Kansas Substance Use Reporting Solution (KSURS)
Application User Guide

The purpose of this document is to help guide users through the main functions of the KSURS application for manual entry of client data.

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System Requirements

- An Internet connection is required to access the KSURS website.
- Internet Browser:
  - This application works with modern browsers such as Chrome, Firefox and Edge.
  - While KDADS supports existing applications using Internet Explorer v11, KSURS is KDADS’ first application that may not work under this legacy browser. If KSURS does not run in IE, use one of the above-mentioned browsers.

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Register a Provider/Provider Admin

1. Go to the application website at ksurs kdads ks.gov.
2. Click on the “Register” link at the top of the KSURS Sign In page.
3. Choose “Provider.”
4. The Provider Registration page displays. All fields are required.

5. Tab to or click in the LICENSE NO field and enter the license number for the license holder.
6. Tab to or click in the PROVIDER NAME field and from the drop-down list select the provider name associated with the license number entered. If the provider has multiple licensed locations (i.e. different license numbers), each location must register.
   NOTE: If a provider name does not appear in a drop-down list, this indicates the license number is not recognized by KSURS. Manually enter the Provider Name/Location the organization was
licensed under and continue with the next step. KDADS licensing will review the new provider information.

7. Tab to or click in the EMAIL field and enter the business email address of the Provider employee that will serve as the KSURS Provider Admin. This person is the only KSURS user for this Provider that will have the authority and security access to approve new KSURS users that register under this Provider.

8. Tab to or click in the DISPLAY NAME field and enter the Provider Admin’s first and last name.

9. Read the terms and then click on the checkbox to indicate you have read and agree to the stated terms.

10. A “Register” button will appear – click on it to submit the Provider Registration.

11. A message will display to indicate the registration has been submitted. Click OK and the KSURS Sign in.

12. Once Provider Registration has been successfully submitted, KDADS licensing staff will verify the information entered in the registration and will approve the Provider registration. Once KDADS has approved the registration, the Provider Admin user account will be created, and an email will be sent to the Provider Admin email address with a temporary password. When the Provider Admin logs in for the first time, the user will be prompted to change the temporary password. The new password will be good for 90 days, at which time the Provider Admin will be prompted to change it again.
Register a User

IMPORTANT: Users cannot register until the provider they are associated with has been registered and approved in KSURS. If the user’s provider does not appear in the Provider Name drop-down list, the provider’s registration has not been submitted or if submitted, has not yet been approved.

1. Go to the application website at ksurs.kdads.ks.gov.
2. Click on the “Register” link at the top of the KSURS Sign In page.
3. Choose “User.”
4. The User Registration page displays. All fields required.

5. Click in the EMAIL field and enter your business email address that will be used for any KSURS-related communications/notifications.
6. Tab to or click in the DISPLAY NAME field and enter your first and last name.
7. In the PROVIDER NAME field select the Provider license that you are associated with.
8. Read the terms and click on the checkbox to indicate you have read and agree to the stated terms.
9. A “Register” button will appear – click on it to submit the User Registration.
10. A message will display to indicate the registration has been submitted. Click OK and the KSURS Sign In page displays.

11. The Provider Admin will verify the information entered in the registration and will approve the User registration. The User account will be created, and an email will be sent to the User’s email address with a temporary password. When the User logs in for the first time, the user will be prompted to change the temporary password. The new password will be good for 90 days at which time the user will be prompted to change it again.
Approve a User

1. Provider Admin logs in.
2. Click on “User Approval Requests” in the menu bar.

3. User Approval Request List displays.

4. Provider Admin verifies the email address, display name, and provider of the user are correct.
5. To Approve:
   a. Click the checkbox next to the user(s) to be approved.
   b. Click on the Approve button.
   c. The approved user entries are removed from the list, their user account is activated, and an email is sent to the email address they registered with. It contains a temporary password they will login with, which will have to be changed the first time they login.

