

Kansas Department on Aging  
**Community Transition Opportunities (CTO)  
Adult Care Home Instructions**

---

**Table of Contents**

---

General Instructions.....	2
Accessing the Application .....	3
Logging-In.....	4
Adult Care Home Facility Home Page .....	5
Accessing the CTO Application .....	6
Application Navigation Pages .....	7
Person Search .....	9
Creating a New Worksheet .....	13
Selecting an Existing Form .....	14
New CTO Worksheet.....	15
CTO Worksheet Field Requirements.....	16
Saving the CTO Worksheet .....	17
Worksheet Status.....	18
Logging-Out.....	20

---

# General Instructions

---

## Overview

The CTO Application is a KDOA web application. This application is integrated with the Adult Care Home Facility Web Application and the Kansas Aging Information System (KAMIS). In the recent past the Adult Care Home Facilities have used the Adult Care Home Facility Web Application to enter the Semi-Annual and Annual Statistical Reports for the LTC Division. KAMIS will be used for processing payments to the Local Contact Agency (LCA) and KDOA reporting requirements.

---

## System Requirements and Browser Settings

- Internet Connection
  - Internet Browser:
    - Microsoft Internet Explorer 6.0 or newer - Recommended
    - Firefox – current version
  - Disable all Pop-Up blockers
- 

## Contact Persons

Issue	Contact Person
Application How To Questions Password Change	KDOA Help Desk <i>Phone: (785) 296-4987</i> <i>E-Mail: HelpDesk@aging.ks.gov</i>
Information Displaying on the Facility Home Page (Questions or Corrections)	LCE Licensing Division <ul style="list-style-type: none"><li>• <u>Facilities A – L</u> <i>Kathie Jack</i> <i>Phone: (800) 432-3535</i> <i>E-Mail: Kathie.Jack@aging.ks.gov</i></li><li>• <u>Facilities M – Z</u> <i>LaNae Workman</i> <i>Phone: (800) 432-3535</i> <i>E-Mail: Lanae.Workman@aging.ks.gov</i></li></ul>
Questions about the CTO Policies and Guidelines.	Deb Schwarz <i>Phone: (800) 432-3535</i>

---


# Accessing the Application

## Introduction

Use Microsoft Internet Explorer or FireFox browser to access the KDOA web application site. All KDOA Web Applications are secured and encrypted.

## How To

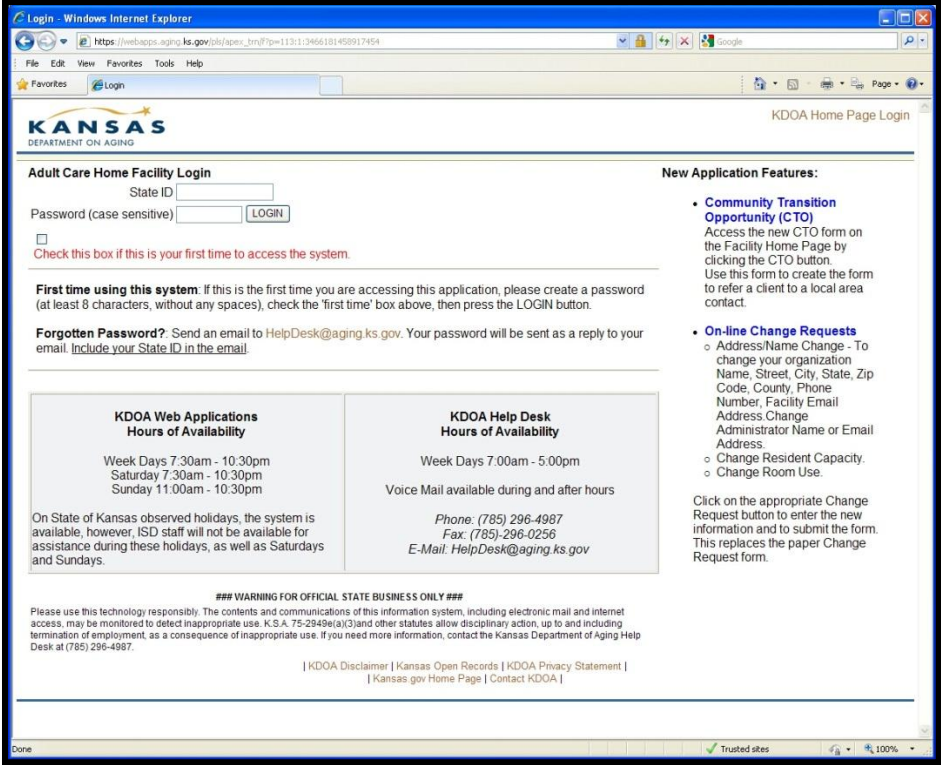
Follow the steps in the table below to accessing the login pages for the Adult Care Home Facility Web Application.

