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## MFEI Tools User Guide

### 1. MFEI Tools Overview

The MFEI Online Tools allows the user to administer the MFEI assessment with software that responds to data inputs. This user guide will provide information on software features, navigation and the overall workflow of the software. There are many benefits and advantages to the MFEI software, including:

- The software is available only online.
- The software uses skip patterns to ensure that only required items are assessed.
- The software ensures that no required items are skipped.
- The software allows the assessor to move around to different parts of the assessment (i.e., the assessment does not need to be completed in front-to-back order, however, changes made to previous screens may impact the data as it feeds into other sections.).
- The software allows for notes.
- The software allows documents to be attached.
- The software calculates and displays the functional eligibility result. It also determines the appropriate PASRR referral for CARE participants.
- The software eliminates the need for manual data entry into KAMIS.

The software system is HIPAA compliant.

## 2. MFEI Offline Tool Software Guide

### a) MFEI Offline Tool Overview

The MFEI Offline Tool allows the user to administer the MFEI assessment with or without the internet. This user guide will provide information on software features, navigation and the overall workflow of the tool.

## 3. Features

The following section will highlight some of the features of the software.

### a) Online / Offline Mode

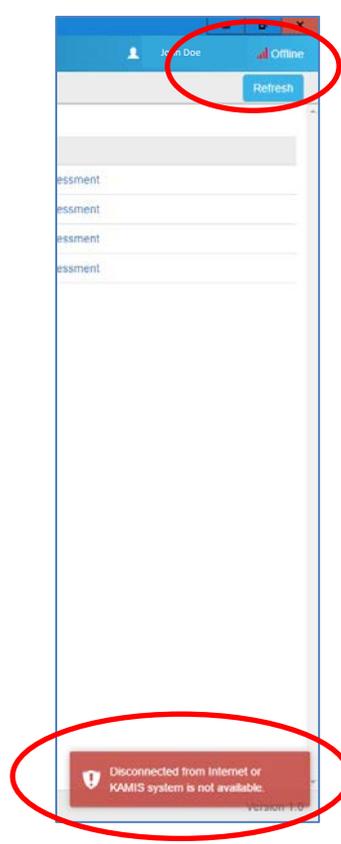
Online Mode	Internet connected
Offline Mode	Internet disconnected

The workflow in the next section will describe the steps that need to be performed when the internet is available (online mode) before going to the field and administer the assessment without the internet connection (offline mode). The tool will detect when there is an internet connection available. It does not automatically connect.

#### Online Mode



#### Offline Mode



## b) Navigation

Guided messages and buttons will appear as you move through the tool.



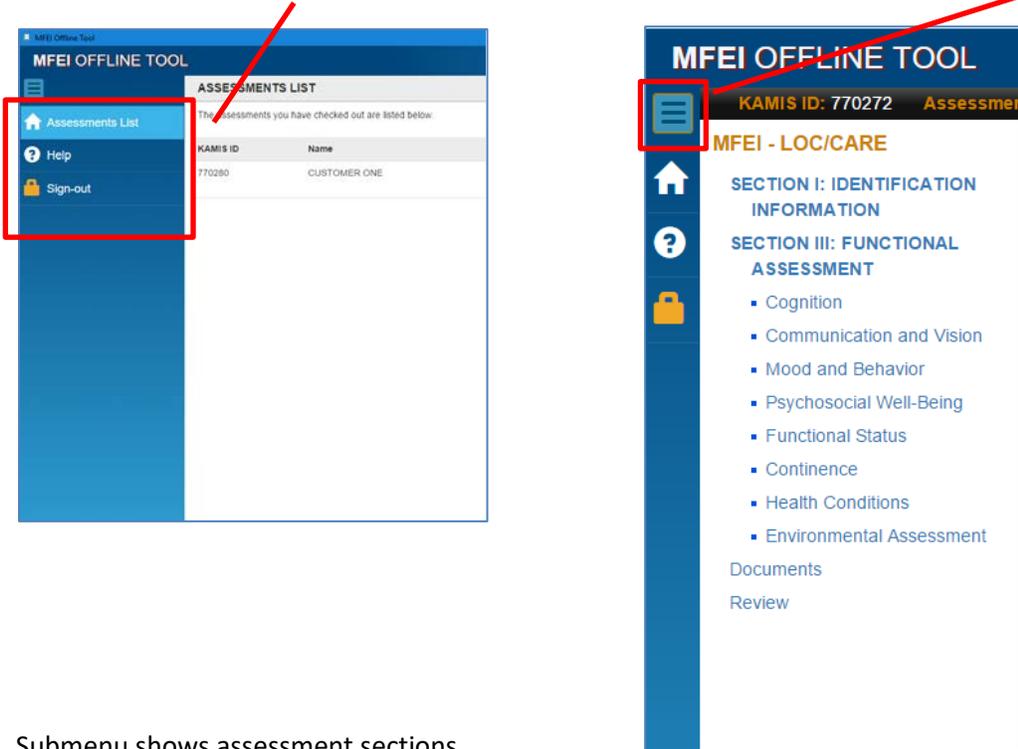
The screenshot shows a web-based form with two main input areas: 'Primary Goal' (with a '(Max 20 characters)' limit) and 'Comments' (with a '(Max 2000 characters)' limit). Below these fields is a note: 'For a more accurate assessment, use all available sources of information, including participant interview, conversations with caregivers, observations, and review of available documents.' At the bottom right, a blue button labeled 'Save & Next' is highlighted with a red rectangular box. A red arrow originates from the text 'Guided messages and buttons will appear as you move through the tool.' and points directly to the 'Save & Next' button. The footer of the page includes 'Kansas Department for Aging and Disability Services' on the left and 'Version 1.0' on the right.

Messages appear at the bottom right corner of the screen to confirm actions.

