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 *Phone: (785) 296-4987* *E-Mail: HelpDesk@kdads.ks.gov*
Information Displaying on the Facility Home Page (Questions or Corrections)	LCE Licensing Division *Kathie Jack* *Phone: (800) 432-3535* *E-Mail: Kathie.Jack@ kdads.ks.gov*
Questions about the CTO Policies and Guidelines.	Lacey Vaughan *Phone: (800) 432-3535*

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

Logging-In

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

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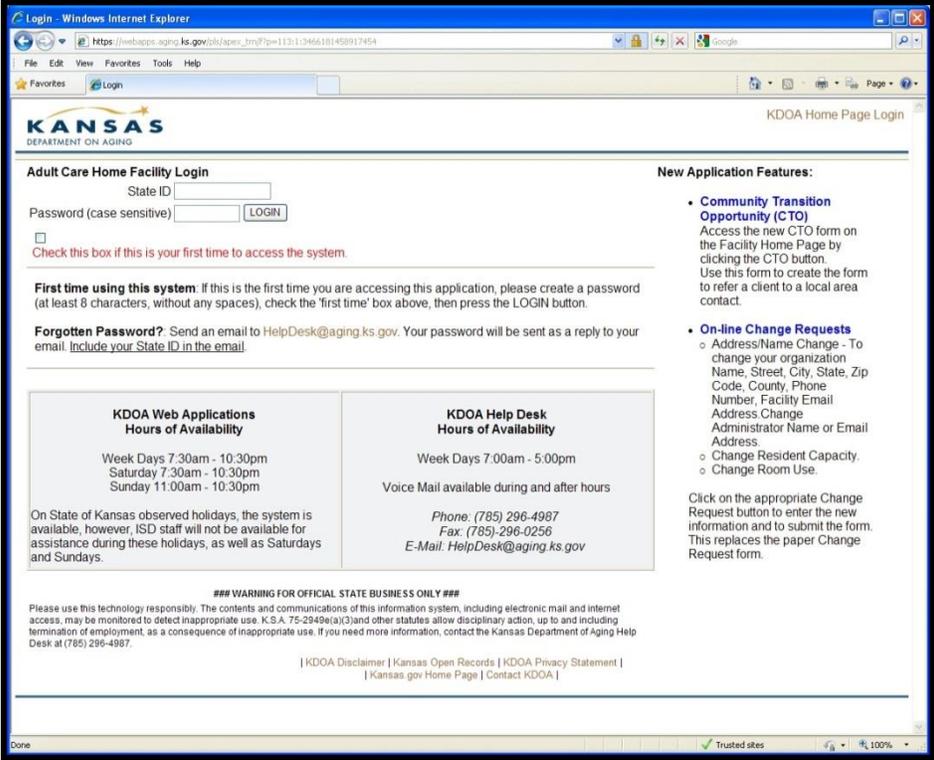
Step	Action	Result
2.	Enter ***Password***. The current password will the password used during the last LTC Reporting period. Click the **Login button**.	The Facility Home page will display.

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.
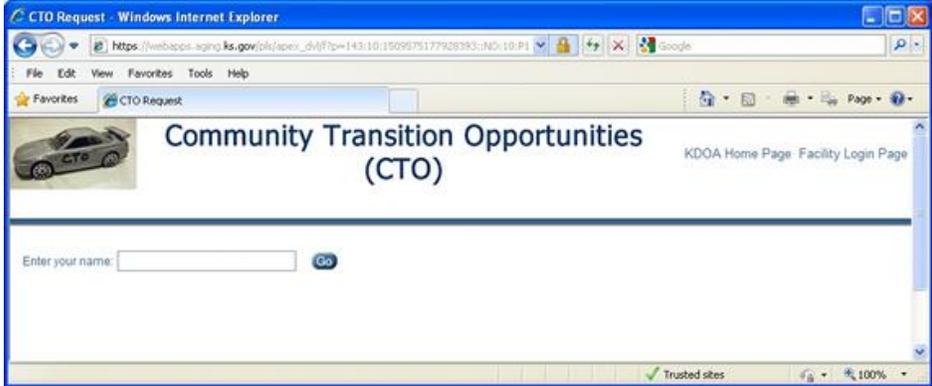

Document Options Available include the following:

- 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.	
2.	A name entry field is displayed.	
3.	Since the user is logging into the application as the generic Facility, the name of the person entering the data is required. Type your **Name** and click the **Go** button.	Opens to the CTO Application at the Person Search Page.

