



Adult Care Home Involuntary Discharge Survey

User Guide for ACH Facilities

Purpose

The *Adult Care Home (ACH) Involuntary Discharge Survey (IDS)* application provides assisted living facilities, residential healthcare facilities, home plus facilities, and boarding care homes a method to report details upon the completion of every involuntary transfer or discharge of a resident pursuant to K.A.R. 26-39-102(d) and (f) or to report no monthly discharges for a specific month to the Kansas Department for Aging and Disability Services (KDADS). The *ACH IDS* application also provides a dashboard and reports for the ACH facilities to track previously submitted surveys to KDADS.

Do not include any Personally Identifiable Information (PII) in your survey details.

Accessing the ACH IDS Application

1. Open the *Kansas Department for Aging and Disability Services* website at www.kdads.ks.gov.
2. Click on the *Web Applications* link, located under the *QUICK LINKS* section on the right side of the home page.
3. Click on the *Oracle Web Apps* icon under the *Oracle Web Applications* section.
4. Log into the *KDADS Oracle Web Applications* site using your username and password provided by the KDADS Applications Help Desk.
5. Once you are logged in, click the *Facility Home Page* icon to open the *KOTA* application for your facility. If you do not see the icon, then most likely your account is not configured with the *Facility Home Page* security role. Contact the KDADS Applications Help Desk for assistance.
6. In the *KOTA* application on the *Facility Home* page/tab, scroll down until you see the *Involuntary Discharge Survey* region underneath the *Bed Assessments Listing* region. You will notice the *Involuntary Discharge Survey* region includes a history of your survey reports over the most current six months, as shown in the example below.

Resident Capacity - Total Beds

Total Resident Capacity: 77 Change Beds Eff Date 05/18/2023

NF Beds	22	NFMH Beds	5
ALF Beds	40	RHCF Beds	
ADC Beds	5	Cert SNF Only	
BCH Beds	5	Cert SNF/NF	22
HP Beds		Cert NF Only	
IID Beds		Cert IMR	

Bed Assessments Listing

Involuntary Discharge Survey

Previous 6 Months History

Month/Year	Discharge Count
June 2024	Not Reported
May 2024	1
April 2024	3
March 2024	0
February 2024	0
January 2024	0

[Report/View Invol Discharges](#)

7. To open the *ACH IDS* application, click on the *Report/View Invol Discharges* button below the history report.

Submit a New Survey

1. Once you have opened the *ACH IDS* application, click on the *Discharge Survey* menu item at the top of the page or click on the *Discharge Survey* block on the *ACH IDS Home* page, as shown below.

Adult Care Home Involuntary Discharge Survey Home

Welcome to the Kansas Department for Aging and Disability Services (KDADS) Adult Care Home (ACH) Involuntary Discharge Survey (IDS) application. Beginning on July 1, 2024, all adult day care facilities, assisted living facilities, residential healthcare facilities, home plus facilities, or boarding care homes, as such terms are defined in K.S.A. 26-39-923, and amendments thereto, shall submit a report to the Secretary of the Kansas Department for Aging and Disability Services upon the completion of every involuntary transfer or discharge of a resident pursuant to K.A.R. 26-39-102(d) and (f).

This Home Page provides a description of each module within the application in the blocks you see below. Each block links to its corresponding module, so you may click on the desired block or use the Menu items at the top of the page to navigate within the application.

[View Facility Quick Reference Guide](#) [View KDADS Quick Reference Guide](#)

Dashboard

Provides an overview of submitted surveys by your organization, as well as detailed reports for involuntary discharges and reports of no discharges for a particular month/year.

Discharge Survey

Provides a form for your organization to report an involuntary discharge or to report a month of no involuntary discharges.

2. Select the desired *Survey Type* from the two available options, as shown below.

Involuntary Discharge Survey

State ID: N089067 Facility Name: KDADS TEST FACILITY

Select Survey Type
To begin, select the type of survey that you would like to submit from the options below.

Report an Involuntary Discharge Report No Involuntary Discharges for a Specific Month

Reference
K.A.R. 26-39-102

3. If you are reporting no involuntary discharges/transfers for a particular month, select the *Year* and the *Month* for which you are reporting no involuntary discharges/transfers and click the **Submit to KDADS** button, as shown below.

Home Return to KOTA Dashboard **Discharge Survey**

Involuntary Discharge Survey

State ID: N089067 Facility Name: KDADS TEST FACILITY

Select Survey Type
To begin, select the type of survey that you would like to submit from the options below.

Survey Type
 Report an Involuntary Discharge
 Report No Involuntary Discharges for a Specific Month

Reference
K.A.R. 26-39-102

No Involuntary Discharge

Use the fields below to report zero involuntary discharges for a specific month. When you are finished, click the Submit to KDADS button to submit your survey.

