

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	Medicare beneficiary,
pregnant, nor the	not pregnant, nor the
caretaker of a minor	caretaker of a minor
child	child

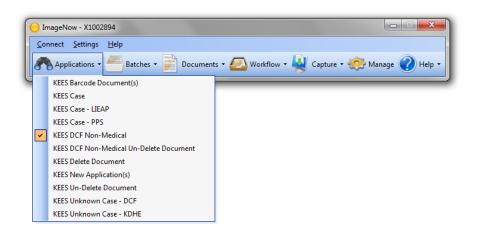
If ALL individuals applying for Medical meet one of the Big 4 criteria, the application remains at DCF. When minor children are part of the household, they only impact the screening criteria if the family is also requesting Medical for the minor children. All other requests are sent to the KanCare Clearinghouse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

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Application Plans

Eligibility Enforcement System (KEES)

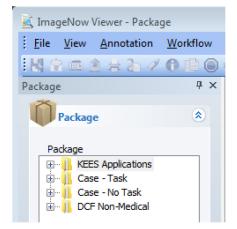


- **KEES Case:** Use for any document tied to a known KEES case number EXCEPT CH APPLICATIONS
- **KEES DCF Non-Medical:** Use for any document tied to a non-medical program and the case number is known
- **KEES New Application(s):** Always use when routing an application to the Clearinghouse
- **KEES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





Eligibility Enforcemen System (KEES)



- **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.





KEES APPLICATION PLAN - Potential CH Application

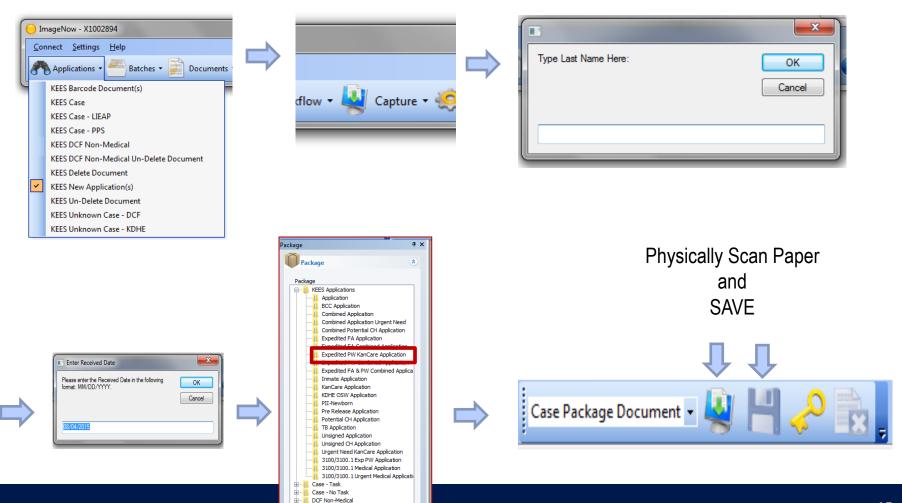
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DCF Non-Medical





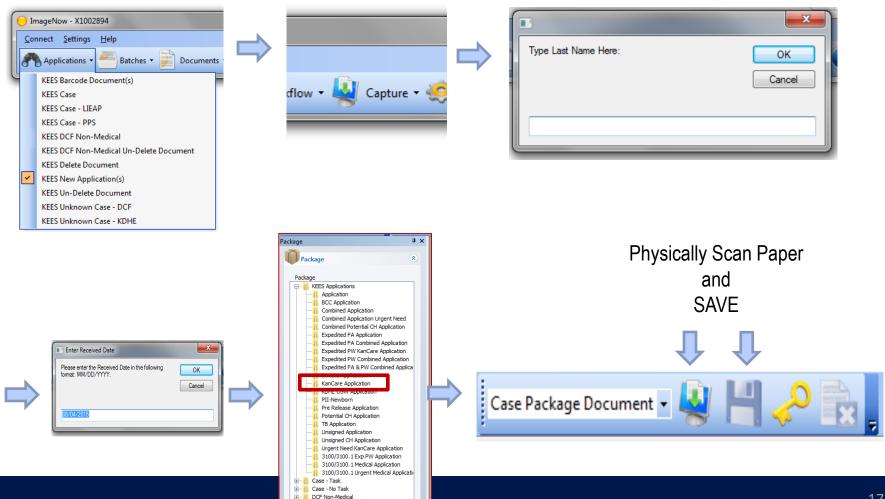
KEES APPLICATION PLAN – Expedited PW Kancare Application