Step	Action	Result
1.	Open the internet browser. Access the KDOA Provider Information Resource Web Site.  <a href="http://www.aging.state.ks.us">www.aging.state.ks.us</a>	The KDOA Provider Web Site Home Page will be displayed.
		
2.	Select the <b>Facility Web Application Log-In</b> link under the Adult Care Homes or Web Applications Menus.	The Facility Login page will display.

# Logging-In

## How To

Follow the steps in the table below to complete the Log-in process.

Step	Action	Result
1.	<p>Once the Facility Login page is displayed.</p> <p>Type in the <b>Facility State ID</b>.</p> <p>Press <b>Tab</b>.</p>	<p>Insertion point advances.</p>
		
2.	<p>Enter <b>Password</b>. The current password will be the password used during the last LTC Reporting period.</p> <p>Click the <b>Login button</b>.</p>	<p>The Facility Home page will display.</p>

# Adult Care Home Facility Home Page

## Introduction

The Adult Care Home Facility Home Page reflects the information registered with the KDOA LCE Licensing Division.

On the Facility Home Page, the Facility has the availability to submit the KDOA Change Forms electronically. With each change form there is also the availability to enter charge card payment information in a secured environment for payment of the required fees.

The screenshot shows the 'Facility Home' page for 'BEDROCK FACILITY'. The page includes a header with the Kansas Department on Aging logo and navigation links. The main content area displays facility details such as State ID (IN12345), Facility Name (BEDROCK FACILITY), Facility Type (021 - Nursing Home (NH) / SNF/NF DUAL CERT), and Address (123 Stonehill Way, Topeka, KS 66603-0031). It also shows contact information for the Administrator, Fred Flintstone. A 'Resident Capacity - Total Beds' section lists various bed types and their counts, including NF Beds (209), ALF Beds (60), and others. A 'Facility Statistical Reports' section includes a table with columns for Year, Period, Type, Facility Type, and Form Status, showing a report for 2010. The page footer contains a disclaimer and contact information for KDOA.

Year	Period	Type	Facility Type	Form Status
2010	Jan 1 - Jun 30	021	Nursing Home (NH) / SNF/NF	EDIT


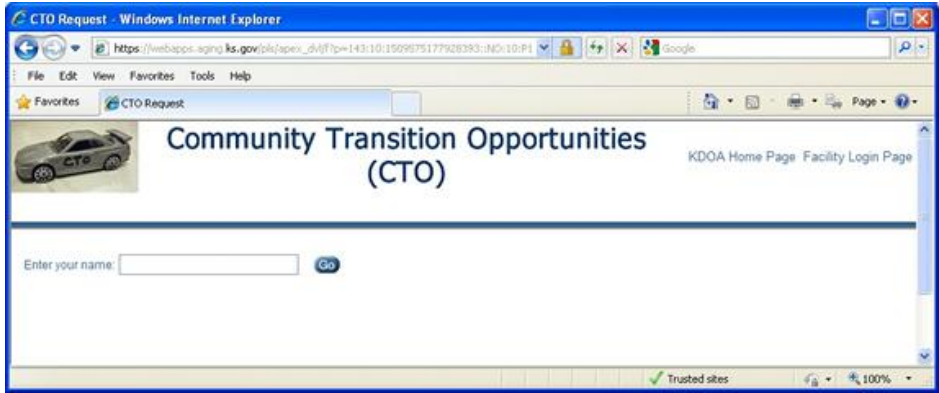
Document Options Available include the following:

- Create a Community Transition Opportunity (CTO) worksheet
- Request Change of Administrator / Operator
- Request Change of Resident Capacity
- Request Change of Address / Email / Webpage
- Request for Change in Use of Required Room
- Change Password
- Create Facility Statistical Reports during the reporting timeframe only
- View the Facility Statistical Reports that were submitted

# Accessing the CTO Application

## How To

Follow the steps in the table below to access the Community Transition Opportunities (CTO) application.

Step	Action	Result
1.	To access the CTO Application, click on the <b>Create CTO</b> button.	
 <p>The screenshot shows the website interface for the Kansas Licensure, Certification and Evaluation Commission. The page displays facility information for 'BEDROCK FACILITY' and includes a 'Create CTO (Community Transition Opportunity)' button highlighted with a red box. Other buttons for requesting changes to facility information are also visible.</p>		
2.	A name entry field is displayed.	
 <p>The screenshot shows a web browser window titled 'CTO Request - Windows Internet Explorer'. The page displays the 'Community Transition Opportunities (CTO)' application. A text input field labeled 'Enter your name:' is visible, along with a 'Go' button.</p>		
3.	<p>Since the user is logging into the application as the generic Facility, the name of the person entering the data is required.</p> <p>Type your <b>Name</b> and click the <b>Go</b> button.</p>	<p>Opens to the CTO Application at the Person Search Page.</p>

# Application Navigation Pages

## Introduction

There are two default navigation pages to the CTO application. The Search page is where the user will search for the customer to review existing worksheets or create a new worksheet. The other navigation page is the CTO Report. This page reflects the customers that are associated with the users Organization.

