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## *Adult Care Home Involuntary Discharge Survey*

### *User Guide for KDADS*

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#### **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 and KDADS to track previously submitted surveys to KDADS.

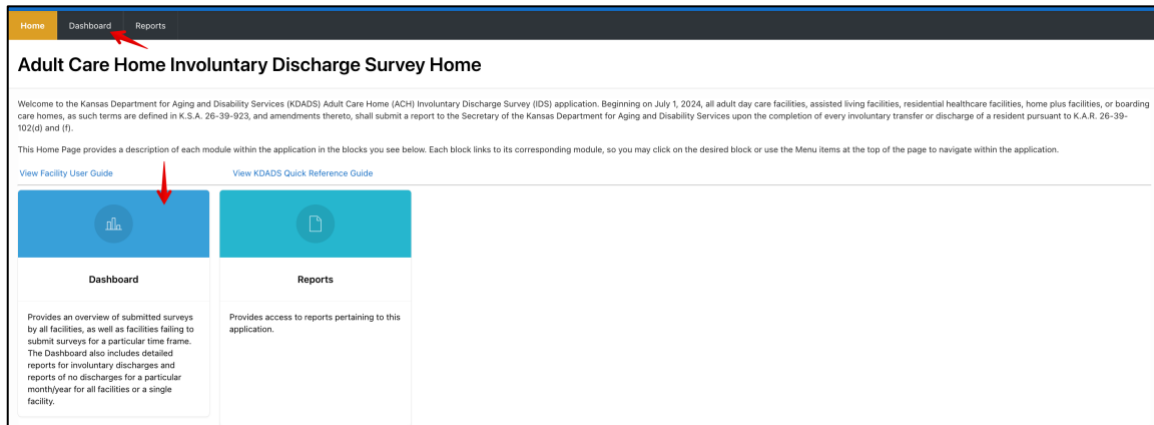
#### **Accessing the ACH IDS Application**

1. Open the *Kansas Department for Aging and Disability Services* website at [www.kdads.ks.gov](http://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 *Adult Care Home IDS* icon, shown below, on the main *KDADS Oracle Web Applications* page. If you do not see the icon, you most likely are not configured with the required security role. Contact the KDADS Applications Help Desk for assistance.



#### **Reviewing Survey Submissions**

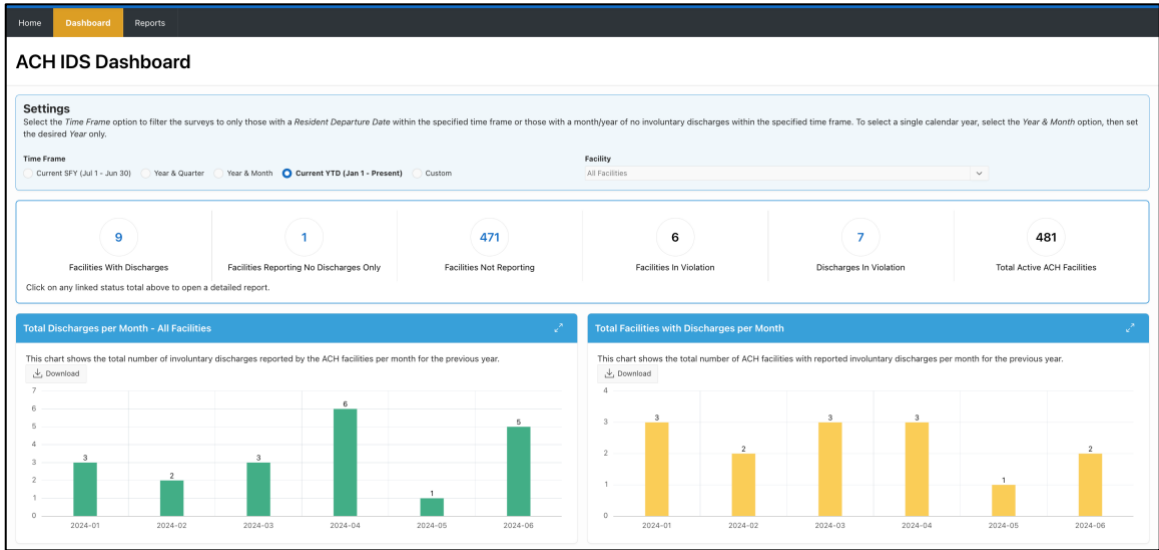
1. Once you have opened the *ACH IDS* application, click on the *Dashboard* menu item at the top of the page or click on the *Dashboard* block on the *ACH IDS Home* page, as shown below.



