

Kansas Department for Aging and Disability Services
Community Transition Opportunities (CTO)
Adult Care Home Instructions

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General Instructions

Overview

The CTO Application is a KDADS web application. This application is integrated with the Adult Care Home Facility Web Application and the Kansas Assessment Information System (KAMIS). In the recent past the Adult Care Home Facilities have used the Adult Care Home Facility Web Application to enter the Semi-Annual and Annual Statistical Reports for the LTC Division. KAMIS will be used for processing payments to the Local Contact Agency (LCA) and KDADS reporting requirements.

System Requirements and Browser Settings

- Internet Connection
 - Internet Browser:
 - Microsoft Internet Explorer 6.0 or newer - Recommended
 - Firefox – current version
 - Disable all Pop-Up blockers
-

Contact Persons

Issue	Contact Person
Application How To Questions Password Change	KDADS Help Desk <i>Phone: (785) 296-4987</i> <i>E-Mail: HelpDesk@kdads.ks.gov</i>
Information Displaying on the Facility Home Page (Questions or Corrections)	LCE Licensing Division <i>Kathie Jack</i> <i>Phone: (800) 432-3535</i> <i>E-Mail: Kathie.Jack@kdads.ks.gov</i>
Questions about the CTO Policies and Guidelines.	Lacey Vaughan <i>Phone: (800) 432-3535</i>

Accessing the Application

Introduction

Use Microsoft Internet Explorer or FireFox browser to access the KDADS web application site. All KDADS Web Applications are secured and encrypted.

How To

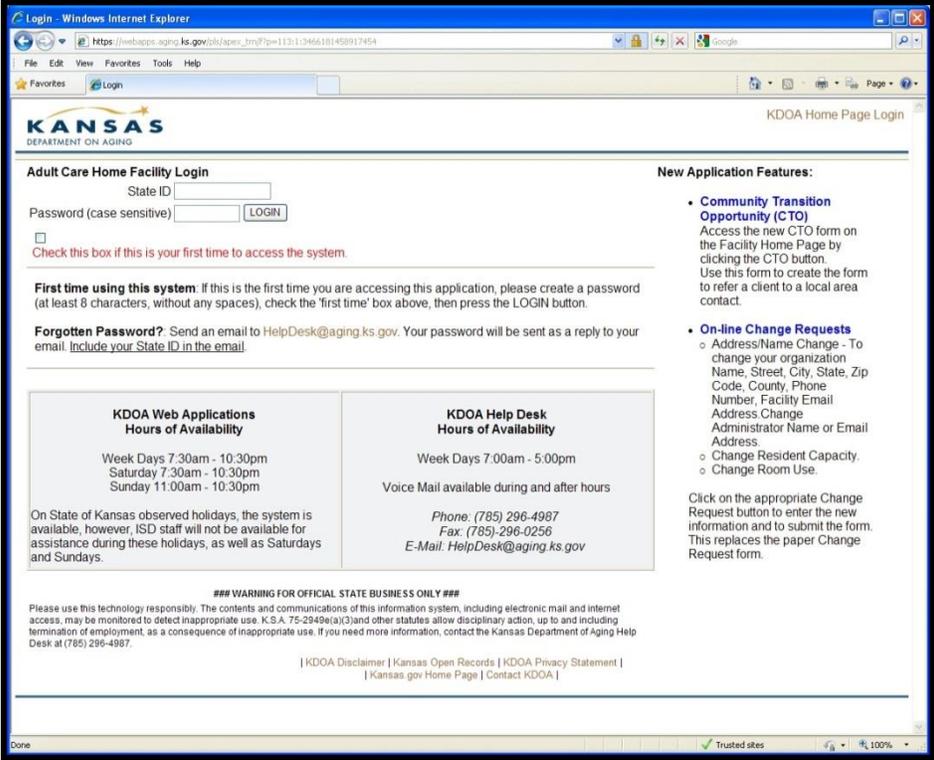
Follow the steps in the table below to accessing the login pages for the Adult Care Home Facility Web Application.

Step	Action	Result
1.	<p>Open the internet browser. Access the KDADS Provider Information Resource Web Site.</p> <p>www.aging.ks.gov</p>	<p>The KDADS Provider Web Site Home Page will be displayed.</p>
		
2.	<p>Select the Facility Web Application Log-In link under the Adult Care Homes or Web Applications Menus.</p>	<p>The Facility Login page will display.</p>

Logging-In

How To

Follow the steps in the table below to complete the Log-in process.

