APPENDIX D – ADVERSE INCIDENT REPORTING (AIR) PROJECT

KDADS released the new Adverse Incident Reporting (AIR) System in August of 2016. This system can be viewed at the following location: https://webapps.kdads.ks.gov/LSOBP18/f?p=199:15::::15:.

A user manual to this system can be found at https://www.kdads.ks.gov/docs/default-source/General-Provider-Pages/manuals/AIR/air-instructions-for-providers-v2.pdf?sfvrsn=6.

Following release KDADS program integrity staff held a series of trainings with providers and are in the process of developing a webinar on how to use the system.

To address the specific incidents surrounding the health and welfare measures, KDADS has developed the following project and timelines:

CRITICAL INCIDENT PROJECT

Key Tasks	Responsible Party	Suspense Date
Post Final Definitions	KDADS	12/27/2016
Get feedback from KDHE's AIR workgroup on definitions	MCOs	12/15/2016
Finalize definition changes with KDADS legal	KDADS	12/27/2016
Develop and Post Preliminary Training Webinar	KDADS	2/1/2017
Develop and post webinar	KDADS	1/13/2017
Send letter to all HCBS providers they must report critical incidents in the AIR System	KDADS	1/16/2017
MCOs send provider bulletin requiring use of AIR System	MCOs	2/1/2017
Finalize Investigation/Follow-up Responsibilities	AIR Workgroup	2/10/2017
Get feedback from KDHE's AIR workgroup to determine who is responsible for follow-up by critical incident	MCOs	1/20/2017
Determine timeframes for follow-up to occur	AIR Workgroup	2/1/2017

Develop complete workflow per incident	AIR Workgroup	2/10/2017
Establish Feed from APS/CPS into AIR System	KDADS/DCF	3/1/2017
Determine fields in DCF APS/CPS system to upload into AIR System	KDADS/DCF	1/15/2017
Schedule meeting to cross walk the fields	KDADS/DCF	2/1/2017
Code data feed from DCF to AIR.	KDADS/DCF	3/1/2017
AIR System Revision	AIR Workgroup	
Demo outward facing AIR component	KDADS	12/15/2016
Demo current reporting component	KDADS	1/19/2017
Determine what reports AIR System needs to pull	AIR Workgroup	2/15/2017
Determine gaps to pull manage AIR reports	AIR Workgroup	3/1/2017
Develop work plan for IT revision with KDADS IT	AIR Workgroup	3/1/2017
KDADS IT revises AIR	KDADS IT	5/1/2017
Develop Critical Incident Policy	AIR Workgroup	
Develop draft critical incident policy	KDADS/AIR Workgroup	4/1/2017
Submit to KDHE policy group	KDADS	6/1/2017
Submit to KDHE AD staff meeting	KDADS	6/15/2017
Finalize and Post	KDADS	7/1/2017