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## *Adverse Incident Reporting Quick Reference Sheet*

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### **System Requirements and Browser Settings**

- An Internet Connection is required to access the Adverse Incident Reporting (AIR) form.
- Internet Browser:
  - The AIR form requires a JavaScript-enabled browser, including Google Chrome, Mozilla Firefox, Apple Safari, and Microsoft Edge.
  - KDADS cannot troubleshoot any issues that may arise using the form with another browser.

### **Contacts:**

#### **Application How-To Questions & Security Access:**

KDADS Help Desk

Phone: 785-296-4987 option 1 or 800-432-3535

E-Mail: [kdads.helpdesk@ks.gov](mailto:kdads.helpdesk@ks.gov)

#### **Questions about the Policies/Guidelines & Report Statuses:**

Phone: 800-432-3535, press 0 for the operator, and ask for the Program Integrity & Compliance Manager.

### **Accessing the Adverse Incident Reporting Form:**

1. Open the *Kansas Department for Aging and Disability Services* website at [www.kdads.ks.gov](http://www.kdads.ks.gov).
2. Click on the *Adverse Incident Reporting (AIR)* link, located under the QUICK LINKS section on the right side of the home page.
3. A blank *Adverse Incident Reporting Public Entry Form* will display in a new window or tab, depending on your browser settings.

### **Create and Submit an Adverse Incident Reporting form:**

1. Complete all required fields. Required fields are noted by a red asterisk or by a red corner of the field's label, depending on the field type.
2. Click the **Create** button.
3. If you enter additional information after the initial form creation, click on the **Save** button to save the added/changed information.
4. When you have completed all fields, click the **Submit to KDADS** button.
5. The form will clear all fields so that you can enter another incident report, if desired. If you are finished, close the browser window/tab.

**Attach Additional Documentation (optional):**

1. After you have initially created the report, use the **File Uploads** region to attach files to the report.
2. Once you submit the report, this region will no longer be available.

**Print an AIR Report (optional):**

1. Click on the **Print Report** button at the bottom of the form to print a copy of the report **before submitting the report.**
2. Once you submit the report, you will no longer be able to print it.