

**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

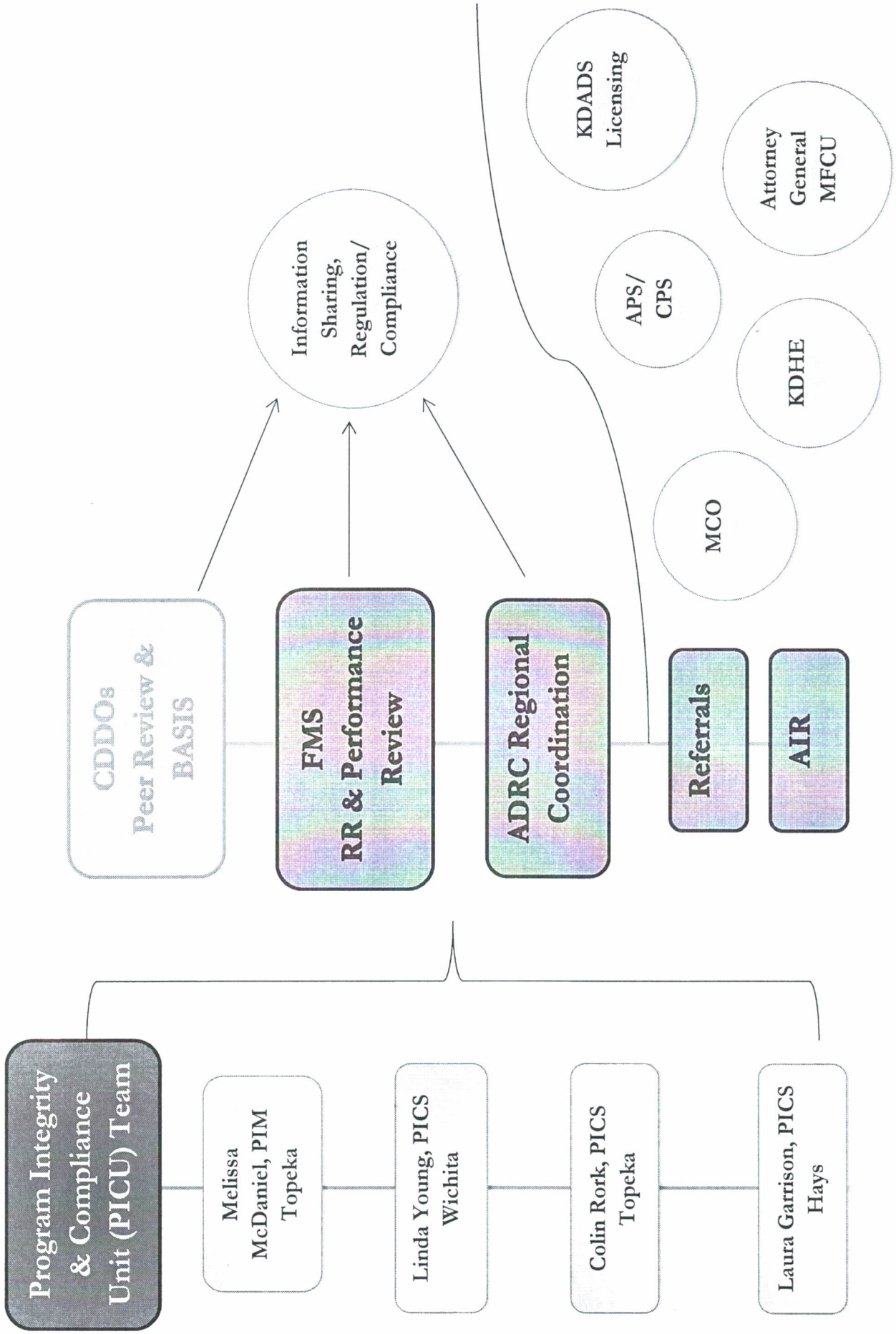
- Aug. 25th – BCI Training 9 am – Noon Topeka & Shawnee County Public Library (flyer emailed 8.4.16)
- Sept. 15th – 8:30 am-Noon – CDDO Quarterly Training – (flyer to be emailed)
- Dec. 15th - 8:30 am-Noon – CDDO Quarterly Training – (flyer to be emailed)

