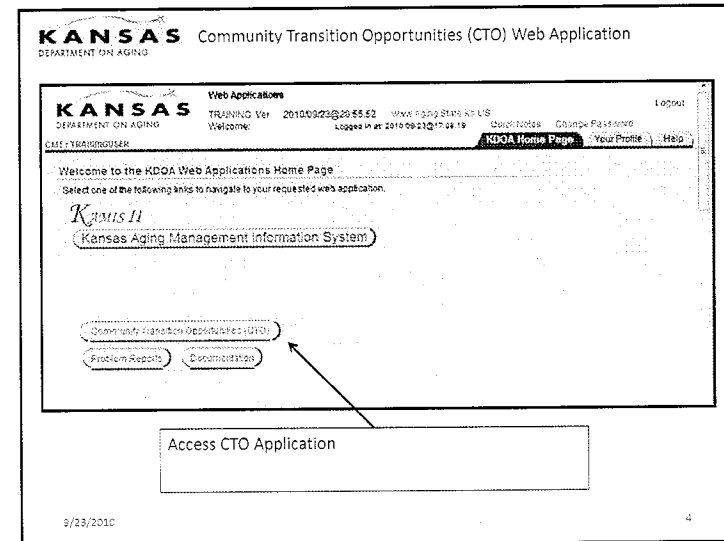


Log in to KDOA Web Applications. All users (Nursing Facility, LCA, KDOA) have their own security access – User Name and Initial Password. Currently setting up the users within Single Signon.



Access CTO Application

KANSAS Community Transition Opportunities (CTO) Web Application
DEPARTMENT ON AGING

Customer Found. With a listing of CTO Worksheets that have been previously entered.

9/28/2010 9

KANSAS Community Transition Opportunities (CTO) Web Application
DEPARTMENT ON AGING

Create CTO Worksheet Icon is unavailable if there is a worksheet on file with the current date.

9/28/2010 10

KANSAS Community Transition Opportunities (CTO) Web Application
DEPARTMENT ON AGING

Nursing Facility Worksheet Status

Status	Available To...	Purpose
Work In Progress	Adult Care Home	Initial status prior to the worksheet being created or while it is being completed by the Adult Care Home.
Referred to 1 st LCA	Adult Care Home	Adult Care Home has completed data entry of the worksheet and refers it to the 1 st LCA for action.
Discarded	All Organizations	Worksheet done in error. Closes the case without further action.
Stopped – By User – AAA Notified	All Organizations	Will stop the referral of the worksheet. The user will need to contact the Area Agency on Aging (AAA) by phone regarding the reason for the status.

9/28/2010 11

KANSAS Community Transition Opportunities (CTO) Web Application
DEPARTMENT ON AGING

STOP: There is a current referral that is actively being processed.

9/28/2010 12

KANSAS Community Transition Opportunities (CTO) Web Application
DEPARTMENT ON AGING

Community Transition Opportunities (CTO)

STOP: This resident is currently on a Waiting List for services.

Form Status:

Nursing Facility Referral

- Form Date: 09/23/2010 • CIDB: 00103190 • Age: 70
- Responsible Party Name: JAY APPLE
- Phone: 785-333-3333
- LCA 1: JAYHAWK AREA AGENCY ON AGING
- LCA 2: TOPEKA INDEPENDENT LIVING RESOURCE CENTER
- Nursing Facility: BEDROCK SENIOR COMMUNITY
- Address: 123 STONEHILL WAY TOPEKA, KS 66603-0031
- Country: SHAWNEE
- NF Admission Date: 01/02/2010
- Days in NF: 234
- NF Contact Name: BETTY RUBBLE
- Phone: 785-655-5555 EXT 4
- NF Comments:

KDOA Follow-Up

Local Contact Agency (LCA)

9/23/2010 13

KANSAS Community Transition Opportunities (CTO) Web Application
DEPARTMENT ON AGING

Community Transition Opportunities (CTO)

STOP: There is an open Plan Of Care in KAMIS. Call the AAA/CME: JAYHAWK AREA AGENCY ON AGING

Form Status:

Nursing Facility Referral

- Form Date: 09/23/2010 • CIDB: 00103190 • Age: 70
- Responsible Party Name: JAY APPLE
- Phone: 785-333-3333
- LCA 1: JAYHAWK AREA AGENCY ON AGING
- LCA 2: TOPEKA INDEPENDENT LIVING RESOURCE CENTER
- Nursing Facility: BEDROCK SENIOR COMMUNITY
- Address: 123 STONEHILL WAY TOPEKA, KS 66603-0031
- Country: SHAWNEE
- NF Admission Date: 01/02/2010
- Days in NF: 234
- NF Contact Name: BETTY RUBBLE
- Phone: 785-655-5555 EXT 4
- NF Comments:

