

The Commonwealth of Kentucky
**Kentucky Level of Care
System (KLOCS)**

Quick Reference Guide

**KLOCS Organization Administrator
for Provider Agencies**

Version 1.2

Last Updated: September 19, 2022

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Kentucky Online Gateway (KOG) Overview

Kentucky Level of Care System (KLOCS) utilizes the Kentucky Online Gateway (KOG) to authenticate an individual is part of an organization which either electronically submits, reviews, or makes level of care (LOC) determinations. To access KLOCS, the Organization Administrator (Org Admin) and Authorized Users must establish a KOG account.

Organization Administrator (Org Admin) Functions

Each organization has an individual designated as the KLOCS Org Admin. The KLOCS Org Admin is responsible for granting their organization's authorized users access to KLOCS, maintaining the list of authorized users, and assisting users with training needs.

Once the designated individual completes their KOG account set up, they will be able to access the **Organization Management Application** tile and the *KLOCS* tile, both located on the KOG **My Apps** screen. From the **Organization Management Application** tile, they may (1) provision their organization's authorized users and (2) manage the organization's list of authorized users. Managing the list of authorized users includes adding and removing user access, as required. The KOG Organization Administrator will not see the **KLOCS** tile unless they are assigned a KLOCS user role.

KOG Reference Guide


This Reference Guide provides instructions for setting up a KOG account and granting authorized users access to KLOCS. Additionally, it covers how to manage the list of active authorized users.

Create a KOG Account

1. The designated KLOCS Org Admin receives an email invitation to create a KOG Account from the Department for Medicaid Services (DMS).
2. In the email, select **Click here to complete the process**.

Please Note: This link is valid for 7 days and the user may re-click the link anytime within the 7 day period to continue the onboarding process. The link will not be valid after the 7 day period or after the user completes the onboarding process. If the link expires, the Relationship Manager must send the user another invitation to continue the onboarding process.

[EXT] ORG ADMIN INVITE - UAT

 KEUPS UAT Mail <KEUPS_DoNotReply_keupsuat.chfs@ky.gov>
To: Combs, Laura

Reply Reply All Forward

Sat 7/11/2020 10:10 PM

laura combs,

worker portal has granted you access to the following roles to participate as an Organization admin in an Assister Organization - **ABC Family, LLC**

Application Name: Kentucky Level Of Care System (KLOCS) UAT2
Role Name: Provider Staff

Application Name: Organization Management
Role Name: KLOCS Org Admin

Please follow the below instructions to gain access as an administrator for this organization. This invitation link would expire and is valid only for a one-time use.

[Click here to complete the process](#)

If you need any assistance further, please contact the Kentucky Online Gateway HelpDesk.

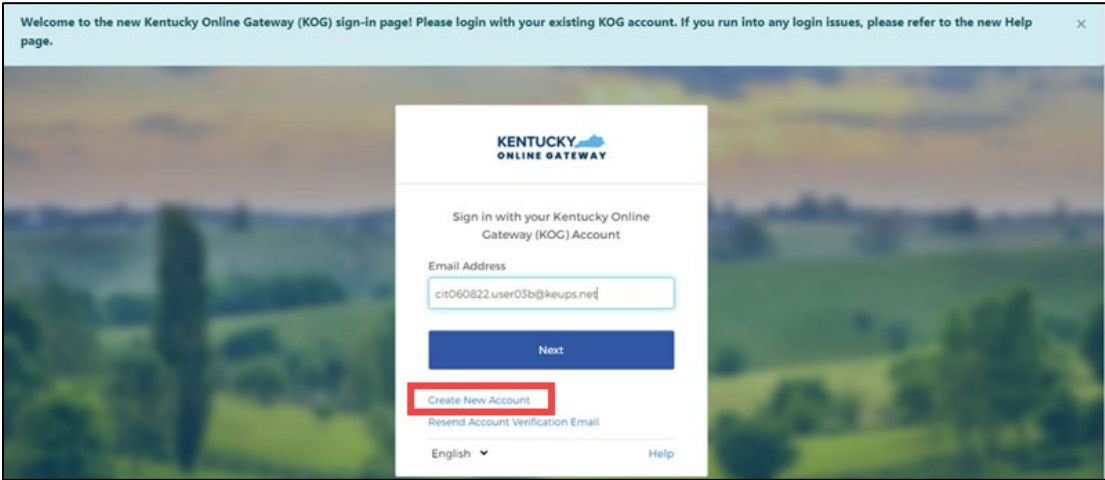
Kentucky Online Gateway
[Kentucky Online Gateway HelpDesk](#)

NOTE: Do not reply to this email. This email account is only used to send messages.

Privacy Notice: This email message is only for the person it was addressed to. It may contain restricted and private information. You are forbidden to use, tell, show, or send this information without permission. If you are not the person who was supposed to get this message, please destroy all copies.

3. The KOG landing page displays. If the KLOCS Org Admin does not have an existing KOG account, click **Create New Account**.

Please Note: If the KLOCS Org Admin already has an existing KOG account with the same email address from which they received the invitation to enroll, login to KOG using the existing credentials.



4. Fill out all required fields marked with an asterisk (*). Next, click **Sign Up**.

Please Note: The KLOCS Org Admin MUST register using the same email address from which they received the invitation to enroll.

The screenshot shows the registration form for the Kentucky Online Gateway. The form is titled "Please complete your Kentucky Online Gateway Profile" and includes a header with the Kentucky Online Gateway logo and a "Help | English" link. A blue box at the top contains instructions: "If you already have an existing Kentucky Online Gateway (KOG) Account, please click [here](#) to reset your password OR click on the CANCEL button below to log into your account." Below this, a note states: "Please fill out the form below and click Submit when finished. All fields with * are required." The form fields are: First Name, Middle Name, Last Name, E-Mail Address, Password, Mobile Phone, Street Address 1, City, Question (with a dropdown menu), Verify E-Mail Address, Verify Password, Language Preference (dropdown menu), Street Address 2, State (dropdown menu), Zip Code, and Answer (for the question). A red box highlights the required fields. At the bottom right, there are "CANCEL" and "SIGN UP" buttons.

5. The pending email verification screen displays. The KOG account is pending until the KLOCS Org Admin returns to their email account to verify their KOG account.

