Kansas
Eligibility Enforcement
System (KEES)

Welcome to IMAGING AND TASKS for SUPPORT STAFF!

August 6th 2015

Agenda

- **OVERVIEW**
- **KEES New Application(s) Application Plan**
  - KEES Application Basket
    - Potential CH Application
    - Expedited PW KanCare Application
    - KanCare Application
    - Urgent Need KanCare Application
- **KEES Case Application Plan (DCF MEDICAL)**
  - Case – No Task Basket
    - Application
- **KEES DCF Non-Medical Application Plan**
  - DCF Non- Medical
    - Application

Agenda Continued..

- **KEES Case (CH and DCF Reviews)**
  - Case – Task (Clearinghouse)
    - KC 1200 – CH Review
    - KC 1300 – Passive Review Letter
  - Case – No Task (DCF)
    - KC 1600 – Review
    - KC 1700 – Passive Review Letter

Agenda Continued..

- **KEES DCF Non-Medical**
  - DCF Non- Medical
    - Non-Medical Review
- **KEES Unknown Case – DCF**
  - Case – No Task Basket

OVERVIEW

Materials

- **User Manual**
  - **Imaging Section**
- **CDG**
- **Desk Aids On KEES Repository**
  - **Screening for the Big 4**
  - **DCF Imaged Forms Desk Aid**

Applications: Big 4 Screening

Applying is the key word in this concept.

Requesting LTC (Institutional or HCBS or PACE)	Requesting MSP only
Age 65 or older, not pregnant, nor the caretaker of a minor child	Medicare beneficiary, not pregnant, nor the caretaker of a minor child

If **ALL** individuals applying for Medical meet one of the Big 4 criteria, the application remains at DCF.
When minor children are part of the household, they only impact the screening criteria if the family is also requesting Medical for the minor children.
All other requests are sent to the KanCare Clearinghouse for a MAGI eligibility determination.

Kansas
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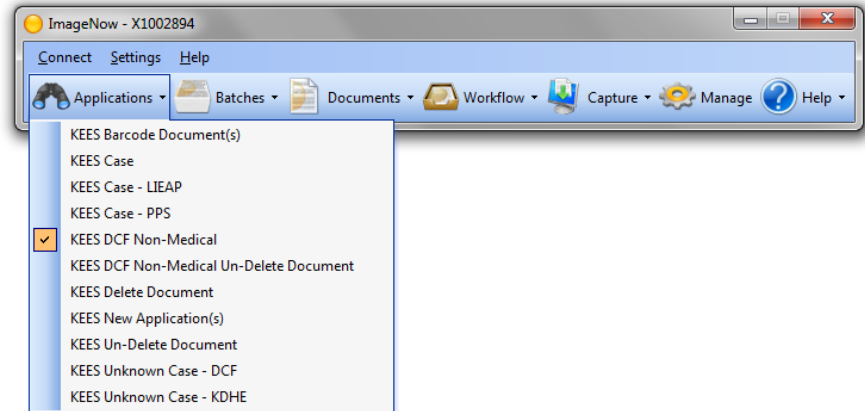
Application Plans

- **KEES Case:** Use for any document tied to a known KEES case number EXCEPT CH APPLICATIONS
- **KEES DCF Non-Medical:** Use for any document tied to a non-medical program and the case number is known
- **KEES New Application(s):** Always use when routing an application to the Clearinghouse
- **KEES Unknown Case – DCF:** Use when a document is received and there is not an established case.

Baskets
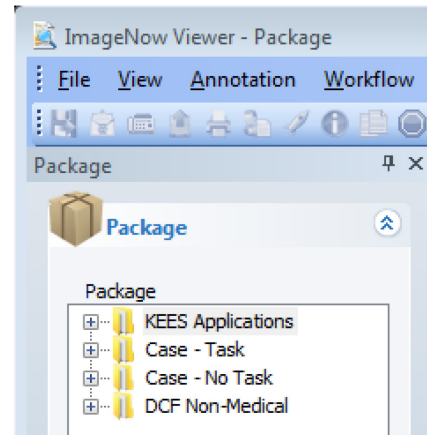
- **KEES Application:** Used to route APPLICATIONS NOT meeting the Big 4 to the Clearinghouse.
- **Case- Task: Used ONLY to route CH Reviews to CH**
- **Case- No Task:** Used for DCF medical programs. Medical programs should have a KEES case number before a document is imaged.
- **DCF Non-Medical:** Used by DCF for all Non-Medical programs. Non-Medical programs will not have a KEES case number.

Indexing

- If applications or reviews have supplemental documents attached, support staff will index to the appropriate document type within the KEES case or KEES DCF Non-Medical Drawer. Users can split the documents to correct document types before submitting the images or can choose to drag and drop later.

- When routing applications to the Clearinghouse, DCF staff are NOT expected to index the supporting documents.

