

# KEES & IMAGENOW for Inquiry Profiles

# KEES Sign On



**User Name**

**Password**

By logging in you agree to abide by:  
[KEES Terms of Use](#)

[Forgot Password?](#)

# Home Page

Case Number  
 Request ID

[KEES Online User Guide](#)  
[Password Reset](#)

### Reminders ☰

	Type	Description	Date
	<input type="button" value="Clear Selected"/>		<input type="button" value="View All"/>
<input type="button" value="Add Reminder"/>			

---

### Task Portlet ☰

Assigned

Total Assigned Tasks : 0

Task	Case Number	Status Reason	Due Date	Priority
▼	▼	▼	▼	▼
<input type="button" value="Complete"/>			<input type="button" value="Release"/>	

### Message Center ☰

# Navigation Bars



Case Number  
 Request ID  
   
[KEES Online User Guide](#)  
[Password Reset](#)

**Reminders** ☰

	Type	Description	Date
<input type="button" value="Clear Selected"/>		<input type="button" value="View All"/>	<input type="button" value="Add Reminder"/>

---

**Task Portlet** ☰

Assigned

Total Assigned Tasks : 0

	Task	Case Number	Status Reason	Due Date	Priority
					<input type="button" value="Complete"/> <input type="button" value="Release"/>

**Message Center** ☰

# Navigation Bars

Global Navigation

Edit Modules

Case Number  
 Request ID  
   
[KEES Online User Guide](#)  
[Password Reset](#)

**Reminders**

Type	Description	Date
<input type="button" value="Clear Selected"/>		<input type="button" value="View All"/>
<input type="button" value="Add Reminder"/>		

---

**Task Portlet**

Assigned

Total Assigned Tasks : 0

Task	Case Number	Status Reason	Due Date	Priority
			<input type="button" value="Complete"/>	<input type="button" value="Release"/>


**Message Center**

# Navigation Bars

Case Number  
 Request ID  
   
 Person Search  
 Access List

## Person Search

The following fields may be required - Last Name, Social Security Number, Client ID, Case Number, Phone Number and/or Address. Failure to complete at least one of these fields may prevent the search request from processing.

<b>Case Number:</b> <input type="text"/>	<b>Social Security Number:</b> <input type="text"/>	<b>Client ID:</b> <input type="text"/>
<b>First Name:</b> <input type="text"/>	<b>Middle Name/Initial:</b> <input type="text"/>	<b>Last Name:</b> <input type="text"/>
<b>Date Of Birth:</b> <input type="text"/> 	<b>Age Range:</b> <input type="text"/> - <input type="text"/>	<b>Gender:</b> <input type="text"/> <input type="button" value="v"/>
<b>Phone Number:</b> <input type="text"/>	<b>Relationships:</b>	<b>Aliases:</b>
	<b>First Name:</b> <input type="text"/> <b>Last Name:</b> <input type="text"/>	<b>First Name:</b> <input type="text"/> <b>Last Name:</b> <input type="text"/>
	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
<b>Address Type:</b> <input type="text"/> <input type="button" value="v"/>		
<b>Address Line 1:</b> <input type="text"/>		
<b>Address Line 2:</b> <input type="text"/>		
<b>City:</b> <input type="text"/>	<b>State:</b> <input type="text"/> <input type="button" value="v"/>	<b>County:</b> <input type="text"/> <input type="button" value="v"/>
<input type="checkbox"/> Display Relationships	<input type="checkbox"/> Display Aliases	<b>ZIP Code:</b> <input type="text"/>

Results per Page:

# Navigation Bars

Case Number  
 Request ID

Person Search

Access List

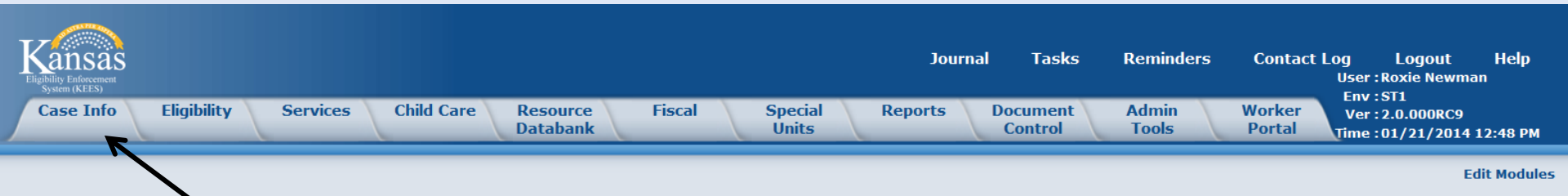
Task Navigation

## Person Search

The following fields may be required - Last Name, Social Security Number, Client ID, Case Number, Phone Number and/or Address. Failure to complete at least one of these fields may prevent the search request from processing.

<p><b>Case Number:</b> <input type="text"/></p> <p><b>First Name:</b> <input type="text"/></p> <p><b>Date Of Birth:</b> <input type="text"/> <input type="text"/></p> <p><b>Phone Number:</b> <input type="text"/></p> <p><b>Address Type:</b> <input type="text"/></p> <p><b>Address Line 1:</b> <input type="text"/></p> <p><b>Address Line 2:</b> <input type="text"/></p> <p><b>City:</b> <input type="text"/></p> <p><input type="checkbox"/> Display Relationships</p>	<p><b>Social Security Number:</b> <input type="text"/></p> <p><b>Middle Name/Initial:</b> <input type="text"/></p> <p><b>Age Range:</b> <input type="text"/> - <input type="text"/></p> <p><b>Relationships:</b></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"><b>First Name:</b></td> <td style="width: 50%;"><b>Last Name:</b></td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table> <p><b>State:</b> <input type="text"/></p> <p><input type="checkbox"/> Display Aliases</p>	<b>First Name:</b>	<b>Last Name:</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<p><b>Client ID:</b> <input type="text"/></p> <p><b>Last Name:</b> <input type="text"/></p> <p><b>Gender:</b> <input type="text"/></p> <p><b>Aliases:</b></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"><b>First Name:</b></td> <td style="width: 50%;"><b>Last Name:</b></td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table> <p><b>County:</b> <input type="text"/></p> <p><b>ZIP Code:</b> <input type="text"/></p>	<b>First Name:</b>	<b>Last Name:</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>First Name:</b>	<b>Last Name:</b>																	
<input type="text"/>	<input type="text"/>																	
<input type="text"/>	<input type="text"/>																	
<input type="text"/>	<input type="text"/>																	
<b>First Name:</b>	<b>Last Name:</b>																	
<input type="text"/>	<input type="text"/>																	
<input type="text"/>	<input type="text"/>																	
<input type="text"/>	<input type="text"/>																	