Year: 2024
 Month: June

- If you are reporting an involuntary discharge/transfer, then complete all fields on the survey form and click the **Submit to KDADS** button, as shown below.

Home Return to KOTA Dashboard **Discharge Survey**

Involuntary Discharge Survey

State ID: N089067 Facility Name: KDADS TEST FACILITY

Select Survey Type
To begin, select the type of survey that you would like to submit from the options below.

Survey Type
 Report an Involuntary Discharge
 Report No Involuntary Discharges for a Specific Month

Reference
K.A.R. 26-39-102

Involuntary Discharge Details

Use the fields below to report an involuntary discharge. When you are finished, click the Submit to KDADS button to submit your survey.

Do not include any PII in your survey response.

Facility Reference #
02005

Discharge Notice Date
05/01/2024

Resident Departure Date
06/04/2024

Destination Facility Type
HGSP

Discharge Reason
Transfer or discharge is necessary for the resident's welfare, and the resident's needs cannot be met in the current adult care home.
State reason pursuant to K.A.R. 26-39-102(1)

Did Resident File Complaint?
 Yes No

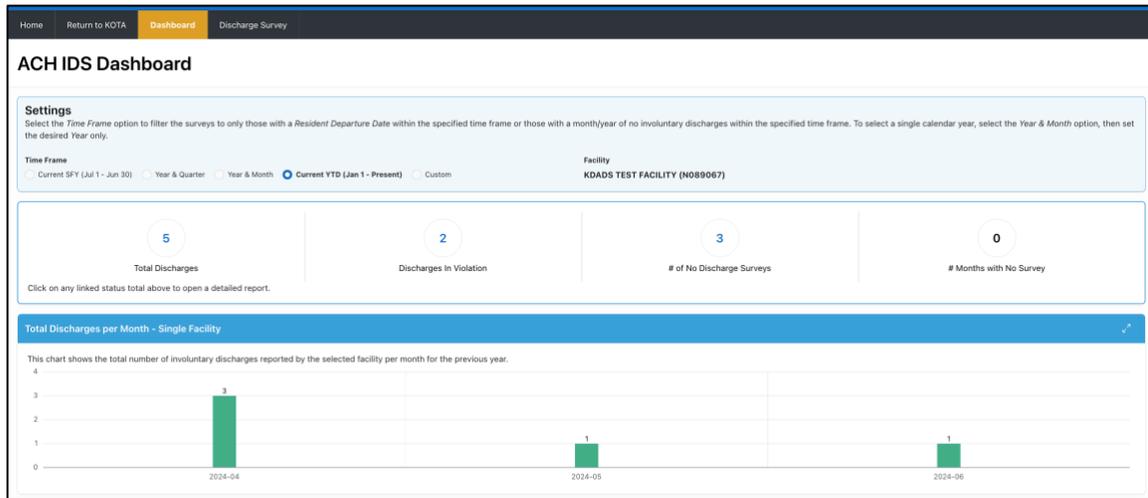
Other Details

Note: Required fields are marked with a red triangle in the upper left corner of the field name or with a red asterisk at the end of the field name, depending on the field type. Additionally, depending on your answers to certain fields, you may be presented with additional fields which you must complete.

- After you have submitted the survey form, you will be presented with a blank survey form so that you can enter the details for another involuntary discharge/transfer, if desired.

Viewing Previously Submitted Surveys

- While in the *ACH IDS* application, click on the *Dashboard* menu item at the top of the page or click on the *Dashboard* block on the *ACH IDS* Home page.
- When the *Dashboard* page opens, you will notice that the *Time Frame* setting defaults to the *Current YTD* option. To change the *Time Frame* option, click one of the other available options and set any other sub-options that may appear depending on the *Time Frame* option you select. The *Dashboard* will show a count of the total involuntary discharges, the total # of discharges in violation of the 60-day reporting requirement, the total # of no discharge surveys, and the total number of months with no surveys submitted for your organization for the selected *Time Frame*. Additionally, the *Dashboard* includes a bar chart showing the total number of involuntary discharges reported by your facility per month for the previous year. An example *Dashboard* page is shown in the figure below.



- To open a detailed report for either the total involuntary discharges, the total discharges in violation, or the total # of no discharge surveys, click on the linked total count in the *Dashboard* summary region. To download the report or print the report as a PDF, use the *Download* option on the *Actions* dropdown menu after opening the desired report.
- To return to the *KOTA* application, click on the *Return to KOTA* menu item at the top of the page.

Deleting Previously Submitted Surveys

- Follow the directions in the *Viewing Previously Submitted Surveys* section above to open the appropriate report to delete either a previously submitted involuntary discharge survey or a report of no involuntary discharges for a specific month.
- After you have opened the desired report, locate the previous survey that you want to delete in the report and click on the “trash can” icon in the *Delete* column.
- To return to the *KOTA* application, click on the *Return to KOTA* menu item at the top of the page.