Shawnee County CDDO
Affiliate Meeting
08.08.16

Present: Shawna Link, Caring and Compassionate Care; Jessica Slocum, The ARC; Quinta Avance, Avance-d Community Alternatives; Kevin Davis, The ARC; Erin Toby, SLI; Stacy Bleidissel, Advanced Individual Services; Sabrina Crevoiserat, Easter Seals Capper Foundation; Jenell Jones, Pearlie Mae's Compassion and Care; Erin Arnold, Caring and Compassionate Care; Tracy Martin, TARC; Ann Barr, TARC; Dorothy Lind, Community Living Opportunities; Minerva Michael, TARC; MaryAnn Hughes, Sunflower Supports; Coleen Hernandez, CDDO; Gina Allen, Compassionate Care; Erica Koontz, Life Bridge; Chuck Mohney, Easter Seals Capper Foundation; Lisa Frazier and Susie Becker, Susie Decker Case Management; Mary Kennedy, TARC; Vince Garcia, RICO Services; Tracey Herman, TARC; Cheryl Davenport, CDDO; Mary Stafford, Exploring Life; April Patton, Monaco and Associates; Ramona Macek, Easter Seals Capper Foundation; Roberta Lehmann, RICO Services; Raven Stewart, Living the Right Life; Billy Lewis, S&L Ranch; Antonio Castaneda, Loving Hearts Training Center; Tim Gorton, SLI; Mark Gonzalez, Mosaic; Sabrina Winston, CDDO

I. CDDO Updates/Other:
- ➢ June 2016 and July 2016 Affiliate Report Overview – See Attachments
- ➢ Satisfaction Surveys – Everyone was asked to please submit their survey's. Blank surveys were made available at the meeting.
- ➢ Final Rule Settings workgroup to meet next week.
- ➢ Special Needs Trust Fund (ABLE workshop) is scheduled for Aug. (Emailed 7.28.16; handout)
- ➢ New affiliated providers in Shawnee County: DCCA, Inc., Children's Residential and Becky's Bridges, TCM.
- ➢ Shawna Link, Caring and Compassionate Care (CCC), spoke about Centene representatives requesting to see all documentation on consumers for the last 1 ½ years. Shawna followed up with Centene to verify the authority of the representatives and audit request.   Some of the documentation requested, such as medical information, is not part of the TCM requirements. CCC has now received a request for documentation from United Health Care.

II. Guest Speaker(s): Melissa McDaniel, Program Integrity Manager, KDADS Colin Rork, Program Integrity and Compliance Specialist, KDADS

- ✓ The Program Integrity staff responsibilities include working with CDDOs, conducting peer reviews, attending functional assessments; working with FMS providers, readiness and performance reviews, also working with ADRCs and KDADS licensing staff.
- ✓ The PIC staff monitors Adverse Incident Reports (AIR) in their area.

