

Q: Is training available for the CARE Upload Tool?

A: A recording of the training is available at this link - [CARE Upload Tool Training - NF focus but all facilities can attend-20221214_140618-Meeting Recording.mp4](#) and a user guide is available here -



CARE_File_Upload_Tool_User_Guide.pdf

Q: When can I expect the CARE Team to review the files?

A: As with facilities, the CARE Team is transitioning to the CARE Upload Tool. It will take some time for the CARE Team to get in the routine of checking the uploaded information. Once the information has been uploaded and you can see it, rest assured you have completed the requirements to submit information. **Please know that there is no need to reach out to verify the information is received or to check on when we will review the information or to submit it via fax/email. Our CARE Team is still small, and we are working on reviewing documents as we have capacity. It may take time (a few weeks) to get the submitted documents reviewed.**

Q: What happens if there is a comment that I need to revise the information uploaded?

A: Once the CARE Team reviews the information and provides comments regarding a need for more information, please use the CARE Upload Tool to upload corrected information.

Q: When will KDADS expect organizations/facilities to fully transition to the CARE Upload Tool and stop faxing documents and/or emailing to them KDADS.CARE@ks.gov email address.

A: We anticipate ending the use of emailed or faxed documentation by **January 31, 2023 (if necessary, we may extend the deadline)** and only use the CARE Upload Tool for document submission. **If you have not registered to gain access to the CARE Upload Tool, please submit your registration as soon as possible using the survey link.**

Q: Where can I get answers to questions regarding admissions and assessments?

A: Please email the KDADS.CARE@ks.gov for all questions regarding admissions and assessments. **The KDADS HELPDESK is ONLY for issues regarding the CARE Upload Tool itself.**