KDOA Follow-Up

Local Contact Agency (LCA)

9/23/2010 14

KANSAS Community Transition Opportunities (CTO) Web Application
DEPARTMENT ON AGING

Community Transition Opportunities (CTO)

Form Status:

Nursing Facility Referral

- Form Date: 09/23/2010 • CIDB: 00103190 • Age: 70
- Responsible Party Name: JAY APPLE
- Phone: 785-333-3333
- LCA 1: JAYHAWK AREA AGENCY ON AGING
- LCA 2: TOPEKA INDEPENDENT LIVING RESOURCE CENTER
- Nursing Facility: BEDROCK SENIOR COMMUNITY
- Address: 123 STONEHILL WAY TOPEKA, KS 66603-0031
- Country: SHAWNEE
- NF Admission Date: 01/02/2010
- Days in NF: 234
- NF Contact Name: BETTY RUBBLE
- Phone: 785-655-5555 EXT 4
- NF Comments:

KDOA Follow-Up

Local Contact Agency (LCA)

Complete View of the Worksheet

9/23/2010 15

KANSAS Community Transition Opportunities (CTO) Web Application
DEPARTMENT ON AGING

Form Status:

WORK IN PROGRESS

Nursing Facility Referral

- Form Date: 09/23/2010 • CIDB: 00103190 • Age: 70
- Responsible Party Name: JAY APPLE Phone: 785-333-3333
- LCA 1: JAYHAWK AREA AGENCY ON AGING
- LCA 2: TOPEKA INDEPENDENT LIVING RESOURCE CENTER
- Nursing Facility: BEDROCK SENIOR COMMUNITY NF State ID: N12345
- Address: 123 STONEHILL WAY TOPEKA, KS 66603-0031 Country: SHAWNEE
- NF Admission Date: 01/02/2010 Days in NF: 234
- NF Contact Name: BETTY RUBBLE Phone: 785-655-5555 EXT 4
- NF Comments:

Nursing Facility Data Entry

9/23/2010 16

KANSAS Community Transition Opportunities (CTO) Web Application
DEPARTMENT ON AGING

Form Status:

- REFERRED TO 1ST LCA

Nursing Facility Referral

- Form Date 09/23/2010 • DOB 01/03/1940 Age 70
- Responsible Party Name ADAM APPLE Phone 785-333-3333
- LCA 1 JAYHAWK AREA AGENCY ON AGING LCA 1 Referral Date 09/23/2010 Status REFERRED TO 1ST LCA
- LCA 2 TOPEKA INDEPENDENT LIVING RESOURCE CENTER
- Nursing Facility: BEDROCK SENIOR COMMUNITY NF State ID N12345
Address 123 STONEHILL WAY TOPEKA, KS 66603-0031 County SHAWNEE
- NF Admission Date 01/02/2010 Days in NF 254
- NF Contact Name BETTY RUBBLE Phone 785-555-6565 EXT 4
NF Comments

Form Status:

- WORK IN PROGRESS
- WORK IN PROGRESS
- REFERRED TO 1ST LCA
- STOPPED - BY USER - AAA NOTIFIED
- DISCARDED

Local Contact Agency (LCA)

- Agency Name
- Agency Address
- Agency Phone
- Agency Email
- Agency Fax
- Agency Website

After fields are entered (required indicated by *). The form is created which puts the form in a "Work in Progress" status. When data is correct, the status is changed to "Referred to 1st LCA".

9/23/2010 17

KANSAS Community Transition Opportunities (CTO) Web Application
DEPARTMENT ON AGING

Form Status:

- REFERRED TO 1ST LCA

Nursing Facility Referral

- Form Date 09/23/2010 • DOB 01/03/1940 Age 70
- Responsible Party Name ADAM APPLE Phone 785-333-3333
- LCA 1 JAYHAWK AREA AGENCY ON AGING LCA 1 Referral Date 09/23/2010 Status REFERRED TO 1ST LCA
- LCA 2 TOPEKA INDEPENDENT LIVING RESOURCE CENTER
- Nursing Facility: BEDROCK SENIOR COMMUNITY NF State ID N12345
Address 123 STONEHILL WAY TOPEKA, KS 66603-0031 County SHAWNEE
- NF Admission Date 01/02/2010 Days in NF 254
- NF Contact Name BETTY RUBBLE Phone 785-555-6565 EXT 4
NF Comments

Once status is changed and saved, all NF fields are display only.

