

## MEDICAL TO MEDICAL CLEARINGHOUSE & OUTSTATION WORKERS WITH DCF

The following outlines information is to be shared between DCF & the Clearinghouse or Outstation Workers on Medical to Medical programs.

### INFORMATION THAT DOES NOT NEED TO BE COMMUNICATED

Type of Information	When to Notify
Resources	Never
Expenses	Never
Personal Identifiers	Never
Citizenship and Identify	Never
Non-Citizenship	Never
Tax Household	Never
Medical Conditions	Never
Employer Information	Never
Verification	Never
Pregnancy Reported	Never

### INFORMATION BEING COMMUNICATED FROM KDHE TO DCF

Type of Information	When to Notify	Method
Income	Starts, Changes, Ends	Create a Contact Log Entry <b>Agency</b> = DCF <b>Category</b> = Change Requests <b>Contact Reason</b> = Orange/Purple –Change or Purple—Change
Address	Out of State	Create a Contact Log Entry <b>Agency</b> = DCF <b>Category</b> = Change Requests <b>Contact Reason</b> = Orange/Purple –Change or Purple—Change
Relationship	Marriage, Divorce, or Adoption	Create a Contact Log Entry <b>Agency</b> = DCF <b>Category</b> = Change Requests <b>Contact Reason</b> = Orange/Purple –Change or Purple—Change
Death	Always	Create a Contact Log Entry <b>Agency</b> = DCF <b>Category</b> = Change Requests <b>Contact Reason</b> = Orange/Purple –Change or Purple—Change
Household Changes	Always (Add a person, remove a person, newborn)	Create a Contact Log Entry <b>Agency</b> = DCF <b>Category</b> = Change Requests <b>Contact Reason</b> = Orange/Purple –Change or Purple—Change

**INFORMATION BEING COMMUNICATED FROM DCF TO KDHE**

Type of Information	When to Notify	Method
Income	Starts, Changes, Ends	Create a Contact Log Entry <b>Agency</b> = KHDE <b>Category</b> = Change Requests <b>Contact Reason</b> = Income Change
Address	Out of State	Create a Contact Log Entry <b>Agency</b> = KDHE <b>Category</b> = Change Requests <b>Contact Reason</b> = Address Change
Relationship	Marriage, Divorce, or Adoption	Create a Contact Log Entry <b>Agency</b> = KDHE <b>Category</b> = Change Requests <b>Contact Reason</b> = Add new Person or Remove HH Member
Death	Always	Create a Contact Log Entry <b>Agency</b> = KDHE <b>Category</b> = Change Requests <b>Contact Reason</b> = Remove HH Member
Household Changes	Always (Add a person, remove a person, newborn)	Create a Contact Log Entry <b>Agency</b> = KDHE <b>Category</b> = Change Requests <b>Contact Reason</b> = Add New Person or Remove HH Member

**INFORMATION BEING COMMUNICATED FROM DCF TO KDHE OUTSTATION WORKERS**

Type of Information	When to Notify	Method
Income	Starts, Changes, Ends	Create Manual Task <b>Region</b> = KDHE Outstation <b>Location</b> = Outstation Site <b>Queue</b> = Outstation <b>Task</b> = Income Change
Address	Out of State	Create Manual Task <b>Region</b> = KDHE Outstation <b>Location</b> = Outstation Site <b>Queue</b> = Outstation <b>Task</b> = Address Change
Relationship	Marriage, Divorce, or Adoption	Create Manual Task <b>Region</b> = KDHE Outstation <b>Location</b> = Outstation Site <b>Queue</b> = Outstation <b>Task</b> = Add New Person or Remove HH Member

Type of Information	When to Notify	Method
Death	Always	Create Manual Task <b>Region</b> = KDHE Outstation <b>Location</b> = Outstation Site <b>Queue</b> = Outstation <b>Task</b> = Add New Person or Remove HH Member
Household Changes	Always (Add a person, remove a person, newborn)	Create Manual Task <b>Region</b> = KDHE Outstation <b>Location</b> = Outstation Site <b>Queue</b> = Outstation <b>Task</b> = Add New Person or Remove HH Member

## COMMUNICATION: MEDICAL TO NON-MEDICAL PROGRAMS

The following outlines what information is to be shared between DCF and the Clearinghouse or Outstation Workers on Medical to Non-Medical programs. See section 3 for help filling out the contact log.

### INFORMATION NOT BEING COMMUNICATED

Type of Information	When to Notify
Address	Never
Pregnancy	Never
Household Changes	Never
Relationships	Never
Residency	Never
Income & Employers	Never
Expenses	Never

### INFORMATION BEING COMMUNICATED FROM KDHE TO DCF

Type of Information	When to Notify	Method
Personal Identifying Information (Name, SS#, DOB, Citizenship, Identity, & Non-Citizenship)	Starts, Changes, Ends	Create a Contact Log Entry <b>Agency</b> = DCF <b>Category</b> = Change Requests <b>Contact Reason</b> = Orange/Purple –Change or Purple—Change

### INFORMATION BEING COMMUNICATED FROM DCF TO KDHE

Type of Information	When to Notify	Method
Medical Condition	Changes	Create a Contact Log Entry <b>Agency</b> = KHDE

Type of Information	When to Notify	Method
		<b>Category</b> = Change Requests <b>Contact Reason</b> = Customer Data Update
<b>Personal Identifying Information (Name, SS#, DOB, Citizenship, Identity, &amp; Non-Citizenship)</b>	Starts, Changes, Ends	Create a Contact Log Entry <b>Agency</b> = KHDE <b>Category</b> = Change Requests <b>Contact Reason</b> = Customer Data Update

**INFORMATION BEING COMMUNICATED FROM DCF TO KDHE OUTSTATION WORKERS**

Type of Information	When to Notify	Method
<b>Medical Condition</b>	Changes	Create Manual Task <b>Region</b> = KDHE Outstation <b>Location</b> = Outstation Site <b>Queue</b> = Outstation <b>Task</b> = Demographic Change
<b>Personal Identifying Information (Name, SS#, DOB, Citizenship, Identity, &amp; Non-Citizenship)</b>	Starts, Changes, Ends	Create Manual Task <b>Region</b> = KDHE Outstation <b>Location</b> = Outstation Site <b>Queue</b> = Outstation <b>Task</b> = Demographic Change

**STANDARDIZED WAY DCF AND KDHE WILL FILL OUT CONTACT LOG FOR COMMUNICATION PURPOSES:**

1. In the context of a case, click **Contact Log** in the **Utility Navigation** bar. The Contact Log Entry window will display with the case number entered.
2. Consumers associated with the case will be available for selection under the **Person** drop-down menu. Select the person making the contact.
3. Click the **Contact Type** drop-down menu and select the **E-Mail**.
4. Click the drop-down menu for **Contacted By** and select the value of **Agency**. This will tailor the Contact Log fields for the user's circumstances. The variable fields for the remainder of the **Contact Log** will display.
5. In the **First Name** field enter the first name of the person filling out the contact log entry.
6. In the **Last Name** field enter the last name of the person filling out the contact log entry.
7. In the Name of **Agency/Organization/Provider/Inquirer** enter the office that the person filling out the contact log entry works in.
8. See chart for **Agency, Category & Contact Reason**.
9. In the **Additional Notes** section include any information that is important to the case.