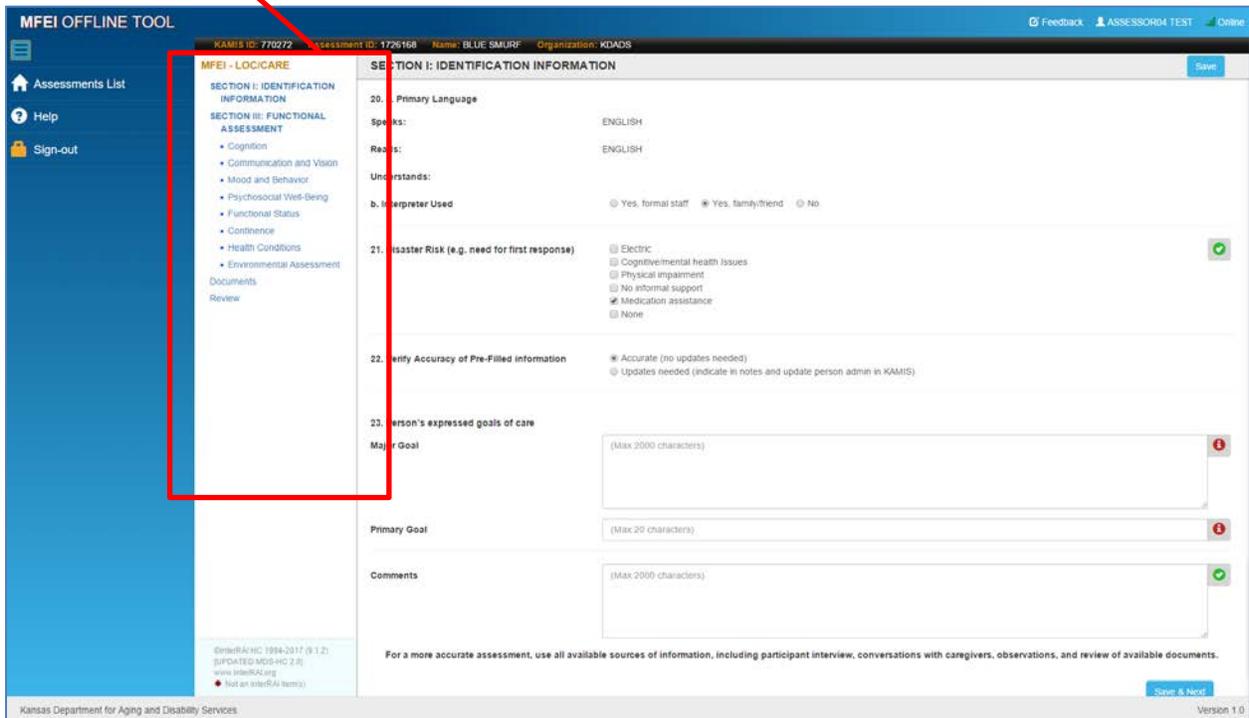


### c) Menu

The menu appears on the left side of the screen and can be collapsed by clicking the menu icon.



Submenu shows assessment sections.



#### d) Icons legend

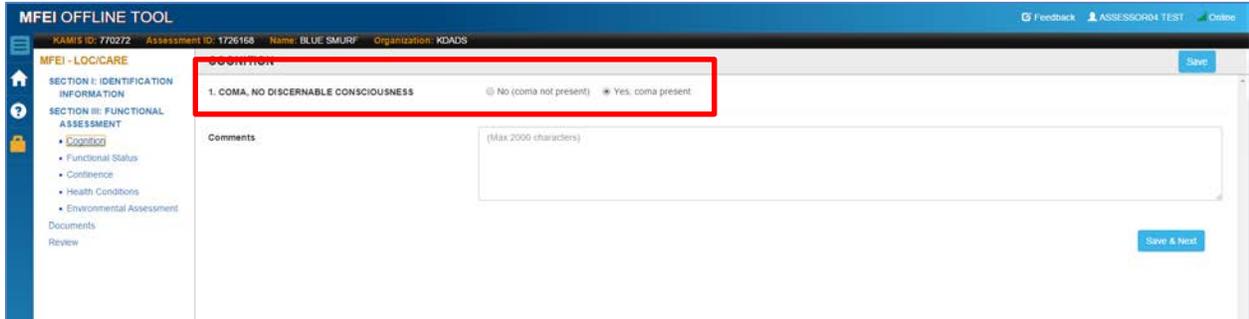
The following table provides a list of icons and their function.

Icon	Title	Purpose
	Menu	Click on menu icon to collapse / expand
	Home	Click on home icon to go back to assessments listing
	Help	Click on help icon for help.
	Sign out	Click on lock icon to sign out.
	Online	There is internet connection.
	Offline	There is no internet connection.
	Complete	Information is correctly and completely entered.
	Information missing	Mouse over the I Icon to find out more information.
	Question	Question icon will appear when a change is being made that may affect the assessment data entered.

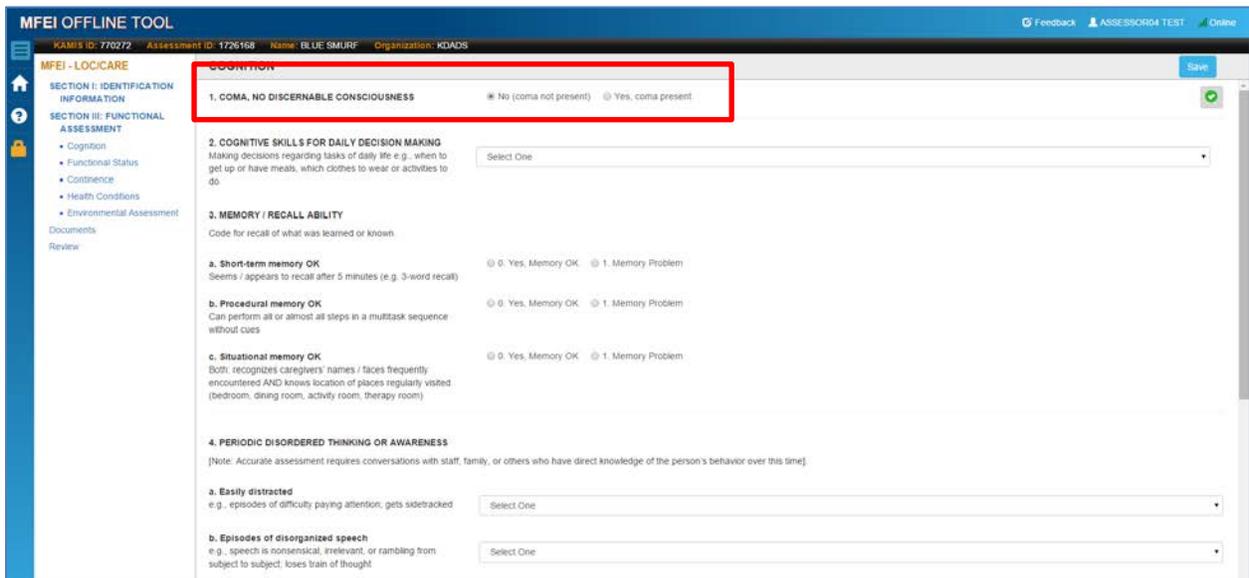
**e) Skip patterns / logic**

The software will respond based on the answers provided. Examples below:

**Answer no** and the software will respond with fields that are required to be answered.



**Answer yes** and the software will respond with fields that are required to be answered.



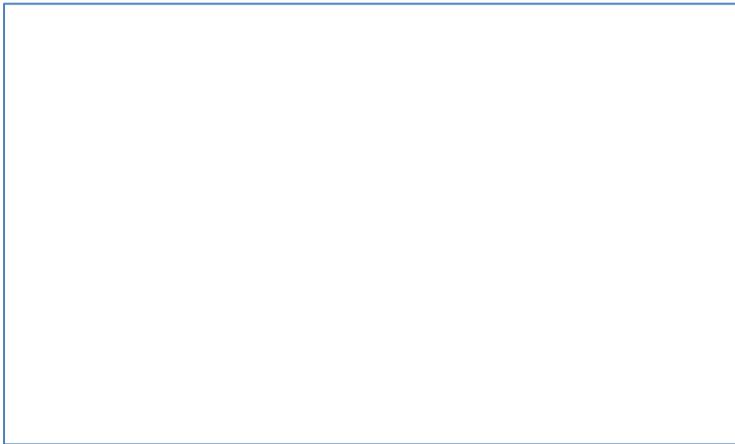
f) Save

Save your work as you move through the assessment.