## Search Page

Navigation Tabs

Search Criteria Fields

Search Results

CTO Worksheet Listing

Search Criteria

First  Last  SSN 111111114  
Optional At Least 2 Characters Numbers Only

Search Results

KAMIS NUMBER	PERSON EFF DT	FIRST	MIDDLE	LAST	DOB	SSN	AAA/CME	CUSTOMER STATUS	Create CTO Worksheet	Edit Todays CTO Worksheet
30000560	01/10/2002	GRAY		SLATE	08/16/1917	111-11-1114	2	ACTIVE		

CTO Worksheet Listing

Form Type	Form Date	Form Status	Open
CTO WORKSHEET	03-AUG-10	COMPLETED BY KDOA	

*Continued on next page*

# Application Navigation Pages (continued)

## CTO Report Page

Navigation Tabs

Radio Selection Buttons

Report Listing

Community Transition Opportunities (CTO)

Client Search CTO Report

ALL STATUSES
  ACTIVE
  COMPLETED BY LCA
  CONFIRMED BY KDOA
  STOPPED
  DISCARDED

ALL DAYS
  LESS THAN 7
  LESS THAN 14
  OVER 14

Rows: 15 Go

Over 5 days
  Over 7 Days

Kamis Nbr	Last Name	First Name	SSN	Form Date	Form Status	Open	Assigned To	Total Days	Current Days
30000501	ROCK	BILL	111111111	10/3/2010	1 <sup>st</sup> LCA Accepted	Open	LCA1 (4)	15	15
30000501	STONE	GEORGE	111111112	10/10/2010	1 <sup>st</sup> LCA Working Case	Open	LCA1 (1154)	3	3
30000504	PAPER	JEFF	111111113	9/14/2010	2 <sup>nd</sup> LCA Accepted	Open	LCA2 (4)	9	9
30000505	FLINT	SUSAN	111111114	9/3/2010	2 <sup>nd</sup> LCA Working Case	Open	LCA2 (4)	-	-
30000506	CLAY	RED	111111115	10/3/2010	Completed by KDOA	View	KDOA	15	15
30000508	MUD	RIVER	111111116	10/7/2010	Completed by LCA	Open	KDOA	4	4
30000439	PEACH	MARY	111111117	10/7/2010	Declined by LCA	Open	LCA2 (1154)	6	5
30000526	APPLE	AMY	111111118	9/2/2010	Discarded	View	KDOA	0	-
30000526	DINO	DONALD	111111119	9/1/2010	Referred to 1 <sup>st</sup> LCA	Open	LCA1(4)	7	6
30000358	BOULDER	SHARRY	111111120	10/16/2010	Referred to 2 <sup>nd</sup> LCA	Open	LCA2 (1154)	6	2
30000355	PEACOCK	PETE	111111121	9/6/2010	Stopped - By User - PSA Notified	View	LCA1 (4)	0	-
30000852	RUBBLE	BARNEY	111111122	9/3/2010	Stopped - CTO in Last 30-45 Days	View	KDOA	0	-
30000853	RUBBLE	BETTY	111111123	9/4/2010	Stopped - On Waiting List	View	KDOA	0	-
30000854	SLATE	PERRY	111111124	9/5/2010	Stopped - Open CTO	View	KDOA	0	-
30000855	FLINTSTONE	ED	111111125	9/6/2010	Work In Progress	Open	NF - N12345	-	-

