



Prevention and Protective Services

Webinar
06/23/2015

Prevention and Protective Services User Manual

Several clarifications and additions have been made to the PPS Section of the User Manual. We want to highlight the following:

- Clarification and additions to the User Manual
- Other useful sections of the User Manual
- Resource Databank
- Post Conversion Clean-up





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Non-Financial Data Collection

Other Program Assistance page:

- Added link to PPS Funding Aid Codes
- Added Incorrect Aid Code: AGO1N-AFP is listed in the in drop-down menu. Rules in KEES will fail a KDOC- JS case unless this specific code is used for IV-E eligible youth.
- AGO1N AFP should not be used for any DCF or Tribal Cases.



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Non-Financial Data Collection

Living Arrangement page: Youth in detention for an extended period of time returns to foster care. KEES rules will not approve a medical case if there are one or more days with a living arrangement of “incarcerated” during the “application month”.

Example:

- Youth placed in detention on 12/01/2014.
- Case discontinued after entering the begin date on the living arrangement page.
- Youth returns to foster care on June 15, 2015.
- Use Reapply function to establish a Medical case with an application date of 6/15/2015.
- Enter the last day of the previous month as the end date on the living arrangement page. (May 31, 2015).
- Update other pages as needed and Run EDBC. June Medical will be established.

Example: Youth placed in detention on 12/01/2014. Case

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Non-Financial Data Collection

Residency page: (Added)

- Kansas FC or AA children residing in another state may not be eligible for medical coverage in the resident state. Kansas remains responsible for medical care.
 - For Institutional Care (PRTF/Head Injury) select “**Placed in an Out of State Institution for LTC by KS state agency**” from the **Residency Status** drop-down menu.
 - For FC/AA select “**Receiving a IV-E payment from KS but residing in another state**” from the drop-down menu. Use this regardless of the funding source.
 - Enter the state of residence on the Other Program Assistance page.



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Case Maintenance: Rescind or Reapply

Clarification:

- **Rescind** should generally be used if you want to maintain continuous eligibility. (use for children in and out of care due to AWOL/Detention.
- **Reapply** should generally be used when continuous medical eligibility should not be established in the following circumstances:
 - New referral/application received on a discontinued PPS Medical case and
 - Child was previously released from custody, or
 - Child in custody returned home for more than six months
 - Child in custody who has been in detention/AWOL for more than two months.



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Consumer Placement

Foster Care to Parental Home:

- Added process with following instructions
 - Add Parents Address on the Contact Summary Page
 - Manually send a notice to the parents advising them to apply through KanCare if continued medical coverage is needed.

Detention to Foster Home: Added reference to reapply a discontinued case for youth leaving detention after two months or more



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Other Helpful Information

NOAs and Forms:

- KEES will use the address on the Contact Summary page for the Notice of Action. For DCF foster children the address will be the Contractor's address.
- MMIS communication will go to the address of the Placement Provider or PPS payee.

Helpful information in the User Manual:

- Summary of Revisions
- Interfaces
- Post Conversion Cleanup
- Troubleshooting
- Other Helpful Information

KEES Repository:

- Instructor Led Training
- Demos



Prevention and Protective Services Resource Databank

Location of Resources:

- Foster Homes and Adoptive Parents: located in the Resource Databank under the Foster Care Tab. Includes foster homes, relatives, adoptive parents and group homes. PPS may edit information on these resources.
- PRTF's: located under the resource tab. These have been manually entered. PPS staff may not edit these providers.

Add a Resource - Post Conversion:

- Select Resource Databank> Foster Care tab.
- Search by first name, last name or any combination to ensure resource is not already listed.
- If not listed Click the **Add Resource** button
- Enter required information on the Resource Detail page.

Edit a Resource-Post Conversion

- Complete a search for the resource
- Edit fields as needed

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Post Conversion Cleanup

General information regarding post conversion cleanup has been covered in an earlier presentation. Because not all information required on KEES pages were converted, each page needs to be reviewed and information added as needed. Specific to PPS include:

- Medical Program Detail: verify correct placement provider or PPS Payee is listed as the administrative role.
- Contact Summary page: Add contractor address for DCF foster children.
- Other program Assistance page:
 - Verify Aid Code is Correct
 - Check accuracy of placement type
 - Add Court Order Number and Judicial District

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Post Conversion Cleanup

Resource Databank

Additional cleanup will be needed in the RDB to eliminate duplicate names. The efforts made by PPS staff to cleanup many of the duplicate names is appreciated.

The recent converted list will be reviewed to identify what additional changes need to be made. The goal is to have the RDB show only one entry per family and the correct group home. Contractor's do not have access to the Resource Databank.

Further instructions will be distributed as soon as possible.



Prevention and Protective Services Questions

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