Success messages communicated.

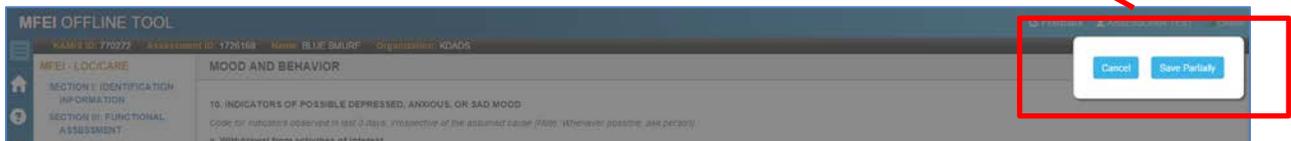
The screenshot displays the 'MFEI OFFLINE TOOL' interface. At the top, it shows 'KAMIS ID: 770272', 'Assessment ID: 1726168', 'Name: BLUE SMURF', and 'Organization: KDADS'. The main content area is titled 'COGNITION' and contains several assessment items with radio button options and dropdown menus. A red box highlights a 'Save' button in the top right corner. A red arrow points from the 'Save' button to a green 'Saved Successfully' message box at the bottom right. The message box contains a checkmark and the text 'Saved Successfully'.

Message appears when trying to leave a page without saving information.

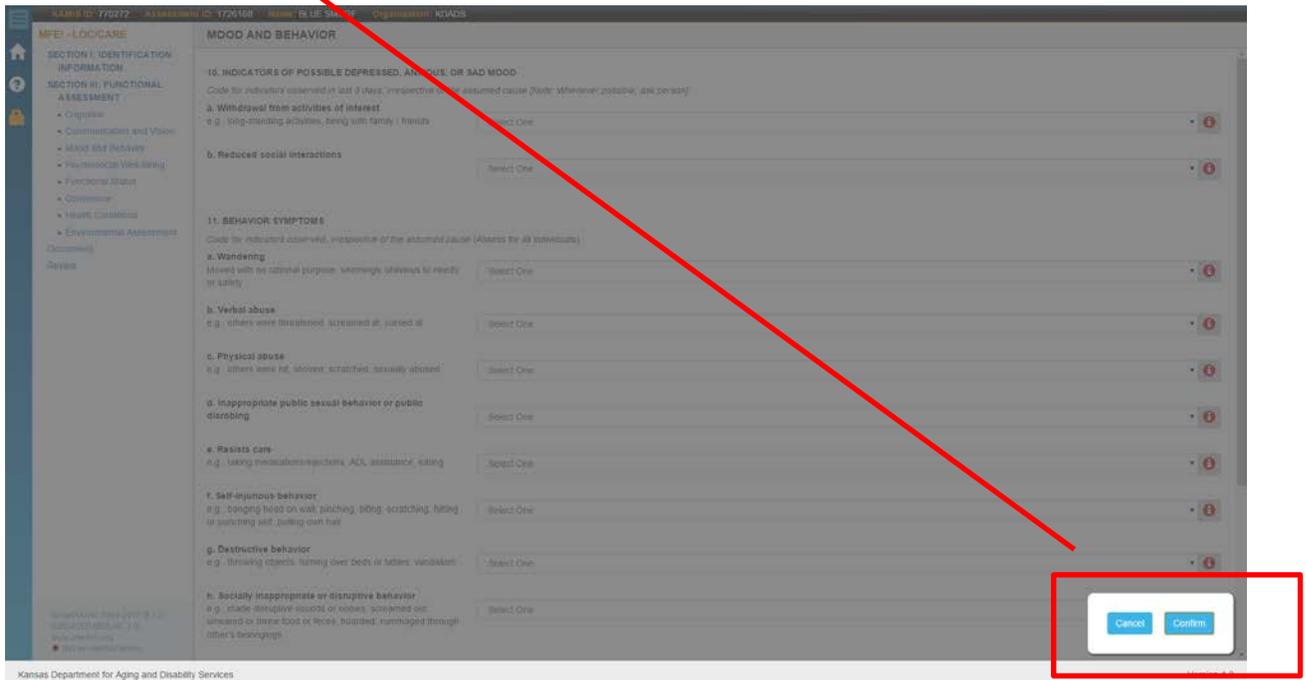


### g) Partial Save

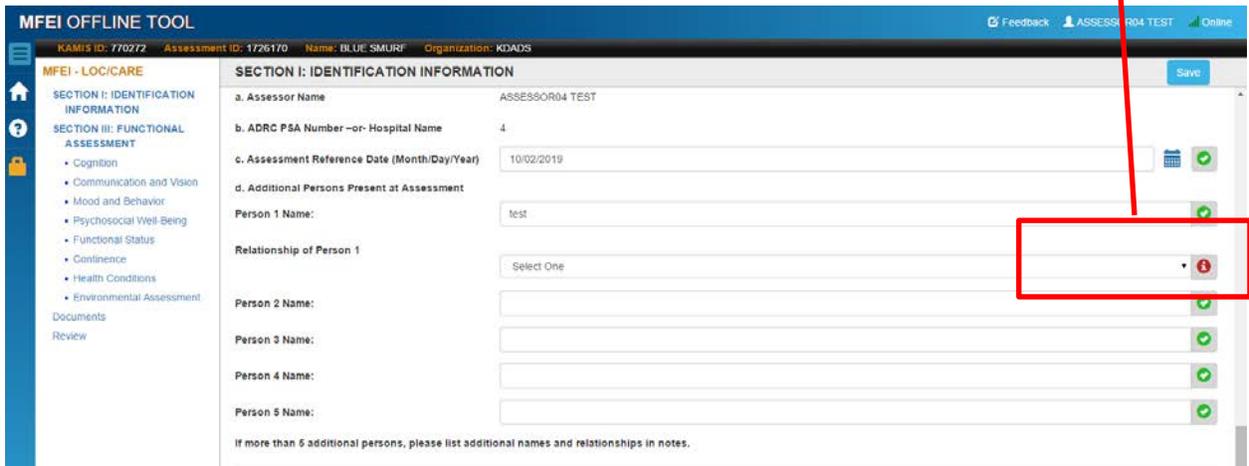
The software will allow the user to partially save information. When you click save on a partially completed screen, you will need to confirm the action. In addition, when you move to another section before the current section is completed you will see the screen below and need to confirm the action.



**h) Cancel**  
Cancel an action.



**i) Data validation**  
The software will communicate when fields have not been completed. Mouse over 'i' icon for more info.



The software will communicate additional information when changes may affect other sections of the assessment. Mouse over '?' icon for more info.

**?** You are changing COMA, NO DISCERNABLE CONSCIOUSNESS to "Yes, Coma present". When you save this section, the assessment will be skipped to functional status and previously entered responses may be deleted for the rest of cognition, communication & vision, mood & behavior, and psychosocial well-being.

**1. COMA, NO DISCERNIBLE CONSCIOUSNESS**  
Making decisions regarding tasks of daily life e.g., when to get up or have meals, which clothes to wear or activities to do

No (coma not present)  
 Yes, Coma present (Skip to Functional Status)

Comments (Max 2000 characters)

### j) Section Comments

Software will capture text in comment boxes. Text entered in the comments boxes need to pertain to the assessment. Character limitations are clearly communicated.

