

From: Elizabeth Lietz [KDADS] <Elizabeth.Lietz@ks.gov>
Sent: Tuesday, June 27, 2023 11:50 AM
Subject: Reminder of July 1st full transition to our Upload Tool

Attention all Facilities,

We want to remind everyone about the deadline for our transition from using Faxes and Emails to our Upload Tool. ***June 30, 2023 is the last day we will accept CARE documentation through faxes and emails.***

If your Facility is already utilizing our Upload Tool, you may disregard the remainder of this email.

Attached to this email are the following:

- Upload Tool FAQ
- Upload Tool User Guide

To gain access to our Upload Tool, a survey and security agreement must also be completed to apply for registration. The FAQ attached to this email will provide the links. In case the links in the FAQ do not work, try ctrl + clicking on the following links:

- For the **Survey**: <https://forms.office.com/g/Lh8BwMhhnz>
- For the **Security Agreement**: <https://webapps.kdads.ks.gov/prod/f?p=101:210::::::&tz=-6:00>

There are many individuals registering for access to the tool so there may be a delay as there are only 1-2 in our IT department dedicated to doing the approvals. You will know when you are registered when you receive an automated email from kdads.no_reply@ks.gov with user ID and password information (Keep an eye on your Junk/Spam folder too in case the reply is mislabeled).

If it has been sometime since you filled out the survey and security agreement, please contact the KDADS Applications Help Desk:

Help Desk Hours: 7:00 AM to 5:00 PM Monday - Friday (Closed on weekends and State of Kansas holidays)

Phone: 785-296-4987 (Option 1)
E-Mail: kdads.helpdesk@ks.gov
Fax: 785-296-0256

You might also try the registration process again using the links provided above or the FAQ attached.

If problems still persist up to the deadline, or if your facility is unable to use our Upload Tool at all, please contact Dorene (Dorene.Beasley@ks.gov) or Sarah (Sarah.Hussain@ks.gov). Any other questions or concerns may be sent to our KDADS.care@ks.gov Inbox, which will still be used for communication purposes.

Thank you for all that you do and have a wonderful day!

Elizabeth Lietz

CARE Specialist Temp

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