

Data Acceptance Webinar

Tuesday, June 16th, 2015

Agenda

- What is Data Acceptance?
- Who Performs Data Acceptance?
- How to do Data Acceptance
- Data Acceptance Process
- Trends and Troubleshooting
- Helpful Tools
- Questions



What is Data Acceptance?

- Information received on an application can be:
 - New
 - Updated
 - Duplicated
- Workers must decide if received information should be accepted or rejected into KEES.
 - This is called Data Acceptance.



Who Performs Data Acceptance?

Clearinghouse Eligibility Workers

- Data is accepted by Clearinghouse users on applications that have gone through a MAGI determination prior to being routed to DCF

DCF Eligibility Workers

- Data is accepted by DCF users on applications that only go through the file clearance and registration process prior to being routed to DCF



How to do Data Acceptance

Case Name: Lindsay Test
Case Number: 20001724

Journal Tasks Reminders Contact Log Logout Help
User: Lindsay Cline
Env: NPD22
Time: 06/13/2015 01:23 PM

Case Info Eligibility Services Child Care Resource Databank Fiscal Special Units Reports Document Control Admin Tools Worker Portal

Workload Inventory Case Summary Customer Information Reporting Distributed Documents Customer Schedule Courtesy Month

Case Number
Request ID
Go

Person Search

Non Financial
Contact **New**
Root Questions
Individual Demographics **New**
Citizenship/Identity
Household Status **New**
Relationship
Non-Citizenship
Pregnancy
Residency
Other Prog. Assist.
Non-Compliance
Customer Options
Money Mngmt
Time Limits
Purch. and Prep.
School Attend.
Employment **New**
Work Regist.
Living Arrgmt **New**
LTC Data
Noncustodial Parents
Medical Condition
Presumptive Eligibility
Financial
Root Questions
Income **New**
Resource

Display From: To:

Search Address Add View

Person	Type	Address	Begin Date	End Date	Action
Test, Tracy	Mailing	1234 MAIN TOPEKA, KS 66611	06/13/2015		Edit
Test, David	Mailing	1234 MAIN TOPEKA, KS 66611	06/01/2015		Edit
Test, Lindsay	Mailing	1234 MAIN TOPEKA, KS 66611	06/01/2015		Edit
Test, Tracy	Physical	1234 MAIN TOPEKA, KS 66611	07/01/2015		Edit
Test, Lindsay	Physical	1234 MAIN TOPEKA, KS 66611	06/01/2015		Edit
Test, David	Physical	1234 MAIN TOPEKA, KS 66611	06/01/2015		Edit
New Test, Lindsay	Physical	2401-2499 SE MEMORY LN TOPEKA, KS 66607			Edit
New Test, Lindsay	Mailing	2401-2499 SE MEMORY LN TOPEKA, KS 66607			Edit
New Test, David	Physical	2401-2499 SE MEMORY LN TOPEKA, KS 66607			Edit
New Test, David	Mailing	2401-2499 SE MEMORY LN TOPEKA, KS 66607			Edit
New Test, Tracy	Physical	2401-2499 SE MEMORY LN TOPEKA, KS 66607			Edit
New Test, Tracy	Mailing	2401-2499 SE MEMORY LN TOPEKA, KS 66607			Edit

Search Address Add

When information is reported the word **NEW** will display in red in Task Navigation as well as to the left of the Case Person's name on the applicable List page.



How to do Data Acceptance

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Case Number: 20001724

Case Info | Eligibility | Services | Child Care | Resource Databank | Fiscal | Special Units | Reports | Document Control | Admin Tools | Worker Portal

Workload Inventory | Case Summary | Customer Information | Reporting | Distributed Documents | Customer Schedule | Courtesy Month

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Person Search

Non Financial
Contact **New**

- Root Questions
- Individual Demographics **New**
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- Relationship
- Non-Citizenship
- Pregnancy
- Residency
- Other Prog. Assist.
- Non-Compliance
- Customer Options
- Money Mngmt
- Time Limits
- Purch. and Prep.
- School Attend.
- Employment **New**
- Work Regist.
- Living Arrgmt **New**
- LTC Data
- Noncustodial Parents

Address Detail

* - Indicates required fields

Address Information

Address Applies To:*
David Test
Lindsay Test
Tracy Test

Begin Date:* 06/01/2015 **End Date:**

07/01/2015

Address Type(s):*
Alternate
Mailing
Physical

Address Line 1:*
1234 MAIN
2401-2499 SE MEMORY LN

Address Line 2:

City:* TOPEKA **State:*** KS

ZIP Code:*
66611
66607

Select **Edit** from the List to page to navigate to the Detail page to view the **NEW** data.

Rejecting Data

The screenshot shows the 'Address Detail' form in the KEES system. The form includes fields for 'Address Applies To' (a dropdown menu with 'David Test', 'Lindsay Test', and 'Tracy Test'), 'Begin Date' (07/01/2015), 'End Date' (blank), 'Address Type(s)' (a dropdown menu with 'Alternate', 'Mailing', and 'Physical'), 'Address Line 1' (2401-2499 SE MEMORY LN), 'Address Line 2' (2401-2499 SE MEMORY LN), 'City' (TOPEKA), 'State' (KS), and 'ZIP Code' (66611 and 66607). The 'Accept' button in the top right corner is circled in red. A pop-up dialog box is open, displaying the message: 'The Following data items have not been accepted. Clicking "Continue" will reject this data. Do you want to continue? ZIP Code : 66607'. The 'Continue' button in the dialog is also circled in red.

Leave the box(es) blank and click the **Accept** button to reject data. A pop-up window displays with a listing of the data being rejected. Click the **Continue** button to reject the data.

Demonstration



Data Acceptance Process

- Claim the Task
- View the **Case Summary** page
- View Images
- Review/Update the **Medical Program Detail** page
- Complete Data Acceptance

Case Name: Lindsay Test
Case Number: 20001724

Journal Tasks Reminders Contact Log Logout Help
User: Lindsay Cline
Env: NPD22
Time: 06/13/2015 02:00 PM

Case Info Eligibility Services Child Care Resource Databank Fiscal Special Units Reports Document Control Admin Tools Worker Portal

Workload Inventory Case Summary Customer Information Reporting Distributed Documents Customer Schedule Courtesy Month

Case Number Request ID
Go

Person Search

- Case Summary
- Contact
- Negative Action
- New Program
- New Person
- Hide Person
- Case Flag
- Legacy Case
- Confidentiality

Case Summary

Case Name: Lindsay Test
Mailing Address: 1234 MAIN TOPEKA, KS 66611
Phone Number: (316)734-8307
County of Residence: Kansas
Home Address: 1234 MAIN TOPEKA, KS 66611

Companion Cases

Case Number	Case Name

Add

e-Applications

e-App Number	Applicant Name	Expedited Services	Recertification/Renewal	Application Date	e-App Status
1008474	Test, Lindsay	Yes	No	06/12/2015	Accepted
1008538	Test, David	No	No	06/15/2015	Pending

Display: _____



Trends and Troubleshooting

- Look at all pages even if the word **NEW** does not display for the page.
- Adjust **Begin Dates** if needed.
- Data cannot be accepted or rejected on a page unless all required fields have been populated.
- Pages that only allow for one active record at a time will display an **Effective Dating Confirmation List** page.
- MIPPA applications will not have a PDF or Paper Application image in ImageNow
- KEES reads all income and resource records on MIPPA applications for each individual on the case, including \$0 records.

- KEES User Manual
- Populated Data Desk Aid
- Video Demonstration 



Questions

If you have further questions regarding Data Acceptance, please email them to Training@KEES.KS.gov .