The screenshot displays the 'MFEI OFFLINE TOOL' interface. The top navigation bar includes 'KAMIS ID: 770272', 'Assessment ID: 1726168', 'Name: BLUE SMURF', and 'Organization: KDADS'. The left sidebar lists sections: 'SECTION I: IDENTIFICATION INFORMATION', 'SECTION III: FUNCTIONAL ASSESSMENT' (with sub-items like Cognition, Communication and Vision, Mood and Behavior, Psychosocial Well-Being, Functional Status, Continence, Health Conditions, Environmental Assessment, Documents, and Review), and 'Review'. The main content area is titled 'SECTION I: IDENTIFICATION INFORMATION' and contains fields for 'Speaks', 'Reads', and 'Understands'. Below these are sections for 'b. Interpreter Used', '21. Disaster Risk (e.g. need for first response)', '22. Verify Accuracy of Pre-Filed information', and '23. Person's expressed goals of care'. The '23. Person's expressed goals of care' section includes three text input boxes: 'Major Goal' (Max 2000 characters), 'Primary Goal' (Max 20 characters), and 'Comments' (Max 2000 characters). A red box highlights these three input boxes. A red arrow points from the text above to the 'Major Goal' box. At the bottom of the interface, there is a 'Save & Next' button and a footer with 'Kansas Department for Aging and Disability Services' and 'Version 1.0'.

### k) Automatic LOC calculation

Results of the assessment is clearly communicated on the review screen.

REVIEW

All sections have been completed for the assessment.

Assessment Number: 1631234  
Assessment Date: 03/15/2018  
Assessor Name: ASSESSOR ONE  
**Functional Eligibility Status: Not Applicable**  
Assessment Status: WORK IN PROGRESS

REVIEW

All sections have been completed for the assessment.

Assessment Number: 1631235  
Assessment Date: 03/01/2018  
Assessor Name: ASSESSOR ONE  
**Functional Eligibility Status: Not Eligible**  
Assessment Status: WORK IN PROGRESS

REVIEW

All sections have been completed for the assessment.

Assessment Number: 1631234  
Assessment Date: 03/15/2018  
Assessor Name: ASSESSOR ONE  
**Functional Eligibility Status: Eligible**  
Assessment Status: WORK IN PROGRESS

## 4. Creating a new MFEI Assessment using the Offline Tool – Internet Required

Creating a new MFEI Assessment must be done through KAMIS and internet is required. This must be completed prior to going into the field.

### a) Signing-In to KDADS website

Sign in to the KDADS Website.

**KDADS Login Page for Web Applications**

[Login \(default\)](#) [Forgot Password](#) [Change Password](#)

Username:   
Password:

**Instructions - Click links below to Expand**

- [First Time User](#) view
- [Normal](#) view
- [Forgot Password?](#) view
- [Change Password](#) view

Password Format and Use Requirements (Click Arrow Icon to Expand)

**Contact Information and Hours of Operation**

If you do not have a Login to KDADS Web Applications Complete the [KDADS Web Application Access Security Agreement](#).

**For Assistance or Questions - Contact KDADS Help Desk**  
Help Desk hours are from 7:00 am to 5:00 pm Monday thru Friday  
Voice Mail for after hours messages

Phone: 785-296-4987  
E-Mail: KDADS.HELPDESK@ks.gov  
Fax: 785-296-0256

**KDADS Web Applications - Hours of Availability**

Week Days	2:00am - 10:30pm
Saturday	2:00am - 10:30pm
Sunday	11:00am - 10:30pm

On State of Kansas observed holidays, the system is available, however, ISD staff will not be available for assistance during these holidays, as well as Saturdays and Sundays.

## b) KDADS Web Applications Home Page

Click on KAMIS II icon.



## c) Perform Person Search

Enter information and click 'search'. If person doesn't exist, the user must create the person.

**Person Search**

KAMIS ID

First Name

Last Name

SSN

Medicaid ID #

Date of Birth

Results for Person Search. Select person and verify person's information. Click on View Forms. **NOTE:** This screen contains HIPAA information and should not be viewed by others.

**Search Selections**

Person #  First Name (optional)  Last Name (Two character minimum)  SSN  Medicaid #:  Date of Birth  **Search** [Reset Selections](#)  
done: 0:01

---

**Search Results (Sorted by Last, First, Middle)** [Create New Name Entry](#)

Searched by Person Number

Original Eff Date	Effective Date	Person #	First	Middle	Last	DOB	SSN	Organization	Current Medicaid #	Customer Status	Update Person	View Forms
01/03/2018	01/03/2018	770272	BLUE		SMURF	03/05/1976	000-00-0000	Primary 1		ACTIVE		

row(s) 1 - 1

**d) Creating a MFEI form**

Click on Create New Form. Select Medicaid Functional Eligibility Instrument (MFEI) form.

**Customer Forms Listing**

**Create New Form**

Form Type	Form Date	Form Status	Organization	Un Ne
No forms found				

Request that Organization Grant a Share  
Comment

Request that Organization Grant a Transfer  
Comment

**Customer Forms Listing**

Select a Form:

**Functional Assessment Instrument (FAI)**

**Medicaid Functional Eligibility Instrument (MFEI)**

**Uniform Assessment Instrument (UAI) - Version 3**

**Cancel**

**System Documentation**

This page is used to route a view/edit/create form request from page 30 to the...

Cache for ALL pages corresponding to the selected form type should be cleared...

Note: Any form type that does not have corresponding view/save branch created...  
-Logan Reynolds 5/5/06

**e) Checkout MFEI Assessment**

Click on "Complete Assessment Using Offline Tool" button to check-out the assessment.

**Get Started**

Select Assessment Type:  BI(Adult)  
Assessment Date:

**Start Assessment Now Using Online Tool**

ONLINE

[Start MFEI Assessment Now](#)

Download MFEI Online Tool Software Guide (Opens in a new window)

**Complete Assessment Using Offline Tool**

IN THE FIELD

[Complete Assessment Using Offline Tool](#)

Download MFEI Offline Tool Installer (Opens in a new window)  
Download Hardware Readiness Checklist (Opens in a new window)  
Download MFEI Offline Tool Software Guide (Opens in a new window)

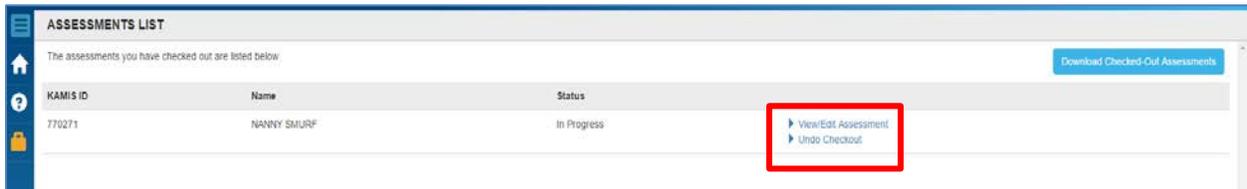
**NOTE:** If you have not downloaded the MFEI Offline Tool Software package you will need to do so. Please refer to Appendix D for Installation instructions.