- ✓ You will need to set up an account. If you don't hear back from the Helpdesk contact your PIC representative. (handout)
- ✓ The goal is to get everyone reporting who is licensed and funded by KDADS. Once an AIR report is sent you can no longer see it or make changes. If you need to make a correction on the AIR call your PIC representative. If you have to make a CPS/APS report, click on the yes button.
- ✓ Be as specific as possible, report what you did, and how you are going to take care of the problem.
- ✓ If a report is found to be substantiated the PIC staff will work with the MCOs, KDHE, APS and the Attorney General's office.
- ✓ They are currently working on a provider manual. Once it is completed they will send it to the CDDOs to be distributed.
- ✓ It was asked if there is a possibility of an ANE report auto-send to AIR? Not at this time but they are working on making processes easier.
- ✓ At this time, the CDDOs are not included on the notifications when an AIR is made. You do need to continue to submit Critical Incident Reports through BCI for the CDDO.
- ✓ The PIC staff can also answer questions regarding the Final Rule Settings.
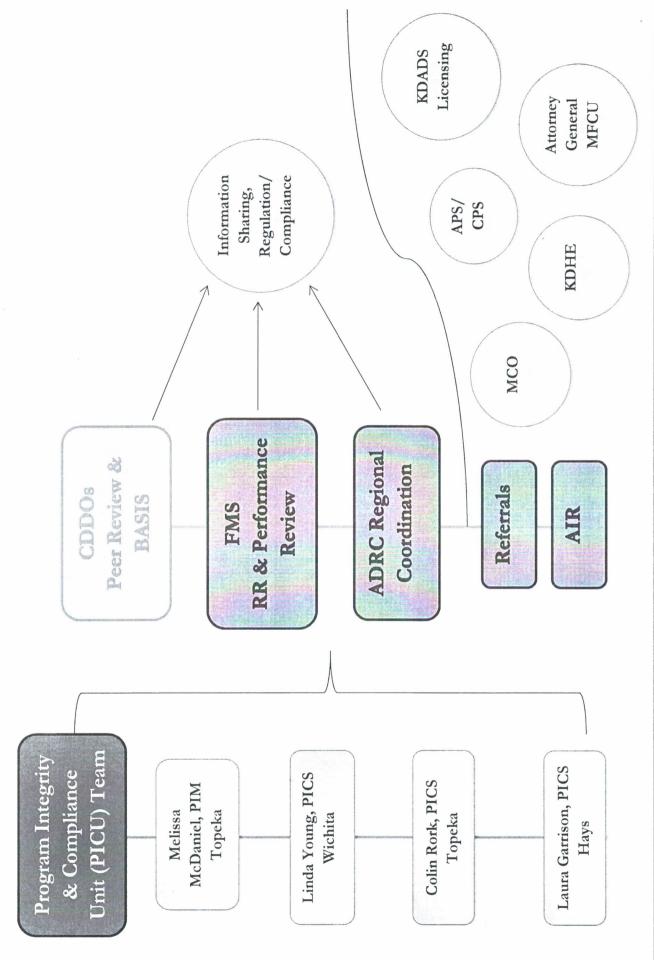
III. Upcoming training opportunities
- ➢ Aug. 25th – BCI Training 9 am – Noon Topeka & Shawnee County Public Library (flyer emailed 8.4.16)
- ➢ Sept. 15th – 8:30 am-Noon – CDDO Quarterly Training – (flyer to be emailed)
- ➢ Dec. 15th - 8:30 am-Noon – CDDO Quarterly Training – (flyer to be emailed)

Next meeting is scheduled Oct. 10, 2016 at 2 pm

What is Program Integrity?

Program Integrity is a reasonable and consistent system of oversight of the Medicaid program which effectively encourages compliance; maintains accountability; protects public funds; supports awareness and responsibility; ensure providers meet participation requirements; services are medically necessary; and payments are for the correct amount and for covered services. The end goal is to reduce and eliminate fraud, waste, and abuse in the Medicaid Program.