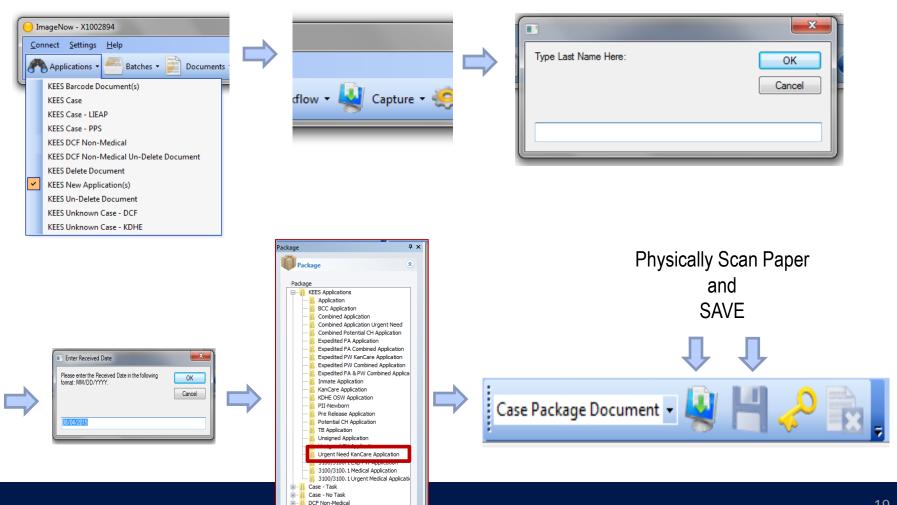
KEES APPLICATION PLAN – KanCare Application







KEES APPLICATION PLAN – Urgent Need KanCare Application







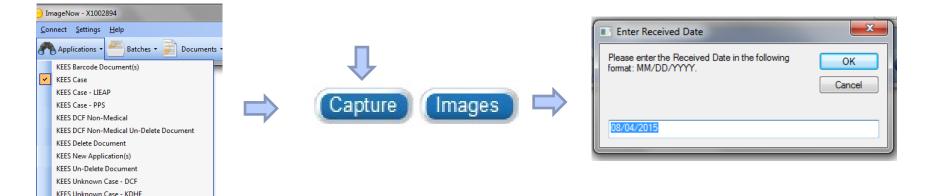


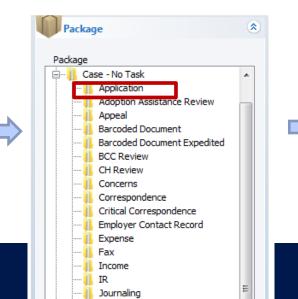
IMAGING AN APPLICATION MEETING THE BIG 4 Staying at DCF!

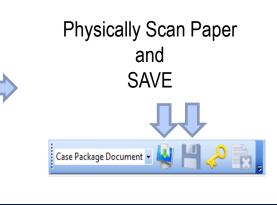
NOTE: REGISTER BEFORE IMAGING



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







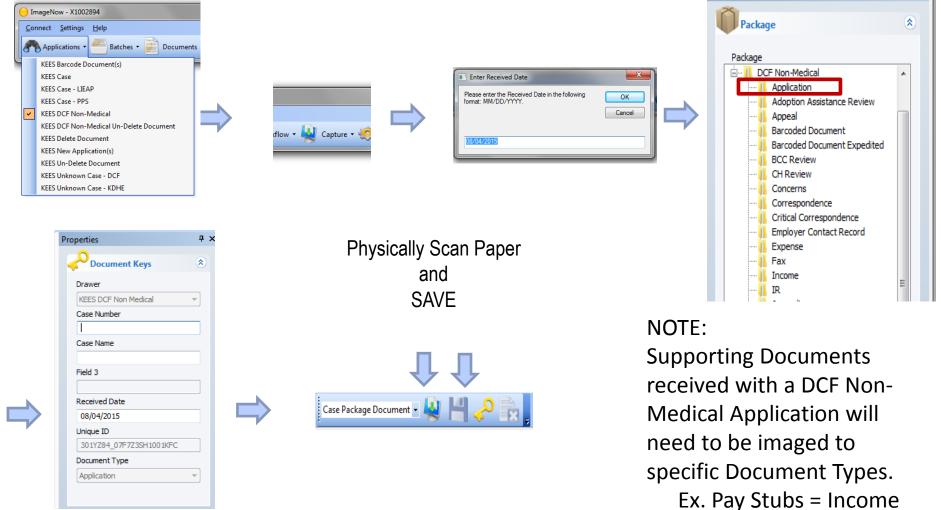
IMAGING A NON MEDICAL APPLICATION

- 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



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Package





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



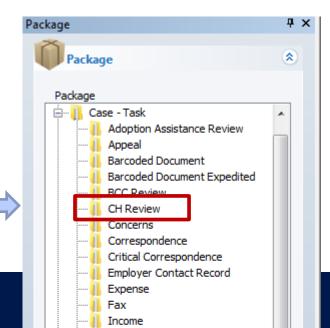
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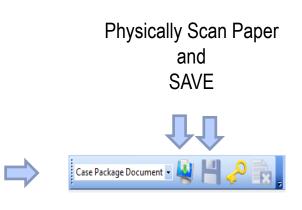
Imaging and Tasks for Support Staff