RESOURCE KANCARE REPOSITORY 'DCF IMAGED FORMS DESK AID'

IMAGING AN APPLICATION TO The Clearinghouse

- **Potential CH Application**
- **Expedited PW KanCare Application**
- **KanCare Application**
- **Urgent Need KanCare Application**

Potential CH Application

- When an Application does not meet the BIG 4 but DCF expects the Application or part of it to be returned to DCF for processing.

Expedited PW KanCare Application

- Medical Applications with a Pregnant Applicant.

KanCare Application

- When an application does not meet the BIG 4 and DCF does not expect to receive the application back.

Urgent Need KanCare Application

- Application does not meet the BIG 4 and has a known Urgent Medical NEED. Is applicable for Applications expecting and not expecting to return to DCF.

Imaging and Tasks for Support Staff

KEES APPLICATION PLAN - Potential CH Application
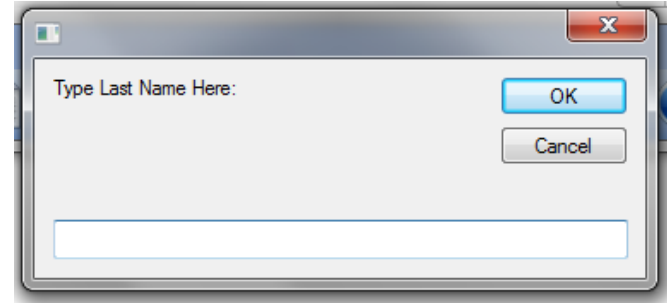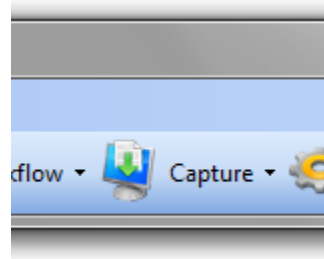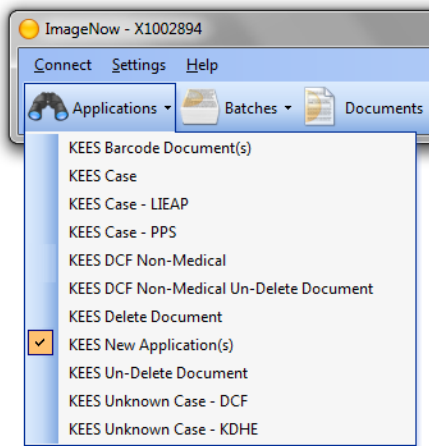
Physically Scan Paper
and
SAVE
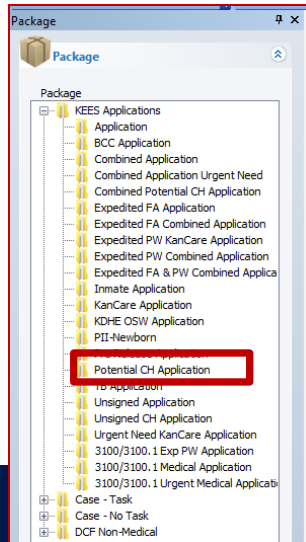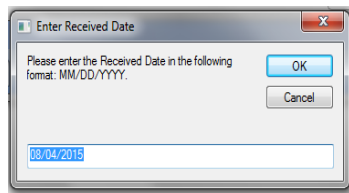
DEMO 1

Imaging and Tasks for Support Staff

KEES APPLICATION PLAN – Expedited PW Kancare Application
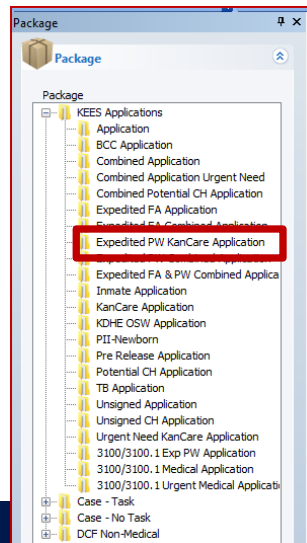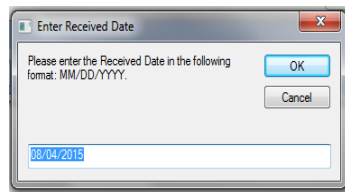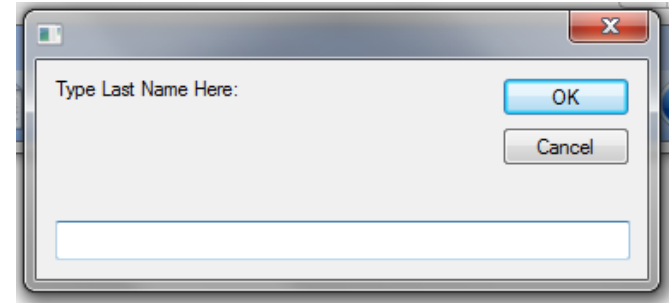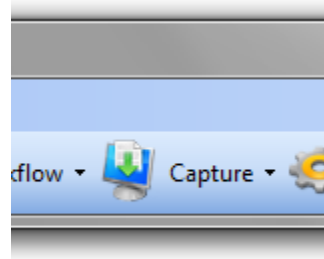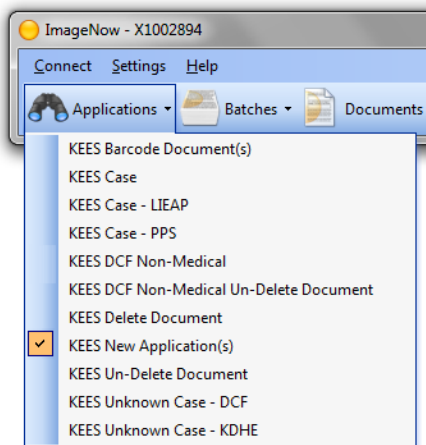
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DEMO 2