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

Application Navigation Pages (continued)

CTO Report Page

Navigation Tabs

Radio Selection Buttons

Report Listing

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.	Enter the **Search Criteria.** **First Name** – Optional **Last Name** – At least 2 characters are required **SSN** – Required (enter only number – no dashes)	
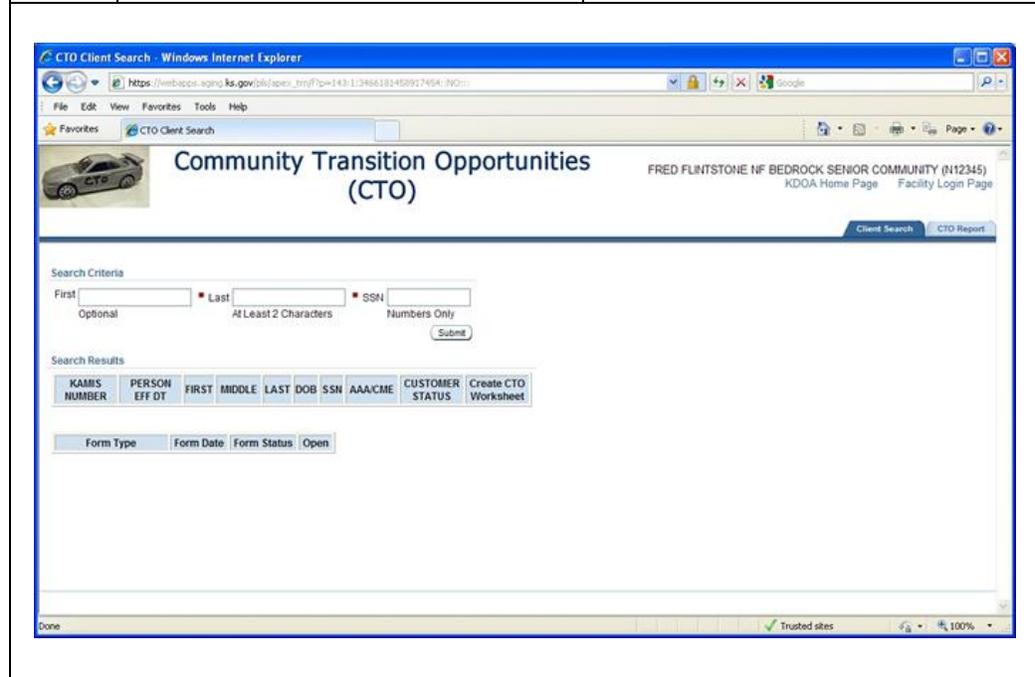
Person Search (continued)

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.
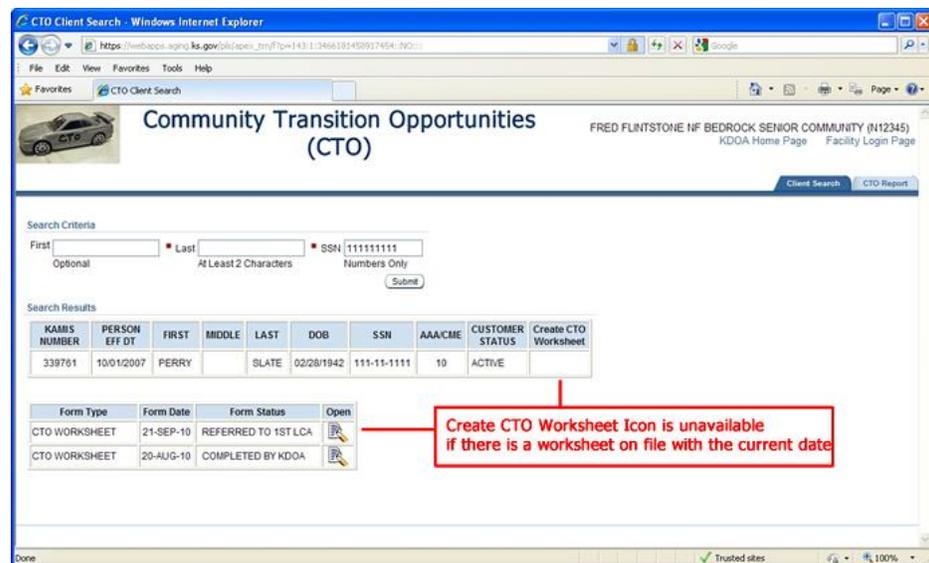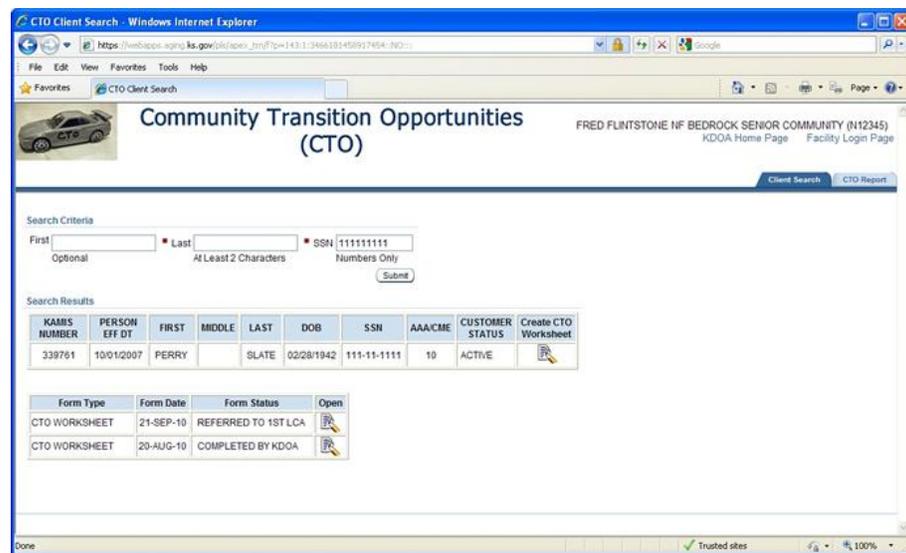
Person Search (continued)