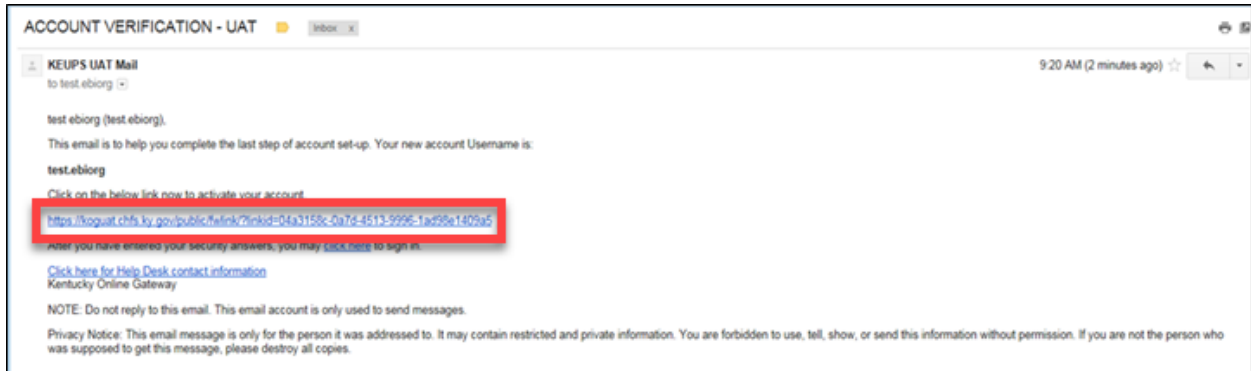
The screenshot shows the pending email verification screen for the Kentucky Online Gateway. The form is titled "Please complete your Kentucky Online Gateway Profile" and includes a header with the Kentucky Online Gateway logo and a "Help | English" link. A green box at the top contains a warning: "YOU HAVE 4 HOURS TO COMPLETE THE PROCESS". Below this, a note states: "Your account has been requested and is pending email verification. Please check your email and click on the link provided to verify your account. If you do not see the verification email in your inbox, please check your spam or junk folder. If no email was received [click here](#)." Below this, a blue box contains the text: "If you have already verified your account by clicking the link provided in the email, please click on SIGN IN button to continue." and a "SIGN IN" button.

KOG Account Validation

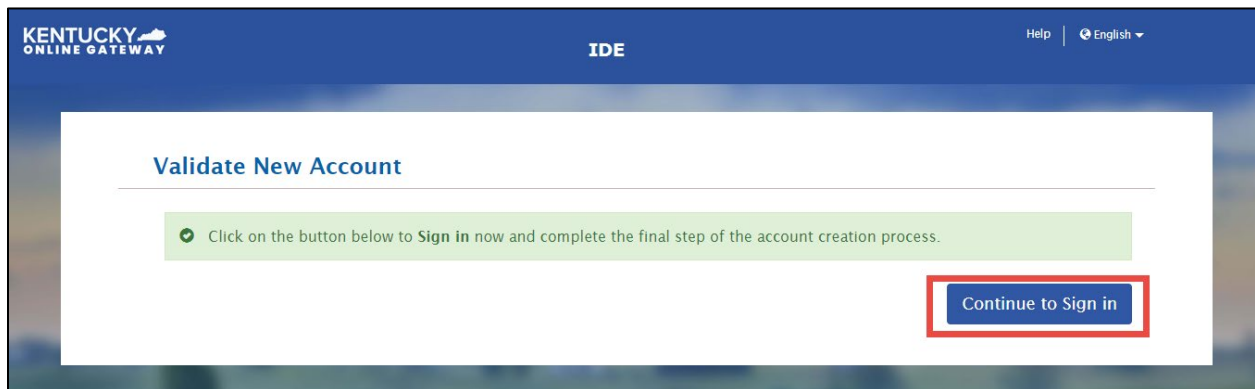
After filling out the profile information, the KLOCS Org Admin receives an email to verify the account.

Please Note: If the verification email is not in the inbox, check the Junk/Spam folders.