# Inquiry Procedures



Case Number  
 Request ID

[KEES Online User Guide](#)  
[Password Reset](#)

**Reminders**

Type	Description	Date
<input type="button" value="Clear Selected"/>		<input type="button" value="View All"/>
<input type="button" value="Add Reminder"/>		

---

**Task Portlet**

Assigned

Total Assigned Tasks : 0

Case Number	Status Reason	Due Date	Priority
		<input type="button" value="Complete"/>	<input type="button" value="Release"/>

**Message Center**

If you know the client's case number enter it here and click GO

If the case number is not known. A person search will need to be completed.  
 Selecting the Case Info tab from the Global Navigation bar will take you to the Person Search Page



# Inquiry Procedures

- Case Number
- Request ID

Person Search

- Access List

## Person Search

The following fields may be required - Last Name, Social Security Number, Client ID, Case Number, Phone Number and/or Address. Failure to complete at least one of these fields may prevent the search request from processing.

<b>Case Number:</b> <input type="text"/>	→	<b>Social Security Number:</b> <input type="text"/>	→	<b>Client ID:</b> <input type="text"/>
<b>First Name:</b> <input type="text"/>		<b>Middle Name/Initial:</b> <input type="text"/>	→	<b>Last Name:</b> <input type="text"/>
<b>Date Of Birth:</b> <input type="text"/>		<b>Age Range:</b> <input type="text"/> - <input type="text"/>		<b>Gender:</b> <input type="text"/>
<b>Phone Number:</b> <input type="text"/>		<b>Relationships:</b>		<b>Aliases:</b>
		<b>First Name:</b> <input type="text"/>	<b>Last Name:</b> <input type="text"/>	<b>First Name:</b> <input type="text"/>
		<input type="text"/>	<input type="text"/>	<b>Last Name:</b> <input type="text"/>
		<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Address Type:</b> <input type="text"/>				
<b>Address Line 1:</b> <input type="text"/>				
<b>Address Line 2:</b> <input type="text"/>				
<b>City:</b> <input type="text"/>		<b>State:</b> <input type="text"/>		<b>County:</b> <input type="text"/>
				<b>ZIP Code:</b> <input type="text"/>
<input type="checkbox"/> Display Relationships		<input type="checkbox"/> Display Aliases		

Results per Page:

# Inquiry Procedures

Case Number  
 Request ID

Person Search

Access List

## Person Search

The following fields may be required - Last Name, Social Security Number, Client ID, Case Number, Phone Number and/or Address. Failure to complete at least one of these fields may prevent the search request from processing.

<b>Case Number:</b> <input type="text"/>	<b>Social Security Number:</b> <input type="text"/>	<b>Client ID:</b> <input type="text"/>
<b>First Name:</b> Roxie	<b>Middle Name/Initial:</b> <input type="text"/>	<b>Last Name:</b> Trainone
<b>Date Of Birth:</b> <input type="text"/>	<b>Age Range:</b> <input type="text"/> - <input type="text"/>	<b>Gender:</b> <input type="text"/>
<b>Phone Number:</b> <input type="text"/>	<b>Relationships:</b>	<b>Aliases:</b>
	<b>First Name:</b> <input type="text"/> <b>Last Name:</b> <input type="text"/>	<b>First Name:</b> <input type="text"/> <b>Last Name:</b> <input type="text"/>
	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
<b>Address Type:</b> <input type="text"/>	<b>Address Line 1:</b> <input type="text"/>	
	<b>Address Line 2:</b> <input type="text"/>	
<b>City:</b> <input type="text"/>	<b>State:</b> <input type="text"/>	<b>County:</b> <input type="text"/>
<input type="checkbox"/> Display Relationships	<input type="checkbox"/> Display Aliases	<b>ZIP Code:</b> <input type="text"/>

# Inquiry Procedures

Case Number  
 Request ID

Person Search

Access List

## Person Search

The following fields may be required - Last Name, Social Security Number, Client ID, Case Number, Phone Number and/or Address. Failure to complete at least one of these fields may prevent the search request from processing.

▶ **Refine Your Search**

**Search Results Summary** Results 1 - 1 of 1

**Systems**

Name/ Client ID	DOB	SSN	Address	Relationships	Aliases	KE	CS	FA	KM
<b>Phonetic Search Results</b>									
<a href="#">Trainone, Roxie</a> 0010004925	08/15/1960	512-66-1312	313 E 18TH ST HAYS,KS 67601						

+ - Duplicate Person Record Exists

# Inquiry Procedures

Case Number  
 Request ID

Access List

## Person View

### Person Detail Summary

<b>Name:</b>	<b>SSN:</b>	<b>Date of Birth:</b>	<b>State Employee:</b>
Roxie Trainone	512661312	08/15/1960	
<b>Alias Name(s):</b>	<b>Alias SSN(s):</b>	<b>Gender:</b>	
Roxie, Woods		Female	
<b>Home Address:</b>	<b>Client ID:</b>		
313 E 18TH ST HAYS, KS 67601	0010004925		

### Person Case History

#### Associated Individuals

<b>Systems:</b>	KE	CS	FA	KM	CN
-----------------	----	----	----	----	----

<b>TANF Months</b>	<b>GA Months</b>	<b>ABAWD Months</b>
0	0	0

Program	Aid Code	LTC Details	Program Status	Case Number	Person Role	Role Start Date	Role End Date	Denial/Discont. Reason	Relationship	Companion Case (s)	Worker
Medical	MDN/DS/N/N		Active	<a href="#">20002755</a>	MEM	01/01/2014			Primary		<a href="#">KH0206Q100</a>
Medical			Active	<a href="#">20002755</a>	MEM	01/01/2014			Primary		<a href="#">KH0206Q100</a>