Step	Action	Result
1.	<p>Once the Facility Login page is displayed.</p> <p>Type in the Facility State ID.</p> <p>Press Tab.</p>	<p>Insertion point advances.</p>
		
2.	<p>Enter Password. The current password will be the password used during the last LTC Reporting period.</p> <p>Click the Login button.</p>	<p>The Facility Home page will display.</p>

Adult Care Home Facility Home Page

Introduction

The Adult Care Home Facility Home Page reflects the information registered with the KDADS LCE Licensing Division.

On the Facility Home Page, the Facility has the availability to submit the KDADS Change Forms electronically. With each change form there is also the availability to enter charge card payment information in a secured environment for payment of the required fees.

The screenshot shows the LCE Facility Home Page for BEDROCK FACILITY. The page includes a header with the Kansas Department on Aging logo and navigation links. The main content area displays facility information such as State ID (N12345), Facility Name (BEDROCK FACILITY), Facility Type (021 - Nursing Home (NH) / SNF/NF DUAL CERT), and Address (123 Stonehill Way, Topeka, KS). It also features a 'Resident Capacity - Total Beds' section with input fields for various bed types (NF, ALF, ADC, BCH, HP, IMR) and their respective counts. A 'Facility Statistical Reports' section includes a table with columns for Year, Period, Type, Facility Type, and Form Status, showing a report for 2010. The page footer contains links for KDADS Disclaimer, Kansas Open Records, KDADS Privacy Statement, Kansas.gov Home Page, and Contact KDADS.

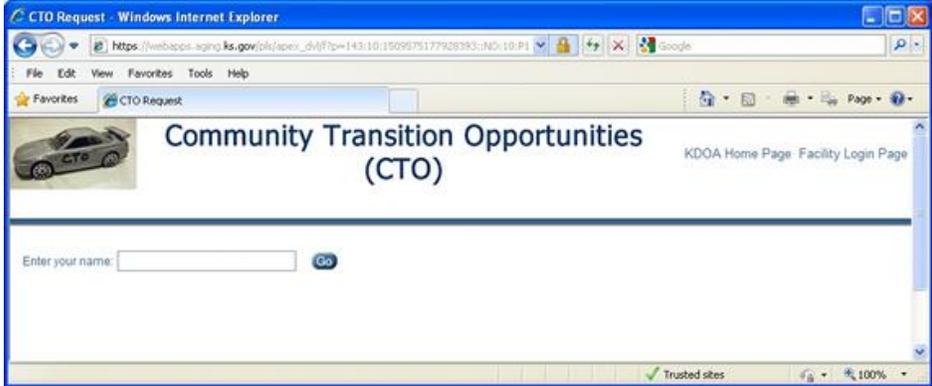
Document Options Available include the following:

- Create a Community Transition Opportunity (CTO) worksheet
- Request Change of Administrator / Operator
- Request Change of Resident Capacity
- Request Change of Address / Email / Webpage
- Request for Change in Use of Required Room
- Change Password
- Create Facility Statistical Reports during the reporting timeframe only
- View the Facility Statistical Reports that were submitted

Accessing the CTO Application

How To

Follow the steps in the table below to access the Community Transition Opportunities (CTO) application.

Step	Action	Result
1.	To access the CTO Application, click on the Create CTO button.	
 <p>The screenshot shows the Kansas Department on Aging website. The page title is 'Licensure, Certification and Evaluation Commission'. The navigation menu includes 'Directory', 'Rpt Smry', 'Facility Home', and 'Directory Detail'. The main content area displays facility information for 'BEDROCK FACILITY' with a 'Create CTO (Community Transition Opportunity)' button highlighted in a red box. Other buttons include 'Request Change of Administrator/Operator', 'Request Change of Address/Email/WebPage', 'Request Change of Resident Capacity', and 'Request for Change in Use of Required Room'.</p>		
2.	A name entry field is displayed.	
 <p>The screenshot shows a web browser window titled 'CTO Request - Windows Internet Explorer'. The address bar shows the URL 'https://webapps.aging.ks.gov/...'. The page title is 'Community Transition Opportunities (CTO)'. The main content area features a text input field labeled 'Enter your name:' and a 'Go' button.</p>		
3.	<p>Since the user is logging into the application as the generic Facility, the name of the person entering the data is required.</p> <p>Type your Name and click the Go button.</p>	<p>Opens to the CTO Application at the Person Search Page.</p>

Application Navigation Pages

Introduction

There are two default navigation pages to the CTO application. The Search page is where the user will search for the customer to review existing worksheets or create a new worksheet. The other navigation page is the CTO Report. This page reflects the customers that are associated with the users Organization.