1. The KLOCS Org Admin logs into their email inbox and clicks on the account activation hyperlink.

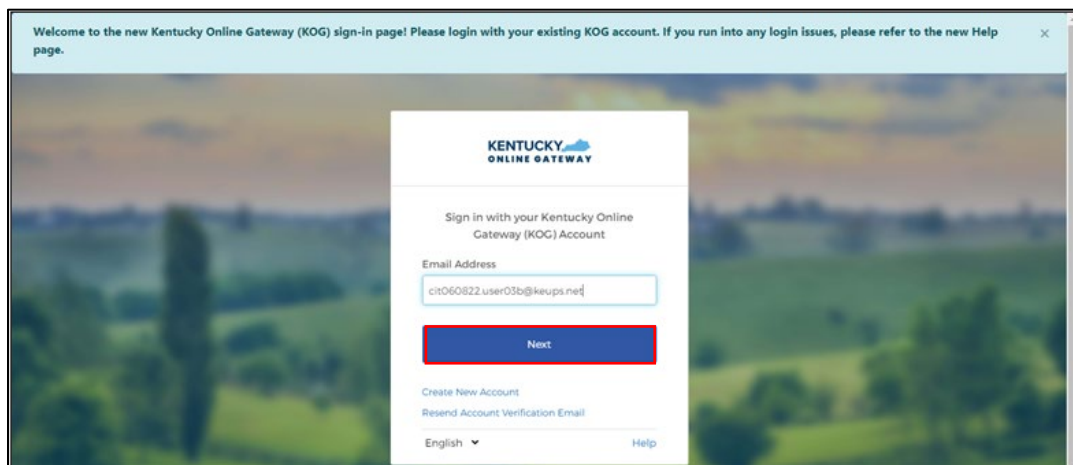


2. Select **Continue to Sign in** to complete the account creation process.

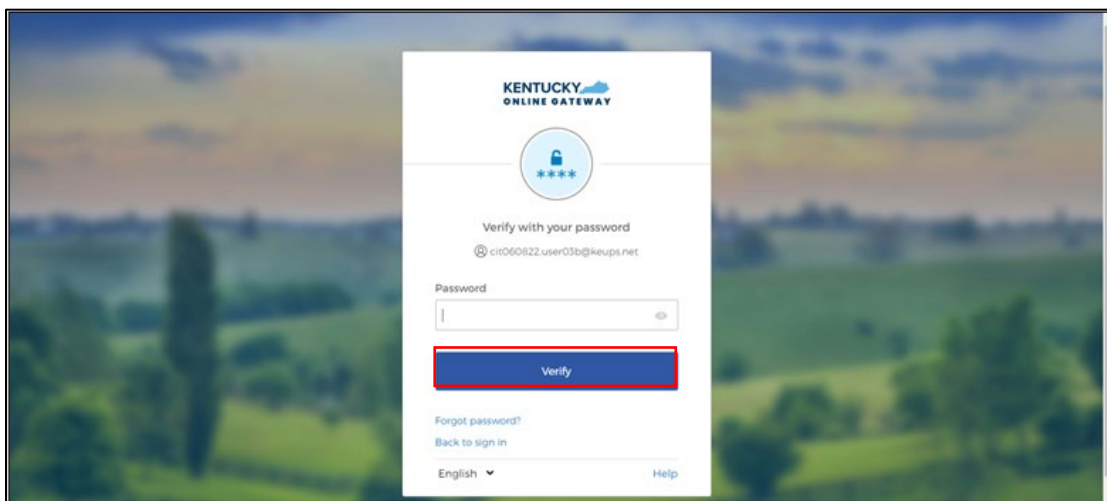


3. When the user selects **Continue to Sign in**, they are redirected to the KOG homepage. The account creation process is complete.

4. Enter **Email Address** and click **Next**.



5. Enter **Password** and click **Verify**.

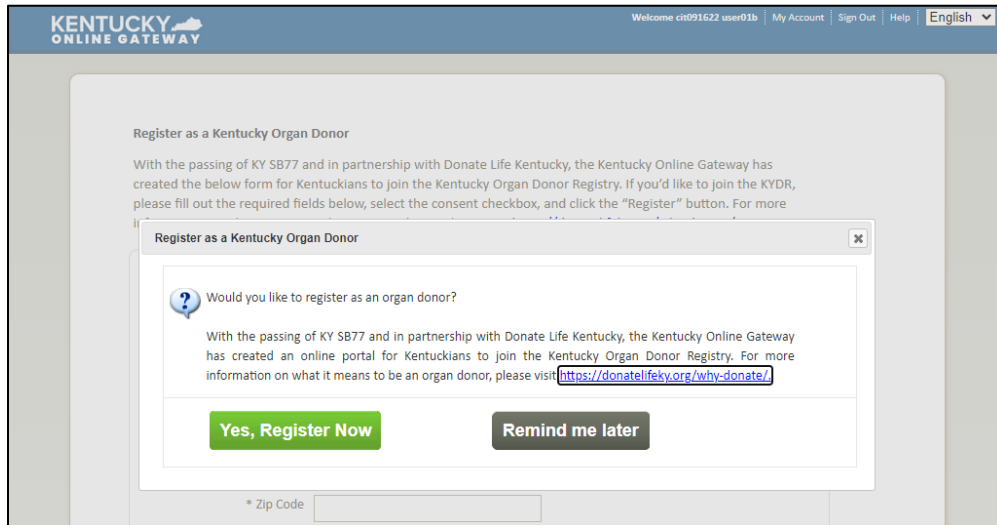


Organ Donor Registration

When the KLOCS Org Admin first logs into KOG, they will be prompted to register as an organ donor.

To register, click **Yes, Register Now** and follow the prompts.

If the user selects **Remind Me Later**, the system redirects to the KOG Dashboard.



If the user clicks **Yes, Register Now** the system navigates to the **Organ Donor Registration** screen where the user enters their personal information. To complete registration, select the check box **I have read, understand, and agree to the above terms and conditions** and then click **Register**. The system redirects the user to the KOG Dashboard.

If at any point the user chooses to skip the organ donor registration process, click **Continue to the Application** to navigate to the KOG Dashboard.

A screenshot of the "Organ Donor Registration" form. The form is titled "Register as a Kentucky Organ Donor" and contains a series of input fields for personal information: First Name (pre-filled with "john123"), Middle Name, Last Name (pre-filled with "user01b"), Address 1, Address 2, City, County (dropdown menu), Zip Code, Birthdate, Driver's License or State ID, and Gender (dropdown menu). Below the form is a paragraph of legal text and a checkbox labeled "I have read, understand, and agree to the above terms and conditions". At the bottom of the form are two buttons: "Register" (highlighted with a red box and a red arrow pointing to it) and "Continue to the Application" (highlighted with a red box).

User Verification – Identity Proofing

KOG uses Remote Identity Proofing (RIDP) to verify the user’s identity. This is an one-time effort. If a user is requesting electronic access to protected information or systems, the user must be identity proofed to gain access. KOG uses the Experian identity verification system to remotely perform identity proofing.

KOG uses this personal information only to verify the user’s identity. Experian verifies the information provided against their records and may present the user with questions based on their credit profile. KOG does not store this information. This type of inquiry, a soft inquiry, does not affect your credit score.


Please Note: If a user is only assigned the role of KOG Organization Administrator, they will not be required to do RIDP because they will not have access to the KLOCS application. If the user serves as both KOG Organization Administrator and is assigned a user role in KLOCS, then the user will need to complete the RIDP process.

1. Provide answers to each required question. Click **Next**.

User Verification

i The Kentucky Online Gateway must verify your identity information by using public records and consumer credit information. Your information may also be verified by using information contained in your Commonwealth of Kentucky records. Please fill out the form below using your **Legal Name**. Fields with asterisk are required. Click Next when finished.

* Legal First Name assam	Middle Name	* Legal Last Name koraku
Name Suffix	Gender	Phone Number
Birth Date	Social Security Number	Email assam.koraku123@dispostable.com
* Home Address	* City	* State Kentucky
* Postal Code	Postal Extension Code	

Identity proofing is enabled by  Experian

By checking this box I am certifying that I understand the services being requested are regulated by the Fair Credit Reporting Act and that permissible purpose is required. Any special procedures established by my company ("Experian Subscriber") for obtaining the consumer's authorization to receive information from the consumer's personal credit profile from Experian have been met. I certify that the consumer named above has initiated a transaction with my company, and that the service being requested will be used solely to confirm the consumer's identity to avoid fraudulent transactions in the consumer's name.

Next

2. Experian verified the information provided and may present the user with questions based on their credit profile. Provide answers to each question. Click **Next**.