# Inquiry Procedures

Case Number  
 Request ID

Person Search

Access List

## Associated Individuals List

Cancel

Roxie Trainone

Name	Client ID	Relationship	Begin Date	End Date
<a href="#">Thomas Trainone</a>	0010005025	Spouse	01/01/2014	
<a href="#">Misty Woods</a>	0010005026	Parent	03/10/1998	

Display

From:

To:

View

Cancel

# Case Summary

Case Name: Roxie Trainone  
Case Number: 20002755

Journal Tasks Reminders Contact Log Logout Help

User: Roxie Newman  
Admin Tools Worker Portal  
Time: 01/22/2014 03:00 PM

**Case Name: Roxie Trainone**

New Application Case Summary

Case Number  
Request ID

Go

Person Search

- Case Summary
- Contact
- New Person
- Hide Person
- Case Flag
- Legacy Case
- Access List

### Case Summary

Case Name	Mailing Address	Phone Number	County of Residence
Roxie Trainone	313 E 18TH ST HAYS, KS 67601	(785)628-1066	Kansas
	Home Address		
	313 E 18TH ST		

#### Medical Programs

Worker:	Unit User	Primary Applicant/Recipient:	Roxie Trainone
Worker ID:	<a href="#">KH0206Q100</a>	Language:	English
Program Status:	Active	Phone Number:	(785)628-1066
Application Date:		Application Date:	01/15/2014

Review Due Month: 12/2014 [Review](#)

Name	Requested Medical Type	Review Month	Relationship To Primary Applicant	Role	Role Reason	Status	Status Reason
------	------------------------	--------------	-----------------------------------	------	-------------	--------	---------------

#### Medical Programs

### All People Associated with the Case

Name	DOB	SSN	Client ID	Household Status
<a href="#">Thomas Trainone</a>	06/10/1958	514-44-8123	0010005025	In the Home
<a href="#">Roxie Trainone</a>	08/15/1960	512-66-1312	0010004925	In the Home
<a href="#">Misty Woods</a>	03/10/1998	515-65-8116	0010005026	In the Home

[View Details](#)

# Case Summary

Case Name: **Roxie Trainone**  
Case Number: **20002755**

[Journal](#)
[Tasks](#)
[Reminders](#)
[Contact Log](#)
[Logout Help](#)

[Case Info](#)
[Eligibility](#)
[Services](#)
[Child Care](#)
[Resource Databank](#)
[Fiscal](#)
[Special Units](#)
[Reports](#)
[Document Control](#)
[Admin Tools](#)

User: **Roxie Newman**  
**Worker Portal**

Time: 01/22/2014 03:00 PM

[New Application](#)
[Case Summary](#)
[Worker Assignment](#)
[Customer Schedule](#)
[e-Tools](#)

[Capture](#) [Images](#)

Case Number  
 Request ID  
 [Go](#)

Person Search

- Case Summary
- Contact
- New Person
- Hide Person
- Case Flag
- Legacy Case
- Access List

## Case Summary

Case Name	Mailing Address	Phone Number	County of Residence
Roxie Trainone	313 E 18TH ST HAYS, KS 67601	(785)628-1066	Kansas
	Home Address		
	313 E 18TH ST HAYS, KS 67601		

**Companion Cases**

Case Number	Case Name
<b>Display:</b>	
03/01/2014	<a href="#">View</a>

**Medical Programs**

Worker:	Unit User	Primary Applicant/Recipient:	Roxie Trainone
Worker ID:	<a href="#">KH0206Q100</a>	Language:	English
Program Status:	Active	Phone Number:	(785)628-1066
		Application Date:	01/15/2014
Review Due Month:	12/2014	<a href="#">Review</a>	

Name	Requested Medical Type	Review Month	Relationship To Primary Applicant	Role	Role Reason	Status	Status Reason
<a href="#">Roxie Trainone</a>	Medical	12/2014	Primary Applicant	MEM		Active	

**Roxie Trainone** Medical 12/2014 Primary Applicant MEM Active

Client Id	Aid Code	LTC Details	CE	Person #	PR/LTC/SD
0010004925	MDN/DS/N/N			01	3129

Worker ID:	DW6002G100	Language:	English
Program Status:	Pending	Phone Number:	
		Guardian/Conservator/Legal Custodian:	Roxie Trainone
		Application Date:	01/21/2014

Name	Requested Medical Type	Review Month	Relationship To Primary Applicant	Role	Role Reason	Status	Status Reason
<a href="#">Misty Woods</a>	LTC		Primary Applicant	MEM		Pending	

[View Details](#)

**All People Associated with the Case**

Name	DOB	SSN	Client ID	Household Status
<a href="#">Thomas Trainone</a>	06/10/1958	514-44-8123	0010005025	In the Home
<a href="#">Roxie Trainone</a>	08/15/1960	512-66-1312	0010004925	In the Home
<a href="#">Misty Woods</a>	03/10/1998	515-65-8116	0010005026	In the Home

[Request ID Details](#)

# Non-financial Pages

Case Name: Roxie Trainone  
Case Number: 20002755

Journal    Tasks    Reminders    Contact Log    Logout    Help  
 User : Roxie Newman  
 Env : ST1  
 Ver : 2.0.000RC9  
 Time : 01/22/2014 04:18 PM

- Case Info
- Eligibility**
- Services
- Child Care
- Resource Databank
- Fiscal
- Special Units
- Reports
- Document Control
- Admin Tools
- Worker Portal

- Workload Inventory
- Case Summary
- Customer Information**
- Reporting
- Distributed Documents
- Customer Schedule
- Courtesy Month

Select the Eligibility tab from the Global Navigation bar and then select Customer Information from the Local Navigation bar will open up the non-financial & financial page selections from the Task bar

- Case Number
- Request ID
- 
- 
- Person Search
- 
- Non Financial**
- Contact
- Root Questions
- Individual Demographics
- Citizenship/Identity
- Household Status
- Relationship
- Non-Citizenship
- Pregnancy
- Residency
- Other Prog. Assist.
- Non-Compliance
- Customer Options
- Money Mngmt
- Time Limits
- Purch. and Prep.
- School Attend.
- Employment
- Living Arrgmt
- LTC Data
- Noncustodial Parents
- Medical Condition
- Presumptive Eligibility**
- Financial**
- Verifications
- EBT Account List
- Run EDBC
- Manual EDBC
- Needs
- Service Arrangements
- EDBC Results