9/23/2010 18

KANSAS Community Transition Opportunities (CTO) Web Application
DEPARTMENT ON AGING

Client Forms Navigation Tab

Once a worksheet is created, there is a Client Forms Navigation Tab that displays. The same listing is on the Search page also.

9/23/2010 19

KANSAS Community Transition Opportunities (CTO) Web Application
DEPARTMENT ON AGING

Community Transition Opportunities (CTO) Web Application

Local Contact Agency Process

9/23/2010 20

KANSAS Community Transition Opportunities (CTO) Web Application
DEPARTMENT ON AGING

Community Transition Opportunities (CTO)

When the LCA accesses the CTO Application, it opens to the CTO Reports Navigation Tab – Customers displayed are the customers with worksheets that have an association with the users Organization. However, if a worksheet was referred but the 1st LCA declined the referral or the timeframe expired, the customer will still be listed on the report of the 1st LCA but the access will be unavailable. Lines are color coded to indicate timeframes.

9/23/2010 21

KANSAS Community Transition Opportunities (CTO) Web Application
DEPARTMENT ON AGING

Local Contact Agency (LCA)

- LCA Organization: JAYHAWK AREA AGENCY ON AGING
- LCA Contact Date: 09/24/2010
- Customer Chose To Explore Transition Options: Yes
- Referrals are needed to: Ombudsman: No, DRC: No, Other: No
- Date Referred to CTO: 09/24/2010
- TCM Name: SLATE GRAY
- TCM Phone: 785-993-9999
- LCA Comments:

LCA Billing Document - Maximum 12 Units

Meeting Length In Units: 6
Coordination & Planning Time In Units: 6
LCA Billing In Units: 11

Local Contact Agency Data Entry

9/23/2010 22

KANSAS Community Transition Opportunities (CTO) Web Application
DEPARTMENT ON AGING

Community Transition Opportunities (CTO)

Form Status:

- COMPLETED BY LCA
- REFERRED TO 1ST LCA
- 1ST LCA ACCEPTED
- 1ST LCA WORKING CASE
- DECLINED BY LCA
- COMPLETED BY LCA
- STOPPED - BY USER - AAA NOTIFIED
- DISCARDED

Local Contact Agency (LCA)

After fields are entered (required indicated by *). When data is correct, the status is changed to "Completed by LCA".

9/23/2010 23

KANSAS Community Transition Opportunities (CTO) Web Application
DEPARTMENT ON AGING

LCA Worksheet Status

Status	Available To...	Purpose
1 st LCA Accepted	1 st LCA	Indicates that the LCA has seen and accepts the referral.
1 st LCA Working Case	1 st LCA	Indicates that the LCA is actively working the case. This status will stop the case from being automatically referred to the 2 nd LCA after 7 business days.
Declined by LCA	1 st LCA	Indicates that a condition occurred where the 1 st LCA is unable to accept and work the case. Will forward the case to the 2 nd LCA.
2 nd LCA Accepted	2 nd LCA	Indicates that the LCA has seen and accepts the referral.
2 nd LCA Working Case	2 nd LCA	Indicates that the LCA is actively working the case.
Completed by LCA	LCA	Indicates that the LCA portion of the case has been completed. Forwards the payment information into KAMIS. Refers the case to KDOA for payment authorization and processing.

9/23/2010 24

KANSAS DEPARTMENT ON AGING Community Transition Opportunities (CTO) Web Application

LCA Worksheet Status

Status	Available To...	Purpose
Time Limit Exceeded	Automated	<p>Indicates that the 1st LCA did not meet the time limitations and the case was referred to the 2nd LCA.</p> <p>This may have occurred two reasons:</p> <ol style="list-style-type: none"> 1. LCA did not complete the worksheet within the 15 days. 2. LCA did not change the status to 1st LCA Working Case. <p>This status will be displayed next to the 1st LCA's line on the worksheet.</p>
Referred to 2 nd LCA	Automated	<p>System Automated. If 7 business days have passed since the referral date and the status is either "Declined" or "Referred to 1st LCA", the system will refer the case to the 2nd LCA listed on the worksheet.</p>

9/28/2010 26

KANSAS DEPARTMENT ON AGING Community Transition Opportunities (CTO) Web Application

Local Contact Agency (LCA)

- LCA Organization: JAYHAWK AREA AGENCY ON AGING
- LCA Contact Date: 09/23/2010
- Customer Chose To Explore Transition Options Yes

Referrals as needed to: ■ Ombudsman No ■ GRC No ■ Other No

- Date Referred to TCM: 09/23/2010
- TCM Name: SLATE GRAY
- TCM Phone: 785-999-9999

LCA Comments

LCA Billing Document - Maximum 12 Units

Meeting Length in Units: 5
 Coordination & Planning Time in Units: 6
 LCA Billing in Units: 11

9/28/2010 26

KANSAS DEPARTMENT ON AGING Community Transition Opportunities (CTO) Web Application

KDOA Process

9/28/2010 27

KANSAS DEPARTMENT ON AGING Community Transition Opportunities (CTO) Web Application

The screenshot shows the 'Community Transition Opportunities (CTO)' interface. At the top, it says 'CTO Reports - Minimum Selected Customers: 1'. Below that, there's a navigation bar with 'CTO MANAGER KDOA'. The main content area displays a list of customers with various columns for status and dates. The text below the screenshot explains that lines are color-coded to indicate timeframes.