The screenshot shows a 'User Verification' interface with the following questions and options:

- * 1) what is the colour of rabbit
 - white
 - Red
 - Black
 - Blue
- * 2) what is the day today
 - Friday
 - Thursday
 - Sunday
 - Wednesday
- * 3) what is your birth month
 - January
 - Feb
 - March
 - April
 - May
 - June
 - July
 - August
 - September
 - October
 - November
 - december
- * 4) what is Capital of hungary
 - budapest
 - New york
 - Africa
 - Frankfort
- * 5) what is the direction of sunrise
 - East
 - west
- * 6) what is pencil made up of
 - lead
 - Carbon
 - Iron
- * 7) what is the colour of the sky
 - Blue
 - Red
 - Black
 - BLue

A red 'Next' button is located in the bottom right corner of the form.

3. If the user provides the correct answers to all verification questions, the RIDP process is complete and the system prompts the user to register for Multi-Factor Authentication (MFA).

Refer To: The Multi-Factor Authentication (MFA) Quick Reference Guide if MFA has not already been set up. This is a one-time registration.

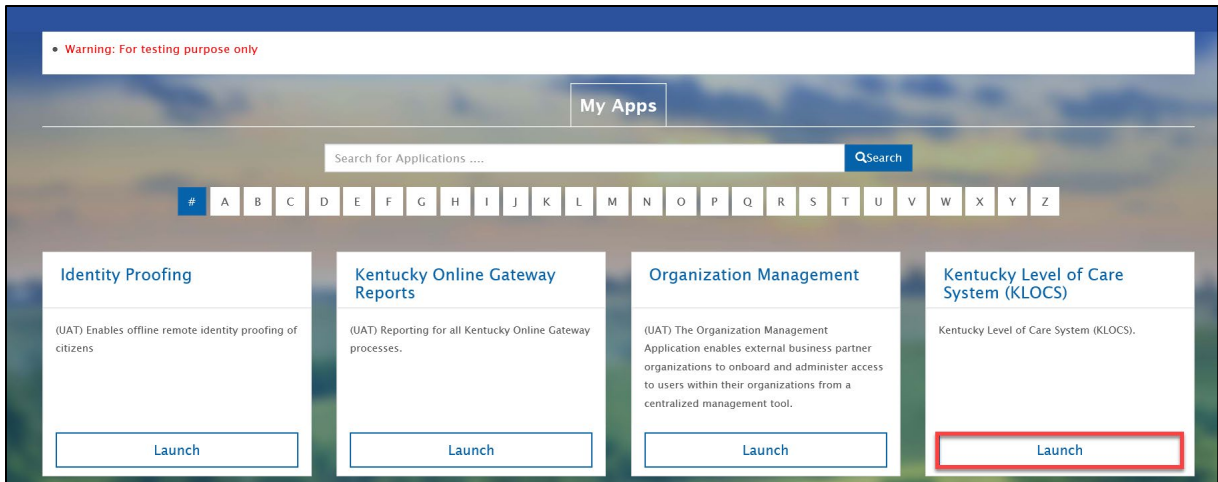
If the user does not have a credit history or Experian cannot perform identity proofing online, a screen similar to the one below displays. The user will be given a reference number and will need to call the Experian Help Desk.

The screenshot shows a 'User Verification' interface with the following text:

You will need to contact the Experian helpdesk before completing this process. Please call them at [1-866-578-5409](tel:1-866-578-5409).

When calling Experian, please use the reference number including the dashes: **878b-3a-200b**. Once you have verified your identity with Experian, please close your browser before returning to the application.

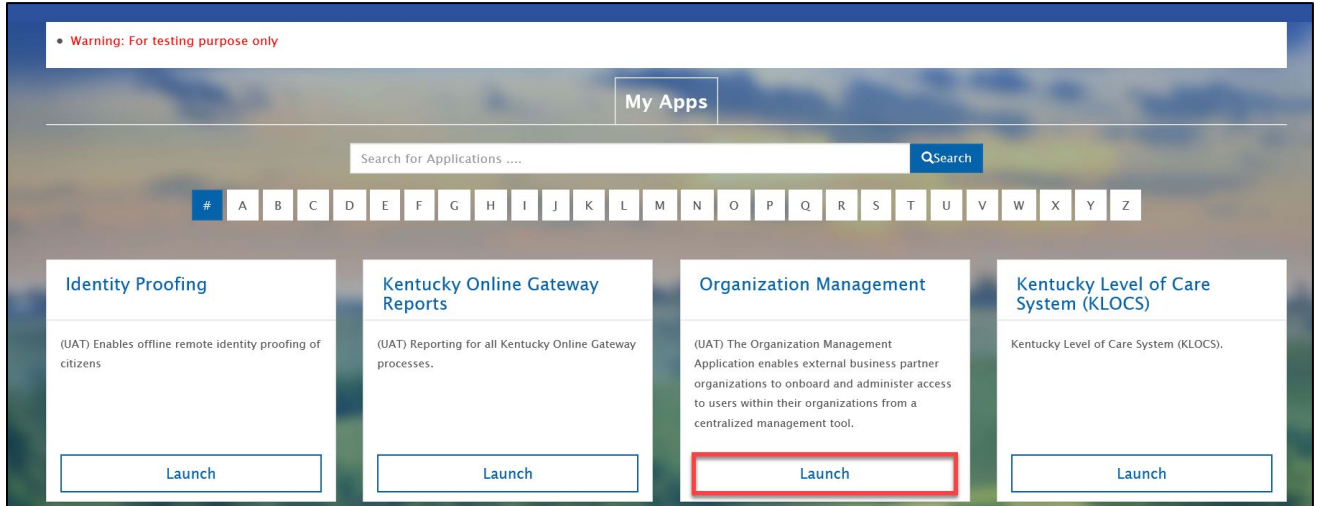
4. After completing MFA, the system redirects the user to the **My Apps** screen. Click the **Launch** button in the KLOCS tile to access the application.