KDADS Program Integrity Responsibilities

Information Sharing, Regulation/ Compliance

KDADS Licensing

Attorney General MFCU

APS/ CPS

KDHE

MCO

CDDOs Peer Review & BASIS

FMS RR & Performance Review

ADRC Regional Coordination

Referrals

AIR

Program Integrity & Compliance Unit (PICU) Team

Melissa McDaniel, PIM Topeka

Linda Young, PICS Wichita

Colin Rork, PICS Topeka

Laura Garrison, PICS Hays

HCBS – Autism, FE, I/DD, PD, SED, TA & TBI   Program Integrity &Compliance Unit

KDADS PROGRAM INTEGRITY CONTACT INFORMATION

Western Territory/Hays		SouthEast Territory/Wichita	NorthEast Territory/Topeka
Laurie Garrison 785.628.1066 x 8408 laura.garrison@ks.gov		**Linda Young** 316.337.6649 linda.young@ks.gov	**Colin Rork** 785.296.4740 colin.rork@ks.gov
Barber (BA)	Meade (ME)	Allen (AL)	Anderson (AN)
Barton (BT)	Mitchell (MC)	Bourbon (BB)	Atchison (AT)
Brown (BR) Hiawatha	Morton (MT)	Butler (BU) Rose Hill, Augusta	Chase (CS)
Cheyenne (CN)	Nemaha (NM) Seneca	Chautauqua (CQ)	Coffey (CF)
Clark (CA)	Ness (NS)	Cherokee (CK) Columbus	Douglas (DG)
Clay (CY)	Norton (NT)	Cowley (CL) Winfield	Franklin (FR)
Cloud (CD)	Osborne (OB)	Crawford (CR)	Geary (GE)
Comanche (CM)	Ottawa (OT)	Elk (EK)	Jackson (JA)
Decatur (DC)	Pawnee (PN)	Greenwood (GW)	Jefferson (JF)
Dickinson (DK)	Phillips (PL)	Harvey (HV) Newton	Johnson (JO)
Doniphan (DP)	Pottawatomie (PT) Wamego	Labette (LB) Parsons	Leavenworth (LV)
Edwards (ED)	Pratt (PR)	Marion (MN)	Linn (LN)
Ellis (EL)	Rawlins (RA)	Montgomery (MG) Coffeyville	Lyon (LY)
Ellsworth (EW)	Reno (RN) Hutchinson	Neosho (NO) Chanute	Miami (MI) Osawatomie
Finney (FI)	Republic (RP)	Sedgwick (SG)	Morris (MR)
Ford (FO)	Rice (RC)	Sumner (SU) Wellington	Osage (OS)
Gove (GO)	Riley (RL) Manhattan	Wilson (WL) Neodesha	Shawnee (SN) Topeka
Graham (GH)	Rooks (RO)	Woodson (WO)	Wabaunsee (WB)
Grant (GT)	Rush (RH)		Wyandotte (WY)
Gray (GY)	Russell (RS)		
Greeley (GL)	Saline (SA) Salina		
Hamilton (HM)	Scott (SC)		
Harper (HP)	Seward (SW)	**Melissa McDaniel**	
Haskell (HS)	Sheridan (SD)	Program Integrity Manager	
Hodgeman (HG)	Sherman (SH)	Community Services and Programs	
Jewell (JW)	Smith (SM)	Commission	
Kearny (KE)	Stafford (SF)	Kansas Department for Aging and	
Kingman (KM)	Stanton (ST)	Disability Services	
Kiowa (KW)	Stevens (SV)	New England Building	
Lane (LE)	Thomas (TH)	503 S. Kansas Avenue	
Lincoln (LC)	Trego (TR)	Topeka, KS 66603-3404	
Logan (LG)	Wallace (WA)	Office: (785) 291-3632	
Marshall (MS)	Washington (WS)Greenleaf	Fax: (785) 296-0256	
McPherson (MP)	Wichita (WH)	melissa.mcdaniel@ks.gov	

State of Kansas
Adverse Incident Reporting System
FAQ SHEET

Who should be reporting?

It is the expectation of the State of Kansas for providers to report all adverse incidents in the Adverse Incident Reporting system referred to as "AIR". The state is interested in the health and welfare of individuals receiving services by agencies licensed or funded by KDADS. Some of these settings typically include: HCBS waiver service providers, Psychiatric Residential Treatment Facilities, Private Psychiatric Hospitals, Substance Abuse Treatment Providers and Community Mental Health Centers. All reportable adverse incidents shall be documented and analyzed as part of the providers quality assurance and improvement program.

Who in my organization should be making reports?

It's up to each provider to make the determination how they would like that to be handled at their facility. Currently, most facilities have designated a couple of people on staff to take adverse incident reports from individuals and enter them in to the system.

When should I make the report?

Within 24 hours of becoming aware of the occurrence of the adverse incident.

What types of Adverse Incidents should I report?

1. Abuse
2. Death
3. Elopement
4. Exploitation
5. ER/Hospitalization
6. Financial Misuse
7. Inappropriate sexual contact
8. Law Enforcement Involvement
9. Misuse of medications
10. Natural disaster
11. Neglect
12. Physical abuse
13. Psychological abuse
14. Serious injury
15. Suicide
16. Suicide Attempt
17. Unanticipated death

Who is reviewing and/or receiving information related to submitted Adverse Incidents?
- KDADS Program Integrity Staff

- KDADS Licensing Staff
- Managed Care Organizations receives a notification

Can I make changes to my report after it's been submitted to KDADS?

No, providers and employees will not be able to retrieve a submitted report. If there's something you'd like to add or change, call your local Program Integrity representative and they can update the report for you.

Is my report secure/confidential?

Yes, only the state and the consumers MCO will be viewing information related to submitted reports.

What are the major changes to the new AIR system?

1) Increased security – Providers/reporters will no longer have access to a worklist.
2) Forward Facing Application
3) Improved reporting capabilities

Other things to note:

- An AIR report does not replace an APS/CPS report! You are still responsible for making your reports to APS/CPS as necessary.

- You can print each AIR you submit for your records.

- The state reviews EVERY AIR report submitted. We will only follow up with you as necessary.

- Provider Manual will be forthcoming

- When you will not be using the application for a period of time, the program should be closed for security reasons. Logout when you are not actively using the system.

- More than one adverse incident can be selected at a time.

- To review the definition of each adverse incident, double click on the word itself such as "Elopement" and the definition will display.

How do I access the AIR system as a new user?

