KEES Walkthrough Webinar: Medically Needy and LTC Applications November 7, 2013	
1. On the address screen, what if a consumer is placed in an out of state facility?	You can make the physical address the out of state facility and on the Residency page in KEES you will select they are in an out of state facility.
2. If the address screen requires a mailing and physical address in order to run EDBC, what address do we enter for an individual who reports they are homeless?	Requires input from Policy.
3. On the Individual Demographics page in KEES, the SSN STATUS dropdown displays "SSN Provided" as a selection. This webinar advises us not to use this selection. Why?	The "SSN Provided" selection informs the system the SSN has been provided BUT not verified. This is considered a pending status. We have been advised to use "Good Cause". In addition, users will never select SSA-SVES or SSA-HUB from the dropdowns as these will be selected through web services.
4. When we Go Live, will the citizenship and identity be auto populated from vital statistics?	Most medical cases will have citizenship and identity verified in real time when using web services.
5. Pickle questions on the Income Detail Page – Is it required to enter the SSI end date? The records we use to verify only go back 3 years.	Follow up required.
6. Do we need to complete all PICKLE,ADC and Widow(er) questions on the Income Detail page if we know they will not meet one of the protected medical groups?	Yes, it is important to answer each question even though there is not a red asterisk beside it. Policy has determined this is required for documentation.
7. How do we enter Social Security income for an individual who has dual entitlement?	An income record will need to be recorded in KEES for each entitlement and the amount.
8. Will I still use EATSS?	Staff will continue to use EATSS in KAECSES and the Interface Records search page in KEES for Social Security information.
9. Will Social Security information be "real time"?	The only real time information received from Social Security is through the Federal Data Hub which is a web service. A call will be made to the Hub when the user clicks the "Request Verifications" button.
10. How do I enter SSI and SSA income?	Users will create an income record for each one. It is similar to how you document in KAECSES.

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11. If a client reports 8 burial plots, how is this documented in the system?	Each burial plot will need to be recorded.
12. When processing a medical application in KEES, does it make a difference when we process retro months?	It does not make a difference. You have the flexibility to process retro prior to the current month or after the current month. (Retro months is the term used in KEES for prior medical.)
13. Do we have to process each month up through the come up month? What about prior medical? Retro months (aka prior medical)	When processing retro months, each retro month must be processed and EDBC ran, approved and saved. For the application month, the user can process and run EDBC, approve and save. The system will know to continue this benefit for future months.
14. There are situations when we need to give a LTC client the Independent Living PIL ($475) for the first month. How is this done in KEES?	When the user selects the requested medical type as "LTC", this tells the system to look at the LTC Data Detail page in KEES. The system will either give the client the NF PIL or HCBS PIL. Those situations where the Independent Living PIL needs to be budgeted will require users to Override EDBC and enter the correct PIL. When Override is chosen this will require the user to configure the liability/obligation amount manually.
15. If we need to Override EDBC, who will have this security right?	Eligibility workers will have the capability to Override EDBC.
16. What about the deduction of utilities, is the standard automatically deducted from Allocated Income for Division of Assets?	Yes, all allocated income logic is in the rules.
17. What if the primary applicant passes away?	The current policy requires a new application from the remaining program person.
18. In KAECSES we add the nursing home name under the address, where is this documented in KEES?	Users do not need to add the Nursing Home's name on the address screen. The nursing facility notices are sent using information from the Resource Data Bank.