Once you click “Complete Assessment Using Offline Tool” button, the following confirmation screen will appear.



#### f) Undo Checkout

Assessor can undo checkout of an assessment that has been accidentally downloaded.



To complete this action, click Undo Checkout

Provide KDADS Web Application login information

Confirmation message will appear when action is completed.

#### g) Download MFEI Assessment

This step must be completed when the assessor has internet access.

#### h) Launch MFEI Offline Assessment Tool

Double click on the icon on the machine you will be using to complete the assessment.



#### i) Generate PIN First-time Access

The PIN is a security measure to allow access to the machine.

- PIN is auto-generated 6 digit number
- Unique PIN is assigned per user per machine.
- If user is utilizing multiple machines, they will need to generate unique PIN for each machine.
- One PIN will not work on all devices.

**Sign-In**

Enter PIN

Submit

### Important Reminder

Before using the tool offline:

1. Go to [KDADS Web Applications](#) while connected to the internet
2. Sign in using KDADS login information
3. Go to KAMIS, complete the person search and check-out the record
4. Sign in to this tool while connected to the internet
5. PIN is auto-generated 6 digit number. See User Manual for more details

### First Time Access to this Machine (New User)

[Click here](#) if you are accessing this tool for the first time

### Trouble Signing in?

[Forgot PIN](#) for this machine

Provide KDADS Web Application Login information to authenticate user.

Please enter your KDADS Web Application login to generate PIN.

#### KDADS Web Application login

TEST1

.....

Submit

You are successfully authenticated

Name:  
ASSESSOR TWO

PIN:  
360595

Please save this PIN for this machine. You will use it to access the tool on this machine.

#### j) Downloading Assessments

When you click on “Download Checked-Out Assessments” button, the software will authenticate your credentials and the tool will automatically download the checked-out assessments.

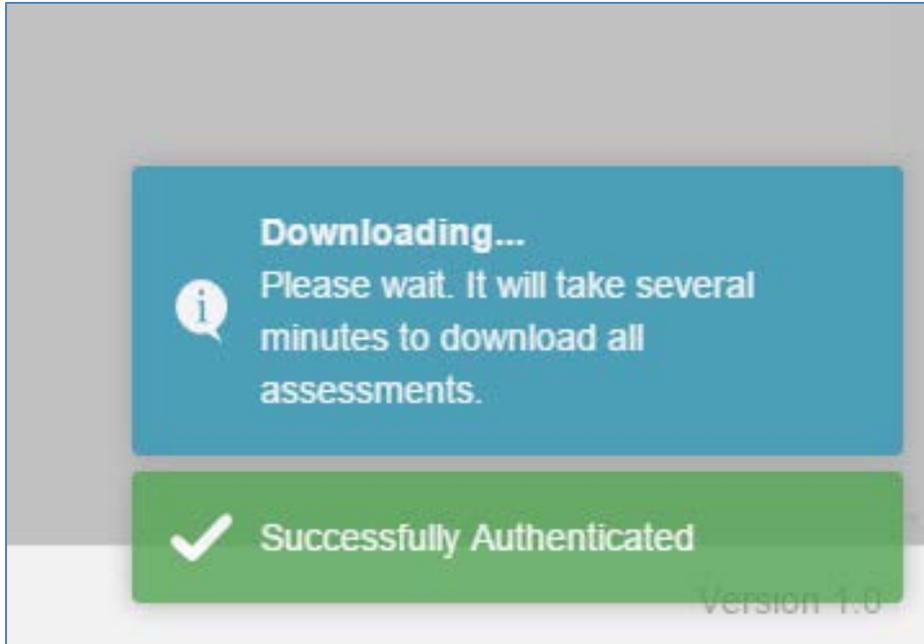
Software will communicate that the assessment is downloading.

ASSESSMENTS LIST

The assessments you have checked out are listed below:

Download Checked-Out Assessments

KAMIS ID	Name	Status
There are no assessments downloaded. Click on "Downloaded Checked Out Assessments".		



The listing of checked-out assessments will appear in the assessments listing.

ASSESSMENTS LIST			
The assessments you have checked out are listed below:			
KAMIS ID	Name	Status	
770271	NANNY SMURF	In Progress	<a href="#">View/Edit Assessment</a> <a href="#">Undo Checkout</a>

## 5. Doing the MFEI Assessment in the Field

This does not require internet access when using the Offline Tool.

### a) Launch MFEI-LOC Offline tool

On the machine that you previously downloaded the assessment, double click on the icon to launch MFEI Offline Tool.

### Sign-in

Sign in using your KAMIS sign in information. Once you've signed in the assessments checked out to you will be listed.

**Important Reminder**

Before using the tool offline:

1. Go to [KDADS Web Applications](#) while connected to the internet
2. Sign in using KDADS login information
3. Go to KAMIS, complete the person search and check-out the record
4. Sign in to this tool while connected to the internet
5. PIN is auto-generated 6 digit number. See User Manual for more details

**First Time Access to this Machine (New User)**

[Click here](#) if you are accessing this tool for the first time

**Trouble Signing in?**

[Forgot PIN for this machine](#)

Click on “View/Edit Assessment” to open the assessment.

KAMIS ID	Name	Status	
770271	NANNY SJURF	In Progress	<a href="#">View/Edit Assessment</a> <a href="#">Undo Checkout</a>

### b) Section I – Identification

Identification information is auto-populated from KAMIS. If this information needs to be updated, put notes in comments and update the information in KAMIS - Person Administration.

Move through the assessment and complete the sections required. As you move through the tool, immediate confirmation is received as the fields are completed. Click Save & Next to move to the next section.

Top black header provides KAMIS ID #, Assessment ID #, name and organization.

KAMIS ID: 770272 Assessment ID: 1726170 Name: BLUE SMURF Organization: KDADS

MFEI - LOC/CARE

SECTION I: IDENTIFICATION INFORMATION

SECTION III: FUNCTIONAL ASSESSMENT

- Cognition
- Communication and Vision
- Mood and Behavior
- Psychosocial Well-Being
- Functional Status
- Continence
- Health Conditions
- Environmental Assessment

Documents  
Review

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SECTION I: IDENTIFICATION INFORMATION

21. Disaster Risk (e.g. need for first response)

- Electric
- Cognitive/mental health issues
- Physical impairment
- No informal support
- Medication assistance
- None

22. Verify Accuracy of Pre-Filled information

- Accurate (no updates needed)
- Updates needed (indicate in notes and update person admin in KAMIS)

23. Person's expressed goals of care

Major Goal

test

Primary Goal

test

Comments

test

For a more accurate assessment, use all available sources of information, including participant interview, conversations with caregivers, observations, and review of available documents.

Save & Next

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### c) Section III – Functional Assessment

Complete all parts of Section III.

