This desk aid provides a description of the Non-Financial and Financial data collection pages used for Medical and Non-Medical programs. General data collection considerations and shared data considerations are listed in the desk aid.

Data Acceptance Considerations:

- Workers who perform data acceptance need to be very diligent and make sure the data they are accepting makes sense. If something does not make sense or if someone else's information is trying to map in, the data should be rejected and the worker should manually create the correct record if applicable. Rejected data is still available on the PDF submitted from the SSP.
- Complete all data acceptance for all data that comes in with in application, review or change submitted through the Self-Service Portal, LIS, FFM or the Worker Portal. This means accepting data that is accurate and relevant to the program being processed, and rejecting data if it is not applicable to the program determination.
- Complete Data Acceptance with the **Verified** field left in *Pending* status if verification is needed before making a determination.
- ***NEW*** indicators and submitted data are only visible on the case number linked to the portal it is submitted from; however, accepting and saving person level data on one case number updates it on all case numbers. The data is not saved at the person level until the data is accepted in KEES.

Page Name	Description	Shared Data Communication	Data Considerations
Address Detail	Used to add or update an address for all current household members.	Communicate a change in Address to the other Agency when the Primary Applicant moves out of state	1. Look at the **Begin Date** of the existing address record in KEES. Reject or do not enter the 'new' address if the **Begin Date** of the existing address in KEES is *AFTER* the date of the application, review, or change being worked. It is possible that an address change was reported through another channel or to another agency prior to when the application, review, or change is picked up to work. 2. Always make sure there is a mailing and physical address listed. 3. Do not edit historical addresses. Same day editing is allowable; all other situations should utilize the Add function. 4. Run EDBC to process the denial or closure when the address change alters Kansas residency.

Individual Demographics	Used to add or update information such as name, social security number, marital status, phone number, etc. for case person(s).	No Communication Needed	1. Data should be validated as correct before using it to update any personal identifying information that already exists in KEES such as Name, DOB, and SSN. Neglecting to validate data is correct before entering it or accepting it in KEES can cause the creation of duplicate people. 2. The **Is this Individual a U.S. Citizen?** field is used by Non-Medical rules to verify Citizenship and should only be completed by DCF staff. 3. If the consumer is Active on Medical and Non-Medical programs: a. Do not select a new **Verified** field for DOB if it is already indicated as *Verified*. b. Do not select a new **Verified** field for SSN is it is already indicated as *HUB-SSA*. c. Do not change the selection from the **Is this individual a Veteran?** drop-down menu. 4. If *American Indian or Alaskan Native* is already checked for **Race/Ethnicity Origin** DCF staff should not uncheck. This field is used for Medical programs.
Citizenship/Identity	• Used by DCF to indicate verification of Identity • Used by Medical staff to indicate verification of citizenship and identity.	No Communication Needed	1. DCF uses the Non-Medical Identity Verified field to indicate that the consumer's ID has been provided. Non-Medical programs that require citizenship verification use the **Individual Demographics** page to record the information 2. Existing values on this page should NOT be altered by DCF, with the exception of the Non-Medical Verified field.

Household Status	Used to record whether a consumer is in or out of the home for budgeting purposes and also indicates TANF Shared Living.	No Communication Needed	1. To maintain an accurate historical record, always add a new record when updating or changing Household status. 2. When a consumer moves from the household a **Household Status** record should be added. If no record exists, KEES assumes the consumer is in the Home. 3. **Household Status** does not follow a person from case to case. Adding or updating **Household Status** records on a DCF case number will not impact the Medical case number and vice versa.
Relationship	All people on a case need an assigned relationship to all other program members.	No Communication Needed	1. To maintain an accurate historical record, changes to relationships should be completed through adding the new relationship, thus end dating the previous relationship. 2. Relationships are reciprocal and only need to be entered once. 3. When updating, editing, or adding verification to an existing relationship staff will receive a soft warning **Error Warning – change to relationship can affect another case**. Verify the information is accurate before click the **Save and Return** button. 4. The Verification field on this page is separated for Medical and Non-Medical programs. Only update the verification field that corresponds to the program being processed.
Non-Citizenship	Used to document all non-citizens.	No Communication Needed	1. To maintain an accurate historical record, always add a new record when updating or changing non-citizenship status.

Pregnancy	Used to identify if an individual is pregnant, has delivered, or the pregnancy was terminated.	No Communication Needed	1. A **Program Type** drop-down menu separates this page. Medical and Non-Medical records are not shared.
Residency ***Used by Medical Only***	Used to add or update Kansas residency for a case person(s) on a Medical program.	No Communication Needed	1. This page should only be used by KDHE for medical programs. DCF should not make changes to this page.
Other Program Assistance (OPA)	**DCF:** Used for adding or editing information for consumers that are receiving benefits from another source. **Medical:** Used for SOBRA, BCC, MediKan, ICAMA, ICPC and TB eligibility information.	No Communication Needed	
Non-Compliance	Used to document a failure to provide, failure to cooperate, a penalty record and/or fraud.	No Communication Needed	
Time Limits ***Used by DCF Only***	Used to record TANF, ABAWD and Child Care Post-Secondary Education Months.	No Communication Needed	
Purchase and Prepare ***Used by DCF Only***	Used to record the Primary Applicant on the case and any other individuals that are not mandatory for the filing unit but they purchase and prepare meals together.	No Communication Needed	