Go to www.kdads.ks.gov
Click on "WebApps" tab on the home page
Click on the link under the lock and key picture to fill out a security agreement
KDADS help desk will generate an email back to you with instructions on how to access the AIR system
Still having trouble, contact the KDADS Help Desk:
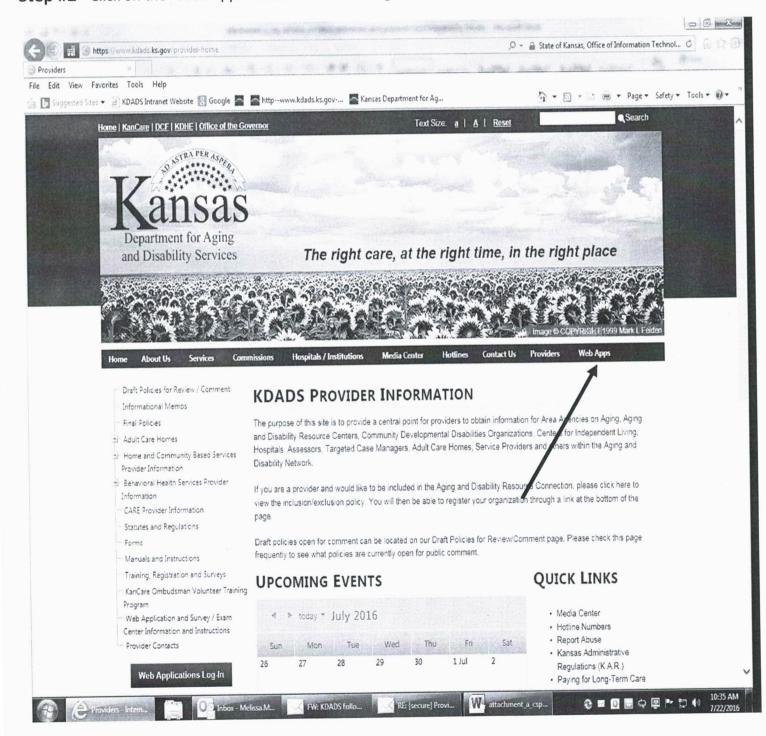(785) 296-4987 or HelpDesk@ks.gov

What are the system requirements?

For best results, KDADS recommends using Internet Explorer version 6.0 or higher or the current version of Firefox. Disable pop-up blockers. Firewall settings may need adjusting to allow the web application to display. If you need assistance, please call the KDADS helpdesk at 785-296-4987!
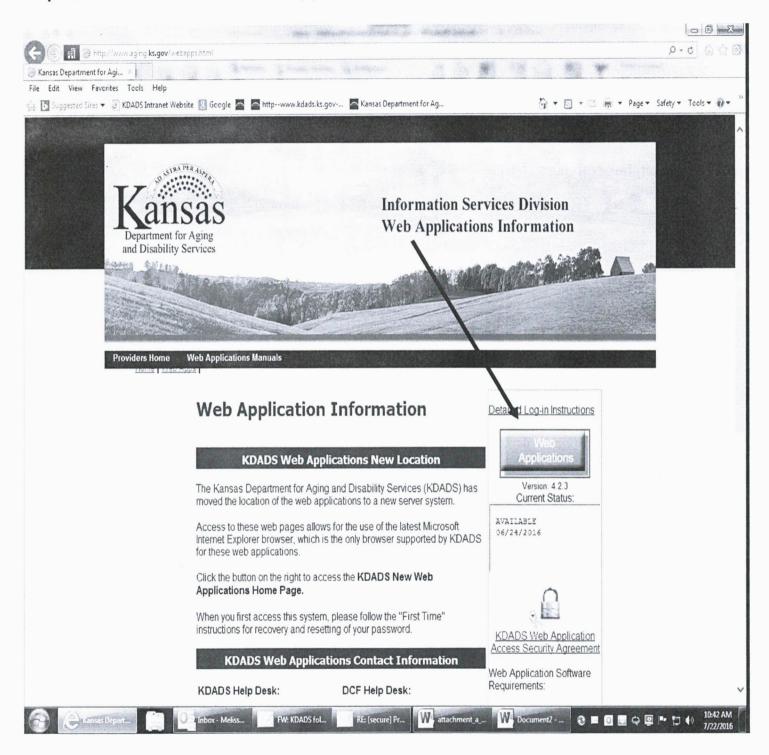
How do I access the system as a returning user?
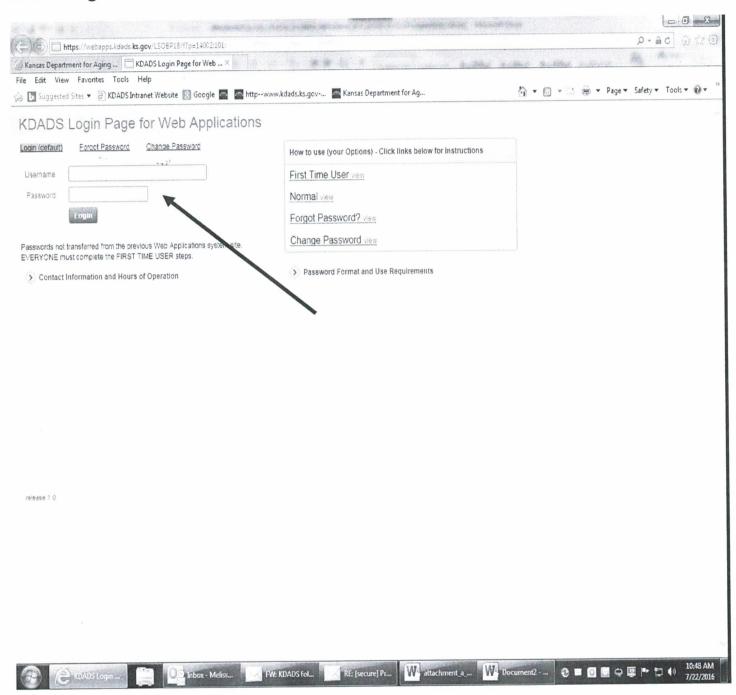
Step #1 - Go to www.aging.ks.gov