## Contact Summary

### Search Results Summary

Display From:

To:

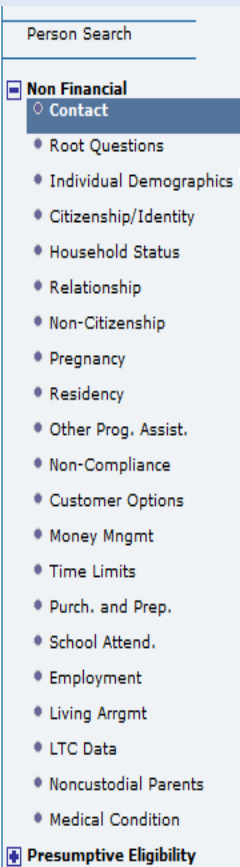
Person	Type	Address	Begin Date	End Date
<a href="#">Woods, Misty</a>	Mailing	313 E 18TH ST HAYS, KS 67601-3323	01/01/2014	
<a href="#">Trainone, Roxie</a>	Mailing	313 E 18TH ST HAYS, KS 67601-3323	01/01/2014	
<a href="#">Woods, Misty</a>	Physical	313 E 18TH ST HAYS, KS 67601-3323	01/01/2014	
<a href="#">Trainone, Roxie</a>	Physical	313 E 18TH ST HAYS, KS 67601-3323	01/01/2014	

### Phone Numbers

Person	Phone Number	Type
Trainone,Roxie	(785)628-1066	Cell



# Non-financial Pages



Selecting a Non-financial page from the Task bar will open up a List Page. The List Page will identify the individual and the individual's information related to that page.

Only those non-financial pages relevant to the case will be completed.

# Non-financial Pages

Case Number  
 Request ID

Person Search

- Non Financial**
  - Contact
  - Root Questions
  - Individual Demographics**
    - Citizenship/Identity
    - Household Status
    - Relationship
    - Non-Citizenship
    - Pregnancy
    - Residency
    - Other Prog. Assist.
    - Non-Compliance
    - Customer Options
    - Money Mngmt
    - Time Limits
    - Purch. and Prep.
    - School Attend.
    - Employment
    - Living Arrgmt
    - LTC Data
    - Noncustodial Parents
    - Medical Condition
- Presumptive Eligibility**
- Financial**
  - Verifications
  - EBT Account List
  - Run EDBC
  - Manual EDBC
  - Needs
  - Service Arrangements
  - EDBC Results

## Individual Demographics List

▶ Root Questions

Name	SSN	DOB
<a href="#">Trainone, Roxie</a>	512-66-1312	08/15/1960
<a href="#">Trainone, Thomas</a>	514-44-8123	06/10/1958
<a href="#">Woods, Misty</a>	515-65-8116	03/10/1998

Once we have selected individual demographic the list page opens with the individuals listed in the household.

By selecting the hyperlink for Roxie we open the individual demographics detail page

# Non-financial Pages

Case Number  
 Request ID  
   
 Person Search  


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 **Non Financial**  
 Contact  
 Root Questions  
 **Individual Demographics**  
 Citizenship/Identity  
 Household Status  
 Relationship  
 Non-Citizenship  
 Pregnancy  
 Residency  
 Other Prog. Assist.  
 Non-Compliance  
 Customer Options  
 Money Mngmt  
 Time Limits  
 Purch. and Prep.  
 School Attend.  
 Employment  
 Living Arrgmt  
 LTC Data  
 Noncustodial Parents  
 Medical Condition  
 **Presumptive Eligibility**  
 **Financial**  
 Verifications  
 EBT Account List  
 Run EDDB  
 Manual EDDB  
 Needs  
 Service Arrangements  
 EDDB Results

## Individual Demographics Detail

\* - Indicates required fields

<b>Name</b>	<b>First Name:*</b> Roxie	<b>Middle Name/Initial:</b>	<b>Last Name:*</b> Trainone	<b>Suffix:</b>
-------------	------------------------------	-----------------------------	--------------------------------	----------------

<b>Social Security Number:</b> 512-66-1312	<b>SSN Status:*</b> Good Cause
<b>Client ID:</b> 0010004925	<b>Gender:*</b> Female
<b>Marital Status:</b> Married	<b>Verified:*</b> Verified
<b>Date of Birth:</b> 08/15/1960	<b>Spouse of a Veteran?</b> No
<b>Is this individual a Veteran?</b> No	
<b>Race/Ethnic Origin:</b>	
American Indian or Alaskan Native	Korean
Asian Indian	Native Hawaiian
Black or African American	Other Pacific Islander
Chinese	Samoan
Filipino	Unknown
Guamanian or Chamorro	Vietnamese
Japanese	<input checked="" type="checkbox"/> White
<b>Is this person Hispanic, Latino/a or Spanish Origin?*</b> No	

SSN Status has its' own special drop-down menu. The options for verifying SSN are:

- HUB-SSA
- SSA-SVES
- Good Cause
- SSN application filed at SSA
- SSN Provided-DCF only
- Unverified

NOTE: This verification field is shared between agencies. The first four verification values are considered Verified for medical programs. The last two values are viewed as Pending and should populate an SSN request to the Verification List page.

<b>Tribe:</b>		
<b>Decease Date:</b>		
<b>Emancipation Date:</b>		
<b>Spoken Language:*</b> English	<b>Written Language:*</b> English	<b>Language of Correspondence:*</b> English
<b>Preferred Method of Contact:</b>	<b>Other Communication Needs:</b>	<b>Is it OK to call this individual at work?</b> No
<b>Email:</b>		

Phone Number	Phone Number Type
(785)628-1066 ext.	Cell

Last Name	First Name	Middle Name/Initial	Suffix	SSA Indicator
Woods	Roxie			

Social Security Number
No Data Found.