KEES APPLICATION PLAN – KanCare Application
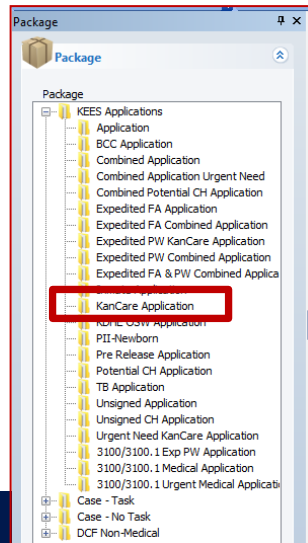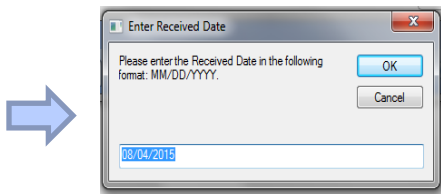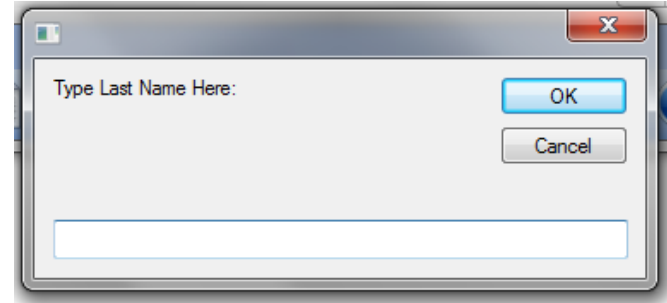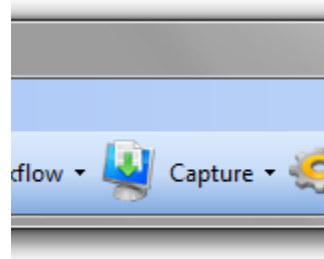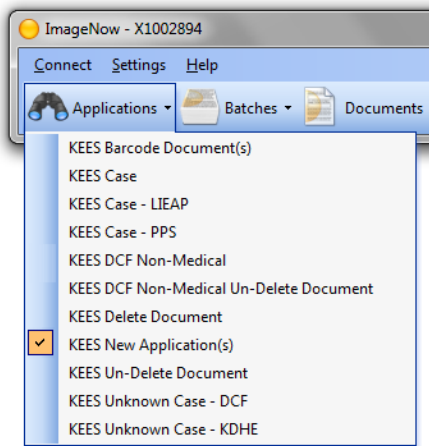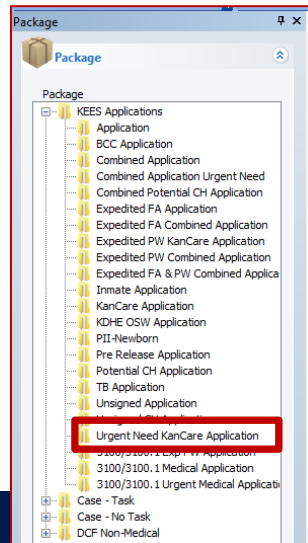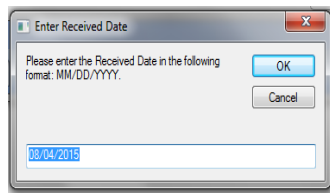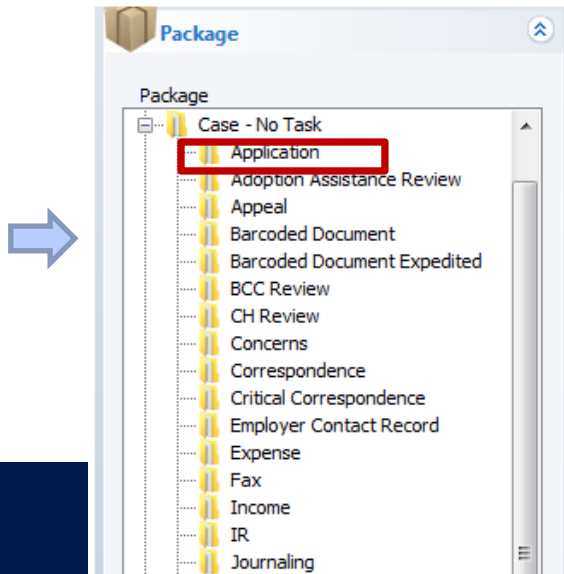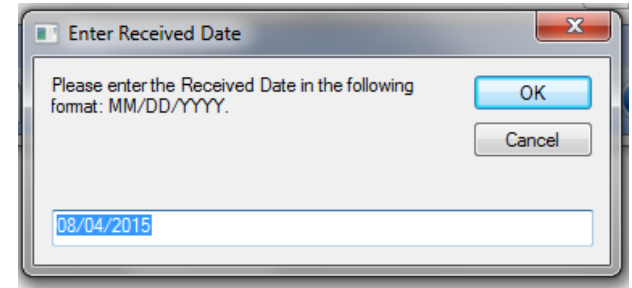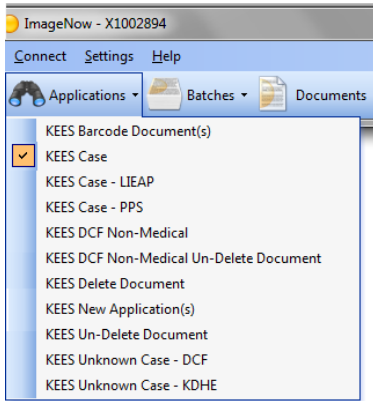