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



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)
Barton (BT)	Mitchell (MC)	Bourbon (BB)
Brown (BR) Hiawatha	Morton (MT)	Butler (BU) Rose Hill, Augusta
Cheyenne (CN)	Nemaha (NM) Seneca	Chautauqua (CQ)
Clark (CA)	Ness (NS)	Cherokee (CK) Columbus
Clay (CY)	Norton (NT)	Cowley (CL) Winfield
Cloud (CD)	Osborne (OB)	Crawford (CR)
Comanche (CM)	Ottawa (OT)	Elk (EK)
Decatur (DC)	Pawnee (PN)	Greenwood (GW)
Dickinson (DK)	Phillips (PL)	Harvey (HV) Newton
Doniphan (DP)	Pottawatomie (PT) Wamego	Labette (LB) Parsons
Edwards (ED)	Pratt (PR)	Marion (MN)
Ellis (EL)	Rawlins (RA)	Montgomery (MG) Coffeyville
Ellsworth (EW)	Reno (RN) Hutchinson	Neosho (NO) Chanute
Finney (FI)	Republic (RP)	Sedgwick (SG)
Ford (FO)	Rice (RC)	Sumner (SU) Wellington
Gove (GO)	Riley (RL) Manhattan	Wilson (WL) Neodesha
Graham (GH)	Rooks (RO)	Woodson (WO)
Grant (GT)	Rush (RH)	
Gray (GY)	Russell (RS)	
Greeley (GL)	Saline (SA) Salina	
Hamilton (HM)	Scott (SC)	
Harper (HP)	Seward (SW)	
Haskell (HS)	Sheridan (SD)	
Hodgeman (HG)	Sherman (SH)	
Jewell (JW)	Smith (SM)	
Kearny (KE)	Stafford (SF)	
Kingman (KM)	Stanton (ST)	
Kiowa (KW)	Stevens (SV)	
Lane (LE)	Thomas (TH)	
Lincoln (LC)	Trego (TR)	
Logan (LG)	Wallace (WA)	
Marshall (MS)	Washington (WS)Greenleaf	
McPherson (MP)	Wichita (WH)	

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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

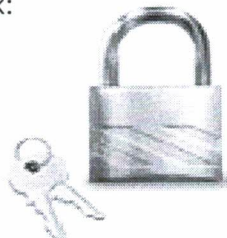
Click on "WebApps" tab on the home page

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.

https://www.kdads.ks.gov/provider-home

State of Kansas, Office of Information Technol...

Providers

File Edit View Favorites Tools Help

Suggested Sites KDADS Intranet Website Google http://www.kdads.ks.gov... Kansas Department for Ag...

Text Size: a | A | Reset

Search

Home | KanCare | DCF | KDHE | Office of the Governor

Kansas
Department for Aging
and Disability Services

The right care, at the right time, in the right place

Image © COPYRIGHT 1999 Mark L Feiden

Home About Us Services Commissions Hospitals / Institutions Media Center Hotlines Contact Us Providers **Web Apps**

Draft Policies for Review / Comment
Informational Memos
Final Policies
Adult Care Homes
Home and Community Based Services
Provider Information
Behavioral Health Services Provider Information
CARE Provider Information
Statutes and Regulations
Forms
Manuals and Instructions
Training, Registration and Surveys
KanCare Ombudsman Volunteer Training Program
Web Application and Survey / Exam
Center Information and Instructions
Provider Contacts

Web Applications Log-In

KDADS PROVIDER INFORMATION

The purpose of this site is to provide a central point for providers to obtain information for Area Agencies on Aging, Aging and Disability Resource Centers, Community Developmental Disabilities Organizations, Centers for Independent Living, Hospitals, Assessors, Targeted Case Managers, Adult Care Homes, Service Providers and others within the Aging and Disability Network.

If you are a provider and would like to be included in the Aging and Disability Resource Connection, please click here to view the inclusion/exclusion policy. You will then be able to register your organization through a link at the bottom of the page.

Draft policies open for comment can be located on our Draft Policies for Review/Comment page. Please check this page frequently to see what policies are currently open for public comment.

UPCOMING EVENTS

today July 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1 Jul	2

QUICK LINKS

- Media Center
- Hotline Numbers
- Report Abuse
- Kansas Administrative Regulations (K.A.R.)
- Paying for Long-Term Care

10:35 AM
7/22/2016

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

The screenshot shows a web browser window with the address bar displaying <http://www.aging.ks.gov/webapps.html>. The page header includes the Kansas Department for Aging and Disability Services logo and the text "Information Services Division Web Applications Information". Below the header, there are navigation links for "Providers Home" and "Web Applications Manuals".

Web Application Information

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 Applications Contact Information


KDADS Help Desk: DCF Help Desk:

[Detailed Log-in Instructions](#)

Web Applications

Version: 4.2.3
Current Status:

AVAILABLE
06/24/2016



[KDADS Web Application Access Security Agreement](#)

Web Application Software Requirements:

The taskbar at the bottom shows several open applications, including "Inbox - Melissa...", "FW: KDADS fo...", "RE: [secure] Pr...", "attachment_a...", and "Document2 - ...". The system clock indicates the time is 10:42 AM on 7/22/2016.

