

# Kansas State Board of Nursing Public Record Gateway

# **User Guide**

# March 2025

This user Gateway will centralize all your requests with your user email and any communications to and from the Kansas State Board of Nursing on your requests for public records.

#### Contact KSBN for Permission to Copy

You can use these two summary pages as a **Quick Start** roadmap of how to create a Gateway User account and make a request online.

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### 1.0 Purpose of this Document

This document is an instructional guide on how to access and use the KSBN Public Record Gateway. It contains detailed information on each step in the process, as well as examples of each feature of this Gateway experience.

### 1.1 Why this process is important to KSBN

KSNB believes in the importance of allowing and supporting open access to all information defined as public information by the Kansas Open Records Act. The Kansas Open Records Act grants you the right to inspect and obtain copies of public records created or maintained by public agencies in Kansas. The Open Records Act, K.S.A. 45-215, et seq, as amended, declares that it is the public policy of Kansas that, generally "public records shall be open for inspection by any person."

It is our hope and intention that any person requesting open records will use this Gateway to facilitate open and transparent communication about each request for public records. Of course, KSBN will accommodate any request presents in writing and delivered to KSBN; however, we want to encourage the public use of this Gateway to provide quality customer service.

### 1.2 How to use this user guide

As a public user of this record Gateway, please start with by reviewing the Table of Contents on the previous page of this document. This will show you the basic flow of the process of how to use this public record Gateway. You can click on any of the items listed in the Table of Contents and it will take you directly to that step of the process in this information Gateway.

### 1.3 What to expect in the record Gateway experience

Public records are defined as "any recorded information, regardless of form or characteristic, which is made, maintained, or kept by or is in the possession of any public agency."

The Gateway starts with a record landing page called our "Reading Room." This is place where you can request records, review the status of your requests and access the documents you would like to read. There are two basic types of public record request in the KSBN Public Record Gateway. The first is a request of a current list of all KSBN licensed nurses in the state of Kansas as of the first of each month of the request. The second request is for any other type of open record.

### 2.0 Register for a KSBN Public Record Gateway Account

### Go to the KSBN Website and Click https://ksbn.arkcase.com/foia/portal/reading-room

Once you access the KSBN Public Record Gateway, you will see this page:



Consider saving this page as a favorite on your web browser to make it easier to return to this page when you want to check the status of your record requests.

### 2.1 Have you registered for a Gateway Account?

If not, create an account select or click on the above "**Register**" button in the red square highlighted above that looks like this.

Need an Account? Register

You will be prompted to a dialog box window that looks like this.

O Public Portal X +			~ - ø ×
← → C 0	A https://kbn.arkuse.com/foia/portal/ogin/request-registration		జ భ 🤌 💞 🖆
	Kansas Kora Kansas Open Records Act		
KANSAS	Web Portal Registration		
BOARD OF NURSING	Enter your email *	kibn.pio@gnal.com	
		Garact	
New KORA Request			
Request Status			
Reading Room			
Inquiry			
Powered by Arktase.com		📕 Q. Santa 🤱 🖳 🍕 📮 😰 🐗 📌 🐗 🔮 🕸 🏮 🐢	^ © ♀ ♀ \$29.4M

Enter your email and select "Submit," and you will see a dialog box that looks like this.



An email will be sent to you with a link to register and activate your account that looks like this.

→ C 🔩 mai	l.google.cor	n/mail/u/0/?tab=rm&ogbl#inbox/FMfcgzQZTgTgFgfMrczCtDvfWSBWKQO	् <b>क</b> के छै।
Google Chrome isn't y	our default b	Nowser Set as default	
🗏 附 Gmail		Q Search mail	₩ 🔿 🕸 🖩
Compose		< 8 0 8 2 b :	tofs < > 🗃 +
Inbox	5	Web Portal Registration Index x	8 C
☆ Starred ③ Snoozed		ksbn@arkcase.com	Mar 13, 2025, 12:41PM (4 days ago) 🖕 🕲 🥎 🚦
> Sent			
Drafts	1	1	
More		2 June	a very state
abels	+		NOAC
		• • K	AN 5A 5 •
			a alter at
		CAN	SINC
		. AD	OF NURS
		Please complete your	registration at the following link:
		Re	gistration Link
		This is an automated er	mail notification sent from ArkCase.
		Forward (	

NOTE: If you don't receive an email in 10 minutes, check your "Junk" email. Once you get your confirmation email, open the email and click on the blue Registration Link button in the red box above and complete your profile information below.