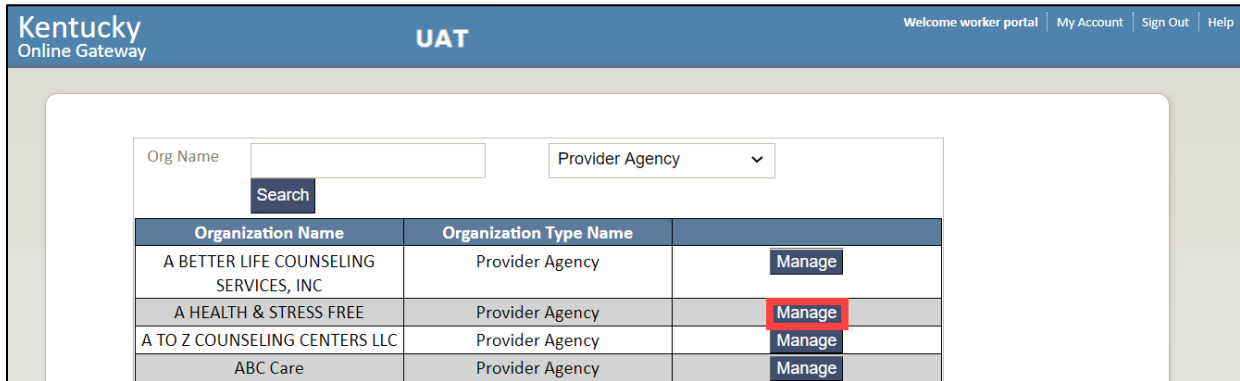
Invite Users Through the Organization Management Application

1. Click **Launch** on the **Organization Management Application** tile to open the application.

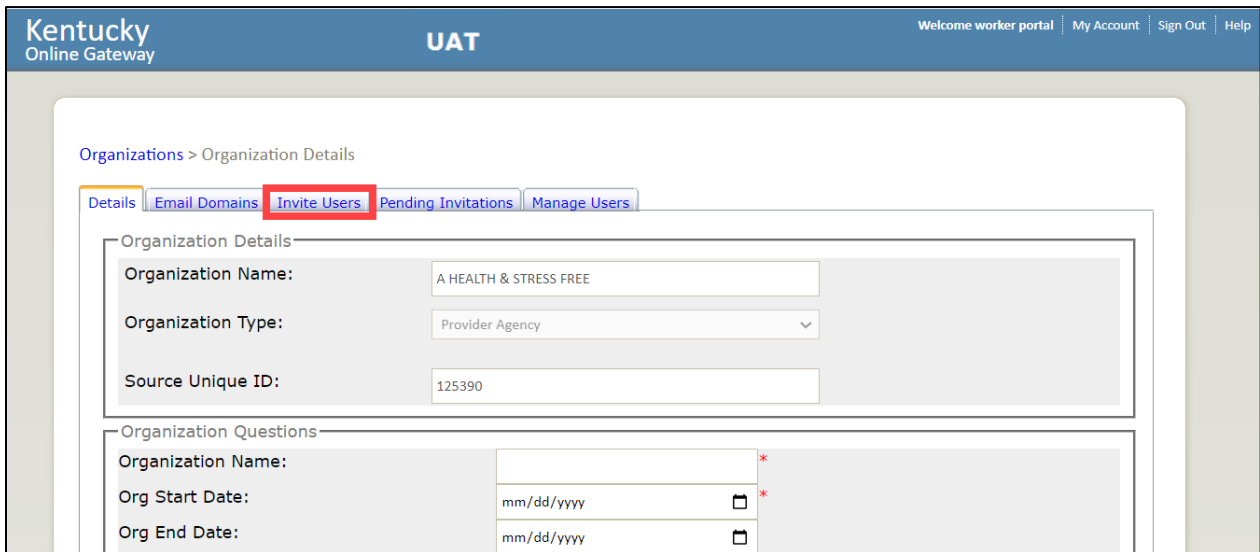
Please Note: The KOG Organization Administrator will not see the **KLOCS** tile unless they are assigned a KLOCS user role.



- Once the Organization Management Application is launched, the KLOCS Org Admin sees a table with the organization(s) that they manage. Identify the organization name under the *Organization Name* column that will be sending the invitation. Click **Manage**.



- To invite a new user, such as a Nursing Facility staff member, click the **Invite Users** tab.



Assign a Role to an Existing KOG Account

1. If the user already has a KOG account, they may be found using the search function at the top of the screen by entering their first name, last name, or email address and clicking **Search**.

Kentucky Online Gateway UAT Welcome Kumar Frig My Account Sign Out Help

Organizations > A HEALTH & STRESS FREE > Organization Invites

Details | Email Domains | Invite Users | Pending Invitations | Manage Users

1. User to Invite

Search

Or

Please fill out the form below to invite a New User

* First Name:

* Last Name:

* Email Address:

Reset

2. Select Roles To Invite

Organization Admin Group(s)

KLOCS Org Admin

Organization Roles

Role Name	App Name	
CMHC Read Only	Kentucky Level Of Care System (KLOCS) STU3	Add
CMHC Read Only	Kentucky Level Of Care System (KLOCS) PERF	Add
CMHC Read Only	Kentucky Level Of Care System (KLOCS) UAT2	Add
CMHC Read Only	Kentucky Level Of Care System (KLOCS) UAT3	Add
CMHC Read Only	Kentucky Level Of Care System (KLOCS) STU2	Add
CMHC Read Only	Kentucky Level Of Care System (KLOCS) STU1	Add
CMHC Read Only	Kentucky Level Of Care Systems (KLOCS) UAT1	Add
CMHC Read Only	Kentucky Level Of Care System (KLOCS) UAT4	Add
CMHC Staff	Kentucky Level Of Care System (KLOCS) STU3	Add
CMHC Staff	Kentucky Level Of Care System (KLOCS) UAT2	Add
CMHC Staff	Kentucky Level Of Care System (KLOCS) UAT3	Add
CMHC Staff	Kentucky Level Of Care System (KLOCS) STU1	Add
CMHC Staff	Kentucky Level Of Care Systems (KLOCS) UAT1	Add
CMHC Staff	Kentucky Level Of Care System (KLOCS) UAT4	Add
Provider Staff	Kentucky Level Of Care System (KLOCS) STU3	Add
Provider Staff	Kentucky Level Of Care System (KLOCS) PERF	Add
Provider Staff	Kentucky Level Of Care System (KLOCS) UAT2	Add
Provider Staff	Kentucky Level Of Care System (KLOCS) UAT3	Add
Provider Staff	Kentucky Level Of Care System (KLOCS) STU2	Add
Provider Staff	Kentucky Level Of Care System (KLOCS) STU1	Add
Provider Staff	Kentucky Level Of Care Systems (KLOCS) UAT1	Add
Provider Staff	Kentucky Level Of Care System (KLOCS) UAT4	Add

3. Selected Roles

Send Pending Invitations

2. If no existing account matches the criteria, no user information will display. If the user does not have an existing KOG account, refer to section **Invite New User**.