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.
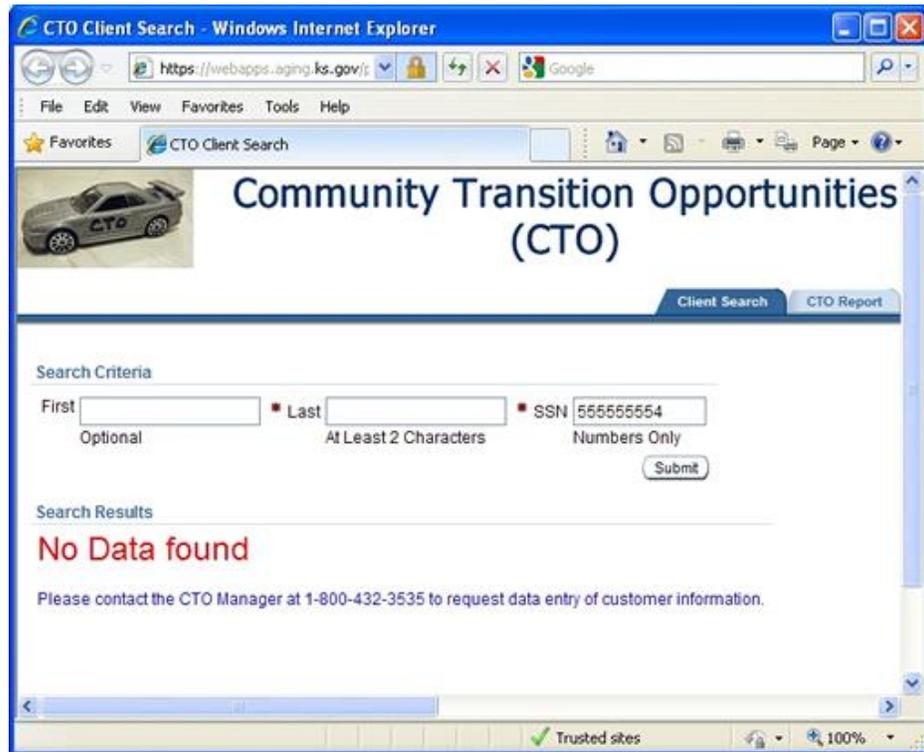
Person Search (continued)