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and
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DEMO 3

KEES APPLICATION PLAN – Urgent Need KanCare Application
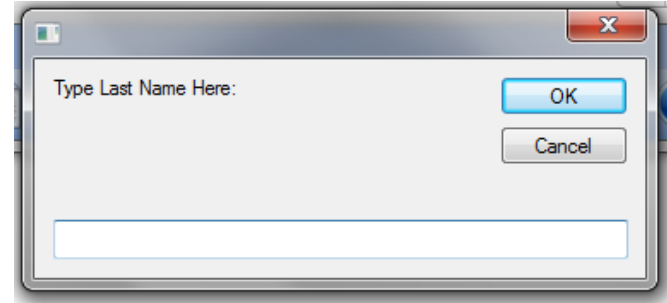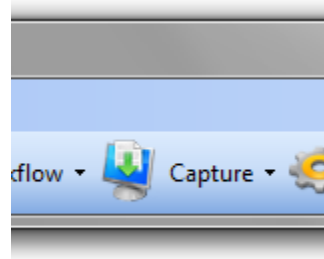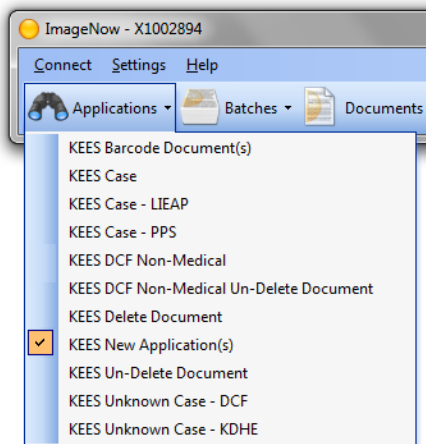
Physically Scan Paper
and
SAVE

DEMO 4
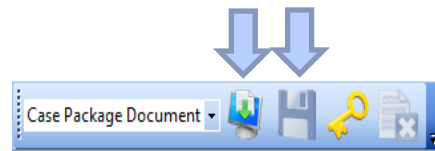
IMAGING AN APPLICATION MEETING THE BIG 4 Staying at DCF!

NOTE: REGISTER BEFORE IMAGING

Imaging and Tasks for Support Staff

KEES Case Application Plan

NOTE:
Supporting Documents received with a DCF Medical Application will need to be imaged to specific Document Types.
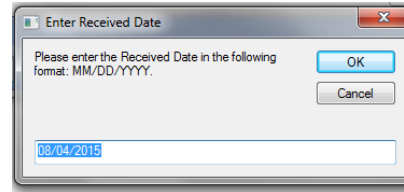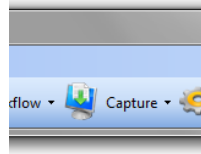Ex. Pay Stubs = Income

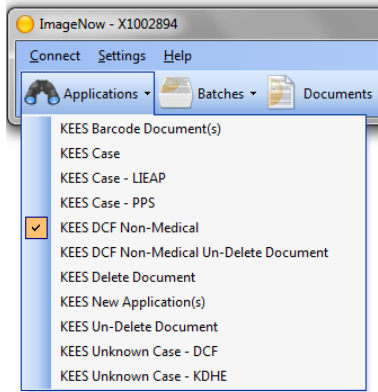Physically Scan Paper and SAVE

DEMO 5

IMAGING A NON MEDICAL APPLICATION
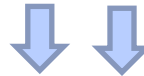
- Food Assistance
- TANF
- Child Care

NOTE: Best practice is to copy the KAECSES Case Number into the ImageNow field. Case Name needs to be identical to the way it is **SPELLED** in KAECSES. The format the name should be entered into ImageNow needs to be First Name, Middle Initial, and then Last Name because that is how it is brought over from KEES. No periods or commas should be entered. If the consumer only has a KSCares number that is the number you will image the documents under. The number will be 8 digits long EXAMPLE: KSCares number is 26589 it will be entered as 00026589.

