Subject: KSURS Update – Electronic File Submissions

Provider:

Beginning in September of 2019, the Kansas Substance Use Reporting Solution (KSURS) will be replacing the Kansas Client Placement Criteria System for the purpose of federal data collection requirements. KSURS will offer two options for providers to submit client data:

1. Manually enter individual client treatment information through the KSURS website
   Or
2. Submit a bulk-load electronic file to KDADS.

The web application for the manual entry process is currently being tested. KDADS will be hosting a live kick-off call in September with more information and provider requirements for the new system. Registration information for the call will be released soon. To give providers additional time to determine which submission option is best for them KDADS is releasing the bulk-load file format and process now.

If a provider chooses to submit an electronic file, they must follow these steps:

1. Register provider information at KSURS website.
2. Request access to bulk load option by sending the name, agency and email address of the individual who will be submitting the file to TEDS.kdads@ks.gov. Once received, KDADS will set up a separate secure log-in for the provider to use for data submission.
3. Extract the data detailed in the attached document "SUD-TEDS data Specifications" from the provider's current electronic record and format as detailed in the attached document "SUD-TEDS FileSpecifications." These documents can also be found at www.kdads.ks.gov/provider-home/providers/ksurs.
4. Submit a test file to the submission site, formatted as specified, for validation by KDADS.
5. Once the provider receives confirmation that the file was successfully accepted by the state, the provider can submit files on a schedule the provider determines, but no less than once a month.

Providers can request access for the electronic bulk submission now and an email will be sent out to notify providers when registration is available on the KSURS website. KDADS will begin to accept test files for validation on October 3. Additional information on KSURS can also be found at www.kdads.ks.gov/provider-home/providers/ksurs or questions can be emailed to KDADS.TEDS@ks.gov.