# Person Search

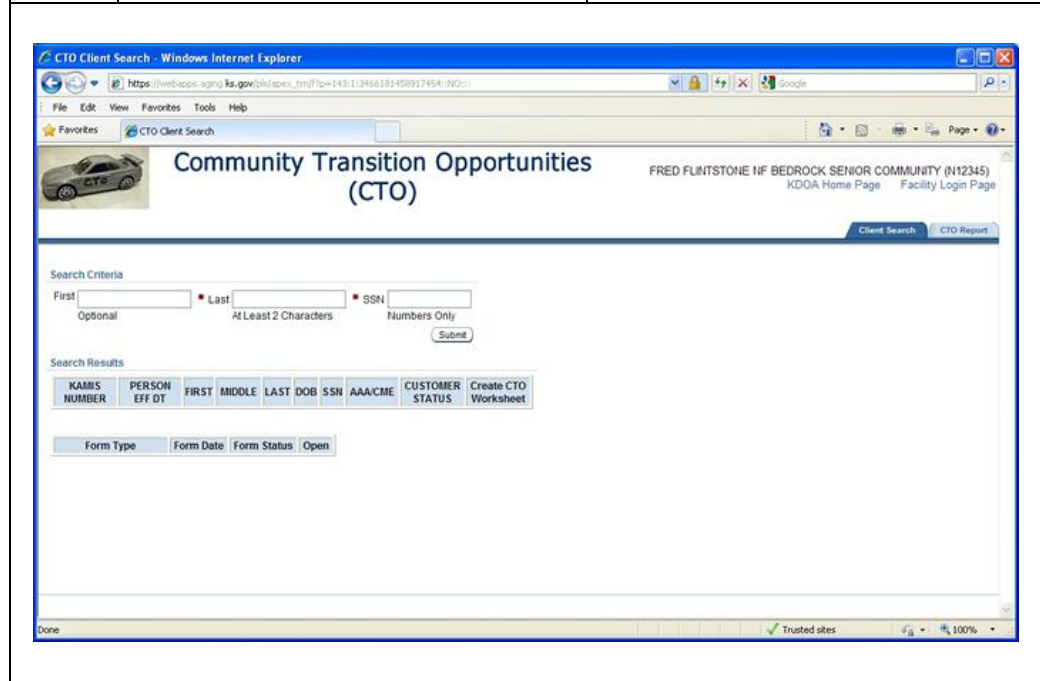
## Introduction

In order to enter a CTO worksheet on a person, the person information needs to reside in the Kansas Aging Management Information System (KAMIS). When a search is performed, the inquiry will be done on the persons within KAMIS.

## How To

Follow the steps in the table below to complete a person search.

Step	Action	Result
1.	<p>Enter the <b>Search Criteria</b>.</p> <p><b>First Name</b> – Optional  <b>Last Name</b> – At least 2 characters are required  <b>SSN</b> – Required (enter only number – no dashes)</p>	



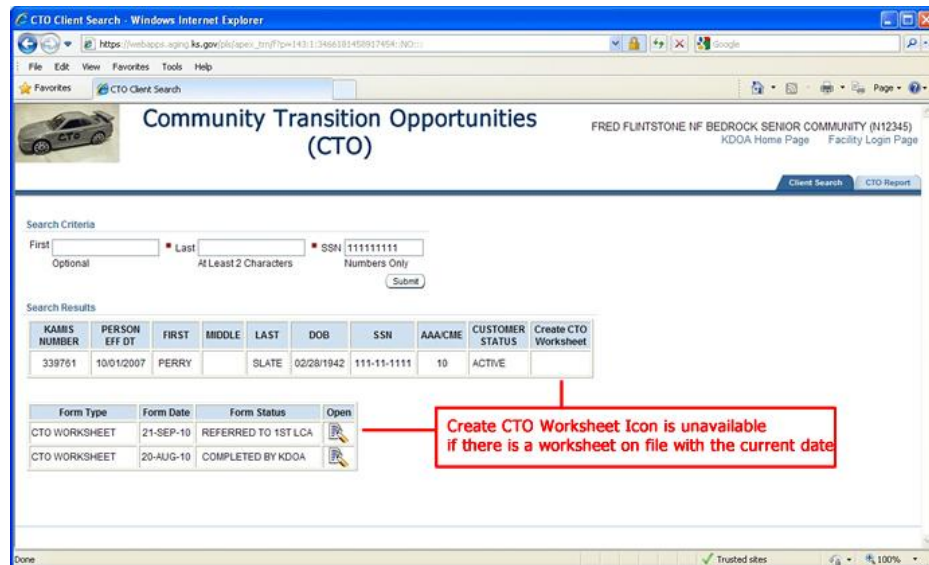
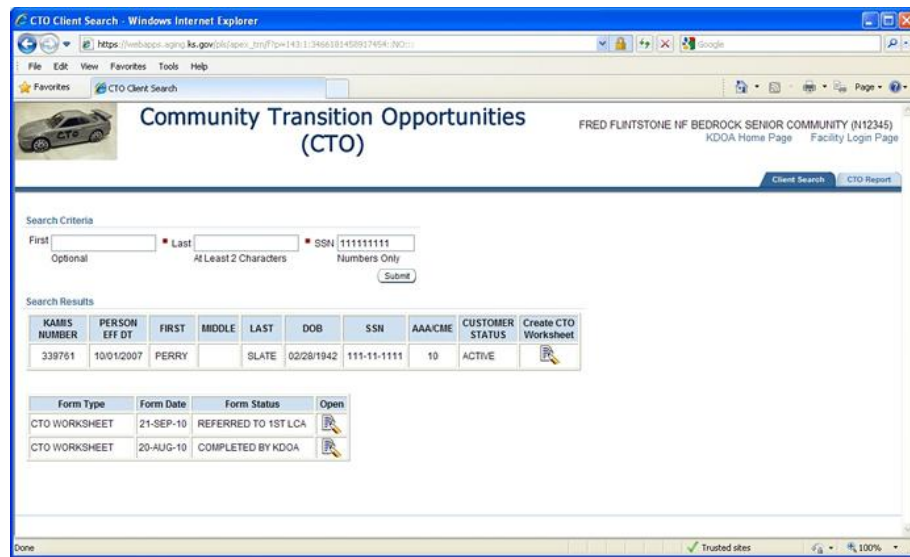
*Continued on next page*

# Person Search (continued)

How To *continued*

Step	Action	Result
2.	Press <b>Submit</b> button	One of the following situations will occur:

If ....	Then ....
Person is returned (found)	Proceed with a new or existing form.