### 2.2 Provide your profile information

Email *	alexander.schaaf@armedia.com				
Password *	Enter Password		Confirm Password *	Confirm Password	
Prefix *	Mr.	~			
First Name *	Enter First Name		Middle Name	Enter Middle Name	
Last Name *	Enter Last Name		Position	Enter Position	
Phone	Enter Phone Number (xxx-xxx-xxxx)		Organization	Enter Organization	
Country *	Select Country	~	Address Type *	Select Address Type	
Address 1 *	Enter Address Line 1		Address 2	Enter Address Line 2	
City *	Enter City		State/Province *	AK	
Zip/Postal *	Enter Zip Code (xxxxx)				
					Registe

By following the link, you will be presented with this page:

Fill out all required fields, as denoted by the red stars.

The Password and Confirm Password fields must match. Password must contain at least one lowercase character, one uppercase, one number and one special character (allowed characters: !, @, #, \$, %, ^, &, \*) with minimum length of 14.

Click blue "Register" in the reb box above to complete your account registration.

### 2.3 Confirm your account registration

If you would like to confirm you registration return to the login page and can now enter your account email and password to log in to the system.



This will take you to your personal KSBN Public Record Gateway Reading Room.

### 3.0 Submit a Request for KORA Information

Now you are ready to make a request information form KSBN using the Public Record Gateway.

### Go to the KSBN Website and Click https://ksbn.arkcase.com/foia/portal/reading-room

Once you access the KSBN Public Record Gateway, you will see this page



3.1 Log in to the you Gateway Reading Room account.

Consider saving this page as a favorite on your web browser to make it easier to return to this page when you want to check the status of your record requests.

When you log in, your browser will direct you to the Gateway Reading Room.

### 3.2 Select "New KORA Request"

From the navigation bar on the left side of the window, click on the "New KORA Request" button:

and a second	Kansas KOR	A Records Act	
KANSAS	Reading Room		
RO OF NURSHOP	How to Search and View Records in the To search using a single descriptive word, use It To search using multiple descriptive words, use To search for a complete phrase, use double qu You can type text in upper or lowercase.	e KORA Reading Room he asterisk (* ) before and after the word. Examples: "WAMU" or "enforcement" or "application" the asterisk (* ) before and after each word. Examples: "Washington" Mutual" or "enforcement"order" otes (* ) to surround the phrase. Examples: "KORA Log" or "board of directors"	
New KORA Request	Content Search: *	Enter Content	
Request Status		SEARCH	
<u>Reading Room</u>			
Inquiry			

This will redirect you to the page for filling out a Kansas Open Records Act (KORA) Request, or Request for Mailing List. This Page contains 5 sections of information that need to be filled to be completed to file a request for public records using the KSBN Gateway.

### 3.3 Complete all four sections of the Request process

Make sure you select the Request Type "Kansas Open Records Act (KORA) Request".

#### Section 1: Select the appropriate category

After selecting the request type, begin filling each section.

Request Type *	Kansas Open Records Act Request (KORA)	~
Section 1: Select the appropriate category:		
Request Category *	Select Request Category	v
Delivery Method of Response *	Select Delivery Method of Response	~

Selecting the appropriate request category will aid in making your request a quick and efficient process. There are two basic categories of public record request in the KSBN Public Record Gateway.

The first category is a request of a current listing of the mailing addresses of all KSBN licensed nurses in the state of Kansas as of the first of each month of the request.

The second request category is for any other type of open record.

and a straight	Kansas Kora	ecords Act	
KANSAS	Request Type *	Kansas Open Records Act Request (KORA)	
OF NURS	Section 1: Select the appropriate category:		
	Request Category *	Select Request Category	~
Desiree Nichols •	Delivery Method of Response *	Select Delivery Method of Response	~
New KORA Request			
Poquet Statur	Section 2: Please provide the following contac	t information of the Requester. This information is required for the agency to be able to verify your identi	ty and match the individual's
Request Status	Prefix	Ms. 🗸	
Reading Room	First Namo	Middle Na	ma
Inquiry	Filst Indille	Desiree	ne

Section 1 also requires you to choose the <u>delivery method</u> you would like to receive your records provided once it is processed.

