



Community Transition Opportunities (CTO) Web Application Quick Reference Sheet for Adult Care Homes

System Requirements and Browser Settings:

- Internet Connection
- Internet Browser:
 - Microsoft Internet Explorer 11 or newer –the only browser that KDADS officially supports for Web Applications
 - Other browsers may be used with the understanding that KDADS cannot troubleshoot any issues that may arise using KDADS Web Applications with another browser.

Contacts:

Application Technical Questions & Security Access:

KDADS Help Desk
Phone: (785) 296-4987 or (800) 432-3535
Email: KDADS.helpdesk@ks.gov

CTO Policies and Guidelines; Residents not found in Client Search:

CTO Program Manager
Phone: (785)296-0385 or (800) 432-3535
Email: Tyler.Steffes@ks.gov

Accessing the Application:

1. Go to the KDADS website at www.kdads.ks.gov and click on the **Web Apps** link in the menu bar on the right side of the page under the sunflower banner.
2. Click on the green **Web Applications** button on the right side of the page to go to the KDADS Login Page for Web Applications.

Logging-In:

From the Web Applications Sign In page:

1. Type in your **Username** and **Password**
2. Click on the **Login** button (or tab to the **Login** button and press the Enter key)
3. From the KDADS Web Applications Home Page, click on the **C.T.O.** button

Person Search:

1. Click on the **Client Search** tab (top right corner of the page)
2. Enter the **Search Criteria**:
 - **First Name** – Optional
 - **Last Name** – At least 2 characters are required
 - **SSN** – Required (enter only numbers – no dashes)
3. Press **Submit** button

Search Results (three possible results):

1. **Person is found**
2. **No Data Found** message
 - Person was not found. Either the person needs to be added, or their Social Security Number needs to be added or corrected in KAMIS.
 - Contact the CTO Manager at KDADS
3. **Multiple Records Found** message
 - More than one record was found in KAMIS with the same SSN. KDADS will need to research and correct. Contact the CTO Manager at KDADS

CTO Application Quick Reference for Adult Care Homes / 2

Create a CTO Worksheet:

1. Click on the **create icon** under the Create CTO Worksheet column in the search results table.
 - If Open POC exists in KAMIS – ‘STOP - Open POC in KAMIS’ message displays. The resident may already be receiving services through a case manager. Call the local Aging and Disability Resource Center or KDADS for more information.
 - The icon will not display if there is an existing CTO Worksheet with the current date.
2. Enter the information – All fields are required.
3. Click on the **Create** button in the Form Status section to create the record. The Form Status changes to **Work in Progress** with a drop-down list of additional choices.
4. To complete the referral to the Local Contact Agency (LCA):
 - From the Form Status drop down box, select **REFERRED TO 1ST LCA**
 - Click on the **Apply Changes** button. After the save is complete, the page will forward to the Client Forms page for review.
5. **Open** the worksheet.
6. **Print** the worksheet for file/resident’s chart.

Printing the Referral:

Open the Worksheet to be printed.

1. On the browser menu – Click **File**
2. Click **Print Preview** – turn on Shrink to Fit
3. Print the Worksheet

CTO Report Navigation Tab: (On the right side of the application window)

The report displays a listing of all the customers with worksheets that are associated with the user's Adult Care Home.

Logging-Out:

When you are done with the CTO application, you should close the application and log out of Web Applications to ensure unauthorized personnel do not have access.

1. If CTO is open in a separate browser window, click on the X in the upper-right corner of the window
2. If CTO is open in a browser tab, click on the X in the CTO tab.
3. If not already displayed, locate the KDADS Web Applications Home Page tab or window and click on the **Logout** link located at the top of the page.