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

The screenshot shows a web browser window displaying the KDADS Login Page for Web Applications. The browser's address bar shows the URL: <https://webapps.kdads.ks.gov/LSOBP18/f?p=14002:101:>. The page title is "KDADS Login Page for Web Applications".

At the top of the page, there are three tabs: "Login (default)", "Forgot Password", and "Change Password". Below these tabs are two input fields: "Username" and "Password". A "Login" button is positioned below the "Password" field. A black arrow points from the bottom right towards the "Login" button.

To the right of the login fields is a box titled "How to use (your Options) - Click links below for Instructions". This box contains several links: "First Time User view", "Normal view", "Forgot Password? view", and "Change Password view".

Below the login fields, there is a note: "Passwords not transferred from the previous Web Applications system site. EVERYONE must complete the FIRST TIME USER steps." Below this note are two expandable sections: "Contact Information and Hours of Operation" and "Password Format and Use Requirements".

At the bottom left of the page, it says "release 1.0".

The Windows taskbar at the bottom shows several open applications: "KDADS Login...", "Inbox - Melissa...", "FW: KDADS fol...", "RE: [secure] Pr...", "attachment_...", and "Document2 - ...". The system tray on the right shows the time as "10:48 AM" and the date as "7/22/2016".

Step #5 – Click on the “AIR” button

The screenshot shows a web browser window displaying the KDADS Web Applications Home Page. The browser's address bar shows the URL <https://webapps.kdads.ks.gov/LSOBP18/f?p=101:4:723597786771:::>. The page header includes the Kansas Department for Aging and Disability Services logo and the text "Web Applications PRODUCTION", "Vers on: 4.2.3 2016/07/22@10:56:01", and "Welcome: MELISSA MCDANIEL [12] Logged in at:". A navigation bar contains links for "Home Page", "Your Profile", and "Help".

The main content area features a "Welcome to the KDADS Web Applications Home Page" message with a survey question: "How would you rate the performance of the new location for these web applications?" with radio button options for "Worse", "The Same", "Better", and "Much Better". Below this is a "Comment" text box and a "Post Survey" button.

The "Applications" section contains a grid of icons for various services:

- KAMIS II**: Represented by a square icon with the text "KAMIS II".
- AIR**: Represented by a square icon with a triangle and exclamation mark, labeled "Submitted A.I.R. Reports".
- Issue Tracking Provider**: Represented by a square icon with "ISSUE" and "TRACKING" text and a right-pointing arrow.
- Issue Tracking MCO/Agency**: Represented by a square icon with "ISSUE" and "TRACKING" text and a left-pointing arrow.
- Quality Review Tracking**: Represented by a square icon with a person and a magnifying glass.
- Upload File Utility**: Represented by a square icon with an upward-pointing arrow and a document.
- K. O. T. A.**: Represented by a square icon with a building.
- LTC Statistical Reports**: Represented by a square icon with a document and a bar chart.
- Problem Reports**: Represented by a square icon with a speech bubble and a document.
- Training and Exam Center**: Represented by a square icon with a document and a bar chart.

The "KDADS Employee Applications" section contains two icons:

- Timesheet**: Represented by a square icon with a calendar.
- Supplies**: Represented by a square icon with a person and a document.

An arrow points from the "AIR" button icon to the "AIR" button icon in the grid.

The Windows taskbar at the bottom shows several open applications: "KDADS Web A...", "Inbox - Meliss...", "FW: KDADS fol...", "RE: [secure] Pr...", "attachment_a...", and "Document2 - ...". The system clock shows "10:55 AM 7/22/2016".

Creating a Report:

Notice

- The Report needs to be completed and submitted to KDADS prior to closing the window.
- If you wish to retain a copy, print this form by using the "Print AIR Report" button provided below.

Report Status: WORK IN PROGRESS

Note: * Designates that the item is required.

Buttons: Create Report, Print AIR Report, Close

Person Reporting Incident Information

* Report Completed By: First Name: * Last Name:

* Reporter Phone: * Reporter Email:

* Reporter Organization Name:

* Organization Street Address: * Organization Phone:

* City: * State: ~ Select ~ * Zip: * County: ~ Select ~

* Report Date: 07/22/2016

Incident Information

* Incident Date: Time of Incident (if known): * County Where Incident Occurred: ~ Select ~

List person(s) Involved in Incident:
Include relationship to individual -- For example: staff; family member (spouse, sibling; child, etc.)

Individual Involved in Incident Information

* First Name: * Last Name:

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