Community Transition Opportunities (CTO) Application
Quick Reference Sheet

System Requirements and Browser Settings:
- **Firewall Settings** may need adjusting to allow the web application to display.
- Internet Connection
- Internet Browser:
    - Microsoft Internet Explorer 6.0 or newer - Recommended
    - Firefox – current version
- Disable all Pop-Up blockers

Contacts:

Application How To Questions & Security Access:

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

Questions about the CTO Policies and Guidelines:

    Lacey Vaughan
    Phone: (785)296-0385
    E-mail*:* Lacey.Vaughan@kdads.ks.gov

Accessing the Application:
1. Access the KDADS Provider Information Resource Web Site. - www.aging.ks.gov
2. Select the **Web Applications** link under the "Applications Link" section or under the "Web Applications" Menu.

Logging-In:
Once the Login page is displayed.
1. Type the **User Name**.
2. Type the **Password**.
3. Click the **OK** button.
4. Click on the **Community Transition Opportunities** (**CTO)** button.

Person Search:
1. Enter the **Search Criteria:**
    - **First Name** – Optional
    - **Last Name** – At least 2 characters are required
    - **SSN** – Required (enter only number – no dashes)
2. Press **Submit** button

Search Results: (One of the following will occur)

1. **Person is found**.
2. Messages are Displayed –
   - **No Data Found**
     - Person was not found. Either the person or Social Security Number needs to be added or corrected in KAMIS system.
        - Contact the CTO Manager (Lacey Vaughan) 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 or Managed Care Organization. Call the local Aging and Disability Resource Center (ADRC) or KDADS for more information. Print the STOP screen for record of completed CTO and add to resident chart.

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.
4. Click the Form Status drop down box (showing **Work in Progress**) to complete the referral
5. Select the **Referred to 1st LCA** status.
6. Click on the **Apply Changes** button. The page will forward to the Client Forms page after save is complete for review.
7. **Open** worksheet.
8. **Print** 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**
   - May wish to click on Print Preview first to see if the scale is selected to Shrink to Fit.

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 users Organization.

Logging-Out:

When you will not be using the application for a period of time, the program should be closed for security reasons.

1. In the upper right corner of the window click on the **Logout** link.