Involuntary Discharge Reporting

Presentation to
Assisted Living, Boarding Care Home, Home Plus & Residential Healthcare Facility Operators

June 28, 2024

Kansas Department for Aging and Disability Services

Presentation Narrated by: Lacey Hunter, Survey, Certification & Credentialing Commissioner, KDADS

Involuntary Discharge Reporting

As authorized by: Kansas Senate Bill 28

During the fiscal year ending June 30, 2025, in addition to the other purposes for which expenditures may be made by the above agency from moneys appropriated from the state general fund or from any special revenue fund or funds for fiscal year 2025 as authorized by this or any other appropriation act of the 2024 regular session of the legislature, expenditures shall be made by such agency from such moneys to require all assisted living facilities, residential healthcare facilities, home plus and boarding care homes, as such terms are defined in K.S.A. 39-923, and amendments thereto, during fiscal year 2025 to submit a report to the secretary for aging and disability services upon the completion of every involuntary transfer or discharge of a resident pursuant to K.A.R. 26-39-102(d) and (f):

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Provided, however, That such reports shall include no personally identifiable information: Provided further, That such report shall include:

(1) The date when notice of transfer or discharge was provided;
(2) the date when the resident left the facility;
(3) the type of facility where the resident was transferred or discharged;
(4) the reason that required the transfer or discharge of the resident pursuant to K.A.R. 26-39-102(d);
(5) if the resident was transferred or discharged pursuant to K.A.R. 26-39-102(f), the reason that required such transfer or discharge;
(6) if the resident filed a complaint regarding the notice of transfer or discharge; and
(7) any other relevant information required by the secretary:

And provided further, That any facility that fails to submit a report within 60 days of the completion of the transfer or discharge or resolution of a formal complaint shall be subject to a civil penalty as provided in K.S.A. 39- 946, and amendments thereto:

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And provided further, That the secretary shall establish a system and collect data from the long term care ombudsman and such assisted living facilities, residential healthcare facilities, home plus and boarding care homes on any involuntary transfers or discharges pursuant to K.A.R. 26-39-102(d) and (f):

And provided further, That the secretary shall compile all such information and submit a report to the house of representatives committees on social services budget, health and human services and judiciary and the senate committees on public health and welfare and ways and means on the first day of the 2026 regular session of the legislature

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Adult Care Home (ACH) Involuntary Discharge Survey (IDS) application

The application provides assisted living facilities, residential healthcare facilities, home plus facilities, and boarding care homes a method to report details upon the completion of every involuntary transfer or discharge of a resident pursuant to K.A.R. 26-39-102(d) and (f) or to report no monthly discharges for a specific month to the Kansas Department for Aging and Disability Services (KDADS). The *ACH IDS* application also provides a dashboard and reports for the ACH facilities to track previously submitted surveys to KDADS.

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Accessing the ACH IDS Application

1. Open the *Kansas Department for Aging and Disability Services* website at www.kdads.ks.gov.
2. Click on the *Web Applications* link, located under the *QUICK LINKS* section on the right side of the home page.
3. Click on the *Oracle Web Apps* icon under the *Oracle Web Applications* section.
4. Log into the *KDADS Oracle Web Applications* site using your username and password provided by the KDADS Applications Help Desk.
5. Once you are logged in, click the *Facility Home Page* icon to open the *KOTA* application for your facility. If you do not see the icon, then most likely your account is not configured with the *Facility Home Page* security role. Contact the KDADS Applications Help Desk for assistance.