Clearinghouse KC 1200 Medical REVIEW

KEES Case Application Plan







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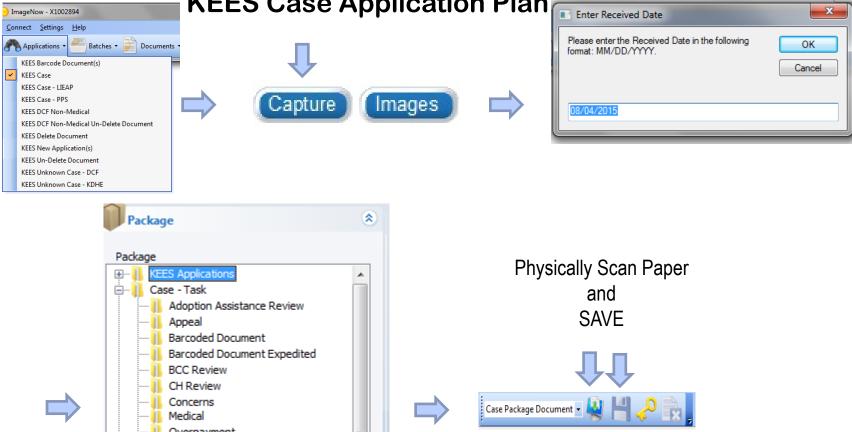


Clearinghouse KC 1300 Medical REVIEW

KEES Case Application Plan

Passive Review Letter

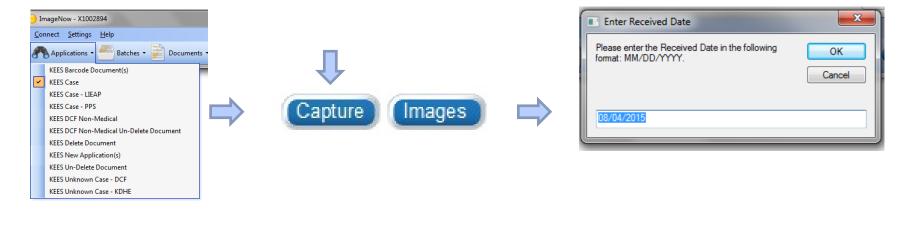
Personal Identifying Information

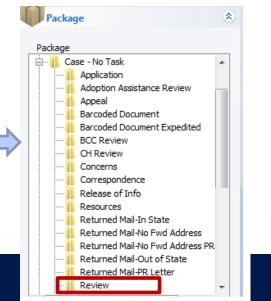


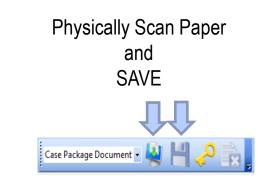




DCF KC 1600 MEDICAL REVIEW KEES Case Application Plan







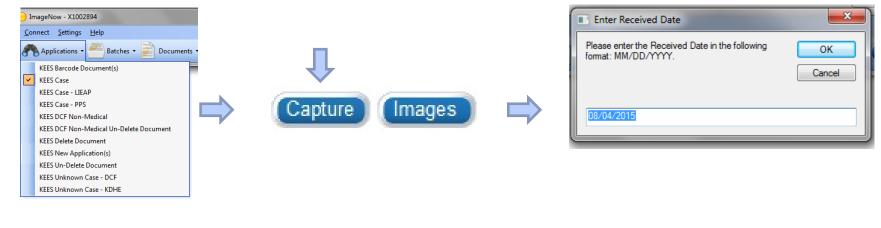
NOTE:

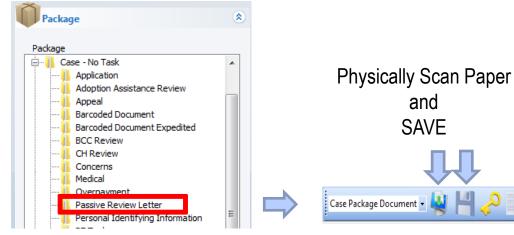
Supporting Documents received with a DCF Medical Application will need to be imaged to specific Document Types. Ex. Pay Stubs = Income





DCF KC 1700 MEDICAL REVIEW 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





KEES DCF Non-Medical * Package ImageNow - X1002894 Package Connect Settings Help ė... 📜 DCF Non-Medical Application Applications Batches -Documents Adoption Assistance Review KEES Barcode Document(s) Appeal KEES Case Enter Received Date × Barcoded Document KEES Case - LIEAP Barcoded Document Expedited Please enter the Received Date in the following OK KEES Case - PPS format: MM/DD/YYYY BCC Review KEES DCF Non-Medical Cancel CH Review KEES DCF Non-Medical Un-Delete Document Concerns flow 🕶 실 Capture 🕶 🌅 Correspondence **KEES Delete Document** Critical Correspondence KEES New Application(s) Employer Contact Record **KEES Un-Delete Document** Expense KEES Unknown Case - DCF Fax KEES Unknown Case - KDHE Income IR Journaling **₽** × Properties Legal Physically Scan Paper Legal Representative Document Keys * LTC Communication and LTC Communication Urgent Need Drawer SAVE KEES DCF Non Medical ~ Non-Medical Review Case Number NOTE: Case Name Supporting Documents Field 3 received with a DCF Non-Received Date Medical Application will Case Package Document 👻 08/04/2015 Unique ID

301YZ84_07F7Z3SH1001KFC Document Type

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Application

need to be imaged to specific Document Types. Ex. Pay Stubs = Income





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**.



Unknown Documents KEES Unknown Case – DCF Application Plan

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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