KEES DCF Non-Medical

NOTE:
Supporting Documents received with a DCF Non-Medical Application will need to be imaged to specific Document Types.
Ex. Pay Stubs = Income
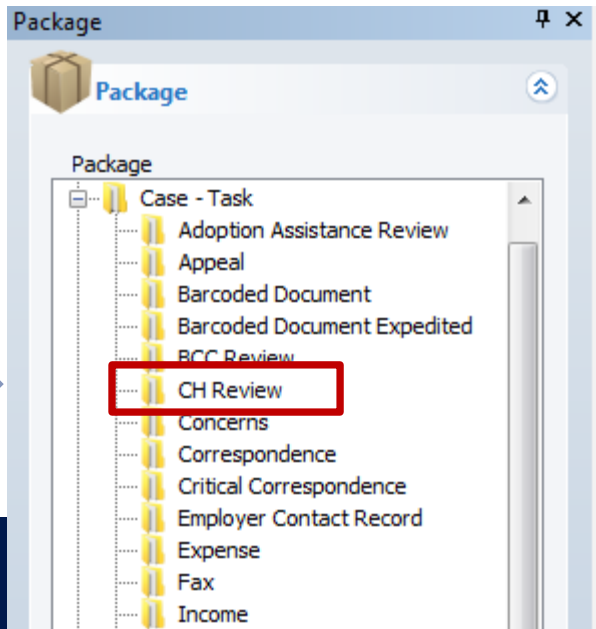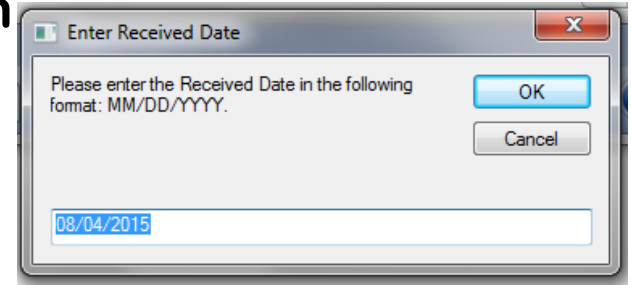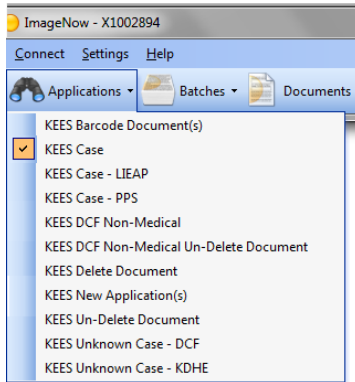
DEMO 6

Imaging Medical and Non-Medical Reviews

- **KEES Case (CH and DCF Reviews)**
  - Case – Task (Clearinghouse)
    - KC 1200 – CH Review
    - KC 1300 – Passive Review Letter
  - Case – No Task (DCF)
    - KC 1600 – Review
    - KC 1700 – Passive Review Letter
- **KEES DCF Non-Medical**
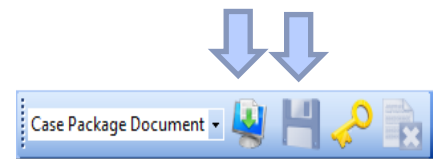 - DCF Non- Medical
    - Non-Medical Review