Search Existing Users

Search Existing User By first name, last name, user name or email.

Search

No User Displayed

OK Cancel

- If there is an account matching the criteria, verify the account is correct and click **Select**. Then, click **OK**.

Search Existing Users

Search Existing User By first name, last name, user name or email.

	Username	Last Name	First Name	Email Address
Select	clinical.admin@exteruat.uatcit.uat	Admin	Clinical	Clinical.Admin@keups.net
Select	clinical.admin1@exteruat.uatcit.uat	Admin1	Clinical	Clinical.Admin1@keups.net
Select	clinical.admin0@exteruat.uatcit.uat	Admin0	Clinical	Clinical.Admin0@keups.net
Select	clinical.admin2@exteruat.uatcit.uat	Admin2	Clinical	Clinical.Admin2@keups.net
Select	clinical.admin3@exteruat.uatcit.uat	admin3	clinical	clinical.admin3@keups.net

- The user is navigated back to the Invite User tab. The individual's information populates in the *First Name*, *Last Name*, and *Email Address* fields.

Kentucky Online Gateway UAT Welcome Kumar Frg | My Account | Sign Out | Help

Organizations > A HEALTH & STRESS FREE > Organization Invites

[Details](#) | [Email Domains](#) | [Invite Users](#) | [Pending Invitations](#) | [Manage Users](#)

1. User to Invite

Or

Please fill out the form below to invite a New User

* First Name:

* Last Name:

* Email Address:

2. Select Roles To Invite

KLOCS Org Admin

Organization Roles

Role Name	App Name	
CMHC Read Only	Kentucky Level Of Care System (KLOCS) STU3	Add
CMHC Read Only	Kentucky Level Of Care System (KLOCS) PERF	Add
CMHC Read Only	Kentucky Level Of Care System (KLOCS) UAT2	Add
CMHC Read Only	Kentucky Level Of Care System (KLOCS) UAT3	Add
CMHC Read Only	Kentucky Level Of Care System (KLOCS) STU2	Add
CMHC Read Only	Kentucky Level Of Care System (KLOCS) STU1	Add
CMHC Read Only	Kentucky Level Of Care Systems (KLOCS) UAT1	Add
CMHC Read Only	Kentucky Level Of Care System (KLOCS) UAT4	Add
CMHC Staff	Kentucky Level Of Care System (KLOCS) STU3	Add
CMHC Staff	Kentucky Level Of Care System (KLOCS) UAT2	Add
CMHC Staff	Kentucky Level Of Care System (KLOCS) UAT3	Add
CMHC Staff	Kentucky Level Of Care System (KLOCS) STU1	Add
CMHC Staff	Kentucky Level Of Care Systems (KLOCS) UAT1	Add
CMHC Staff	Kentucky Level Of Care System (KLOCS) UAT4	Add
Provider Staff	Kentucky Level Of Care System (KLOCS) STU3	Add
Provider Staff	Kentucky Level Of Care System (KLOCS) PERF	Add
Provider Staff	Kentucky Level Of Care System (KLOCS) UAT2	Add
Provider Staff	Kentucky Level Of Care System (KLOCS) UAT3	Add
Provider Staff	Kentucky Level Of Care System (KLOCS) STU2	Add
Provider Staff	Kentucky Level Of Care System (KLOCS) STU1	Add
Provider Staff	Kentucky Level Of Care Systems (KLOCS) UAT1	Add
Provider Staff	Kentucky Level Of Care System (KLOCS) UAT4	Add

3. Selected Roles

5. Under the *Select Roles To Invite* section, click **Add** to assign the appropriate role.
- If the *Role Name* is Read Only (e.g., CMHC Read Only), the user will be able to view the information in KLOCS but unable to edit the data
 - If the *Role Name* is Staff (e.g., Provider Staff, or CMHC Staff), the user will be able to view and edit the data in KLOCS

Please Note: PACE Providers, Nursing Facility Providers, Institutionalized Hospice Service Providers, and ICF/IID Providers should be assigned the Provider Staff role in KOG.

Kentucky Online Gateway UAT

Welcome Kumar Frg | My Account | Sign Out | Help

Organizations > A HEALTH & STRESS FREE > Organization Invites

Details | Email Domains | Invite Users | Pending Invitations | Manage Users

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* First Name:

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Reset

2. Select Roles To Invite

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KLOCS Org Admin

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Role Name	App Name	
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CMHC Read Only	Kentucky Level Of Care Systems (KLOCS) UAT1	Add
CMHC Read Only	Kentucky Level Of Care System (KLOCS) UAT4	Add
CMHC Staff	Kentucky Level Of Care System (KLOCS) STU3	Add
CMHC Staff	Kentucky Level Of Care System (KLOCS) UAT2	Add
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CMHC Staff	Kentucky Level Of Care System (KLOCS) STU1	Add
CMHC Staff	Kentucky Level Of Care Systems (KLOCS) UAT1	Add
CMHC Staff	Kentucky Level Of Care System (KLOCS) UAT4	Add
Provider Staff	Kentucky Level Of Care System (KLOCS) STU3	Add
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Provider Staff	Kentucky Level Of Care System (KLOCS) STU2	Add
Provider Staff	Kentucky Level Of Care System (KLOCS) STU1	Add
Provider Staff	Kentucky Level Of Care Systems (KLOCS) UAT1	Add
Provider Staff	Kentucky Level Of Care System (KLOCS) UAT4	Add

3. Selected Roles

Send Pending Invitations

6. After clicking **Add** to assign an organization role, a pop-up displays to verify the location of the user. **Select** the appropriate option. Next, click **Ok**.

Provider Staff

SearchBy

All Fields
 Key Type
 Key ID
 Key Value
 Key Description

Key Type	Key ID	Key Value	Key Description	Select
Location	5102	7100444260	49345 Michigan Ave ,Versailles KY 70653	<input checked="" type="checkbox"/>

7. The assigned role populates in the *Selected Roles* section. If the incorrect role was assigned click **Remove** and repeat Steps 5-6. If the correct role was assigned, click **Send Pending Invitations**. This completes the invitation process.

