Adverse Incident Reporting Quick Reference Sheet

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:

<table>
<thead>
<tr>
<th>Application How To Questions &amp; Security Access:</th>
<th>Questions about the Policies and Guidelines:</th>
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<tbody>
<tr>
<td>KDADS Help Desk</td>
<td>Phone: (800) 432-3535</td>
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<td>Phone: (785) 296-4987 or (800) 432-3535</td>
<td>Ask for the waiver/service program manager</td>
</tr>
<tr>
<td>E-Mail: <a href="mailto:KDADS.HelpDesk@ks.gov">KDADS.HelpDesk@ks.gov</a></td>
<td>associated with the affected client.</td>
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Accessing the Adverse Incident Reporting form:
1. Access the Kansas Department for Aging and Disability Services website at 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.