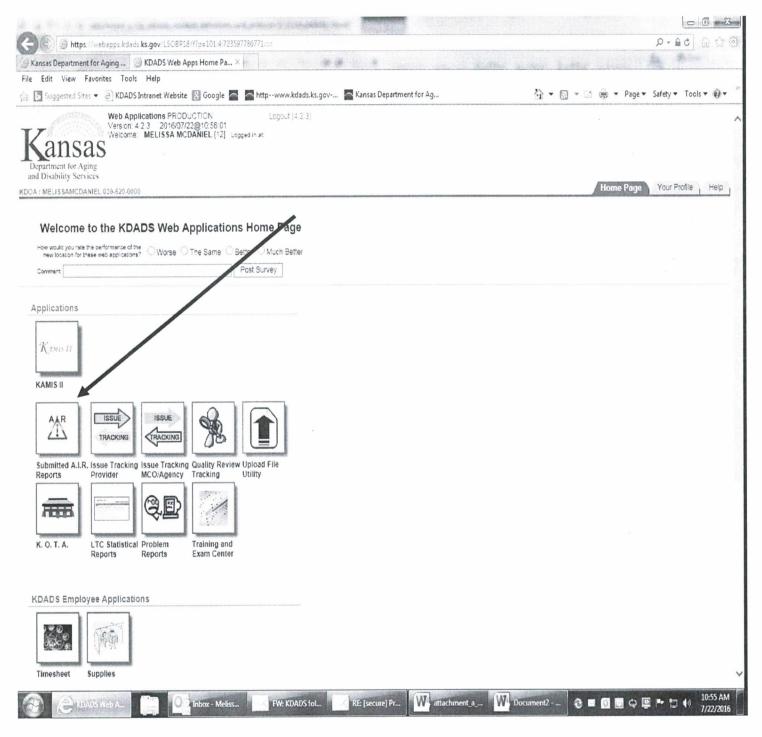**Step #2 -** Click on the "Web Apps" button located along the black toolbar towards the top of the homepage.

Step #3 - Click on the Green "Web Applications" button.

Browser window showing http://www.aging.ks.gov/webapps.html

Kansas
Department for Aging
and Disability Services

Information Services Division
Web Applications Information

Providers Home   Web Applications Manuals

Web Application Information

Detailed Log-in Instructions

Web Applications

Version: 4.2.3
Current Status:

AVAILABLE
06/24/2016

KDADS Web Applications New Location

The Kansas Department for Aging and Disability Services (KDADS) has moved the location of the web applications to a new server system.

Access to these web pages allows for the use of the latest Microsoft Internet Explorer browser, which is the only browser supported by KDADS for these web applications.

Click the button on the right to access the **KDADS New Web Applications Home Page.**

When you first access this system, please follow the "First Time" instructions for recovery and resetting of your password.

KDADS Web Application
Access Security Agreement

Web Application Software
Requirements:

KDADS Web Applications Contact Information

KDADS Help Desk: DCF Help Desk:

4

Step #4 - Once the Login page has displayed, Type the username. Type the password. Click on the "Login" button.

Step #5 – Click on the "AIR" button

Creating a Report:

Remember to hit the "SUBMIT TO KDADS" button!!!