KAMIS ID: 770272 Assessment ID: 1726170 Name: BLUE SMURF Organization: KDADS

MFEI - LOC/CARE

SECTION I: IDENTIFICATION INFORMATION

SECTION III: FUNCTIONAL ASSESSMENT

- Cognition
- Communication and Vision
- Mood and Behavior
- Psychosocial Well-Being
- Functional Status
- Continence
- Health Conditions
- Environmental Assessment

Documents  
Review

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[UPDATED MD5-HC 2.0]  
www.interRAI.org  
Not an InterRAI (Remix)

SECTION I: IDENTIFICATION INFORMATION

21. Disaster Risk (e.g. need for first response)

- Electric
- Cognitive/mental health issues
- Physical impairment
- No informal support
- Medication assistance
- None

22. Verify Accuracy of Pre-Filled information

- Accurate (no updates needed)
- Updates needed (indicate in notes and update person admin in KAMIS)

23. Person's expressed goals of care

Major Goal

test

Primary Goal

test

Comments

test

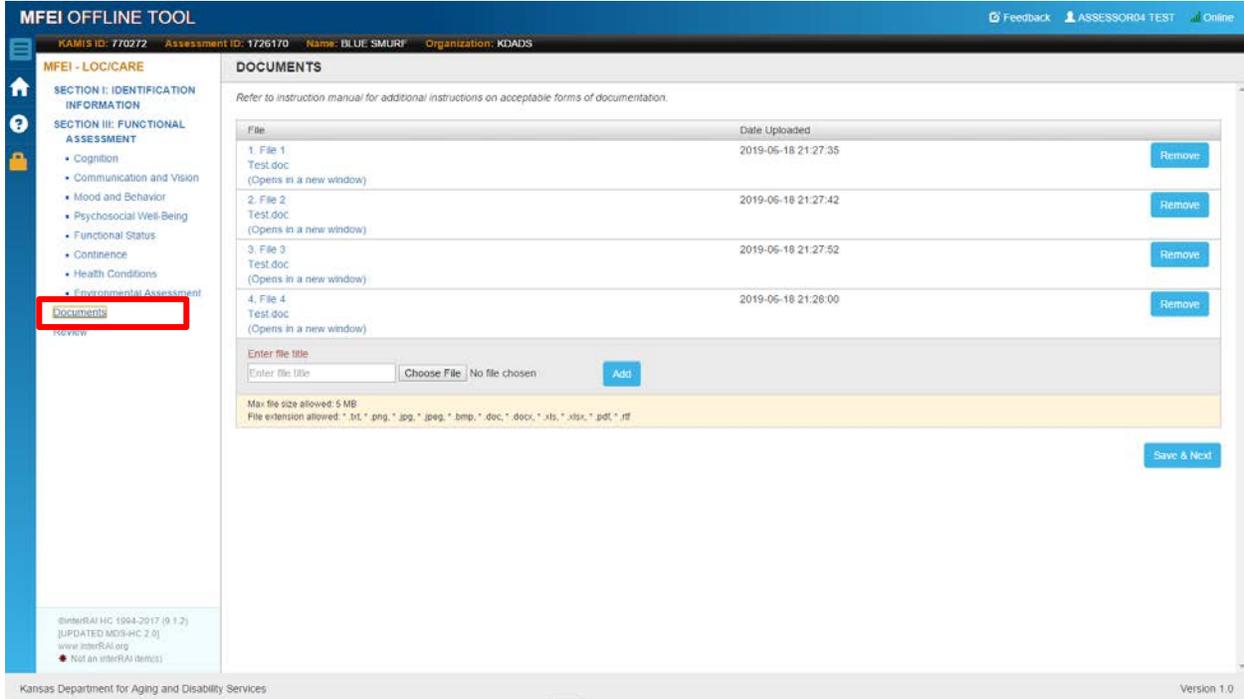
For a more accurate assessment, use all available sources of information, including participant interview, conversations with caregivers, observations, and review of available documents.

Save & Next

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**d) Assessment Section: Documents**

Upload any necessary documents to support assessment. Examples of necessary documents include supporting medical documentaion, certification information, etc. Click Add. File parameters allowed are communicated.



Delete files by clicking 'remove.'

### e) Assessment Section: Review

Review screen identifies sections that need to be completed. Click Edit to go directly to that section.

KAMIS ID: 770272 Assessment ID: 1726168 Name: BLUE SMURF Organization: KDADS

MFEI - LOCICARE

SECTION I: IDENTIFICATION INFORMATION

SECTION III: FUNCTIONAL ASSESSMENT

- Cognition
- Communication and Vision
- Mood and Behavior
- Psychosocial Well-Being
- Functional Status
- Continence
- Health Conditions
- Environmental Assessment

Documents

Review

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**REVIEW**

You must complete the missing information prior to submitting the assessment.

Section	Section	Description
	SECTION I	Identification Information
	SECTION III	Cognition
	SECTION III	Communication and Vision
	SECTION III	Mood and Behavior
	SECTION III	Psychosocial Well-Being
	SECTION III	Functional Status
	SECTION III	Continence
	SECTION III	Health Conditions
	SECTION III	Environmental Assessment

Edit Edit

When all sections are completed, assessment status will show.

KAMIS ID: 770272 Assessment ID: 1726168 Name: BLUE SMURF Organization: KDADS

MFEI - LOCICARE

SECTION I: IDENTIFICATION INFORMATION

SECTION III: FUNCTIONAL ASSESSMENT

- Cognition
- Functional Status
- Continence
- Health Conditions
- Environmental Assessment

Documents

Review

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Kansas Department for Aging and Disability Services Version 1.0

**REVIEW**

All sections have been completed for the assessment.

Assessment Number: 1726168

Assessment Date: 10/01/2019

Assessor Name: ASSESSOR00141887

**Functional Eligibility Status: Not Eligible**

Assessment Status: WORK IN PROGRESS

Comments for Next Assessment: (Max 2000 characters)

Social Assessor Name: (Max 100 characters)

Social Assessor Title: (Max 100 characters)

Social Assessor Comments: (Max 2000 characters)

I certify that this assessment is, to the best of my ability, accurate and complete.

Sign

## f) Sign and Finalize

Enter any significant information in the comments sections. When you have determined that all information is accurately entered, click the Sign button. This indicates that you are confirming the information.

**MFEI OFFLINE TOOL** Feedback ASSESSOR04 TEST [Online](#)

KAMIS ID: 770272 Assessment ID: 1726170 Name: BLUE SMURF Organization: KDADS

**MFEI - LOCICARE**

SECTION I: IDENTIFICATION INFORMATION

SECTION III: FUNCTIONAL ASSESSMENT

- Cognition
- Communication and Vision
- Mood and Behavior
- Psychosocial Well-Being
- Functional Status
- Continence
- Health Conditions
- Environmental Assessment

Documents

Review

**REVIEW**

All sections have been completed for the assessment.

Assessment Number: 1726170

Assessment Date: 10/02/2019

Assessor Name: ASSESSOR04 TEST

Functional Eligibility Status: Not Eligible

Assessment Status: WORK IN PROGRESS

Comments for Next Assessment:

Assessor

Social Assessor Name: Assessor

Social Assessor Title: Assessor

Social Assessor Comments: Assessor

I certify that this assessment is, to the best of my ability, accurate and complete.

[Sign](#)

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## 6. Check-In Assessment to KAMIS – you need to be connected to the internet for this step.

