

Online Alcohol and Other Drug Entity System

Online Alcohol and Other Drug Entity (AODE) system is ready for launch!

This can be accessed through Kentucky Online Gateway (KOG) and AODEs must have a KOG account. Following instructions will assist you in creating a KOG account if you need one and launching Online AODE system to manage AODE License(s) you administer or request a new one.

1. No Kentucky Online Gateway (KOG) Account

1.1. NO KOG account and New User requesting AODE Initial license, follow these steps:

1.1.1. Use the **Kentucky Online Gateway (KOG)** link: <https://kog.chfs.ky.gov>

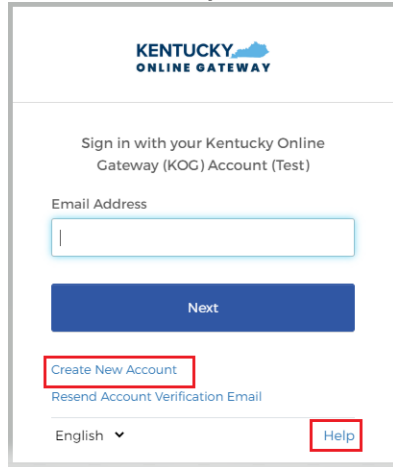


Figure 1

1.1.2. Click **Create New Account** and fill out the **KOG profile** and follow screen prompts.

1.1.3. Need assistance to create KOG account:

- Click **Help** on the KOG Login page or use link: <https://kog.chfs.ky.gov/public/help/>
- Click on **How to create a KOG Account video**.
- Alternatively, use this link <https://kog.chfs.ky.gov/public/contactus/> , go to **Kentucky Online Gateway Helpdesk** section, get the assistance through phone or email.

1.1.4. Complete creating new account and sign into KOG.

1.1.5. From **KOG Home Page**, search for **Alcohol and Other Drug Entity (AODE)** system widget, click **Enroll**.

1.1.6. You are navigated to **AODE Home** page.

- Go to **Forms** menu, select the **AODE Initial Licensure Application**, to begin a new application for initial licensure.
- Use the **Help** menu to access **AODE user guide** for assistance.
- Alternatively, from AODE home page, use helpdesk contacts and get assistance through phone/email.

1.2. Users having No KOG account and Onboarded to Online AODE system, follow these steps:

1.2.1. You must receive an email from KOG with a link (like *figure 2 below*). Use the link **Click here to complete the process** and follow screen prompts.

1.2.2. If the link has expired, use this link <https://kog.chfs.ky.gov/public/contactus/> , go to **Kentucky Online Gateway Helpdesk** section, get the assistance through phone or email to resend the link again to allow to get access to Online AODE system.

BHDID Website Flyer for Online AODE System Access

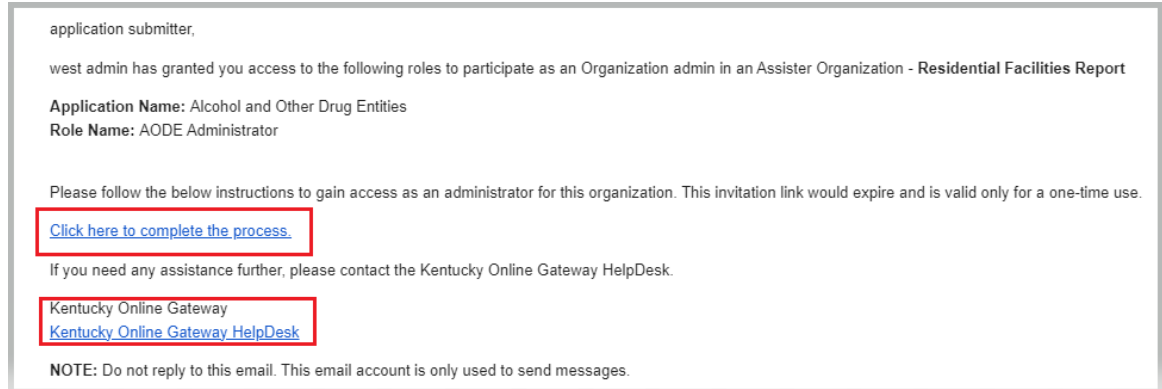


Figure 2

1.2.3. You must create KOG account following steps in 1.1.1 to 1.1.3 above.

1.2.4. Sign in/login to KOG with the same email, that's used for onboarding.

1.2.5. Once you navigate to **AODE Home** page.

- Go to **Forms** menu, select the **AODE Verification Form**, to complete approval of verification process for each AODE license you administer before you could apply for Annual Re-licensure/Change applications.
- Use the **Help** menu to access **AODE user guide** for assistance.
- Alternatively, from AODE home page, use helpdesk contacts and get assistance through phone/email.

1.3. AODEs having No KOG account and Not Onboarded to Online AODE system, follow these steps:

1.3.1. Reach out to AODE Help Desk to complete the onboarding process, either by:

- Phone Monday – Friday 8am – 4pm EST at 502-564-0104 Option 4 or 866-231-0003 Option 4, or
- Email chfs.aodehelpdesk@ky.gov.

1.3.2. Wait for the email with a link to get access to Online AODE system and then follow all steps identified in section 1.2 above.

2. Have Kentucky Online Gateway (KOG) Account

2.1. Users having KOG account and Onboarded to Online AODE system, follow these steps:

2.1.1. You must receive an email from KOG with a link (*refer figure 2 below*). Use the link **Click here to complete the process** and follow prompts.

2.1.2. If the link has expired, use this link <https://kog.chfs.ky.gov/public/contactus/>, go to **Kentucky Online Gateway Helpdesk** section, get the assistance through phone or email.

2.1.3. Use the KOG URL: <https://kog.chfs.ky.gov>.

2.1.4. Sign in/login to KOG with the same email, that's used for onboarding.

2.1.5. Go to **Alcohol and Other Drug Entity (AODE)** system widget and click **Enroll/Launch**, you are navigated to AODE home page.

- Go to **Forms** menu, select the **AODE Verification Form**, to complete approval of verification process for each AODE license you administer before you could apply for Annual Re-licensure/Change applications.
- Go to **Forms** menu, select the **AODE Initial Licensure Application**, to begin a new application for initial licensure.
- Use the **Help** menu to access **AODE user guide** for assistance.
- Alternatively, from AODE home page, use helpdesk contacts and get assistance through phone/email.

BHDID Website Flyer for Online AODE System Access

2.2. Users having KOG account and Not Onboarded to Online AODE system, follow these steps:

2.2.1. Reach out to AODE Help Desk to complete the onboarding process, either by:

- Phone Monday – Friday 8am – 4pm EST at 502-564-0104 Option 4 or 866-231-0003 Option 4, or
- Email chfs.aodehelpdesk@ky.gov.

2.2.2. Wait for the email with a link to get access to Online AODE system and then follow steps identified in section 2.1 above.

2.3. Users having KOG account and would like to apply for AODE license, follow these steps:

2.3.1. Use the **Kentucky Online Gateway (KOG)** link: <https://kog.chfs.ky.gov> to sign-in/login.

2.3.2. Follow instructions in section 1.1.5 and 1.1.6 above to submit initial licensure application.

Note: In case your email address that was used to complete onboarding process is not accessible, create a new KOG account with a new email address and reach out to DBHDID via email to BHDIDFKFTProgramLicensureBranch@ky.gov, to get the updates done in the Online AODE system for licenses you administer.