School Attendance ***Used by DCF Only**	Records school attendance for determining if a Food Assistance recipient is required to meet student eligibility criteria and for TANF eligibility when a child, age 7-18, is included in the assistance plan.	No Communication Needed	
Employment	Used to add or edit employment records.	No Communication Needed	1. Employment information entered on this page is tied to wages entered on the **Income Detail** page. Self-Employment businesses are only entered on the **Income Detail** page; NOT on the **Employment Detail** page. 2. Employment records are Person Level--Medical and Non-Medical records appear on all cases regardless of what program is associated to the record. Since KEES does not have a way to distinguish program, the Shared Data solution for this page is for DCF staff to place an (*) before the Employer's name to indicate the record is for Non-Medical. 3. The **Status Information** block on the **Employment Detail** page is only used by Non-Medical rules. However, if both a Medical and Non-Medical record exist with the **Status Information** block completed, rules will count the hours entered on both records since KEES cannot distinguish between a Medical and Non-Medical record on this page. This would result in an incorrect determination for Food Assistance Student Eligibility and FAET Participation Status. If a Medical Employment record exists (an Employment record without an *), click the *hyperlink* and verify there is no information present in the **Status Information** block. If data exists, click the **Edit** button to make the page editable and use the *check box* to select the record and click the **Remove** button. Save the record. 4. DCF Employment Services can use this page to view information. Any employment information, including self-employment, regarding a Work Programs or FAET/GOALS *Activity* is added to the **Customer Activity Detail** page.

Striker ****Used by DCF Only***	Completing the **Striker Detail** page disqualifies an applicant from receiving TANF.	No Communication Needed	1. In order for striker income to be counted for FA, the user needs to create an income record for the 'Before Strike Income'
Work Registration ****Used by DCF Only***	The **Work Regist.** (Work Registration) page is used to record work registration status(es), indicating whether a consumer is mandatory or exempt for Employment Services.	No Communication Needed	
Living Arrangements	Used to record when a consumer is in a special living situation. KEES utilizes this record to determine if the consumer is in a living arrangement that allows benefits.	No Communication Needed	
LTC Data ****Used by Medical Only***	Used to add or edit information received from community partners on the 2126, 3160, and 3161 forms for individuals requesting LTC Medical programs.	No Communication Needed	
Noncustodial Parents	Used to send referrals to Child Support Services (CSS).	No Communication Needed	1. Update the **Non-Custodial Parent Detail** page to show that *Paternity* is confirmed when confirmation of established paternity is received from Child Support Services (CSS).

Medical Condition	**Medical:** Used for E&D medical program persons under age 65 and claiming to have a disability. **DCF:** Used to determine if a consumer is Mandatory or Exempt for Work Programs/FAE&T and for certain Food Assistance and TANF eligibility rules.	DCF communicates to KDHE when a verified Medical Condition Begins, Ends, or Changes. Medical conditions that do not need communicated include: • *Incapacity - Verifiable and at least 30 Days* • *Other Food Assistance Disability*	1. A batch interface could create or update an Active Medical Condition at the time of registration or if a consumer is determined disabled by SSA. 2. The Medical Condition record displays at the person level. Person level records display on all cases on which the consumer is a case person.
Income	Used to add or change income records for a case.	No Communication Needed	1. A **Program Type** drop-down menu separates this page. Medical and Non-Medical records are not shared.

Resources	Used to add or change resource records for a case.	No Communication Needed	1. A **Program Type** drop-down menu separates this page. Medical and Non-Medical records are not shared.
Expenses	Used to record expenses for Food Assistance, TANF, and Elderly and Disabled Medical programs.	DCF communicates to KDHE when Health Insurance Premiums Begin, End or Change.	1. Medical expenses are person level records and follow a person from case to case regardless of program type. Refer to *KEES Expense Values* in the KEES User Manual for a detailed list of values used by program. 2. Follow these steps when a new Medical application is received with a request for Prior Medical and there is already an Active Food Assistance program with a Health Insurance Premium that does not match the current Medical verified Premium: a. Add a Medical only Expense record using the difference between the two Premiums as the **Amount**. The **Medical Expense Category** and **Type** is *Medical Expense.* The **Begin Date** is the first day of

			the first Prior Medical month and the **End Date** is the last day of the month prior to the come up month. b. Add an Expense record for the current Premium **Amount** using the first day of the come up month as the **Begin Date**. Use an **Expense Category** of *Health Insurance Premiums* with the applicable **Expense Type**. This will update the amount on both cases.
Tax ***Used by Medical Only***	Used to determine each consumer's individual budgeting unit	No Communication Needed	
Medicare Expense	Used to record a Medicare Expense to be used at EBDC in a benefit calculation.	No Communication Needed	
Medical Subrogation ***Used by Medical Only***	Used for capturing information when there is a possibility to recover medical expenses from a third party.	No Communication Needed	
Other Health Insurance ***Used by Medical Only***	Used to capture information for a consumer's third party private insurance.	No Communication Needed	