Search Page

Navigation Tabs

Search Criteria Fields

Search Results

CTO Worksheet Listing

KAMIS NUMBER	PERSON EFF DT	FIRST	MIDDLE	LAST	DOB	SSN	AAA/CME	CUSTOMER STATUS	Create CTO Worksheet	Edit Todays CTO Worksheet
30000560	01/10/2002	GRAY		SLATE	08/16/1917	111-11-1114	2	ACTIVE		

Form Type	Form Date	Form Status	Open
CTO WORKSHEET	03-AUG-10	COMPLETED BY KDOA	

Continued on next page

Application Navigation Pages (continued)

CTO Report Page

Navigation Tabs

Radio Selection Buttons

Report Listing

Kamis Nbr	Last Name	First Name	SSN	Form Date	Form Status	Open	Assigned To	Total Days	Current Days
30000501	ROCK	BILL	111111111	10/3/2010	1 st LCA Accepted	Open	LCA1 (4)	15	15
30000501	STONE	GEORGE	111111112	10/10/2010	1 st LCA Working Case	Open	LCA1 (1154)	3	3
30000504	PAPER	JEFF	111111113	9/14/2010	2 nd LCA Accepted	Open	LCA2 (4)	9	9
30000505	FLINT	SUSAN	111111114	9/3/2010	2 nd LCA Working Case	Open	LCA2 (4)	-	-
30000506	CLAY	RED	111111115	10/3/2010	Completed by KDOA	View	KDOA	15	15
30000508	MUD	RIVER	111111116	10/7/2010	Completed by LCA	Open	KDOA	4	4
30000439	PEACH	MARY	111111117	10/7/2010	Declined by LCA	Open	LCA2 (1154)	6	5
30000526	APPLE	AMY	111111118	9/2/2010	Discarded	View	KDOA	0	-
30000526	DINO	DONALD	111111119	9/1/2010	Referred to 1 st LCA	Open	LCA1(4)	7	6
30000358	BOULDER	SHARRY	111111120	10/16/2010	Referred to 2 nd LCA	Open	LCA2 (1154)	6	2
30000355	PEACOCK	PETE	111111121	9/6/2010	Stopped - By User - PSA Notified	View	LCA1 (4)	0	-
30000852	RUBBLE	BARNEY	111111122	9/3/2010	Stopped - CTO in Last 30-45 Days	View	KDOA	0	-
30000853	RUBBLE	BETTY	111111123	9/4/2010	Stopped - On Waiting List	View	KDOA	0	-
30000854	SLATE	PERRY	111111124	9/5/2010	Stopped - Open CTO	View	KDOA	0	-
30000855	FLINTSTONE	ED	111111125	9/6/2010	Work In Progress	Open	NF - N12345	-	-

Person Search

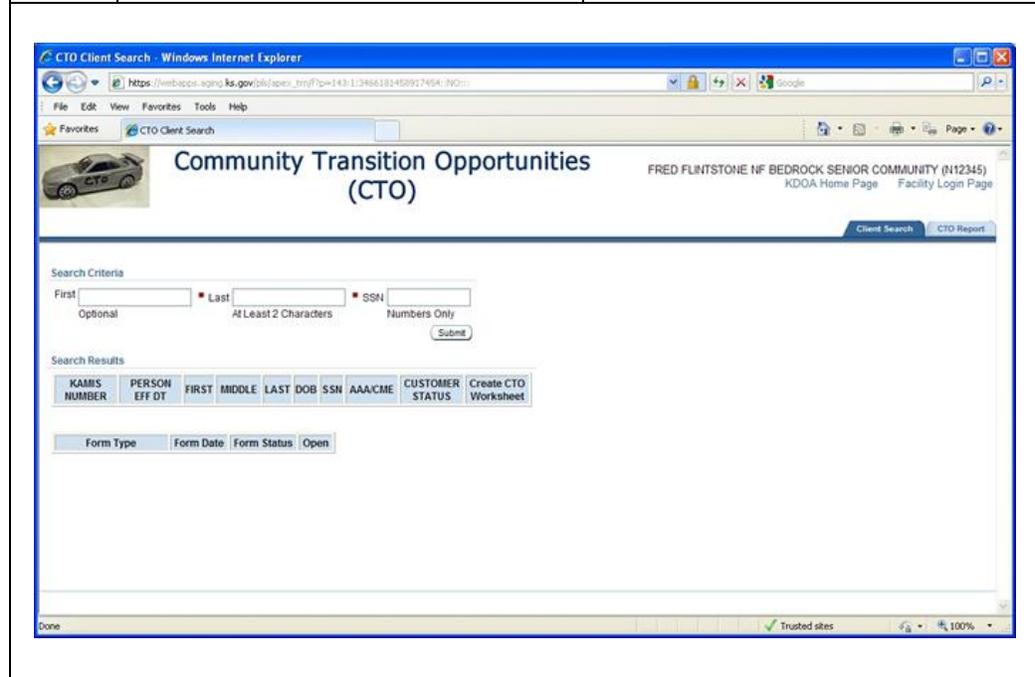
Introduction

In order to enter a CTO worksheet on a person, the person information needs to reside in the Kansas Assessment Management Information System (KAMIS). When a search is performed, the inquiry will be done on the persons within KAMIS.