Clearinghouse KC 1200 Medical
REVIEW
KEES Case Application Plan

Physically Scan Paper
and
SAVE

DEMO 7

Clearinghouse KC 1300 Medical
REVIEW
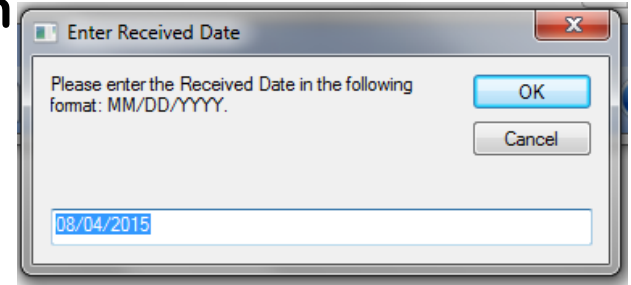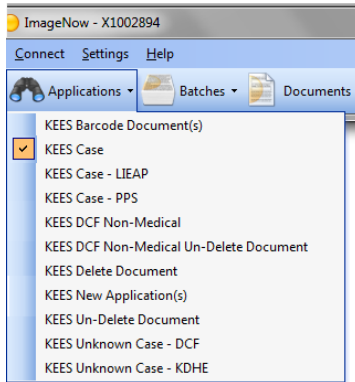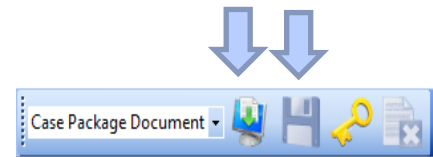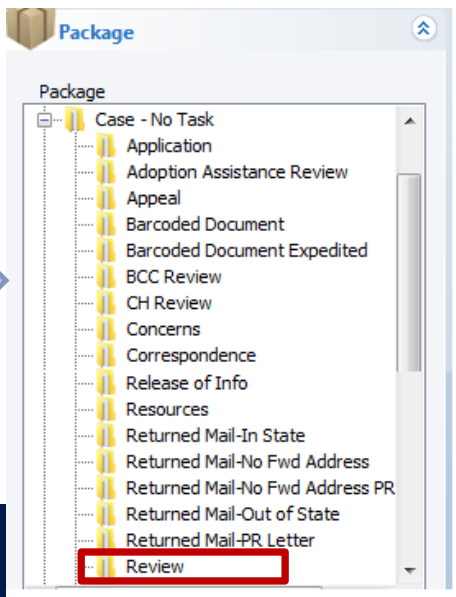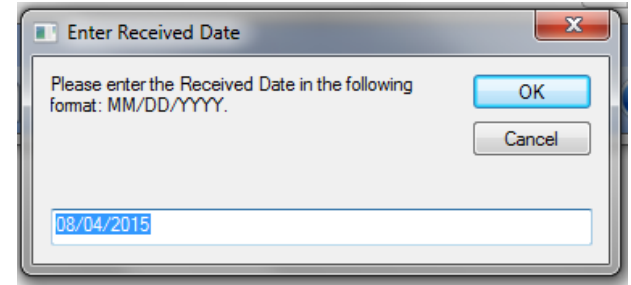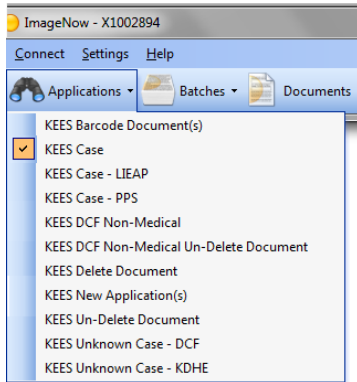**KEES Case Application Plan**
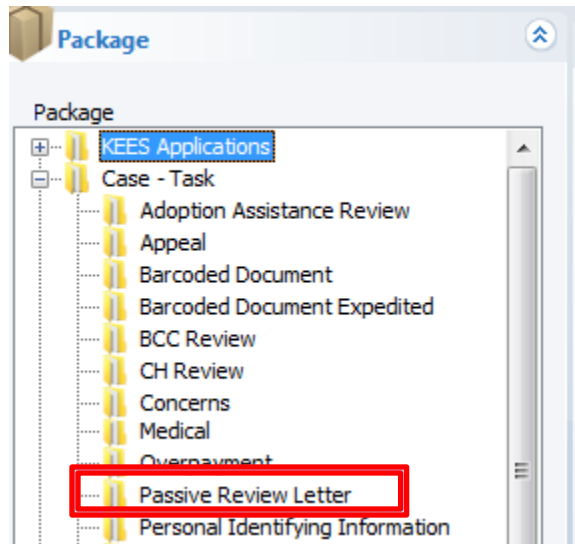
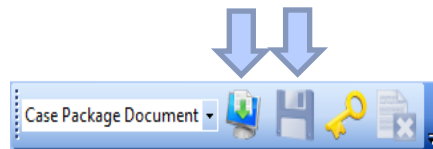Physically Scan Paper
and
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DEMO 8