**Duplicate Record Indicator:**

**MCO Choice:**  
Sunflower State

# Non-financial Pages

KAECSSES	KEES	
<b>EXAMPLES:</b>	Verified* field	Source* field
Agency (AG)	Verified	Collateral Contact
Collateral Contact (CC)	Verified	Collateral Contact
Client Statement (CS)	Verified	Consumer Statement
Hard Copy (HC)	Verified	Document
Postponed/Expedited Service (PP)	only apply to Food Assistance (not PW)	
Visually Verified (VV)	Verified	Collateral Contact

NOTE: Source is only a required field if Verified is selected.

# Non-financial Pages

Case Name: Roxie Trainone  
Case Number: 20002755

Journal    Tasks    Reminders    Contact Log    Logout    Help

User : Roxie Newman  
Env : ST1  
Ver : 2.0.000RC9  
Time : 01/23/2014 01:54 PM

- Case Info
- Eligibility**
- Services
- Child Care
- Resource Databank
- Fiscal
- Special Units
- Reports
- Document Control
- Admin Tools
- Worker Portal

- Workload Inventory
- Case Summary
- Customer Information**
- Reporting
- Distributed Documents
- Customer Schedule
- Courtesy Month

Images

Case Number  
 Request ID  
   
 Person Search

## Citizenship/Identity List

Name	Citizenship	Identity	Verified
<a href="#">Trainone, Roxie</a>	Exempt From Verification	Exempt From Verification	
<a href="#">Trainone, Thomas</a>	U.S. Birth Certificate	Driver's license issued by U.S. State or Territory with a photograph	
<a href="#">Woods, Misty</a>	U.S. Birth Certificate	Immunization Record	

- Non Financial**
  - Contact
  - Root Questions
  - Individual Demographics
  - Citizenship/Identity**
    - Household Status
    - Relationship
    - Non-Citizenship
    - Pregnancy
    - Residency
    - Other Prog. Assist.
    - Non-Compliance
    - Customer Options
    - Money Mngmt
    - Time Limits
    - Purch. and Prep.
    - School Attend.
    - Employment
    - Living Arrgmt
    - LTC Data
    - Noncustodial Parents
    - Medical Condition
- Presumptive Eligibility**
- Financial**
  - Verifications
  - EBT Account List
  - Run EDBC
  - Manual EDBC
  - Needs
  - Service Arrangements
  - EDBC Results

# Non-financial Pages

Case Name: Roxie Trainone  
Case Number: 20002755

Journal    Tasks    Reminders    Contact Log    Logout    Help  
User : Roxie Newman  
Env : ST1  
Ver : 2.0.000RC9  
Time : 01/23/2014 01:54 PM

- Case Info
- Eligibility**
- Services
- Child Care
- Resource Databank
- Fiscal
- Special Units
- Reports
- Document Control
- Admin Tools
- Worker Portal

- Workload Inventory
- Case Summary
- Customer Information**
- Reporting
- Distributed Documents
- Customer Schedule
- Courtesy Month

Case Number  
 Request ID  
   
 Person Search

**Non Financial**

- Contact
- Root Questions
- Individual Demographics
- Citizenship/Identity
- Household Status**
  - Relationship
  - Non-Citizenship
  - Pregnancy
  - Residency
  - Other Dep. Assist

## Household Status List

▶ Root Questions

Search Results Summary Results 1 - 3 of 3

Display From:  To:

Name	Living in the Home Status	Begin Date	End Date
<a href="#">Trainone, Roxie</a>	In the Home	01/01/2014	
<a href="#">Trainone, Thomas</a>	In the Home	01/01/2014	
<a href="#">Woods, Misty</a>	In the Home	01/01/2014	

## Household Status Detail

\* - Indicates required fields

**Name:\***  
 Roxie Trainone  
**Living in the Home Status:\***  
 In the Home  
**Expected Return Date:**  
**Begin Date:\*** 01/01/2014 **End Date:**

Last Updated On 01/15/2014 11:24:44 AM By **1004692**

# Non-financial Pages

Images

Case Number  
Request ID

Person Search

- Non Financial**
  - Contact
  - Root Questions
  - Individual Demographics
  - Citizenship/Identity
  - Household Status
  - Relationship**
    - Non-Citizenship
    - Pregnancy
    - Residency
    - Other Prog. Assist.
    - Non-Compliance
    - Customer Options

## Relationship List

Number of relationships remaining to be created: 0

### Search Results Summary Results 1 - 3 of 3

Display by  
Relationship:

All Related

From:

To:

Person 1	Relationship	Person 2	Parental Control	Begin Date	End Date
Trainone, Roxie	Spouse	Trainone, Thomas	No	01/01/2014	
	Parent	Woods, Misty	Yes	03/10/1998	
Trainone, Thomas	Step-Parent/(Current or Former)	Woods, Misty	No	01/01/2014	

- Non Financial**
  - Contact
  - Root Questions
  - Individual Demographics
  - Citizenship/Identity
  - Household Status
  - Relationship
  - Non-Citizenship
  - Pregnancy
  - Residency
  - Other Prog. Assist.
  - Non-Compliance
  - Customer Options
  - Money Mngmt
  - Time Limits
  - Purch. and Prep.
  - School Attend.
  - Employment
  - Living Arrgmt
  - LTC Data
  - Noncustodial Parents
  - Medical Condition**

## Medical Condition List

### Root Questions

### Search Results Summary Results 1 - 1 of 1

Display  
From:

To:

Name	Category	Medical Condition Type	Begin Date	End Date
Trainone, Roxie	Active	SSA Disabled	10/01/2013	

# Non-financial Pages

Case Name: Roxie Trainone
Case Number: 20002755
Journal
Tasks
Reminders
Contact Log
Logout Help

Case Info
Eligibility
Services
Child Care
Resource Databank
Fiscal
Special Units
Reports
Document Control
Admin Tools
Worker Portal

Workload Inventory
Case Summary
Customer Information
Reporting
Distributed Documents
Customer Schedule
Courtesy Month

User: Roxie Newman
Time: 01/24/2014 09:55 AM

Case Number  
 Request ID  
   
 Person Search

**Non Financial**

- Contact
- Root Questions
- Individual Demographics
- Citizenship/Identity
- Household Status
- Relationship
- Non-Citizenship
- Pregnancy
- Residency
- Other Prog. Assist.
- Non-Compliance
- Customer Options
- Money Mngmt
- Time Limits
- Purch. and Prep.
- School Attend.
- Employment
- Living Arrgmt

**LTC Data**

- Noncustodial Parents
- Medical Condition

**Presumptive Eligibility**

**Financial**

- Verifications
- EBT Account List
- Run EDBC
- Manual EDBC
- Needs
- Service Arrangements
- EDBC Results

## LTC Data List

### Search Results Summary

Results 1 - 1 of 1

Display From:

To:

Name	Type	Recorded Date
<a href="#">Woods, Misty</a>	HCBS	01/21/2014

LTC types available on the LTC Data List page can include: HCBS; Institutional Care; MFP; or PACE.