How To

Follow the steps in the table below to complete a person search.

Step	Action	Result
1.	<p>Enter the Search Criteria.</p> <p>First Name – Optional Last Name – At least 2 characters are required SSN – Required (enter only number – no dashes)</p>	



Continued on next page

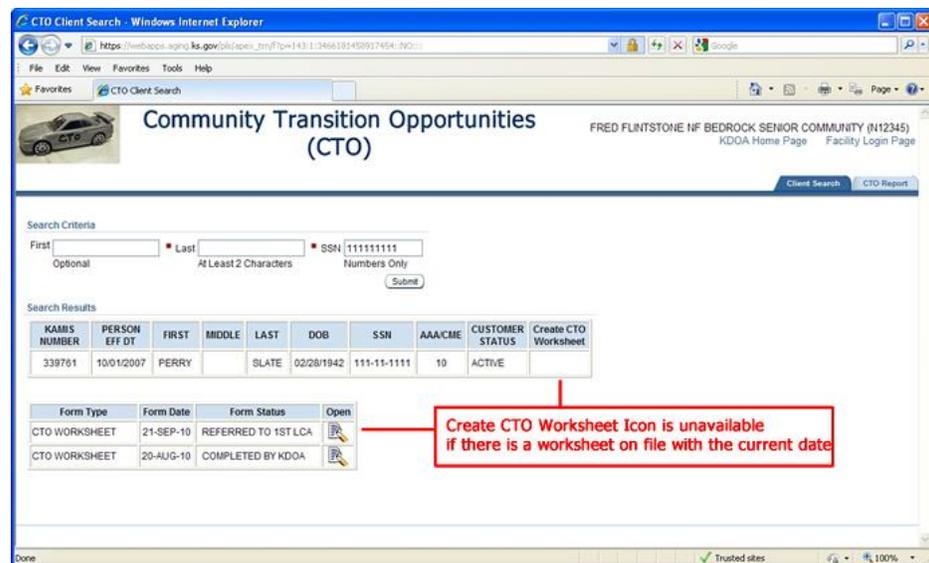
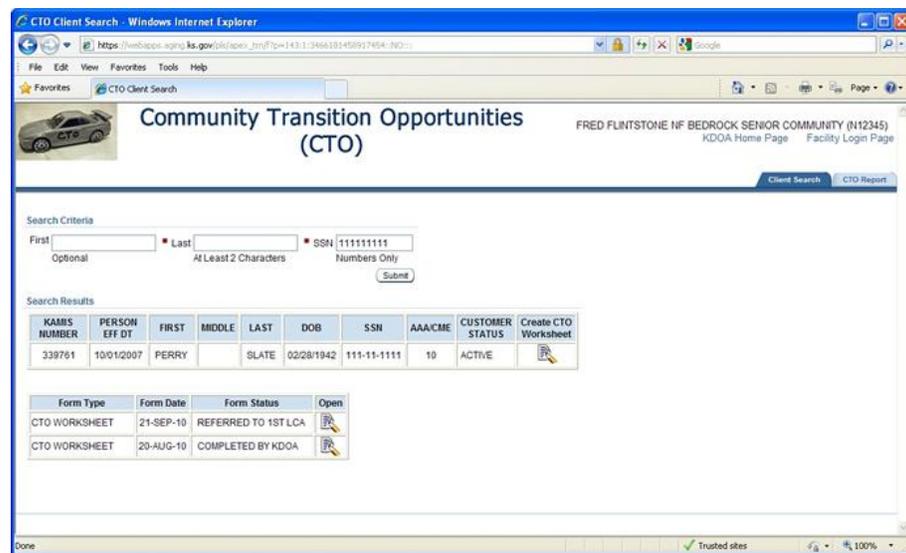
Person Search (continued)

How To

continued

Step	Action	Result
2.	Press Submit button	One of the following situations will occur:

If	Then
Person is returned (found)	Proceed with a new or existing form.