Imaging and Tasks for Support Staff

DCF KC 1600 MEDICAL REVIEW
KEES Case Application Plan

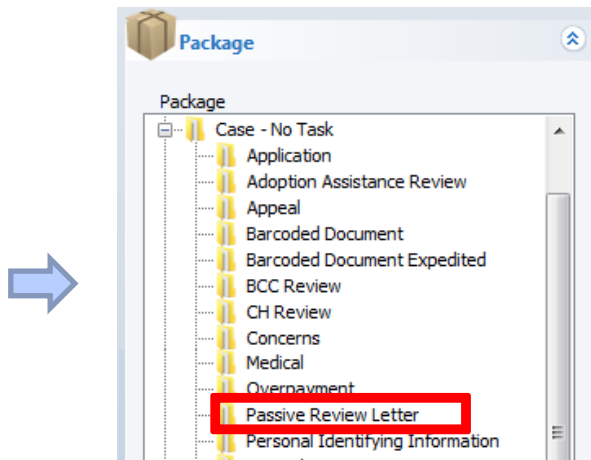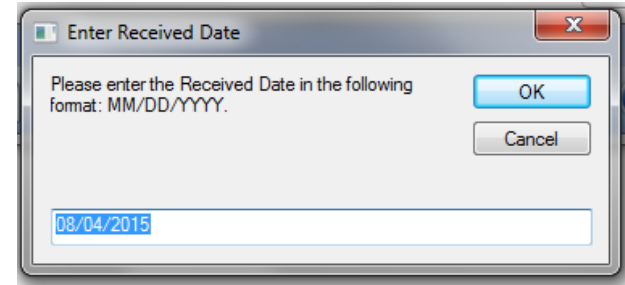Physically Scan Paper
and
SAVE

NOTE:
  Supporting Documents received with a DCF Medical Application will need to be imaged to specific Document Types.
Ex. Pay Stubs = Income

DEMO 9

Imaging and Tasks for Support Staff

DCF KC 1700 MEDICAL REVIEW
KEES Case Application Plan

Physically Scan Paper
and
SAVE

NOTE:
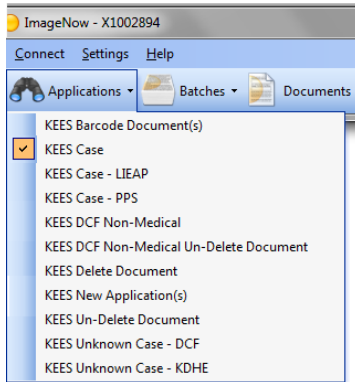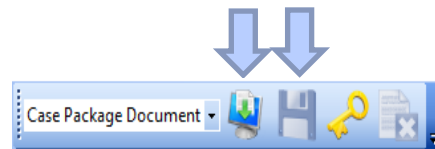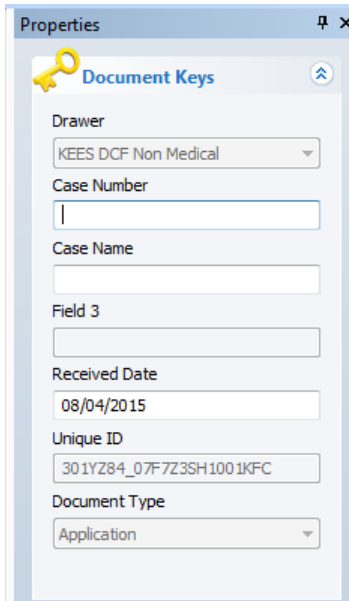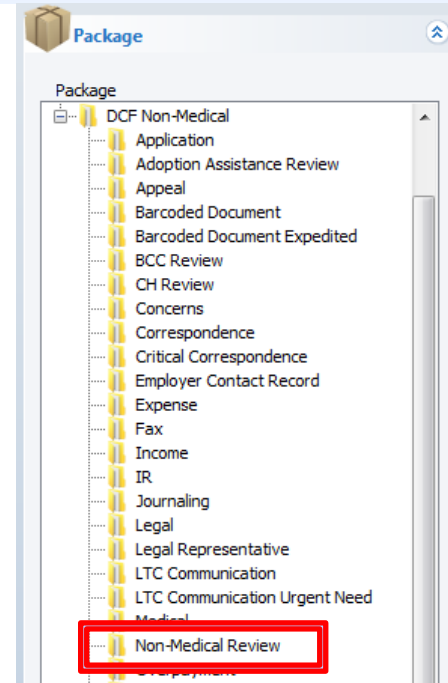   Supporting Documents received with a DCF Medical Application will need to be imaged to specific Document Types.
Ex. Pay Stubs = Income

DEMO 10

Imaging and Tasks for Support Staff

KEES DCF Non-Medical
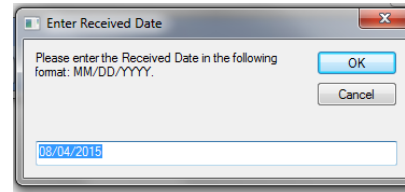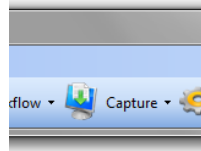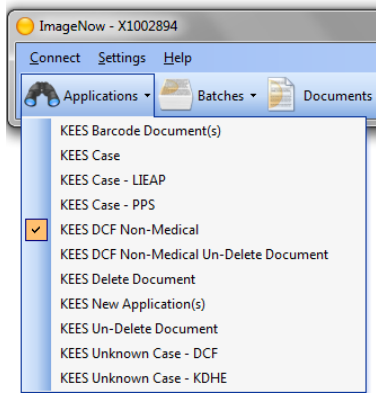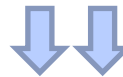

Physically Scan Paper
and
SAVE

NOTE:
Supporting Documents received with a DCF Non-Medical Application will need to be imaged to specific Document Types.
Ex. Pay Stubs = Income

DEMO 11

# Imaging a document without a known case number

NOTE:

- **Person First Name** and **Person Last Name** are required indexing fields. If First and/or Last name is not known, staff are to enter Unknown in the corresponding field(s).
- Staff should enter the office location in the **Last Name** field along with the name.
- Staff should enter N/A in the **SSN** and **Fax Number/Email Address** fields
- Once you have determined the correct **Document Type**, drag and drop the images into that basket which will automatically change the **Document Type** on the **Document Keys**.