Kentucky Online Gateway UAT Welcome Kamar Fig | My Account | Sign Out | Help

Organizations > A HEALTH & STRESS FREE > Organization Invites

[Details](#) | [Email Domains](#) | [Invite Users](#) | [Pending Invitations](#) | [Manage Users](#)

1. User to Invite

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* Last Name:

* Email Address:

2. Select Roles To Invite

Organization Admin Group(s)

KLOCS Org Admin

Organization Roles

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CMHC Read Only	Kentucky Level Of Care System (KLOCS) PERF	<input type="button" value="Add"/>
CMHC Read Only	Kentucky Level Of Care System (KLOCS) UAT2	<input type="button" value="Add"/>
CMHC Read Only	Kentucky Level Of Care System (KLOCS) UAT3	<input type="button" value="Add"/>
CMHC Read Only	Kentucky Level Of Care System (KLOCS) STU2	<input type="button" value="Add"/>
CMHC Read Only	Kentucky Level Of Care System (KLOCS) STU1	<input type="button" value="Add"/>
CMHC Read Only	Kentucky Level Of Care Systems (KLOCS) UAT1	<input type="button" value="Add"/>
CMHC Read Only	Kentucky Level Of Care System (KLOCS) UAT4	<input type="button" value="Add"/>
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CMHC Staff	Kentucky Level Of Care System (KLOCS) UAT4	<input type="button" value="Add"/>
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Provider Staff	Kentucky Level Of Care System (KLOCS) PERF	<input type="button" value="Add"/>
Provider Staff	Kentucky Level Of Care System (KLOCS) UAT2	<input type="button" value="Add"/>
Provider Staff	Kentucky Level Of Care System (KLOCS) UAT3	<input type="button" value="Add"/>
Provider Staff	Kentucky Level Of Care System (KLOCS) STU2	<input type="button" value="Add"/>
Provider Staff	Kentucky Level Of Care System (KLOCS) STU1	<input type="button" value="Add"/>
Provider Staff	Kentucky Level Of Care Systems (KLOCS) UAT1	<input type="button" value="Add"/>

3. Selected Roles

Role Name	App Name	View/Edit	Remove
Provider Staff	Kentucky Level Of Care System (KLOCS) UAT4	<input type="button" value="View/Edit"/>	<input type="button" value="Remove"/>

Assign a Role to an Individual who does not have a KOG Account

1. If the user does not have an existing KOG account, fill out the *First Name*, *Last Name*, *Email Address* fields. Required fields are noted with an asterisk (*).

Kentucky Online Gateway
UAT
Welcome Kumar Frg | My Account | Sign Out | Help

Organizations > A HEALTH & STRESS FREE > Organization Invites

Details
Email Domains
Invite Users
Pending Invitations
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Please fill out the form below to invite a New User

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* Last Name:

* Email Address:

Reset

2. Select Roles To Invite

Organization Admin Group(s)

KLOCS Org Admin

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CMHC Staff	Kentucky Level Of Care System (KLOCS) UAT2	Add
CMHC Staff	Kentucky Level Of Care System (KLOCS) UAT3	Add
CMHC Staff	Kentucky Level Of Care System (KLOCS) STU1	Add
CMHC Staff	Kentucky Level Of Care Systems (KLOCS) UAT1	Add
CMHC Staff	Kentucky Level Of Care System (KLOCS) UAT4	Add
Provider Staff	Kentucky Level Of Care System (KLOCS) STU3	Add
Provider Staff	Kentucky Level Of Care System (KLOCS) PERF	Add
Provider Staff	Kentucky Level Of Care System (KLOCS) UAT2	Add
Provider Staff	Kentucky Level Of Care System (KLOCS) UAT3	Add
Provider Staff	Kentucky Level Of Care System (KLOCS) STU2	Add
Provider Staff	Kentucky Level Of Care System (KLOCS) STU1	Add
Provider Staff	Kentucky Level Of Care Systems (KLOCS) UAT1	Add
Provider Staff	Kentucky Level Of Care System (KLOCS) UAT4	Add

3. Selected Roles

Send Pending Invitations

2. Under the *Organization Roles* section, click **Add** to assign the appropriate role.

- If the *Role Name* includes Read Only (e.g., CMHC Read Only), the user will be able to view the information in KLOCS but unable to edit the data
- If the *Role Name* includes Staff (e.g., Provider Staff or CMHC Staff), the user will be able to view and edit the data in KLOCS

Please Note: PACE Providers, Nursing Facility Providers, Institutionalized Hospice Service Providers, and ICF/IID Providers should be assigned the Provider Staff role in KOG.

Kentucky Online Gateway UAT Welcome Kumar Frg My Account Sign Out Help

Organizations > A HEALTH & STRESS FREE > Organization Invites

Details | Email Domains | Invite Users | Pending Invitations | Manage Users

1. User to Invite

Search

Or

Please fill out the form below to invite a New User

* First Name: Lulu

* Last Name: Morris

* Email Address: Lulu.Morris@healthandstressfree.com

Reset

2. Select Roles To Invite

Organization Admin Group(s)

KLOCS Org Admin

Organization Roles

Role Name	App Name	
CMHC Read Only	Kentucky Level Of Care System (KLOCS) STU3	Add
CMHC Read Only	Kentucky Level Of Care System (KLOCS) PERF	Add
CMHC Read Only	Kentucky Level Of Care System (KLOCS) UAT2	Add
CMHC Read Only	Kentucky Level Of Care System (KLOCS) UAT3	Add
CMHC Read Only	Kentucky Level Of Care System (KLOCS) STU2	Add
CMHC Read Only	Kentucky Level Of Care System (KLOCS) STU1	Add
CMHC Read Only	Kentucky Level Of Care Systems (KLOCS) UAT1	Add
CMHC Read Only	Kentucky Level Of Care System (KLOCS) UAT4	Add
CMHC Staff	Kentucky Level Of Care System (KLOCS) STU3	Add
CMHC Staff	Kentucky Level Of Care System (KLOCS) UAT2	Add
CMHC Staff	Kentucky Level Of Care System (KLOCS) UAT3	Add
CMHC Staff	Kentucky Level Of Care System (KLOCS) STU1	Add
CMHC Staff	Kentucky Level Of Care Systems (KLOCS) UAT1	Add
CMHC Staff	Kentucky Level Of Care System (KLOCS) UAT4	Add
Provider Staff	Kentucky Level Of Care System (KLOCS) STU3	Add
Provider Staff	Kentucky Level Of Care System (KLOCS) PERF	Add
Provider Staff	Kentucky Level Of Care System (KLOCS) UAT2	Add
Provider Staff	Kentucky Level Of Care System (KLOCS) UAT3	Add
Provider Staff	Kentucky Level Of Care System (KLOCS) STU2	Add
Provider Staff	Kentucky Level Of Care System (KLOCS) STU1	Add
Provider Staff	Kentucky Level Of Care Systems (KLOCS) UAT1	Add
Provider Staff	Kentucky Level Of Care System (KLOCS) UAT4	Add