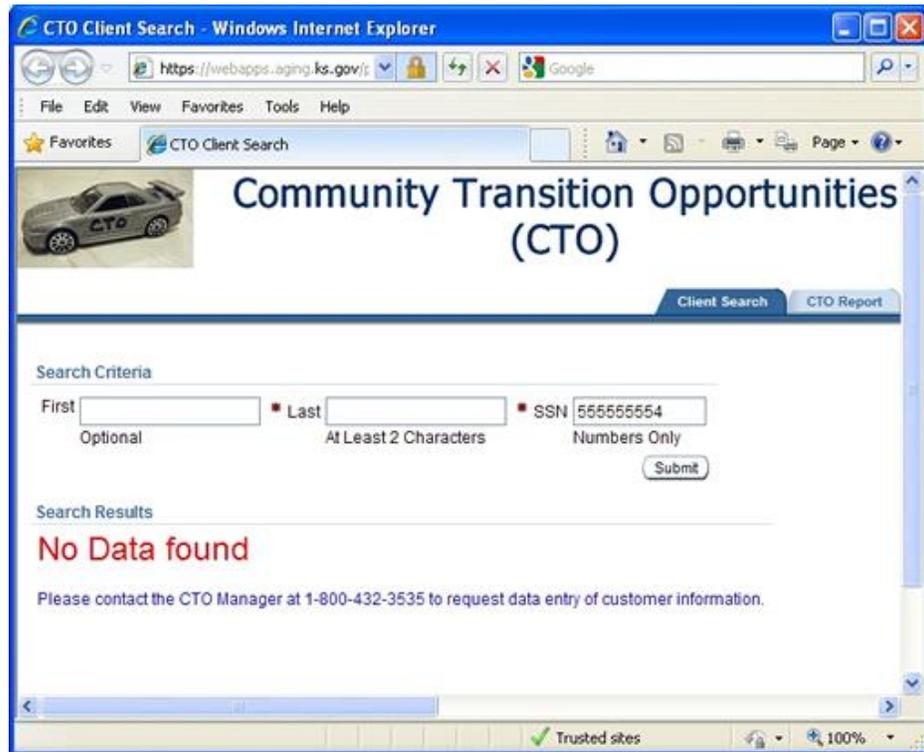
Continued on next page

Person Search (continued)

How To

continued

If	Then
Person is not returned (found)	Message Displayed – No Data Found A person will need to be added within the KAMIS system. Contact the CTO Manager at KDADS at 1-800-432-3535 to request data entry of customer information.



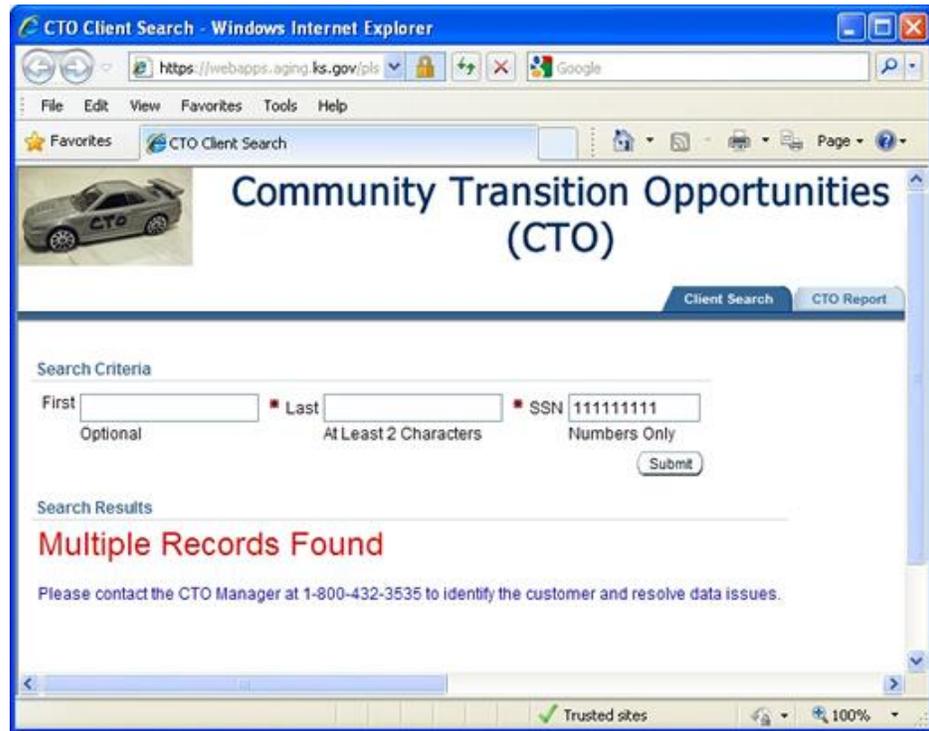
Continued on next page

Person Search (continued)

How To

continued

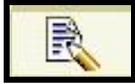
If ...	Then ...
Message Displays - Multiple Records Found	Several person records were found in KAMIS. This may be due to a SSN entered on more than one person or a duplicate person record was entered. Contact the CTO Manager at 1-800-432-3535 who will identify and resolve the data issue.