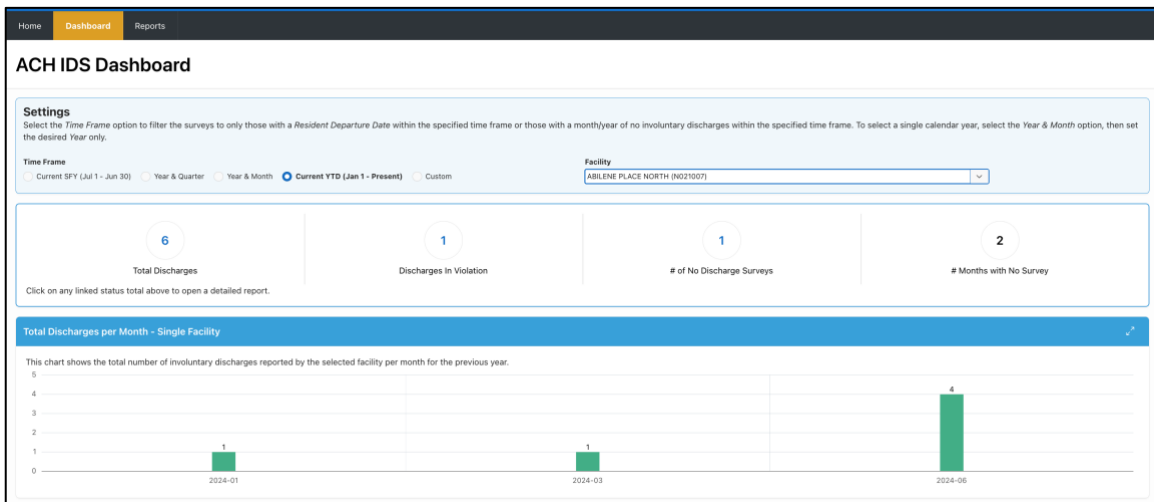
2. When the *Dashboard* page opens, you will notice that the *Time Frame* setting defaults to the *Current YTD* option. To change the *Time Frame* option, click one of the other available options and set any other sub-options that may appear depending on the *Time Frame* option you select.
3. If you set the *Facility* filter option to *All Facilities*, which is the default setting, the *Dashboard* will show a count of the following items:
  - the total number of facilities that reported involuntary discharges during the selected time frame
  - the total number of facilities which submitted at least one survey reporting no discharges for a single month during the selected time frame
  - the total number of facilities which did not submit any survey during the selected time frame
  - the total number of facilities in violation of the 60-day reporting requirement during the selected time frame
  - the total number of discharges in violation of the 60-day reporting requirement during the selected time frame
  - the total number of active ACH facilities in KOTA

Note: A facility will only be included in one of the first three counts mentioned above. For example, if your time frame is set for January through March of a given year, a facility that submitted a survey reporting an actual involuntary discharge in January and surveys reporting no discharges for February and March, would only be included in the *Facilities with Discharges* count.

Additionally, the *Dashboard* includes a bar chart showing the total number of involuntary discharges reported by all ACH facilities per month for the previous year and a bar chart showing the total number facilities which reported involuntary discharges per month for the previous year. An example *Dashboard* page is shown in the figure below.



- To open a detailed report for any of the linked counts shown on the dashboard, click on the linked total. 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.
- If you set the *Facility* filter option to a specific facility, the dashboard will show a count of the following items:
  - the total number of involuntary discharges submitted by the selected facility during the selected time frame
  - the total number of involuntary discharges submitted by the selected facility during the selected time frame which were in violation of the 60-day reporting requirement
  - the total number of surveys reporting no discharges for a single month during the selected time frame submitted by the selected facility
  - the total number of months that the facility did not submit any survey during the selected time frame.
- To open a detailed report for any of the linked counts shown on the dashboard, click on the linked total. 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.
- When you set the *Facility* filter option to a specific facility, the dashboard will also include the *Total Discharges per Month - Single Facility* bar chart, which shows the total number of involuntary discharges reported by the facility for the previous 12 months. An example *Dashboard* for a single facility is shown in the following figure.



## Reports

The ACH IDS application contains two standard reports which can be accessed from either the *Reports* menu item at the top of the page or by clicking on the *Reports* block on the *ACH IDS Home* page.

The two reports are the *Discharge Reporting Violations* report and the *All Discharge Surveys* report.

To open either report, click on their respective block on the *Reports* page.