3. Selected Roles

Send Pending Invitations

- After clicking **Add** to assign an organization role, a pop-up displays to verify the location of the user. **Select** the appropriate option. Next, click **Ok**.

Provider Staff

SearchBy

All Fields
 Key Type
 Key ID
 Key Value
 Key Description

Key Type	Key ID	Key Value	Key Description	Select
Location	5102	7100444260	49345 Michigan Ave ,Versailles KY 70653	<input checked="" type="checkbox"/>

- The assigned role populates in the *Selected Roles* section. If the incorrect role was assigned click **Remove** and repeat Steps 2-3. If the correct role was assigned, click **Send Pending Invitations**. This completes the process.

Kentucky Online Gateway UAT Welcome Kumar Frg | My Account Sign Out Help

Organizations > A HEALTH & STRESS FREE > Organization Invites

Details | Email Domains | **Invite Users** | Pending Invitations | Manage Users

1. User to Invite

Or

Please fill out the form below to invite a New User

* First Name:

* Last Name:

* Email Address:

2. Select Roles To Invite

Organization Admin Group(s)
KLOCS Org Admin

Organization Roles

Role Name	App Name	
CMHC Read Only	Kentucky Level Of Care System (KLOCS) STU3	<input type="button" value="Add"/>
CMHC Read Only	Kentucky Level Of Care System (KLOCS) PERF	<input type="button" value="Add"/>
CMHC Read Only	Kentucky Level Of Care System (KLOCS) UAT2	<input type="button" value="Add"/>
CMHC Read Only	Kentucky Level Of Care System (KLOCS) UAT3	<input type="button" value="Add"/>
CMHC Read Only	Kentucky Level Of Care System (KLOCS) STU2	<input type="button" value="Add"/>
CMHC Read Only	Kentucky Level Of Care System (KLOCS) STU1	<input type="button" value="Add"/>
CMHC Read Only	Kentucky Level Of Care Systems (KLOCS) UAT1	<input type="button" value="Add"/>
CMHC Read Only	Kentucky Level Of Care System (KLOCS) UAT4	<input type="button" value="Add"/>
CMHC Staff	Kentucky Level Of Care System (KLOCS) STU3	<input type="button" value="Add"/>
CMHC Staff	Kentucky Level Of Care System (KLOCS) UAT2	<input type="button" value="Add"/>
CMHC Staff	Kentucky Level Of Care System (KLOCS) UAT3	<input type="button" value="Add"/>
CMHC Staff	Kentucky Level Of Care System (KLOCS) STU1	<input type="button" value="Add"/>
CMHC Staff	Kentucky Level Of Care Systems (KLOCS) UAT1	<input type="button" value="Add"/>
CMHC Staff	Kentucky Level Of Care System (KLOCS) UAT4	<input type="button" value="Add"/>
Provider Staff	Kentucky Level Of Care System (KLOCS) STU3	<input type="button" value="Add"/>
Provider Staff	Kentucky Level Of Care System (KLOCS) PERF	<input type="button" value="Add"/>
Provider Staff	Kentucky Level Of Care System (KLOCS) UAT2	<input type="button" value="Add"/>
Provider Staff	Kentucky Level Of Care System (KLOCS) UAT3	<input type="button" value="Add"/>
Provider Staff	Kentucky Level Of Care System (KLOCS) STU2	<input type="button" value="Add"/>
Provider Staff	Kentucky Level Of Care System (KLOCS) STU1	<input type="button" value="Add"/>
Provider Staff	Kentucky Level Of Care Systems (KLOCS) UAT1	<input type="button" value="Add"/>

3. Selected Roles

Role Name	App Name	View/Edit	Remove
Provider Staff	Kentucky Level Of Care System (KLOCS) UAT4	<input type="button" value="View/Edit"/>	<input type="button" value="Remove"/>

Check the Status of Invitations

Once the invitation is sent, the system automatically navigates to the **Pending Invitations** tab, where they may view the status of the invitation(s) sent.

- The KLOCS Org Admin may delete the pending invitation if necessary by clicking **Delete**
- The KLOCS Org Admin may search for users with pending invitations by entering the user information and clicking **Search Users** in the *Invited Users* field

Please Note: The registration link in the email is valid for 24 hours. If the link expires, the KLOCS Org Admin must send another invitation to the user.

Organizations > ABC Care > Organization Users

Details | Email Domains | Invite Users | **Pending Invitations** | Manage Users

Invited Users

Search Users

First Name	Last Name	Email Address	Date	Role Name	Role Status	Remove Invitation
Clinical	Admin	Clinical.Admin@keups.net	5/15/2020	Kentucky Level Of Care System (KLOCS) UAT4 - Provider Staff	New	Delete

Manage Users

Once the invited user completes the onboarding process, their invitation will be removed from the **Pending Invitations** tab to the **Manage Users** tab. The KLOCS Org Admin is responsible for managing the organization's list of authorized users. An example of managing/maintaining that list would include removing a user from the list when the user leaves the organization.

- Click on **Manage** to manage the relationship between the user and the Organization (Group/Entity) and update a user's roles
- Click on **Remove** to remove a user from the organization

Organizations > ABC Care > Organization Users

Details | Email Domains | Invite Users | Pending Invitations | **Manage Users**

Organization Users

Search Users

First Name	Last Name	Email Address	Remove User From Organization	User Details
Nathaniel	Barnes	Nathaniel.Barnes@mailinator.com	Remove	Manage
John	Bradley	JohnBradley@mailinator.com	Remove	Manage