Creating a New Worksheet

How To

Follow the steps in the table below to create a new worksheet.

Step	Action	Result
1.	Locate customer through Person Search.	Customer record is displayed.
2.	In the search results table, under the Create CTO Worksheet column, single click on the create icon. 	The icon will not display if the following criteria is met: <ul style="list-style-type: none">• An open CTO Worksheet exists with the current date.
3.	The CTO Worksheet will display.	

Selecting an Existing Form

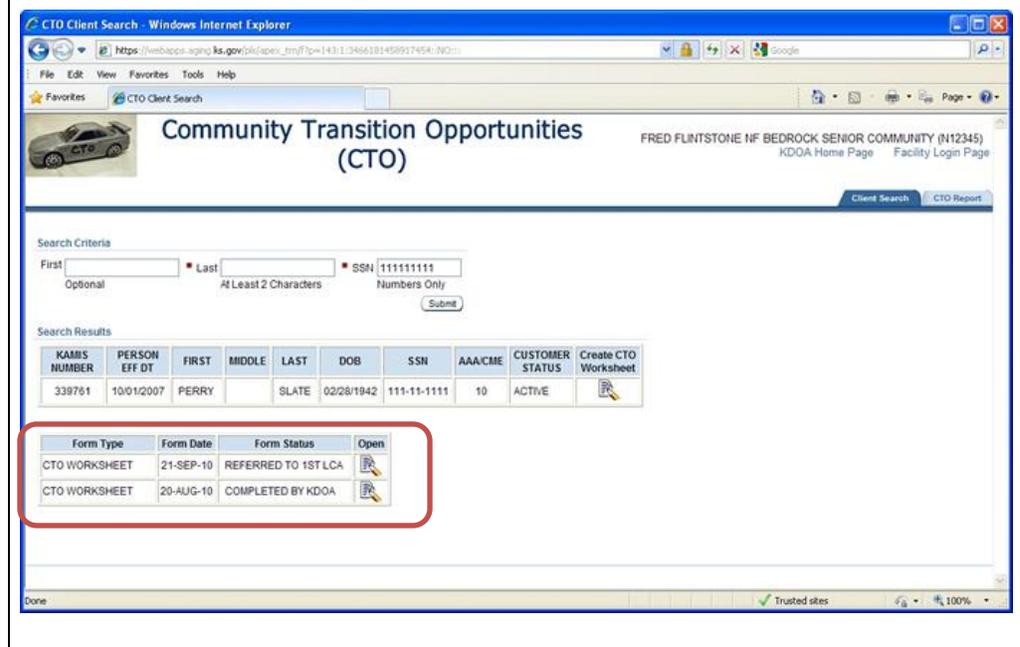
Introduction

A worksheet may be accessed at any time after it has been created. However, if the worksheet status is no longer Work in Progress, the information in the Nursing Facility Referral section can be not changed.

How To

Follow the steps in the table below to open an existing form:

Step	Action	Result
1.	Locate customer through Person Search.	Customer is displayed.
2.	In the Worksheet List Table, single click on the Open/View icon. 	The worksheet will display in read only status.



CTO Client Search - Windows Internet Explorer

https://webapps.agng.ks.gov/pls/apex/f?p=1431:346618145897454::NO::

File Edit View Favorites Tools Help

Community Transition Opportunities (CTO) FRED FLINTSTONE NF BEDROCK SENIOR COMMUNITY (N12345)
KDOA Home Page Facility Login Page

Client Search CTO Report

Search Criteria

First Last SSN
Optional At Least 2 Characters Numbers Only

Search Results

KAMS NUMBER	PERSON EFF DT	FIRST	MIDDLE	LAST	DOB	SSN	AAA/CME	CUSTOMER STATUS	Create CTO Worksheet
339761	10/01/2007	PERRY		SLATE	02/28/1942	111-11-1111	10	ACTIVE	

Form Type	Form Date	Form Status	Open
CTO WORKSHEET	21-SEP-10	REFERRED TO 1ST LCA	
CTO WORKSHEET	20-AUG-10	COMPLETED BY KDOA	

Done Trusted sites 100%

New CTO Worksheet

Introduction

A table of the Field requirements, actions and/or purpose are located on the next page.