Section 2: Please provide the following contact information of the Requester. This information is required for the agency to be able to verify your identity and match the individual's information provided in this request with the records that pertain to that individual.				
Prefix	Mr. 🗸			
First Name	Alexander	Middle Name	М	
Last Name	Schaaf	Position*	Employee	~
Phone	Enter Phone Number (xxx-xxx-xxxx)	Organization	Armedia LLC	
Email	alexander.schaaf@armedia.com	Confirm Email	alexander.schaaf@armedia.com	
Country *	United States	Address Type *	Business	~
Address 1 *	8221 Old Courthouse Rd	Address 2	STE 300	
City *	VIENNA	State/Province *	VA	~
Zip/Postal *	22181			

Section 2: The KSBN Gateway will automatically fill with your name and account information.

### Section 3: Enter description of your E-KORA request.

Section 3 requires you to enter the information that you are attempting to request in as much detail as possible. In addition to the title of your request and the information you are requesting, you may also include a date range to search within for your documents and may include a "Description Document" to aid in searching for records.

Be sure to download and complete the KSBN Forms for <u>Mailing Addresses Data</u> and <u>Open Records</u> for your request. You will need to "Add Attachment" of digital copies of these forms in "Description Document" of Section 3 of your request.

For general record requests submitted to KSBN, you are required to include your Driver's License under Proof of Identity in this section.

Section 3: Enter description of your E-KOF dates/time frames and any other informa therefore, please be sure you are request	RA request: Be as specific as possible tion that will help us search for docu ing existing records and that your rec	about the records you are requesting. Include information such as the subject matter and ments. (NOTE: The KORA does not require agencies to create new records or answer questions; quest is worded appropriately)	
Title *	Enter Title		
Description *	Enter Description		
Date Range for Record Search: From (mm/dd/yyyy)	<b>**</b>	× To (mm/dd/yyyy)	
Description Document	Add Attachment	Expand files   Add Forms Here	
Consent	Add Attachment	Expand files 💿	
Proof of Identity	Add Attachment	Expand files	

# Section 4: KORA allows for KSBN to charge a fee for processing requests.

In section 4 you may request a fee waiver for any expenses occurred because of processing your request. If you request a fee waiver, you must provide details to support your request for a fee waiver and select an amount you are willing to pay for the request.

Section 4: KORA allows the office to charge a fee for processing KORA requests. The cost may be waived if disclosure of the information is in the public interest. If you are requesting a fee waiver, please check the box below and provide the details supporting this request. Otherwise, if there is a limit to the amount you are willing to pay, enter the amount in 'Amount Willing to Pay'. You will be notified of the amount in advance. To the external permitted by applicable law, fees must be paid in full prior to the release of requested copies.				
Check to Request a Fee Waiver				
Waiver Request Requires Reason	Enter Waiver Request Reason	Andrew Martin [KSBN] (andrew.martin@ksbn.ks.gov) is signed in		

#### Section 5: Request Expedited Processing.

KSBN makes a good well effort to complete all requests as quickly as possible. Finally, in section 5 you may request Expedited Processing. If you request an expedited review, you must provide detailed information to support your request.

Section 5: Request Track	
Request Expedited Processing	Requests may be expedited in the event of a compelling need, such as dissemination of information related to alleged Federal government activity or threat to the life or physical safety of an individual.
Reason for Expedited Request	Enter a Reason for Expedited Request
Submit Request	

Once you have finished entering in the information for all 5 sections, click the "Submit Request" button at the bottom of the screen to submit your request to KSBN.

### 3.4 What can you expect in response to your Request?

# Auto-generated PDF acknowledgment of receipt of your request

This email will include a PDF of information summarizing your request.

### Three (3) day letter responding to your request

You will receive a letter by email from KSBN with three (3) days officially acknowledging your request with information of the next steps KSBN will be taking to process your request. Again, you will receive and auto-generated email from the Gateway confirming the communication of our response of your request through the Gateway.