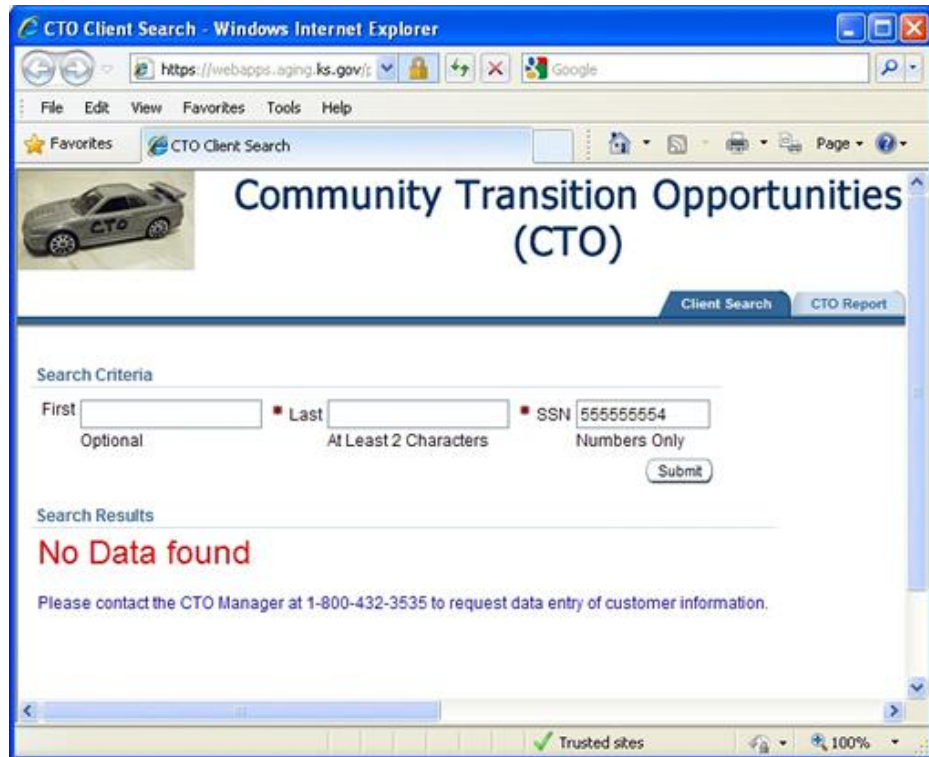
*Continued on next page*

# Person Search (continued)

How To

*continued*

If ....	Then ....
Person is <b>not</b> returned (found)	Message Displayed – No Data Found  A person will need to be added within the KAMIS system.  Contact the CTO Manager at KDOA at 1-800-432-3535 to request data entry of customer information.