CTO Worksheet - Windows Internet Explorer

https://webapps.aging.ks.gov/pls/apex_trn/?p=143:7:3466181458917454:NO:7:P7_ASSESSMENT_SEQ_NBR:

File Edit View Favorites Tools Help

Favorites CTO Worksheet

Community Transition Opportunities (CTO) FRED FLINTSTONE NF BEDROCK SENIOR COMMUNITY (N12345)
KDOA Home Page Facility Login Page

Client Search Client Forms CTO Report

KAMIS #: 339761 Name: SLATE, PERRY Effective: 10/01/2007 SSN: 111111111 CME: 10

Form Status:

WORK IN PROGRESS

Nursing Facility Referral

Form Date: 09/20/2010 DOB: 02/28/1942 Age: 68

Responsible Party Name: _____ Phone: _____

LCA 1: ~ Select LCA ~

LCA 2: ~ Select LCA ~

Nursing Facility: BEDROCK SENIOR COMMUNITY NF State ID: N12345
Address: 123 STONEHILL WAY TOPEKA, KS 66603-0031 County: SHAWNEE

NF Admission Date: _____ Days in NF: _____

NF Contact Name: _____ Phone: _____

NF Comments: _____

Local Contact Agency (LCA)

LCA Organization []

LCA Contact Date

Customer Chose To Explore Transition Options []

Referrals as needed to: Ombudsman [] DRC [] Other []

Date Referred to TCM

TCM Name

TCM Phone

LCA Comments

LCA Billing Document - Maximum 12 Units

Meeting Length in Units

Coordination & Planning Time in Units

LCA Billing in Units

KDOA Follow-Up

KDOA Follow-Up Date

KDOA Follow-Up Notes TCM

KDOA Follow-Up Notes DRC

KDOA Follow-Up Notes OMB

KDOA Follow-Up Notes Other

Customer Transitioned []

Customer Declined []

Customer Contacted By TCM []

Customer No Action Referral []

On Waiting List: No

Waiting List Start Date

Waiting List Comments

CTO Worksheet Field Requirements

Field	Action / Purpose
Form Status	Work in Progress is the default. When complete, refer the worksheet by changing the status to "Referred to 1 st LCA".
Form Date	Required – Defaults to current date.
DOB	Required – If entered in KAMIS this field will populate with the date. If blank or incorrect, the field is available for edit. Changes to this field will not change KAMIS data.
Age	Self-populates from the date of birth to current date.
Responsible Party Name	Not Required.
Phone	Not Required.
LCA1	Required – A drop down listing of the Centers for Independent Living or the Area Agency on Aging serving the county the Nursing Facility resides.
LCA2	Required – A drop down listing of the Centers for Independent Living or the Area Agency on Aging serving the county the Nursing Facility resides. Cannot be the same organization as selected in the LCA 1 field.
Nursing Facility / NF State ID / Address/County	Populates from Nursing Facility User Sign-in.
NF Admission Date	Required.
Days in NF	Calculates from the NF Admission Date to current date.
NF Contact Name	Required – The person who others could contact if there are questions.
Phone	Required.
NF Comments	Not Required.

Saving the CTO Worksheet

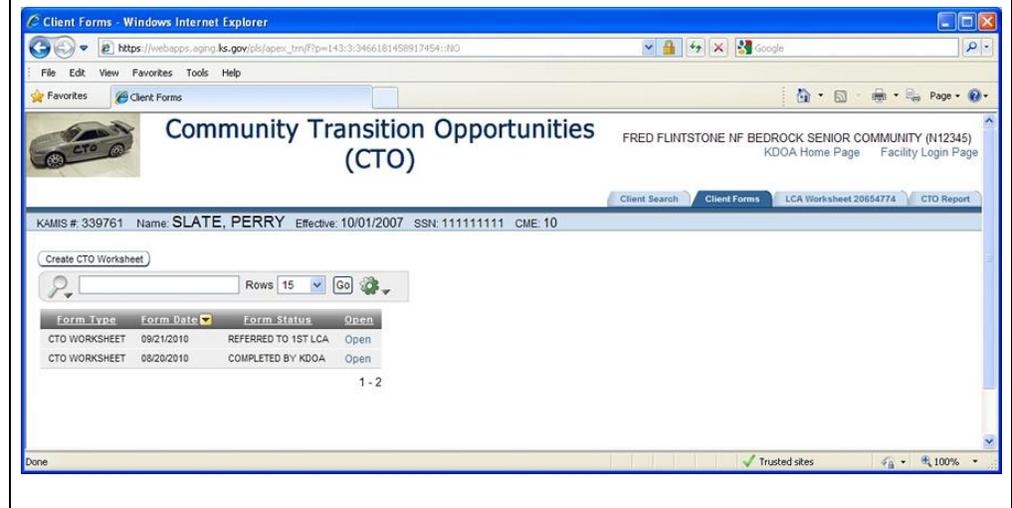
Introduction

The CTO Worksheet is not created until it is saved. In order for the worksheet to begin the referral process to the Local Contact Agency (LCA) the form status must be changed and applied.