Additional information related to the type of LTC benefits being received can be found by selecting the hyperlink under the client's name.



# Non-financial Pages

**Case Name:** Roxie Trainone  
**Case Number:** 20002755

Journal   Tasks   Reminders   Contact Log   Logout Help

User: Roxie Newman  
Worker Portal

Time: 01/24/2014 09:52 AM

Case Info   **Eligibility**   Services   Child Care   Resource Databank   Fiscal   Special Units   Reports   Document Control   Admin Tools

Workload Inventory   Case Summary   **Customer Information**   Reporting   Distributed Documents   Customer Schedule   Courtesy Month

**Case Number**  
**Request ID**

Person Search

**Non Financial**

- Contact
- Root Questions
- Individual Demographics
- Citizenship/Identity
- Household Status
- Relationship
- Non-Citizenship
- Pregnancy
- Residency
- Other Prog. Assist.
- Non-Compliance
- Customer Options
- Money Mngmt
- Time Limits
- Purch. and Prep.
- School Attend.
- Employment
- Living Arrgmt
- LTC Data**
- Noncustodial Parents
- Medical Condition

**Presumptive Eligibility**

**Financial**

- Verifications
- EBT Account List
- Run EDDB
- Manual EDDB
- Needs
- Service Arrangements
- EDDB Results

## LTC Data Detail

**Name:\*** Misty Woods      **LTC Type:\*** HCBS

**Recorded Date:\*** 01/21/2014

**HCBS Information:(to be completed by Case Manager)**

<b>Agency:*</b>	<b>Case Manager:</b>	<b>Phone:</b>	<b>Fax:</b>	<b>Email:</b>
Sunrise Community		19132401998		www.sunrisecommunity.com

**Address Line 1:**  
12378 WALKER AVE

**Address Line 2:**

**City:** KANSAS CITY KS      **State:** KS      **ZIP Code:** 66109

<b>HCBS Waiver Type*</b>	<b>Waiver/LOC Threshold Met:</b>	<b>Placed on Waiting List:</b>	<b>Date:</b>	<b>Request Withdrawn:</b>	<b>Choose HCBS:</b>	<b>Date*</b>
SED	Yes	No	02/01/2014		Yes	01/21/2014

**Estimated Monthly Cost of Care:\*** 1000      **Effective Date of HCBS Services (Approved by Program Manager or Other Authority)\*** 02/01/2014

**Change Comments:**      **MCO Choice:** Sunflower State

<b>Nursing Facility Admission Date:</b>	<b>Anticipated Length of Stay:</b>	<b>HCBS Authorized Agent:</b>	<b>Phone:</b>	<b>Date:</b>
		<b>HCBS Terminated:</b>	<b>Termination Effective Date:</b>	<b>Termination Reason:</b>

**Dependents of LTC/Applicant/Member or Dependents of Spouse**

Dependent	Begin Date	End Date
No Data Found.		

\* - Indicates required fields.

The LTC Data Detail page provides you with the following information Client; LTC Type; eligibility information related to LTC type (this is a dynamic field that will open with different information based on the LTC benefits being received).

# Financial Pages

Case Name: Roxie Trainone  
Case Number: 20002755

Journal    Tasks    Reminders    Contact Log    Logout    Help  
 User : Roxie Newman  
 Env : ST1  
 Ver : 2.0.000RC9  
 Time : 01/22/2014 04:24 PM

- Case Info
- Eligibility**
- Services
- Child Care
- Resource Databank
- Fiscal
- Special Units
- Reports
- Document Control
- Admin Tools
- Worker Portal

- Workload Inventory
- Case Summary
- Customer Information**
- Reporting
- Distributed Documents
- Customer Schedule
- Courtesy Month

Case Number  
 Request ID

Person Search

- Non Financial
- Presumptive Eligibility
- Financial
  - Root Questions
  - Income**
    - Resource
    - Special Needs
    - Expenses
    - Tax
    - Medicare Expense
    - Medical Subrogation
    - Other Health Insurance
    - Health Care Ref.
    - IEVS Applicant
  - Verifications
  - EBT Account List
  - Run EDBC
  - Manual EDBC
  - Needs
  - Service Arrangements
  - EDBC Results

Images

## Income List

Financial pages, if you can not see the pages listed click on the + or - button on the task bar.

\* - Indicates required fields

### Root Questions

#### Search Results Summary

Results 1 - 2 of 2

Display by  
Program Type:

From:

To:

View

Name	Program Type	Category	Type	Begin Date	End Date
<a href="#">Trainone, Roxie</a>	Medical	Earnings	Wages	01/01/2014	
<a href="#">Trainone, Roxie</a>	Medical	Social Security	Social Security	01/01/2014	

Income pages will alert you to the category and type of income the client receives. Clicking on the client's hyperlink will take you to the Income Detail page.

# Financial Pages

Case Name: Roxie Trainone  
Case Number: 20002755

Journal    Tasks    Reminders    Contact Log    Logout    Help  
 User : Roxie Newman  
 Env : ST1  
 Ver : 2.0.000RC9  
 Time : 01/22/2014 04:25 PM

- Case Info
- Eligibility
- Services
- Child Care
- Resource Databank
- Fiscal
- Special Units
- Reports
- Document Control
- Admin Tools
- Worker Portal

- Workload Inventory
- Case Summary
- Customer Information
- Reporting
- Distributed Documents
- Customer Schedule
- Courtesy Month

Case Number  
 Request ID

Person Search

- Non Financial
- Presumptive Eligibility
- Financial
  - Root Questions
  - Income
    - Resource
    - Special Needs
    - Expenses
    - Tax
    - Medicare Expense
    - Medical Subrogation
    - Other Health Insurance
    - Health Care Ref.
    - IEVS Applicant
  - Verifications
  - EBT Account List
  - Run EDDB
  - Manual EDDB
  - Needs
  - Service Arrangements
  - EDDB Results

## Income Detail

\* - Indicates required fields.