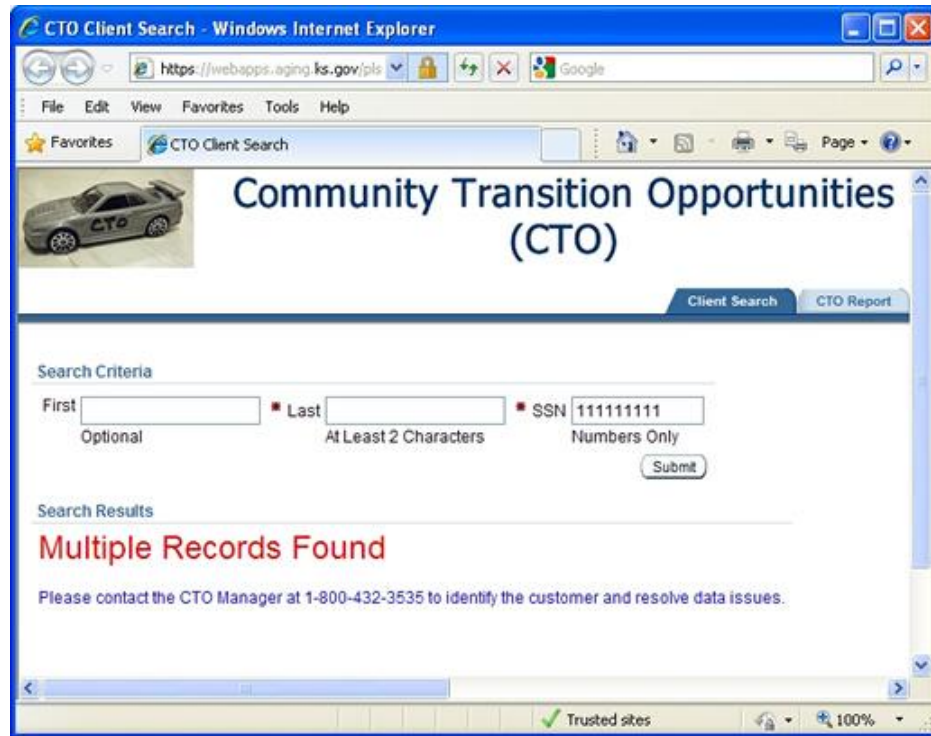
*Continued on next page*

# Person Search (continued)

How To

*continued*

If ...	Then ...
<b>Message Displays - Multiple Records Found</b>	Several person records were found in KAMIS. This may be due to a SSN entered on more than one person or a duplicate person record was entered.  Contact the CTO Manager at 1-800-432-3535 who will identify and resolve the data issue.

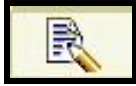


# Creating a New Worksheet

---

## How To

Follow the steps in the table below to create a new worksheet.

Step	Action	Result
1.	Locate customer through Person Search.	Customer record is displayed.
2.	In the search results table, under the Create CTO Worksheet column, single click on the create icon. 	The icon will not display if the following criteria is met: <ul style="list-style-type: none"><li>• An open CTO Worksheet exists with the current date.</li></ul>
3.	The CTO Worksheet will display.	

---

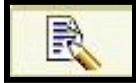
# Selecting an Existing Form

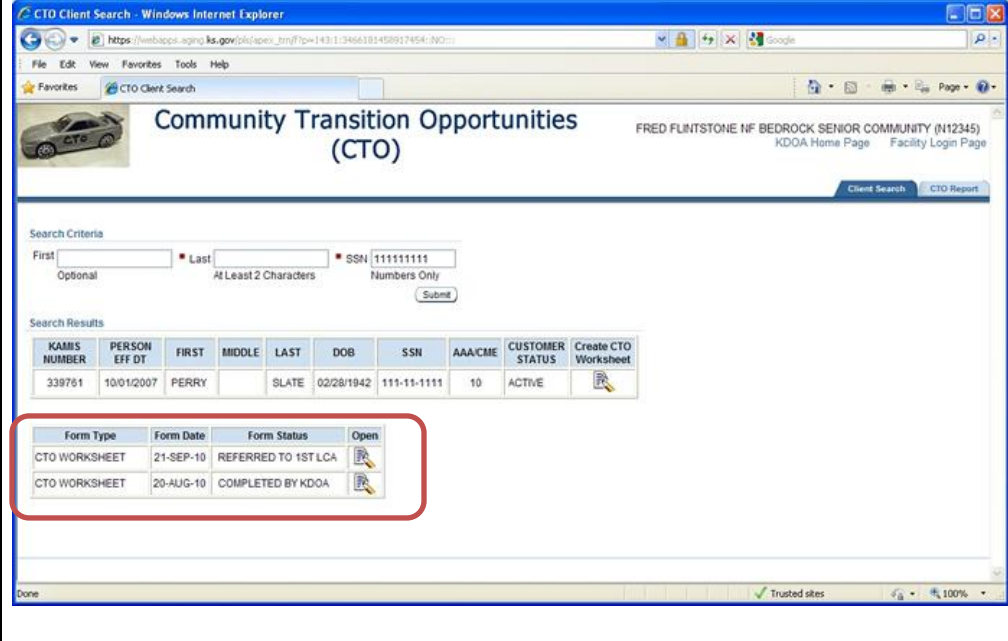
## Introduction

A worksheet may be accessed at any time after it has been created. However, if the worksheet status is no longer Work in Progress, the information in the Nursing Facility Referral section can be not changed.


## How To

Follow the steps in the table below to open an existing form:



Step	Action	Result
1.	Locate customer through Person Search.	Customer is displayed.
2.	In the Worksheet List Table, single click on the Open/View icon.  	The worksheet will display in read only status.



The screenshot shows the 'CTO Client Search' interface in Internet Explorer. The search criteria are: First (Optional), Last (At Least 2 Characters), and SSN (Numbers Only, 111111111). The search results table is as follows:

KAMS NUMBER	PERSON EFF DT	FIRST	MIDDLE	LAST	DOB	SSN	AAA/CME	CUSTOMER STATUS	Create CTO Worksheet
339761	10/01/2007	PERRY		SLATE	02/28/1942	111-11-1111	10	ACTIVE	

Below the main results table, there is a sub-table with the following data:

Form Type	Form Date	Form Status	Open
CTO WORKSHEET	21-SEP-10	REFERRED TO 1ST LCA	
CTO WORKSHEET	20-AUG-10	COMPLETED BY KDOA	

# New CTO Worksheet

## Introduction

A table of the Field requirements, actions and/or purpose are located on the next page.