# Potential request for payment of estimated costs to process your request

Please note, your request will be reviewed to create an Estimate of Cost to produce. This estimate will be sent to you at the email in your account profile. This estimated cost will need to be paid prior to any, and all work done on your request. Once production is ready to start, if there is any outstanding overage of costs, you will be billed at that time prior to the production being released.

### 4.0 Follow Up on Gateway Requests Submitted

Once you have submitted a request, you can view the status of your request in the KSBN Public Record Gateway.

Go to the KSBN Website and Click <a href="https://ksbn.arkcase.com/foia/portal/reading-room">https://ksbn.arkcase.com/foia/portal/reading-room</a>

Once you access the KSBN Public Record Gateway, you log-in to your Gateway Reading Room.

### 4.1 Log in to the you Gateway Reading Room account.

To view the status of your request(s), select the "Request Status" button from the left side of the screen.

KANSAS ROMO OF NURSHO	Request Status	s Definitions	RA pen Records Act						
	Request Number *		Enter Request Number Schaaf						
New KORA Request Request Status Reading Room	Please enter R	equest Number			SEARCH				
Inquiry	Request Number	Request Title	Request Type	Request State	Request Status	Date	Actions	Referenced Request	

### 4.2 Select a Request by Number and Last Name.

On this page, you will be able search for your request by number and/or your name and you see all your submitted requests. Any action you take will be recorded here in this request status page. You will be able to log out and when you log back in your actions will be recorded here.

You will be able to withdraw your request by selecting the "Withdraw" option on the right end of each request row.

You can also submit questions or provide more details/attachments as needed for this request by selecting the "Inquiry" option on the right end of each request row next to the applicable request.

ansas	Kansas Open Recor	rds Act					
equest Statı	IS						
Request Status D	efinitions						
quest Number *		Enter Request Nu	Enter Request Number Nichols				
ist Name *		Nichols					
Please enter Req	uest Number						
Please enter Req	uest Number			SEARCH			
Please enter Req	uest Number Request Title	Request Type	Request State	SEARCH Request Status	Date	Actions	
Please enter Req guest Number 40411_101	uest Number Request Title Deja testing 11 April 24	Request Type New Request	Request State Approve	SEARCH Request Status Denied	Date 2024-11-13 07:47 AM	Actions Inquiry <u>Withdraw</u>	
Please enter Req uest Number 40411_101 4123017 103	Request Title Deja testing 11 April 24 Test WTH Overdue:	Request Type New Request New Request	Request State Approve Fulfill	SEARCH Request Status Denied Withdrawn	Date 2024-11-13 07:47 AM 2024-11-13 09:31 AM	Actions Inquiry <u>Withdraw</u> Inquiry Withdraw	

### 4.3 Receive Response Documents From KSBN

You may receive your response documents via the Gateway, when applicable. To retrieve your response documents, you will get an email notification, and you can follow the link provided, or you can sign into the Gateway and navigate to the Request Status page.

Under the "Request Number" column, click on the <u>blue hyperlink</u> of your request number, and the response files will download to your computer (typically as a Zip Folder in your "Downloads" folder). See above screenshot in section 4.2.

### 4.4 Submit an Inquiry to KSBN

To submit an Inquiry to KSBN, click on the Inquiry button on the left side of the screen to navigate to the Inquiry page:

KANSAS	Kansas Ransas Open Records Act					
Roya President	First Name *	Alexander				
OF NUT	Last Name *	Schaaf				
	Email *	alexander.schaaf@armedia.com				
Alexander Schaaf •	Request / Appeal Number					
ew KORA Request	Inquiry Subject *	Enter Subject				
equest Status	Inquiry Description *	Enter Inquiry Description				
eading Room						
<u>iquiry</u>		h				
	Attachment	Add Attachment Expand files ()				

To submit your Inquiry, fill out all required fields as denoted by the red stars. You will have to create a description for your inquiry, which should be as detailed as possible. You may also attach additional documents using the "Add Attachment" button below the Inquiry Description box. Once you have filled out all required fields, click "Submit" to send your inquiry. You will receive an email to confirm that your Inquiry has been accepted.