When KDOA accesses the CTO Application, it opens to the CTO Reports Navigation Tab – All Customers are displayed. Lines are color coded to indicate timeframes.

9/28/2010 28

KANSAS Community Transition Opportunities (CTO) Web Application
DEPARTMENT ON AGING

KAMIS Transactions

- Upon the status being changed to "LCA Completed" and applied. Three processes will automatically run within KAMIS.
 1. CTO Worksheet will display on the Customers Form Listing
 2. Plan of Care will be created with a referral to Deb Schwarz for approval.
 3. Upon approval, 225 payment process will be performed.

9/28/2010 33

KANSAS Community Transition Opportunities (CTO) Web Application
DEPARTMENT ON AGING

9/28/2010 34

KANSAS Community Transition Opportunities (CTO) Web Application
DEPARTMENT ON AGING

9/28/2010 35

KANSAS Community Transition Opportunities (CTO) Web Application
DEPARTMENT ON AGING

CTO Report – All Organizations

9/29/2010 36

KANSAS Community Transition Opportunities (CTO) Web Application
DEPARTMENT ON AGING

Community Transition Opportunities (CTO)

ALL STATUSES ACTIVE COMPLETED BY LCA COMPLETED BY KOSA STOPPED DISCARDED
 ALL DAYS LESS THAN 7 LESS THAN 14 OVER 14

CTO#	NAME	AGE	DOB	STATUS	ASSIGNED TO	ASSIGNED DATE	ASSIGNED TIME	ASSIGNED BY
20020104	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020105	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020106	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020107	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020108	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020109	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020110	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020111	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020112	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020113	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020114	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020115	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020116	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020117	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020118	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020119	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020120	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020121	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020122	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020123	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020124	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020125	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020126	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020127	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020128	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020129	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020130	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020131	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO

CTO Reports Navigation Tab –
Lines are color coded to indicate timeframes.
Customers displayed are the customers with worksheets that have an association with the users Organization. However, if a worksheet was referred but the 1st LCA declined the referral or the timeframe expired, the customer will still be listed on the report of the 1st LCA but the access will be unavailable.

9/23/2010 37

KANSAS Community Transition Opportunities (CTO) Web Application
DEPARTMENT ON AGING

Community Transition Opportunities (CTO)

ALL STATUSES ACTIVE COMPLETED BY LCA COMPLETED BY KOSA STOPPED DISCARDED
 ALL DAYS LESS THAN 7 LESS THAN 14 OVER 14

Rows: 12

CTO#	NAME	AGE	DOB	STATUS	ASSIGNED TO	ASSIGNED DATE	ASSIGNED TIME	ASSIGNED BY
20020104	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020105	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020106	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020107	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020108	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020109	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020110	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020111	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020112	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020113	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020114	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020115	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020116	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020117	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020118	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020119	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020120	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020121	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020122	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020123	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020124	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020125	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020126	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020127	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020128	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020129	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020130	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020131	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO

Report is interactive.
Columns can be sorted or filtered by clicking on the column titles.

9/23/2010 38

KANSAS Community Transition Opportunities (CTO) Web Application
DEPARTMENT ON AGING

Community Transition Opportunities (CTO)

ALL STATUSES ACTIVE COMPLETED BY LCA COMPLETED BY KOSA STOPPED DISCARDED
 ALL DAYS LESS THAN 7 LESS THAN 14 OVER 14

Rows: 12

CTO#	NAME	AGE	DOB	STATUS	ASSIGNED TO	ASSIGNED DATE	ASSIGNED TIME	ASSIGNED BY
20020104	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020105	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020106	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020107	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020108	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020109	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020110	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020111	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020112	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020113	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020114	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020115	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020116	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020117	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020118	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020119	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020120	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020121	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020122	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020123	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020124	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020125	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020126	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020127	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020128	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020129	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020130	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO
20020131	ADRIAN	44	11/11/65	ACTIVE	CTO	9/23/10	10:00	CTO

Filter buttons used = Active – Less than 14 days

9/23/2010 39