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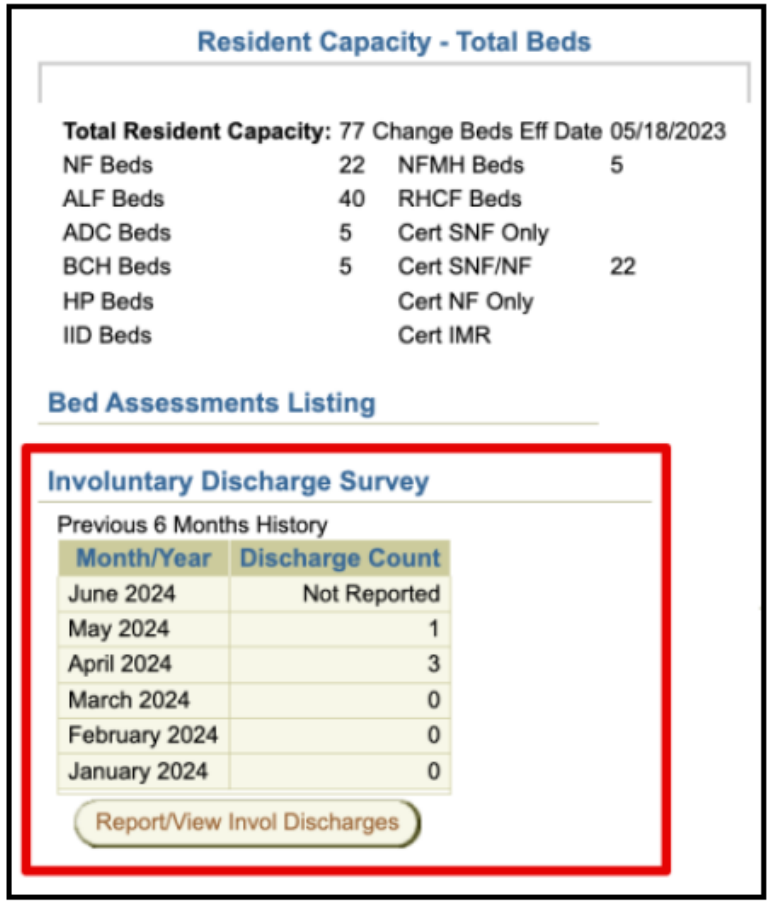

Resident Capacity - Total Beds

Total Resident Capacity: 77 Change Beds Eff Date 05/18/2023

NF Beds	22	NFMH Beds	5
ALF Beds	40	RHCF Beds	
ADC Beds	5	Cert SNF Only	
BCH Beds	5	Cert SNF/NF	22
HP Beds		Cert NF Only	
IID Beds		Cert IMR	

Bed Assessments Listing

Involuntary Discharge Survey

Previous 6 Months History

Month/Year	Discharge Count
June 2024	Not Reported
May 2024	1
April 2024	3
March 2024	0
February 2024	0
January 2024	0

Report/View Invol Discharges

6. In the *KOTA* application on the *Facility Home* page/tab, scroll down until you see the *Involuntary Discharge Survey* region underneath the *Bed Assessments Listing* region. You will notice the *Involuntary Discharge Survey* region includes a history of your survey reports over the most current six months, as shown in the example to the left.
7. To open the *ACH IDS* application, click on the *Report/View Invol Discharges* button below the history report.