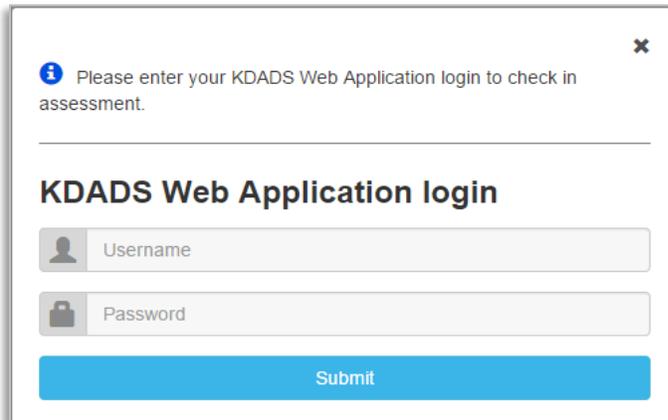
Submitting the assessment is the final step. Incomplete assessments cannot be submitted. Click Check-In Assessment to initiate the process.

**ASSESSMENTS LIST**

The assessments you have checked out are listed below. [Download Checked Out Assessments](#)

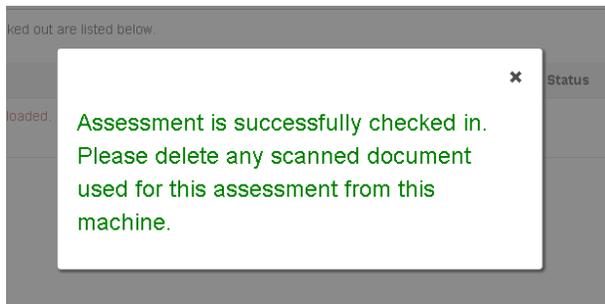
KAMIS ID	Name	Status	
770271	NANNY SMURF	Completed	<a href="#">View/Edit Assessment</a> <a href="#">Check-in</a> <a href="#">Undo Checkout</a>

Enter your KDADS Web Application Login information for user authentication purposes.



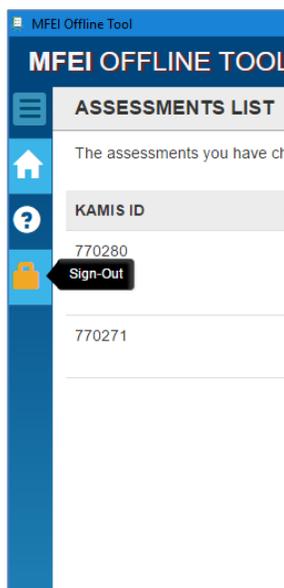
The image shows a login form for the KDADS Web Application. At the top, there is a blue information icon followed by the text: "Please enter your KDADS Web Application login to check in assessment." Below this is a horizontal line. The main title of the form is "KDADS Web Application login". There are two input fields: "Username" with a person icon and "Password" with a lock icon. At the bottom of the form is a blue "Submit" button.

Status of submission is clearly indicated. Upon successful submission, the assessment data is removed from the device. Assessor will need to delete any documents used in the assessment from the device.



#### a) Signing Out of MFEI Offline Tool

Click the lock icon to sign out of the software.



## 7. A few additional things to keep in mind while using the MFEI Offline Tool

### Timeframe for Assessment Completion

You will have 7 business days after downloading to complete and submit the assessment.

On the 5<sup>th</sup> business day, you will see a warning indicating that you have 2 business days to complete.

On the end of the 7<sup>th</sup> business day, the software will automatically delete the stale data and remove it from the device.

#### a) Forgot PIN

- PIN can be auto-generated by clicking Forgot PIN link.
- User must be connected to internet and will be required to supply their KDADS Web Application Login information.



**Important Reminder**

Before using the tool offline:

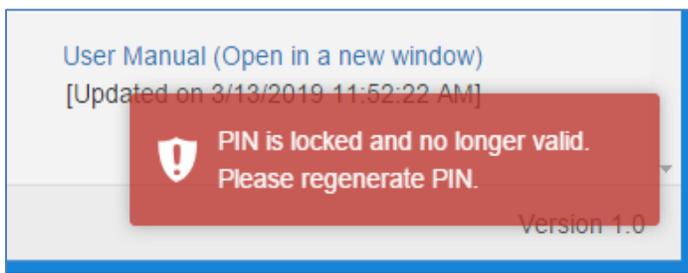
1. Go to KDADS Web Applications while connected to the internet
2. Sign in using KDADS login information
3. Go to KAMIS, complete the person search and check-out the record
4. Sign in to this tool while connected to the internet
5. PIN is auto-generated 6 digit number. See User Manual for more details

**First Time Access to this Machine (New User)**  
Click here if you are accessing this tool for the first time

**Trouble Signing in?**  
Forgot PIN for this machine

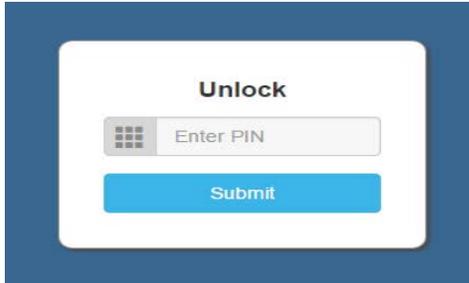
#### b) PIN Lock

- After 5 unsuccessful attempts to unlock, all PINs associated with the machine are locked. At this point, you must generate new PIN.
- Once new PIN is generated and entered, all PINs will be unlocked.



**c) Screen Lock**

- Assessment will lock if inactive for 5 minutes.
- To unlock, enter PIN.
- Screen will open on same page prior to lock.



## 8. Offline Tool Installation Process

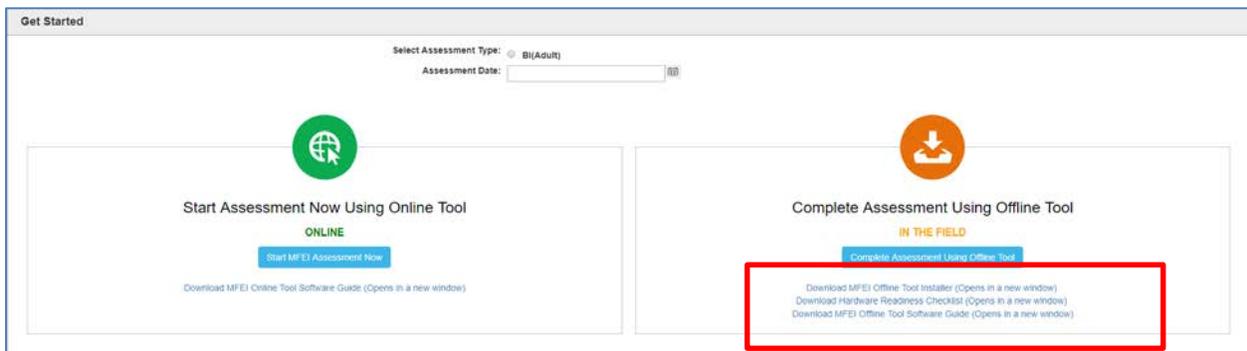
### a) Installing the MFEI Offline Tool

- This is a onetime process per machine.
- Must be installed on each machine to be used.
- The Offline Tool must be downloaded in advance when there is internet access.
- Access the software download package on the KDADS website.
- Download MFEI Offline Assessment Tool

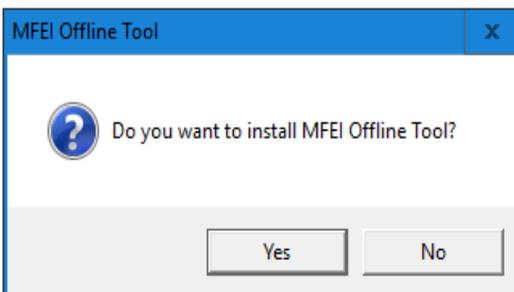
### b) Installation requirements

To see the technical requirements associated with installation, please see the Hardware Readiness Checklist provided on the KDADS website in the same location as shown in the following screenshot.

