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KENTUCKY BOARD OF NURSING

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Andy Beshear
Governor

SPECTRUM DOCUMENT UPLOAD INFORMATION

The Kentucky Board of Nursing (KBN) will be using the automated electronic tools in SPECTRUM to accept and process reports.

It is your responsibility to be knowledgeable and informed of all time constraints noted in the documentation you have received. Please review your Agreed Order/Decision/KARE for Nurses Program Agreement frequently and be aware of the timeframe and frequency in which documentation is to be submitted. Please be advised that documents relative to your Agreed Order/Decision/KARE for Nurses Program Agreement are located on the Board's website at <https://kbn.ky.gov/online-forms/Pages/default.aspx> under the Compliance heading.

Please be advised that some forms in SPECTRUM will be prepopulated and others will not. If there are comment fields that can be edited, please provide applicable information.

If you are required to submit monthly reports, your first report will be due on the 10th day following transmittal of this notification. If you are not required to submit monthly reports, SPECTRUM will not prompt you to enter them.

Monthly Self Report – information:

- To complete the Monthly Self-Report, select the DOCUMENTATION tab, then select REPORTS. The Monthly Self-Report will be on the left side of the page. Select that to start the entry.

Monthly Meeting Report - information:

- For the Meeting Report, fill out the sheet as indicated and have your Sponsor sign the bottom of the form. In the SPECTRUM portal, in the DOCUMENTATION tab select REPORTS. Select Meeting Report (Monthly) - Attach Your Sheet. You can add the paper log by scanning it to a file and then scroll down to Attachments in SPECTRUM, click the Add button and then select the scanned file.

Note: The Update button allows you to save your edits prior to submitting to your Case Manager. When you are finished with all of your edits for the Month, click the Submit button to send your Report(s) to your Case Manager for review.

For additional information and education on completing reports and attaching documentation, please review the tutorials on the SPECTRUM website under the HELP tab.

If you have any questions, concerns, or need technical assistance, please contact the Affinity Care Team at 1-877-267-4304.