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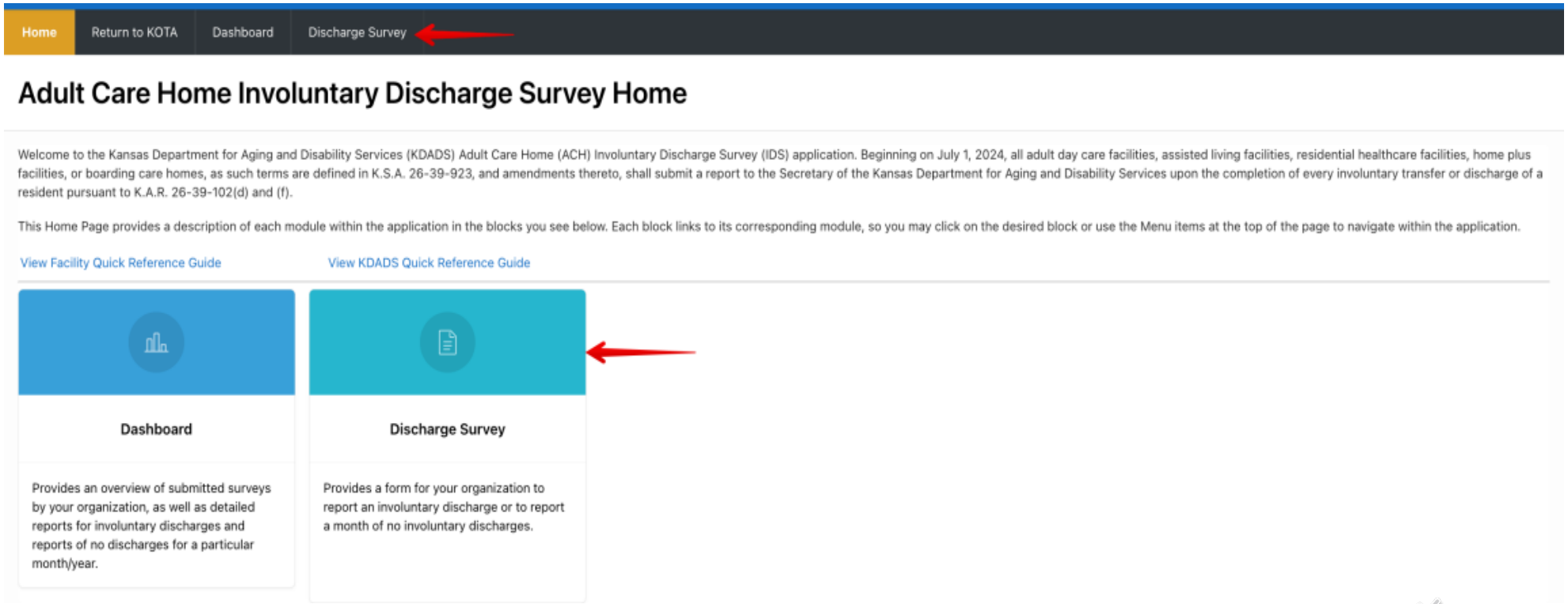
Submit a New Survey

1. Once you have opened the *ACH IDS* application, click on the *Discharge Survey* menu item at the top of the page or click on the *Discharge Survey* block on the *ACH IDS Home* page, as shown to the right.



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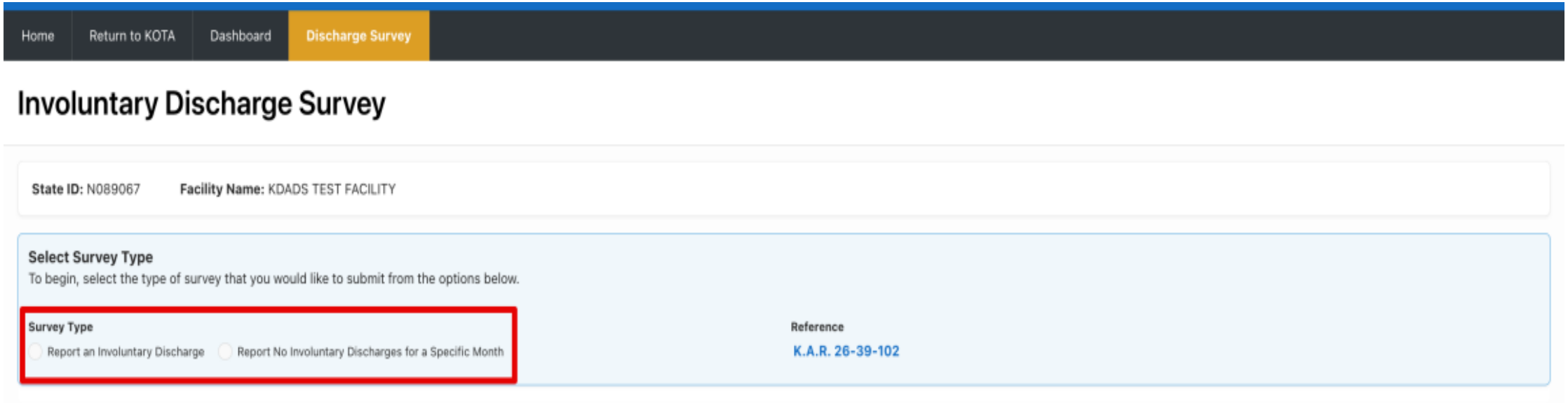
2. Select the desired *Survey Type* from the two available options, as shown to the right.