How To

Follow the steps in the table below to create/save a worksheet.

Step	Action	Result
1.	Complete the required worksheet fields.	
2.	Next to the Form Status section, click on the Create button.	The worksheet will be created and saved in Work In Progress status.
3.	Click the Form Status drop down box and select the appropriate status.	In most situations, this will be the Referred to 1st LCA status. See the next page for the different Worksheet statuses.
4.	Click on the Apply Changes button.	The worksheet will be saved and all fields will be displayed as read only. The page will forward to the Client Forms page for review.



Worksheet Status

Worksheet Status

Not all statuses are available to all organization types. The table below lists all the worksheet statuses, which organizations will have the status available to use and the purpose of the status.

Status	Available To...	Purpose
Work In Progress	Adult Care Home	Initial status prior to the worksheet being created or while it is being completed by the Adult Care Home.
Referred to 1 st LCA	Adult Care Home	Adult Care Home has completed data entry of the worksheet and refers it to the 1 st LCA for action.
Discarded	All Organizations	Worksheet done in error. Closes the case without further action.
Stopped – By User – AAA Notified	All Organizations	Will stop the referral of the worksheet. The user will need to contact the Area Agency on Aging (AAA) by phone regarding the reason for the status.
1 st LCA Accepted	1 st LCA	Indicates that the LCA has seen and accepts the referral.
1 st LCA Working Case	1 st LCA	Indicates that the LCA is actively working the case. This status will stop the case from being automatically referred to the 2 nd LCA after 7 business days.
Declined by LCA	1 st LCA	Indicates that a condition occurred where the 1 st LCA is unable to accept and work the case. Will forward the case to the 2 nd LCA.
2 nd LCA Accepted	2 nd LCA	Indicates that the LCA has seen and accepts the referral.
2 nd LCA Working Case	2 nd LCA	Indicates that the LCA is actively working the case.
Completed by LCA	LCA	Indicates that the LCA portion of the case has been completed. Forwards the payment information into KAMIS. Refers the case to KDADS for payment authorization and processing.

Worksheet Status (continued)

Worksheet Status *continued*

Status	Available To...	Purpose
Completed by KDADS	KDADS	KDADS is the final step in the worksheet process. This closes the case.
Referred to 2 nd LCA	Automated	System Automated. If 7 business days have passed since the referral date and the status is either "Declined" or "Referred to 1 st LCA", the system will refer the case to the 2 nd LCA listed on the worksheet.
Stopped – Open POC	Automated	An active Plan of Care has been found in KAMIS. Contact the AAA for resolution.
Stopped – On Waiting List	Automated	Once there is a worksheet entered with an indication that the customer is on a waiting list, any future worksheet referrals will be stopped. KDADS has the ability to release the customers record if they should be removed from a waiting list or if the waiting lists are discontinued.
Stopped – Open CTO	Automated	An open worksheet has been found. This would be a duplicate referral, which is not required to be entered.
Time Limit Exceeded	Automated	Indicates that the 1 st LCA did not meet the time limitations and the case was referred to the 2 nd LCA. This may have occurred two reasons: 1. LCA did not complete the worksheet within the 15 days. 2. LCA did not change the status to 1 st LCA Working Case. This status will be displayed next to the 1 st LCA's line on the worksheet.

Logging-Out

Introduction

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

How To

Follow the steps in the table below to exit the application.

Step	Action	Result								
1.	In the upper right corner of the window there are three navigational options.									
<table border="1"><thead><tr><th>Link</th><th>Action</th></tr></thead><tbody><tr><td>Logout</td><td>The browser will return to the Log-in page</td></tr><tr><td>KDADS Home Page</td><td>Returns back to the KDADS Home Page for further access options.</td></tr><tr><td>Facility Home Page</td><td>Returns back to the Adult Care Home Facility Home Page for further action.</td></tr></tbody></table>			Link	Action	Logout	The browser will return to the Log-in page	KDADS Home Page	Returns back to the KDADS Home Page for further access options.	Facility Home Page	Returns back to the Adult Care Home Facility Home Page for further action.
Link	Action									
Logout	The browser will return to the Log-in page									
KDADS Home Page	Returns back to the KDADS Home Page for further access options.									
Facility Home Page	Returns back to the Adult Care Home Facility Home Page for further action.									