6. To Deny/Reject:
   a. If a user’s email address or display name is incorrect, the request should be denied.
   b. Click the checkbox next to the user(s) to be denied
   c. Click on the Reject button
   d. The rejected user entries are removed from the list, their user account is NOT activated, and they will not receive an email. The Provider Admin should contact the employee to let them know why their registration was rejected, and they can then re-register with the correct information.
**Logging in to KSURS for the First-Time**

1. Launch the KSURS web application.
2. Click on Log In to launch the login page.
3. Enter your email address that you registered with.
4. Enter the temporary password sent to you in your email notification.
5. Click on the Sign In button.
6. When prompted to change your password, enter the temporary password you were sent in the “Old Password” field, and then enter a new password that meets the following complexity requirements:
   - Cannot reuse the last 24 passwords
   - at least 12 characters in length
   - contain characters from at least three of the following four categories:
     - Uppercase letters (A through Z)
     - Lowercase letters (a through z)
     - Numbers (0 through 9)
     - Special characters (e.g. ! @ $ % & * etc.)
7. Click on the Sign In button to change the password and complete the password change and login process.
8. The KSURS Home Page displays.
**Create a Client**

1. Sign in to KSURS Home Page.
2. Locate “Clients” on the bar on the left side of the page and click on “New Client”.

3. Personal Information Page displays.

4. Complete fields displayed. First Name, Last Name, and Date of Birth are required fields. Users will not be able to create a new client without completing those fields. If unable to obtain a valid Date of Birth (because the client refuses or is unable to provide), either enter 01/01/0007 to indicate the Date of Birth is unknown or leave the field blank.

5. Click on the “Add” button below the fields.

6. The Treatment Information region will display. Users can click on the +Add New Treatment link to enter treatment information or click on the desired menu bar link to navigate to another page.
Create a Treatment Record

1. Users can enter treatment information following the creation of a New Client record or after searching for an existing client in the application.
2. Enter information or select field from drop-down box.

3. The following fields are required to save a treatment record:
   a. Treatment Start Date
   b. Type of Treatment Service/Setting
   c. Substance Used
   d. Age of First Use
   e. Frequency of Use
   f. Route of Administration

4. After completing the Substance Information fields, click the “Add” button to add the data to the treatment. If User needs to report information on more than one substance, enter the second set of Substance Information and click the “Add” button again to save it. Additional substance information will display in the table below the entry fields. Users can change the order of primary, secondary, and tertiary substances used by clicking on the up or down arrows below the “Add” button.
a. Click or tab to the “Add Treatment” button on the lower right side of the page to save the Treatment Admission record.
Search a Client

1. Users can search for a client in the KSURS Client Record List. Locate “Clients” on the bar on the left side of the page and click on “Client Record List.”

2. Type the text you want to search for in the appropriate column’s search box and click “Apply.” You can search by Client ID, Last Name, First Name, and/or Date of Birth.
   a. Users can use multiple filters in a search.
   b. Using multiple filters does a Boolean “and” search – data must match all search criteria.
   c. User can use partial filters to search – for example search by last name and first initial or enter month and date but not year of birthday.

3. Records matching the search criteria will display in the Client List.
4. To return to the whole Client List, click “Clear” and all records will show.
**Discharge Treatment Record**

1. From the Client Record List select client and treatment record to discharge. All treatment records entered for that client will display.
2. Click the arrow in the Discharge column for the treatment record to be entered.

3. Enter information or select field from drop-down box.

4. Click or tab to the “Save” button on the lower right side of the page to save the Treatment Discharge record.
**Edit a Client or Treatment Record**

1. To edit a client’s personal information:
   a. From the Client Record List click the “Edit Client” button by the client to be edited.
   b. Boxes that are grey cannot be edited.
   c. If a User must edit a field other than Race or Ethnicity – the User must click “Delete Client” and reenter the entire client record. **IMPORTANT: If the User clicks “Delete Client” ALL historical client treatment records attached to this client will be deleted and must be reentered.**

2. To edit a client’s treatment record:
   a. From the Treatment Information List click the “Edit Treatment” button for the treatment record to be edited. Users can edit all fields except “Type of Treatment Service/Setting” and “Treatment Start Date.” If “Type of Treatment Service/Setting” or “Treatment Start Date” must be changed, User must delete the Treatment record and reenter.
b. Click “Save Treatment” at the bottom of the page to save the edited record.
Edit a Treatment Discharge Record

1. From the Treatment Information list, click the Discharge arrow for the Discharge record to be edited.

2. A dialog box will display confirming User wants to edit a discharge record that has already been entered. Click OK to proceed.

3. Enter the information to be edited. Click Save.