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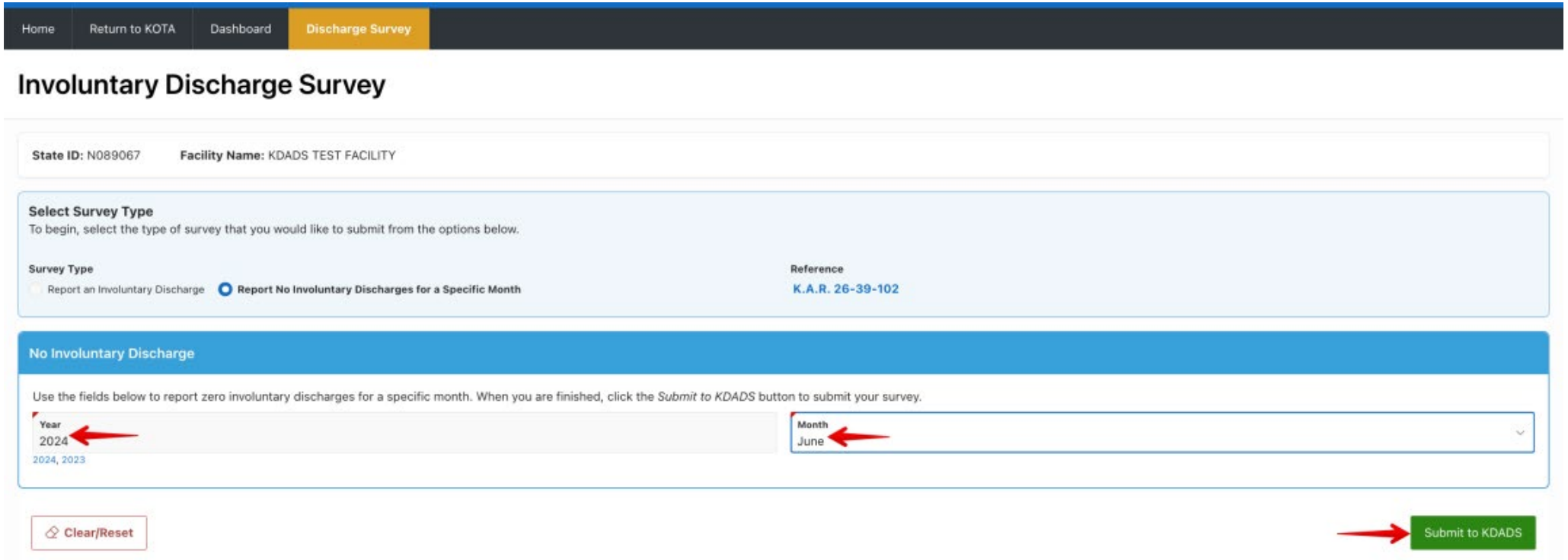
3. If you are reporting no involuntary discharges/transfers for a particular month, select the *Year* and the *Month* for which you are reporting no involuntary discharges/transfers and click the ***Submit to KDADS*** button, as shown to the right.



