



Post Conversion Cleanup

Webinar 6/23/2015

Post Conversion Cleanup

Definition

Conversion is the process of copying data from one system to another electronically. Data from the following systems will be converted into KEES:

- KAECSSES
- MMIS
- PSI Platform

Post Conversion Cleanup refers to work that needs to be completed on cases in KEES after conversion occurs.



Post Conversion Cleanup

Post Conversion Cleanup activities will be completed by:

- KEES Project Staff
 - Will complete cleanup work on specific known issues during the weekend before Go-Live (June 27th—June 28th)
- KDHE and DCF Eligibility Staff
 - Will complete cleanup work on converted cases the first time a case is touched.
 - Will complete special cleanup work identified through reports.



Post Conversion Cleanup

Accessing a Case the First Time

In order to ensure that the data for each member of the case produces the correct eligibility determination, **all** pages under the Eligibility Global Navigation Bar and Customer Local Navigation tabs need to be reviewed and updated if needed.

Eligibility staff must add the following Journal entry once the case cleanup is done:

Post conversion case cleanup COMPLETE.

When initially accessing a converted case, Eligibility staff should check the Journal to determine if the post conversion cleanup work has already been completed.



Post Conversion Cleanup

KEES First Time Cleanup Work

To complete Post Conversion Cleanup activities in KEES Eligibility staff need to review the following pages to ensure that information is correct for those receiving coverage:

- Case Summary Page
 - Confirm the Review Month is correct
 - Confirm that there is only 1 consumer in LTC Program Blocks
- Contact Summary
 - Add County Code if absent
- Individual Demographics
 - Consumers without Active medical coverage at conversion may need to have their information re-verified
- Citizenship/Identity
 - Consumers pending for this will convert as Reasonable Opportunity—Medical
 - When the following Identity values are present on the List page, there is no need to go into the Detail page:
 - United States Passport without Limitation
 - Exempt from Verification

Post Conversion Cleanup

KEES First Time Cleanup Work

- Household Status Page
 - Change Community Spouses to In the Home to receive an income allocation
 - Change FRI Caretaker Relatives who aren't legally responsible for a child to In the Home
- Relationships
 - Research and enter correct Relationship Codes for all persons on the case when they are missing
- Pregnancy
 - Confirm the accuracy of:
 - Number of Children
 - Date Reported
 - Due Date
 - Delivery/Termination Date
- Employment
 - Add an Employer record for consumers with Wages or Earnings



Post Conversion Cleanup

KEES First Time Cleanup Work

- LTC Data
 - Complete and update all applicable values on the LTC Data Detail
 - EDBC can't be run unless all required fields are completed
- Non-Custodial Parents
 - Accuracy
- Income
 - All income converted as Family Medical
 - Create an Elderly and Disabled Income when:
 - The consumer participates in an Active Family Medical Program Block and different income needs to be used for E and D
 - The consumer has a LTC program with Allocated Income
 - All SSI/OA consumers need an SSI income in order for KEES to give the SSI aid code to individuals over 65
- Resource
 - Change Joint Liquid Resources to 100% Ownership



Post Conversion Cleanup

KEES First Time Cleanup Work

- Expenses
 - All expenses need to be checked against KAECSSES
 - Expenses converted to monthly so the following cases will need to be adjusted:
 - Spenddown cases with expenses
 - Medicare Part B Premiums
 - Past Due and Owing
 - Change to One Time Payment and enter correct End Date
 - End date or remove any duplicates
 - End date the income allocation
 - KEES will calculate this when the Dependents of LTC Applicant/Member or Dependents of Spouse is completed on the LTC Data Detail page
- Tax
 - Remove duplicate records
- Other Health Insurance
 - Add third party health insurance (TPL)



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Specific Case Conversion

Additional Post Conversion work needs to be completed for:

- Protected Medical Groups (PMG)
- Reopening a Closed Person or Discontinued Program



Post Conversion Cleanup

KEES User Manual

All of the Post-Conversion Cleanup instructions can be found in the KEES User Manual.

<http://www.kancare.ks.gov/kees-train/Info/Training/Content/KEES-Info-Training.htm>



Post Conversion Cleanup

Post Conversion Cleanup Reports

A report will be provided listing cases that were rolled to August in KAECSSES before the conversion data cut; these cases will need to be reworked in KEES. This report will contain the following types of cases:

- Participation change between July and August 2015
- Medical programs closed effective July 31, 2015 or later
- Premiums
- Change in Spenddown or Liability amount from July to August 2015
- Change in medical programs from July to August 2015
- Eligibility change from July to August 2015

NOTE: Changes that were made on cases past August 2015 will need to be reworked in KEES. Eligibility staff should keep track of cases they work past August 2015.

This report will be provided by the KEES Project with instructions on how to complete it.



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Post Conversion Cleanup Reports

Reports will also be provided for the cases below:

- LTC details missing from MMIS (5 cases)
- PICKLEs that need to be reviewed for accuracy (97 cases)

After conversion occurs, it is possible that additional cleanup activities will be identified and need to be worked by Eligibility staff.

Post Conversion Cleanup

Post Conversion Cleanup Reports

If you have further questions regarding Post Conversion Cleanup, please email them to Training@KEES.KS.gov .