CTO Worksheet - Windows Internet Explorer  
https://webapps.aging.ks.gov/pls/apex\_trn/f?p=143:7:3466181458917454::NO:7:P7\_ASSESSMENT\_SEQ\_NBR:  
File Edit View Favorites Tools Help  
Favorites CTO Worksheet  
Community Transition Opportunities (CTO) FRED FLINTSTONE NF BEDROCK SENIOR COMMUNITY (N12345)  
KDOA Home Page Facility Login Page  
Client Search Client Forms CTO Report  
KAMIS #: 339761 Name: SLATE, PERRY Effective: 10/01/2007 SSN: 111111111 CME: 10

**Form Status:**    
 WORK IN PROGRESS

**Nursing Facility Referral**  
 Form Date 09/20/2010  DOB 02/28/1942 Age 68  
Responsible Party Name  Phone   
 LCA 1 ~ Select LCA ~  
 LCA 2 ~ Select LCA ~  
Nursing Facility BEDROCK SENIOR COMMUNITY NF State ID N12345  
Address 123 STONEHILL WAY TOPEKA, KS 66603-0031 County SHAWNEE  
 NF Admission Date  Days in NF   
 NF Contact Name   Phone   
NF Comments

**Local Contact Agency (LCA)**  
 LCA Organization []  
 LCA Contact Date  
 Customer Chose To Explore Transition Options []  
Referrals as needed to:  Ombudsman []  DRC []  Other []  
 Date Referred to TCM  
 TCM Name  
 TCM Phone  
LCA Comments

**LCA Billing Document - Maximum 12 Units**  
Meeting Length in Units  
Coordination & Planning Time in Units  
LCA Billing in Units

**KDOA Follow-Up**  
KDOA Follow-Up Date  
KDOA Follow-Up Notes TCM  
KDOA Follow-Up Notes DRC  
KDOA Follow-Up Notes OMB  
KDOA Follow-Up Notes Other  
Customer Transitioned []  
Customer Declined []  
Customer Contacted By TCM []  
Customer No Action Referral []

On Waiting List No  
Waiting List Start Date  
Waiting List Comments

## CTO Worksheet Field Requirements

---

Field	Action / Purpose
Form Status	Work in Progress is the default. When complete, refer the worksheet by changing the status to "Referred to 1 <sup>st</sup> LCA".
Form Date	Required – Defaults to current date.
DOB	Required – If entered in KAMIS this field will populate with the date. If blank or incorrect, the field is available for edit. Changes to this field will not change KAMIS data.
Age	Self-populates from the date of birth to current date.
Responsible Party Name	Not Required.
Phone	Not Required.
LCA1	Required – A drop down listing of the Centers for Independent Living or the Area Agency on Aging serving the county the Nursing Facility resides.
LCA2	Required – A drop down listing of the Centers for Independent Living or the Area Agency on Aging serving the county the Nursing Facility resides. Cannot be the same organization as selected in the LCA 1 field.
Nursing Facility / NF State ID / Address/County	Populates from Nursing Facility User Sign-in.
NF Admission Date	Required.
Days in NF	Calculates from the NF Admission Date to current date.
NF Contact Name	Required – The person who others could contact if there are questions.
Phone	Required.
NF Comments	Not Required.

# Saving the CTO Worksheet

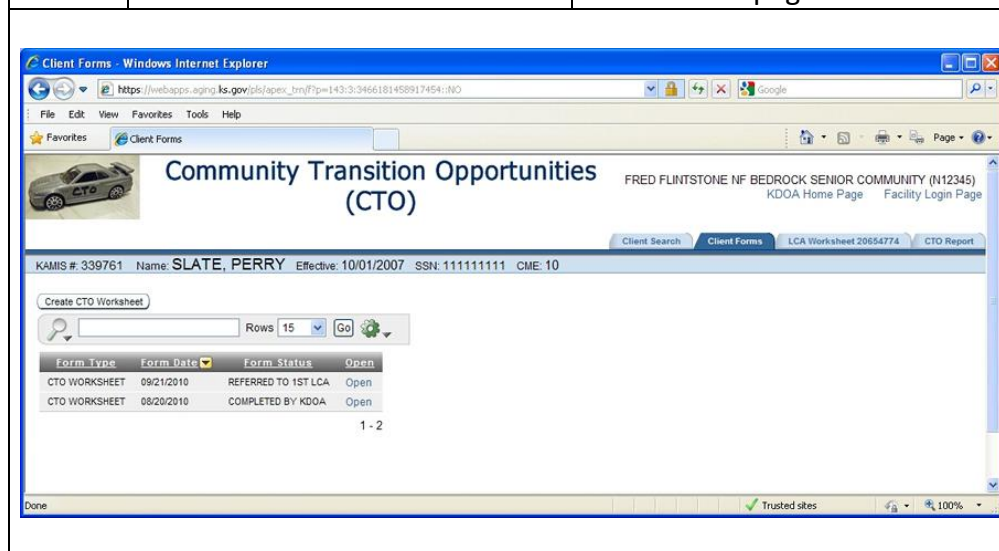
## Introduction

The CTO Worksheet is not created until it is saved. In order for the worksheet to begin the referral process to the Local Contact Agency (LCA) the form status must be changed and applied.