### 4.5 Withdraw a Request for Information

To withdraw a record request to KSBN, click on the Inquiry button on the left side of the screen to navigate to the withdraw page:

C Public Portal ×	+		~	-		>
← → C 0	A https://ksbn.arkcase.com/foia/portal/withdraw-request?orig	nalRequestNumber=20250317_1248requesterFirstName=Andy8requesterLastName=Martin&requesterEmail=ksbn.pio@gmail.com		۵.	8 🤞	Ξ
	Kansas KORA	is Act				
KANSAS	Withdraw Request					
BOARD OF NURSING	First Name	Andy				
	Last Name	Martin				
	Email	ksbn.pio@gmail.com				
Anay Martin	Request Number	20250317_124				
New KORA Request	Withdrawal Subject *	Enter Subject				
Request Status	Withdrawal Description *	Enter Withdrawal Description				
Reading Room						
Inquiry		di.				
	Description Document	Add Attachment Expand files ()				
						_
	Submit Request Withdrawal					

### 5.0 Use of Record Request Data

It is important to know that all request for address data assumes and requires the person requesting this information from the KSBN Public Record Gateway will comply with KSA 45-230. This statue requires that nurses on the list will not receive any solicitation for sale of any property or service except as related to professional organizational membership, informational or other purposes related to the practice of the profession of nursing.

### 5.1 CERTIFICATE OF COMPLIANCE WITH KSA 45-230

I \_\_\_\_\_\_\_ understand that no person shall receive, for the purpose of selling or offering for sale any property or service to person listed therein, any list of names or addresses contained in or derived from a public record, except that a list of names and addresses of licensees of the Board may be received by a professional organization for membership, informational, or other purposes related to the practice of the profession, and a list of names and addresses of persons applying for license examination may be received by professional organizations providing educational materials for the purpose of providing persons with information relating to the availability of such materials.

I also understand that violation of the statute prohibiting the unlawful use of names derived from a public record will result in a civil penalty in an action brought by the attorney general or county or district attorney in a sum set by the court not to exceed \$500 for each violation.

In accordance with these provisions, I certify that I do not intend to, and I will not, use any list of names or addresses contained in or derived from the record for the purpose of selling or offering for sale any property or service to any person listed or to any person who resides at any address listed; neither will sell, give, or otherwise make available to any person any list of names or addresses contained in or derived from the records or information for the purpose of allowing that person to sell or offer for sale any property or service to any person listed or to any person.

PLEASE NOTE, THIS DATA IS NOT A VALID FORM OF VERIFICATION OF LICENSURE FOR NURSES. Printed mailing labels and CDs are no longer available.

Attestation: I realize that this application is a legal document and that by signing below I am declaring under penalty of perjury under the laws of the State of Kansas that the information I have provided is true and correct to the best of my knowledge.

### 5.2 Mailing Address Data Request Tips

#### Be sure to complete all the required information on Gateway

Be sure to download <u>and complete</u> the KSBN Form for <u>Mailing Data</u> Request Form for your request.

You will need to "Add Attachment" of a digital copy of this form in the "Description Document" part of Section 3 of your request.

Your mailing address will be emailed to you once Kansas State Board of Nursing has received your fee payment for your request. You will need to mail a check for \$50.00 made payable to the Kansas State Board of Nursing within thirty (30) days of your request referencing your mailing address data request. If you do not pay this fee within sixty (60) days, your request will be canceled.

### 5.3 General Record Request Tips (Not Mailing Addresses)

Be sure to complete all the required information on Gateway

Be sure to download <u>and complete</u> the KSBN Form for <u>Open Records</u> for your request.

You will need to use the "Add Attachment" feature to include a digital copy of this form in the "Description Document" part of Section 3 of your request.

Your request will be sent to you using the Gateway to you once Kansas State Board of Nursing has received your fee payment for your request. You will need to mail a check for the amount on your invoice made payable to the Kansas State Board of Nursing within thirty (30) days of your request referencing your mailing address data request. If you do not pay this fee within sixty (60) days, your request will be canceled.

You are required to include your Driver's License under Proof of Identity in this section for general record requests.