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.
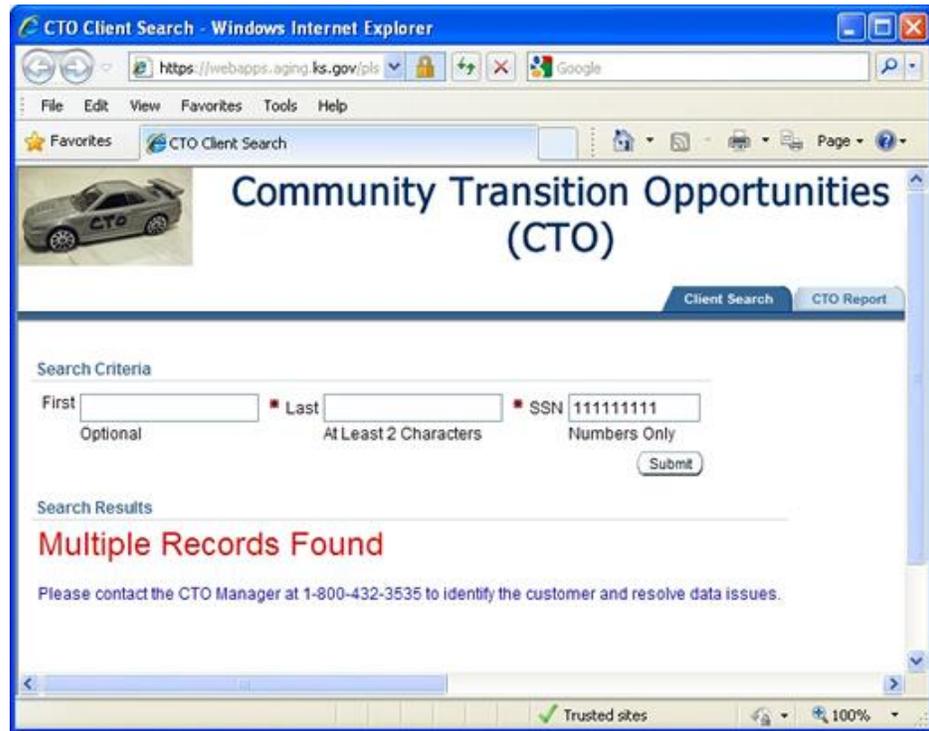
Creating a New Worksheet

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: • An open CTO Worksheet exists with the current date.
3.	The CTO Worksheet will display.	
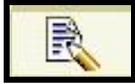
Selecting an Existing Form

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.

New CTO Worksheet

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

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 1st 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.
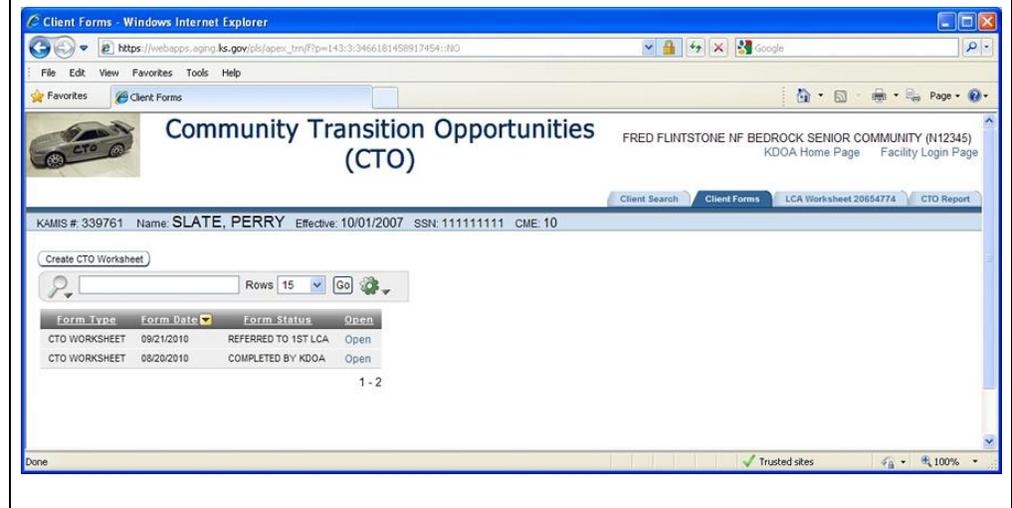
Worksheet Status

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 1st LCA	Adult Care Home	Adult Care Home has completed data entry of the worksheet and refers it to the 1st 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.
1st LCA Accepted	1st LCA	Indicates that the LCA has seen and accepts the referral.
1st LCA Working Case	1st LCA	Indicates that the LCA is actively working the case. This status will stop the case from being automatically referred to the 2nd LCA after 7 business days.
Declined by LCA	1st LCA	Indicates that a condition occurred where the 1st LCA is unable to accept and work the case. Will forward the case to the 2nd LCA.
2nd LCA Accepted	2nd LCA	Indicates that the LCA has seen and accepts the referral.
2nd LCA Working Case	2nd 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*

Status	Available To…	Purpose
Completed by KDADS	KDADS	KDADS is the final step in the worksheet process. This closes the case.
Referred to 2nd LCA	Automated	System Automated. If 7 business days have passed since the referral date and the status is either "Declined" or "Referred to 1st LCA", the system will refer the case to the 2nd 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 1st LCA did not meet the time limitations and the case was referred to the 2nd 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 1st LCA Working Case. This status will be displayed next to the 1st 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.	

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.