## How To

Follow the steps in the table below to create/save a worksheet.

Step	Action	Result
1.	Complete the required worksheet fields.	
2.	Next to the Form Status section, click on the <b>Create</b> button.	The worksheet will be created and saved in Work In Progress status.
3.	Click the Form Status drop down box and select the appropriate status.	In most situations, this will be the <b>Referred to 1<sup>st</sup> LCA</b> status.  See the next page for the different Worksheet statuses.
4.	Click on the <b>Apply Changes</b> button.	The worksheet will be saved and all fields will be displayed as read only.  The page will forward to the Client Forms page for review.



## Worksheet Status

### Worksheet Status

Not all statuses are available to all organization types. The table below lists all the worksheet statuses, which organizations will have the status available to use and the purpose of the 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 <sup>st</sup> LCA	Adult Care Home	Adult Care Home has completed data entry of the worksheet and refers it to the 1 <sup>st</sup> 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.
1 <sup>st</sup> LCA Accepted	1 <sup>st</sup> LCA	Indicates that the LCA has seen and accepts the referral.
1 <sup>st</sup> LCA Working Case	1 <sup>st</sup> LCA	Indicates that the LCA is actively working the case. This status will stop the case from being automatically referred to the 2 <sup>nd</sup> LCA after 7 business days.
Declined by LCA	1 <sup>st</sup> LCA	Indicates that a condition occurred where the 1 <sup>st</sup> LCA is unable to accept and work the case. Will forward the case to the 2 <sup>nd</sup> LCA.
2 <sup>nd</sup> LCA Accepted	2 <sup>nd</sup> LCA	Indicates that the LCA has seen and accepts the referral.
2 <sup>nd</sup> LCA Working Case	2 <sup>nd</sup> 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.

## Worksheet Status (continued)

Worksheet Status *continued*

Status	Available To...	Purpose
Completed by KDOA	KDOA	KDOA is the final step in the worksheet process. This closes the case.
Referred to 2 <sup>nd</sup> LCA	Automated	System Automated. If 7 business days have passed since the referral date and the status is either "Declined" or "Referred to 1 <sup>st</sup> LCA", the system will refer the case to the 2 <sup>nd</sup> LCA listed on the worksheet.
Stopped – Open POC	Automated	An active Plan of Care has been found in KAMIS. Contact the AAA for resolution.
Stopped – On Waiting List	Automated	Once there is a worksheet entered with an indication that the customer is on a waiting list, any future worksheet referrals will be stopped.  KDOA has the ability to release the customers record if they should be removed from a waiting list or if the waiting lists are discontinued.
Stopped – Open CTO	Automated	An open worksheet has been found. This would be a duplicate referral, which is not required to be entered.
Time Limit Exceeded	Automated	Indicates that the 1 <sup>st</sup> LCA did not meet the time limitations and the case was referred to the 2 <sup>nd</sup> LCA.  This may have occurred two reasons:  1. LCA did not complete the worksheet within the 15 days. 2. LCA did not change the status to 1 <sup>st</sup> LCA Working Case.  This status will be displayed next to the 1 <sup>st</sup> LCA's line on the worksheet.

# Logging-Out

---

## Introduction

When the user will not be using the application for a period of time, the program should be closed for security reasons.

---

## How To

Follow the steps in the table below to exit the application.

Step	Action	Result								
1.	In the upper right corner of the window there are three navigational options.									
<table border="1"><thead><tr><th>Link</th><th>Action</th></tr></thead><tbody><tr><td>Logout</td><td>The browser will return to the Log-in page</td></tr><tr><td>KDOA Home Page</td><td>Returns back to the KDOA Home Page for further access options.</td></tr><tr><td>Facility Home Page</td><td>Returns back to the Adult Care Home Facility Home Page for further action.</td></tr></tbody></table>			Link	Action	Logout	The browser will return to the Log-in page	KDOA Home Page	Returns back to the KDOA Home Page for further access options.	Facility Home Page	Returns back to the Adult Care Home Facility Home Page for further action.
Link	Action									
Logout	The browser will return to the Log-in page									
KDOA Home Page	Returns back to the KDOA Home Page for further access options.									
Facility Home Page	Returns back to the Adult Care Home Facility Home Page for further action.									

---