Imaging and Tasks for Support Staff

Unknown Documents
KEES Unknown Case – DCF Application Plan
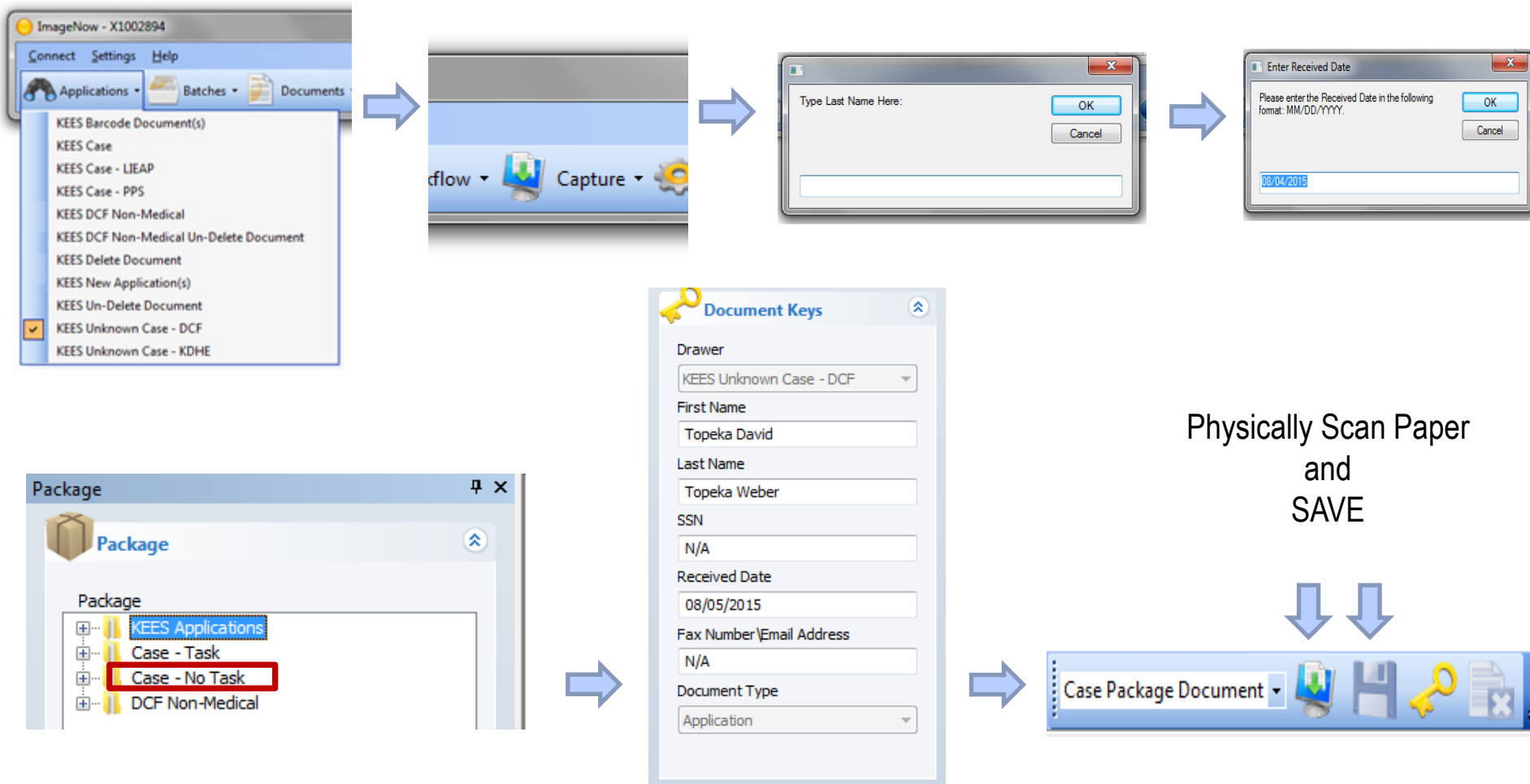
DEMO 12

Reminder

- Follow the A, B, D's of Imaging

- A – Application Plan

- B – Baskets

- D – Document

This will insure that all documents are going to the correct place and creating the correct tasks.

END