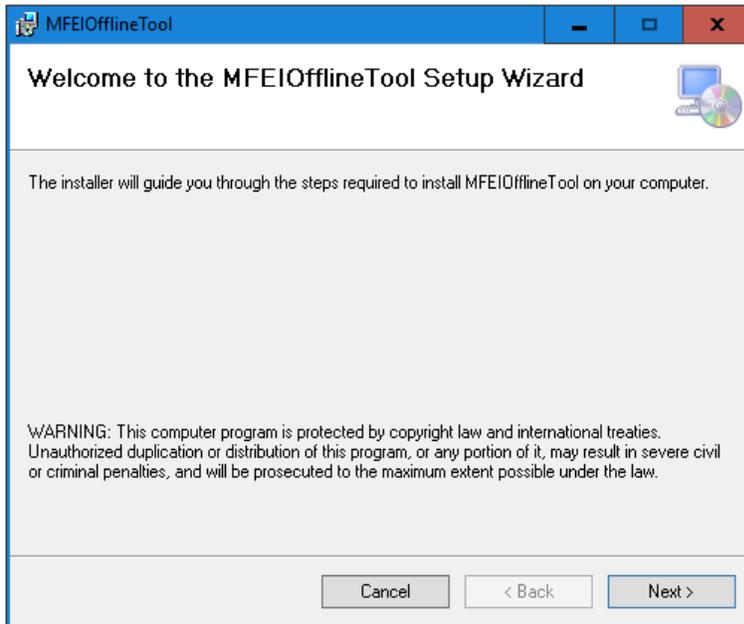
Click on the link to access the installer.



Confirm by clicking yes.

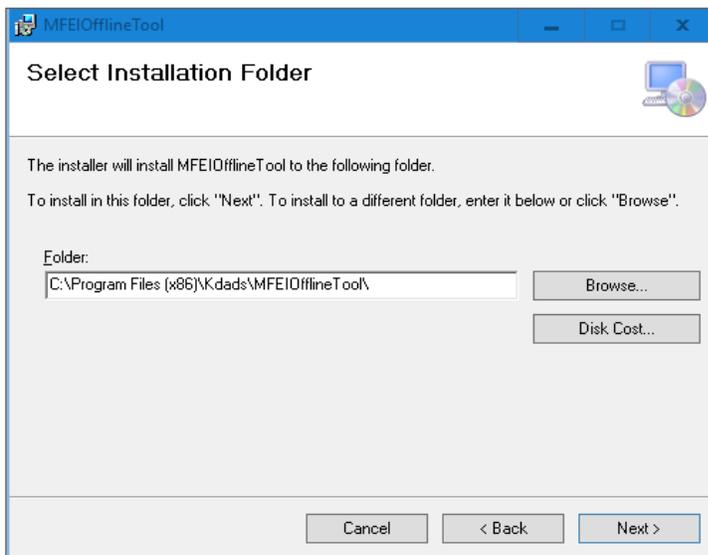


Click Next

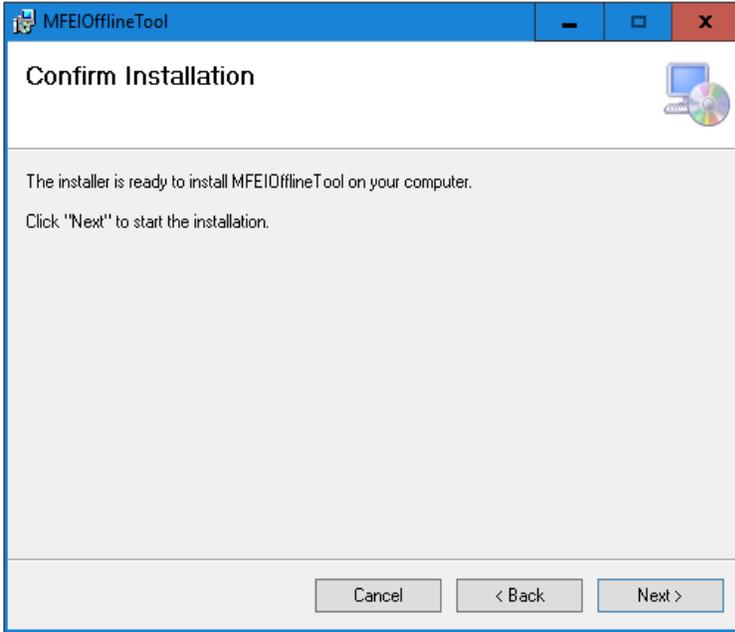


Follow the instructions provided in the installer.

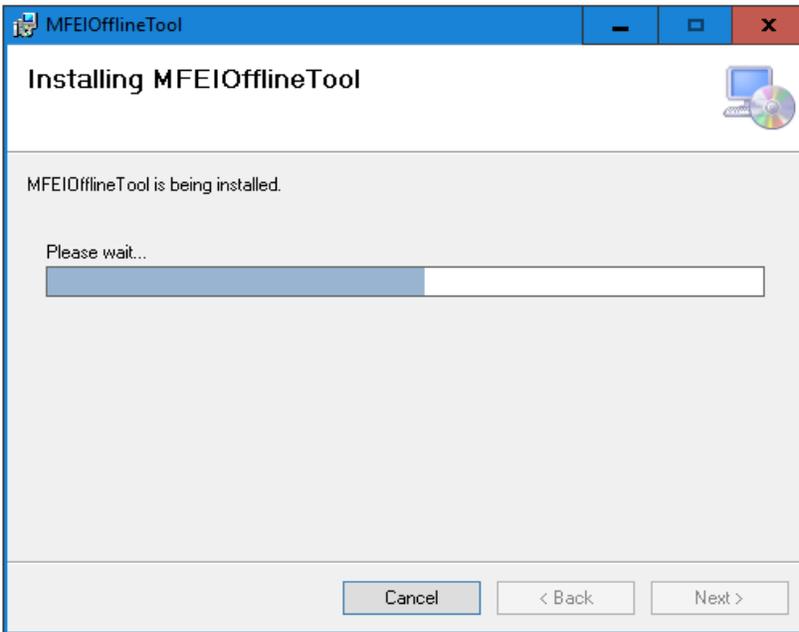
Identify where the software will be installed, then click Next.



Confirm action by clicking Next.



Progress screen will show.



Once installation is completed, click close.

