricing is in effective 07/01/2007 – the Mass Update must be ran before 07/31/2007). After the Mass Update is ran, data entry will need to note the pricing in the unit cost field so the correct pricing is selected.

Mass Update:

If the Mass Update was not processed in the month the Service Provided pricing becomes effective, KAMIS will force the change effective date to be the following month. (Example: New pricing is in effective 07/01/2007 – the Mass Update must be ran before 07/31/2007. If the Mass Update was processed on 8/1/2007, the earliest the rate change on the Plans of Care could take effect would be 8/1/2007).

225 Process:

Changes in how the 225 Process works in KAMIS II:

- No "zero" units provided will be processed. The entries will remain on the 225 listing.
- You can no longer save the data entry without processing. It is saved and processed at the same time. The Proc Status column will indicate if the record was saved or skipped.
- To Save the data entry, click on the Process 225, the entry will remain displayed until the criteria is changed or you move to another process. Totals can be calculated at the bottom of the table by pressing the Recalculate Totals button.

Access Service Provided (225) from the Billing Region
Search for the Provider – Service – Funding Combination
Press the Search button

All records will display in one page, no matter the size 1 to 1,000+.

The data entry of the form will be down. So pressing either "Enter" or "Tab" the insertion point will move downward.

To save at any point press the Process 225 button.

Selecting Forms:

Perform a Person Search (either on the Home Page or on the Person Search Page)
Click on the View Forms Icon
Current form Listing will be displayed
Click on the Create New Form button above the table on the right side.
Click on the form button

Plan of Care:

Changes in how the Plan of Care works in KAMIS II:

- The Plan of Care will open in a separate window.
- Save every tab before navigating to another tab of the POC.
- One new POC's the Customer Information tab must be saved before the other tabs will be displayed.
- There are three tabs that display the information:
 - Customer Information: Displays all the Customer information as well as the assessment type and assessment/reassessment dates. This tab will also show HCBS required case information.
 - Line Items: Displays all the service line items in a table format. All lines will be displayed. Lines can be updated in a single page data entry form.
 - Date Entry: Displays all the service line items in a scrollable table format. Service Line items can be modified and added at the same time while the table is also visible for reference.
- A Processed column has been added. This will indicate if the service line item saved status within KAMIS. Existing indicates that the line has been saved successfully. If the status is Existing – Error, it indicates that there is now an error with that line, such as inactive pricing. Hold the mouse pointer over the error and the reason will be displayed.
- Filter radio buttons that will display the service line items that match the criteria. Active = All lines that are in effect as of the system date. No past or future dated line items. Open HCBS = All lines that are HCBS/FE funded and have open end dates. Open Non-HCBS = All lines that are NOT HCBS/FE funded and blank discharge codes.
- Rows Processed/Row Error indicator. The indicator will display upon a POC Save to indicate how many rows were saved and how many had errors.

Access the Plan of Care either from the Form List or the Assessment.

Click on Create New POC Version button.

If HCBS/FE funded, click on the EDS Inquiry button for comparison and/or reference.

Complete the customer information fields as needed. Save the page

Navigate to the POC Tab of your choice for data entry of the service line items. Saving to the database can be done at any time by clicking on the Process All POC Info button.

To modify any line item, click on the link on the service code.

POC Status should be Approved to be active.

KDOA Approvers: In order to approve a HCBS POC, your name must appear in one of either the refer to or from field. The MMIS Update button will display once the "Show MMIS Update" check box is selected.

Print Views:

Through out KAMIS II there are print view pages. Click on the Printer Icon to access the print view page directly from the Forms List Table.

Printer settings:

1. On the browser menu, Click on File, Page Setup, Set All margins to 0.25.
2. On the browser menu, Click on Tools, Internet Options
Click on the Advanced Tab
Scroll down to Printing
Click the check box next to Print background colors and images.