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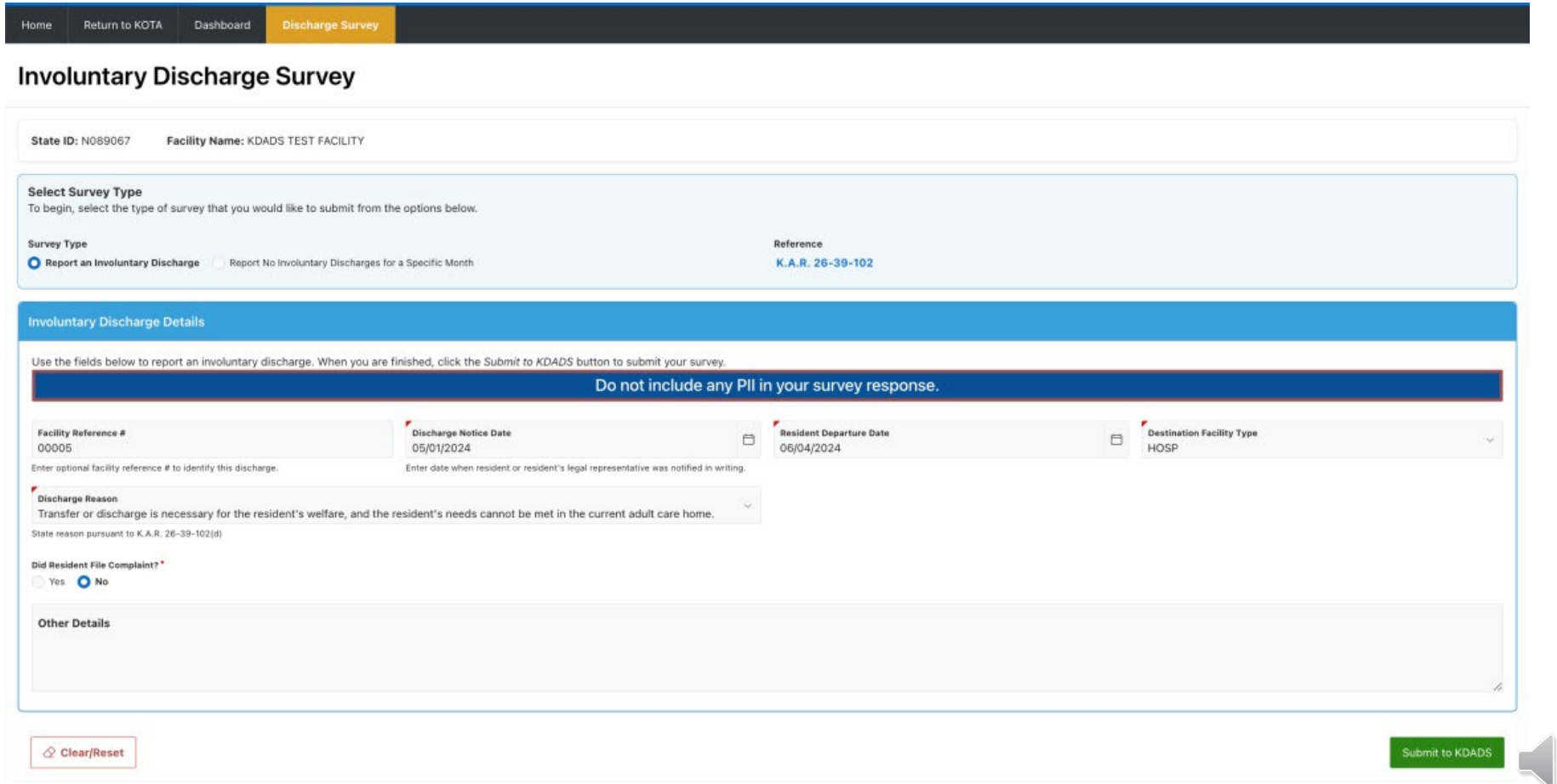
4. If you are reporting an involuntary discharge/transfer, then complete all fields on the survey form and click the ***Submit to KDADS*** button, as shown to the right.



Note: Required fields are marked with a red triangle in the upper left corner of the field name or with a red asterisk at the end of the field name, depending on the field type. Additionally, depending on your answers to certain fields, you may be presented with additional fields which you must complete.

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Submit a New Survey

1. Once you have opened the *ACH IDS* application, click on the *Discharge Survey* menu item at the top of the page or click on the *Discharge Survey* block on the *ACH IDS Home* page, as shown below.

2. Select the desired *Survey Type* from the two available options, as shown below.

3. If you are reporting no involuntary discharges/transfers for a particular month, select the *Year* and the *Month* for which you are reporting no involuntary discharges/transfers and click the ***Submit to KDADS*** button, as shown below.

4. If you are reporting an involuntary discharge/transfer, then complete all fields on the survey form and click the ***Submit to KDADS*** button, as shown below.

5. After you have submitted the survey form, you will be presented with a blank survey form so that you can enter the details for another involuntary discharge/transfer, if desired.

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1. While in the *ACH IDS* application, click on the *Dashboard* menu item at the top of the page or click on the *Dashboard* block on the *ACH IDS* Home page.

