



## Community Transition Opportunities (CTO) Web Application Quick Reference Sheet for the Local Contact Authority (LCA)

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### 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:

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](http://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

### Check the CTO Report for New Referrals or Existing Worksheets:

1. On the CTO Report tab, use the pre-defined filters, the search field, or the Actions button to find new referrals, or a specific existing worksheet.
2. If the list is small, a simple visual review of the list may be all that's necessary.

### Work the Referral:

1. Open the CTO Worksheet to be worked.
2. Change the Form Status as appropriate and Apply Changes.
3. Enter all required fields and any optional information as desired.
4. Enter the billing information.
5. Change the Form Status to 'Completed by LCA' and Apply Changes.
6. Click on the *Cancel* button or the *CTO Report* tab to exit out of the worksheet and go back to the list of CTO Worksheets.

### Logging-Out:

When you are done with the CTO application, you should close the application. If you are done with all KDADS Web Applications, you should log out 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.