



# Adverse Incident Reporting Quick Reference Sheet

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## System Requirements and Browser Settings:

- An Internet Connection is required to access the Adverse Incident Reporting (AIR) form
- Internet Browser:
  - KDADS only supports the AIR submission form using Microsoft Internet Explorer version 11
  - KDADS cannot troubleshoot any issues that may arise using the form with another browser.

## Contacts:

### Application How To Questions & Security Access:

KDADS Help Desk  
Phone: (785) 296-4987 or (800) 432-3535  
E-Mail: KDADS.HelpDesk@ks.gov

### Questions about the Policies and Guidelines:

Phone: (800) 432-3535  
Ask for the waiver/service program manager  
associated with the affected client.

## Accessing the Adverse Incident Reporting form:

1. Access the *Kansas Department for Aging and Disability Services* website at [www.kdads.ks.gov](http://www.kdads.ks.gov).
2. Click on the Adverse Incident Reporting (AIR) link, located under QUICK LINKS on the right side of the home page.
3. A blank Adverse Incident Reporting submission form displays in a new window or tab, depending on your browser settings.

## Create and Submit an Adverse Incident Reporting form:

1. Data enter all required fields. Required fields are noted by the red asterisk preceding the label.
2. Click the **Create Report** button.
3. If additional information is entered after the initial form creation, click on the **Apply Changes** button to save the added/changed information.
4. When data entry is complete, click the **Submit to KDADS** button.
5. All fields will become read-only.

## Attach Additional Documentation (optional):

1. After the report has been created, use the **Provider Document Upload** region to attach files to the report.
2. Once the report is closed, this region is no longer accessible.

## Print an AIR Report (optional):

1. Click on the **Print AIR Report** button to print a copy of the report *before closing the report*.
2. Once the report is closed, it is no longer accessible.

## Close the AIR Report:

1. When you are done with the submitted AIR report, click on the **Close** button. The submitted report is no longer displayed and the reporter/provider can no longer access the report.
2. Click the **OK** button to close the browser window.