2. When the *Dashboard* page opens, you will notice that the *Time Frame* setting defaults to the *Current YTD* option. To change the *Time Frame* option, click one of the other available options and set any other sub-options that may appear depending on the *Time Frame* option you select. The *Dashboard* will show a count of the total involuntary discharges, the total # of discharges in violation of the 60-day reporting requirement, the total # of no discharge surveys, and the total number of months with no surveys submitted for your organization for the selected *Time Frame*. Additionally, the *Dashboard* includes a bar chart showing the total number of involuntary discharges reported by your facility per month for the previous year. An example *Dashboard* page is shown in the figure one the next slide.

3. To open a detailed report for either the total involuntary discharges, the total discharges in violation, or the total # of no discharge surveys, click on the linked total count in the *Dashboard* summary region. To download the report or print the report as a PDF, use the *Download* option on the *Actions* dropdown menu after opening the desired report.

4. To return to the *KOTA* application, click on the *Return to KOTA* menu item at the top of the page.

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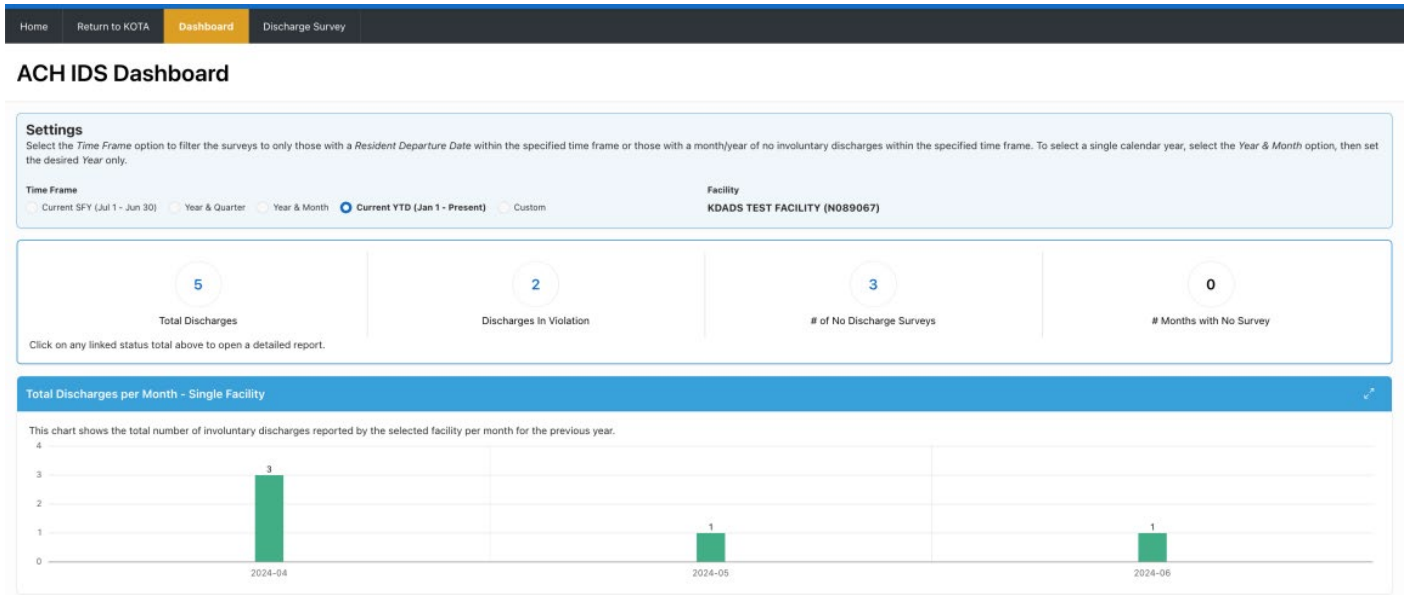

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Deleting Previously Submitted Surveys

1. Follow the directions in the *Viewing Previously Submitted Surveys* section above to open the appropriate report to delete either a previously submitted involuntary discharge survey or a report of no involuntary discharges for a specific month.

2. After you have opened the desired report, locate the previous survey that you want to delete in the report and click on the “trash can” icon in the *Delete* column.

3. To return to the *KOTA* application, click on the *Return to KOTA* menu item at the top of the page.

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Please send all questions and concerns to :

KDADS.InvoluntaryDischarge@ks.gov