**Name:\***  
Roxie Trainone

**Category:**  
Earnings

**Type:\***  
Wages

**Frequency:\***  
Every Two Weeks

**Name of Business:**

**Address:**

**Description:**

### Income Amounts\*

**Display Program:\*** All

**From:**  **To:**

Program	Amount	Begin Date	End Date
Elderly & Disabled	<a href="#">748.14</a>	01/01/2014	

▶ Protected Medical Groups

Additional income information can be found by selecting the hyperlink under the amount.

# Financial Pages

Case Name: Roxie Trainone  
Case Number: 20002755

Journal    Tasks    Reminders    Contact Log    Logout    Help  
 User : Roxie Newman  
 Env : ST1  
 Ver : 2.0.000RC9  
 Time : 01/22/2014 04:25 PM

- Case Info
- Eligibility**
- Services
- Child Care
- Resource Databank
- Fiscal
- Special Units
- Reports
- Document Control
- Admin Tools
- Worker Portal

- Workload Inventory
- Case Summary
- Customer Information**
- Reporting
- Distributed Documents
- Customer Schedule
- Courtesy Month

Case Number  
 Request ID  
   
 Person Search

Non Financial  
 Presumptive Eligibility  
 Financial

- Root Questions
- Income**
- Resource
- Special Needs
- Expenses
- Tax
- Medicare Expense
- Medical Subrogation
- Other Health Insurance
- Health Care Ref.
- IEVS Applicant
- Verifications
- EBT Account List
- Run EDDB
- Manual EDDB
- Needs
- Service Arrangements
- EDDB Results

## Income Amount Detail Close

**Program: Elderly & Disabled**

\* - Indicates required fields

**Program: Elderly & Disabled**

**Category: Earnings**

**Type: Wages**

### ▼ Average Calculator

Date Received	Amount	Hours	Hourly Wage	Count in Average
10/04/2013	363.01	40		Yes
10/18/2013	415.93	44		Yes
11/01/2013	264.98	30		Yes
<b>Average Amount:</b>	0.00	<b>Weekly Hours:</b>	0.00	<b>Monthly Hours:</b>
				0.00

**Reported Amount:\***  
748.14

**Unreported Amount:**  
0.00

**Begin Date:\***  
01/01/2014

**End Date:**

**Verified:\***  
Verified

**Source:\***  
Document

Close

# Financial Pages

Case Name: Roxie Trainone  
Case Number: 20002755

Journal    Tasks    Reminders    Contact Log    Logout    Help  
 User : Roxie Newman  
 Env : ST1  
 Ver : 2.0.000RC9  
 Time : 01/22/2014 04:26 PM

- Case Info
- Eligibility
- Services
- Child Care
- Resource Databank
- Fiscal
- Special Units
- Reports
- Document Control
- Admin Tools
- Worker Portal

- Workload Inventory
- Case Summary
- Customer Information
- Reporting
- Distributed Documents
- Customer Schedule
- Courtesy Month

Case Number  
 Request ID  
   
 Person Search

Non Financial  
 Presumptive Eligibility  
 Financial

- Root Questions
- Income
- Resource
  - Special Needs
  - Expenses
  - Tax
  - Medicare Expense
  - Medical Subrogation
  - Other Health Insurance
  - Health Care Ref.
  - IEVS Applicant
- Verifications
- EBT Account List
- Run EDDB
- Manual EDDB
- Needs
- Service Arrangements
- EDDB Results

## Liquid Resources Detail

\* - Indicates required fields.

Owners	
Owner(s)*	Percentage*
Roxie Trainone	100.0

<b>Begin Date:*</b> 01/01/2014	<b>End Date:</b>
<b>Liquid Resource Type:*</b> Bank Account/Cash	<b>Description:*</b> Checking Account
<b>Current Value:*</b> 561.00	<b>Encumbrance:</b>

Income Exempt as a Resource	Amount
No Data Found	
<b>Total Value:</b> 0.00	

Financial Institution Details	
<b>Financial Institution Name:</b> 1st state bank	<b>Account Number:</b> 784578
<b>Address:</b>	
<b>Address 01</b>	<b>Address 02/Route/PO Box:</b>
<b>City:</b>	<b>State:</b>
<b>Face Value:</b>	<b>Zip Code:</b> -

**Verified:**  
Verified

# Eligibility Determination

Case Name: Roxie Trainone  
Case Number: 20002755

Journal    Tasks    Reminders    Contact Log    Logout    Help

User : Roxie Newman  
Env : ST1  
Ver : 2.0.000RC9  
Time : 01/22/2014 04:26 PM

Case Info    Eligibility    Services    Child Care    Resource Databank    Fiscal    Special Units    Reports    Document Control    Admin Tools    Worker Portal

Workload Inventory    Case Summary    Customer Information    Reporting    Distributed Documents    Customer Schedule    Courtesy Month

Case Number  
Request ID

Person Search

Non Financial  
 Presumptive Eligibility  
 Financial

- Verifications
- EBT Account List
- Run EDBC
- Manual EDBC
- Needs
- Service Arrangements
- EDBC Results

## EDBC List

Search Results Summary						To: 02/2014 <input type="button" value="View"/>	
Begin Month	End Month	Program	Type	Run Status	Results 1 - 2 of 2		
01/2014	01/2014	<a href="#">Medical</a>	Regular	Accepted - Saved	14	EDBC Source	
02/2014	01/2014	<a href="#">Medical</a>	Regular	Accepted - Saved	14	Online EDBC Rules	

**Begin Month:** Benefit month

**End Month:** Will display if budgeted for one month

**Program Name:** Medical (specific program information will be provided on the Summary page)

**EDBC Type:** Read Only or Regular

EDBC statuses include:

- Not Accepted
- Accepted - Not Saved
- Accepted – Saved

# Eligibility Determination

Case Name: Roxie Trainone  
Case Number: 20002755

Journal    Tasks    Reminders    Contact Log    Logout    Help

User : Roxie Newman  
Env : ST1  
Ver : 2.0.000RC9  
Time : 01/22/2014 04:26 PM

[Case Info](#)    **[Eligibility](#)**    [Services](#)    [Child Care](#)    [Resource Databank](#)    [Fiscal](#)    [Special Units](#)    [Reports](#)    [Document Control](#)    [Admin Tools](#)    [Worker Portal](#)

[Workload Inventory](#)    [Case Summary](#)    [Customer Information](#)    [Reporting](#)    [Distributed Documents](#)    [Customer Schedule](#)    [Courtesy Month](#)

Case Number  
 Request ID  
   
 Person Search

- Non Financial
- Presumptive Eligibility
- Financial
  - Verifications
  - EBT Account List
  - Run EDBC
  - Manual EDBC
  - Needs
  - Service Arrangements
  - EDBC Results

## EDBC List

Display by:

Program:

Type Reason:

From:

To:

### Search Results Summary

Begin Month	End Month	Program	Type	Run Status
01/2014	01/2014	<a href="#">Medical</a>	Regular	Accepted - S
02/2014		<a href="#">Medical</a>	Regular	Accepted - S

Auth Amount	Date Run	EDBC Source
<a href="#">Details</a>	01/15/2014	Online EDBC Rules
<a href="#">Details</a>	01/21/2014	Online EDBC Rules

Auth Amount: Details = approval/Fail=denial

# Eligibility Determination

Case Name: Roxie Trainone  
Case Number: 20002755

Journal    Tasks    Reminders    Contact Log    Logout    Help

User : Roxie Newman  
Env : ST1  
Ver : 2.0.000RC9  
Time : 01/22/2014 04:26 PM

- Case Info
- Eligibility
- Services
- Child Care
- Resource Databank
- Fiscal
- Special Units
- Reports
- Document Control
- Admin Tools
- Worker Portal

- Workload Inventory
- Case Summary
- Customer Information
- Reporting
- Distributed Documents
- Customer Schedule
- Courtesy Month

Case Number  
 Request ID  
   
 Person Search  


---

 Non Financial  
 Presumptive Eligibility  
 Financial  
 Verifications  
 EBT Account List  
 Run EDBC  
 Manual EDBC  
 Needs  
 Service Arrangements  
 EDBC Results

## EDBC List

Display by:

Program:

Type Reason:

From:

12/2013

To:

02/2014

### Search Results Summary

Results 1 - 2 of 2

Begin Month	End Month	Program	Type	Run Status	Auth Amount	Date Run	EDBC Source
01/2014	01/2014	<a href="#">Medical</a>	Regular	Accepted - Saved	Details	01/15/2014	Online EDBC Rules
02/2014		<a href="#">Medical</a>	Regular	Accepted - Saved	Details	01/21/2014	Online EDBC Rules

Selecting the hyperlink [Medical](#) will take you to the EDBC Summary Screen



# Eligibility Determination

Case Name: **Roxie Trainone**  
Case Number: **20002755**

[Journal](#) [Tasks](#) [Reminders](#) [Contact Log](#) [Logout](#) [Help](#)

User : Roxie Newman  
Env : ST1  
Ver : 2.0.000RC9  
Time : 01/22/2014 04:27 PM

- [Case Info](#)
- [Eligibility](#)
- [Services](#)
- [Child Care](#)
- [Resource Databank](#)
- [Fiscal](#)
- [Special Units](#)
- [Reports](#)
- [Document Control](#)
- [Admin Tools](#)
- [Worker Portal](#)

- [Workload Inventory](#)
- [Case Summary](#)
- [Customer Information](#)
- [Reporting](#)
- [Distributed Documents](#)
- [Customer Schedule](#)
- [Courtesy Month](#)

- Case Number
- Request ID
- 
- 
- Person Search
- Non Financial
- Presumptive Eligibility
- Financial
- Verifications
- EBT Account List
- Run EDBC
- Manual EDBC
- Needs
- Service Arrangements
- EDBC Results

## Medical EDBC Summary

[Close](#)

Begin Month	End Month	Run Date	Run Status	Accepted By
02/2014		01/21/2014	Accepted - Saved	<a href="#">Roger Danger</a>

**EDBC Information**  
Type: Regular

**Program Configuration**  
System Determination  
EDBC Source: Online EDBC Rules  
Program Status: Active

Note: Overridden rows are in bold.

Name	DOB	Role	Role Reason	Status	Status Reason	QHP Screened
<a href="#">Trainone, Roxie</a>	08/15/1960	MEM		Active		N
<a href="#">Trainone, Thomas</a>	06/10/1958	FRI	<a href="#">Spouse</a>	Active		Y

**Reporting Configuration**

**Resource Test**

Test	Result	Resource Limit	Resource Total	Person	Individual Amount
Medically Needed	Pass	\$3,000.00	<b>\$561.00</b>	Trainone, Roxie Trainone, Thomas	\$561.00 \$0.00

**CSRA Determination**

Assessment Month	Resource Total	1/2 of Resources	Resource Allowance Standard	Person	Individual Amount

**MedicalSummary**  
Note: Overridden rows are in bold.

**Eligible Budgets**

Test	Result	FPL %	Premium/LTC Liability/Spenddown	Aid Code	LTC Details	Members Tested	Role	Role Reason
<b>Medically Needed</b>	Pass	68%	\$3,129.42	MDN/DS/N/N		Trainone, Roxie Trainone, Thomas	MEM FRI	Spouse

**Potential Eligibility**

Test	Result	FPL %	Premium/LTC Liability/Spenddown	Aid Code	LTC Details	Members Tested	Role	Role Reason
No Data Found								

**Failed and Overridden Budgets**

Test	Result	FPL %	Premium/LTC Liability/Spenddown	Aid Code	LTC Details	Members Tested	Role	Role Reason
No Data Found								

[Close](#)

# Eligibility Determination

Begin Month	End Month	Run Date	Run Status	Accepted By
02/2014		01/21/2014	Accepted - Saved	<a href="#">Roger Danger</a>
<b>EDBC Information</b>				

## Worker Detail

<b>Name:</b> Roger Danger	<b>Agency:</b> 02	<b>Worker Classification:</b> Accountant I
<b>Phone Number:</b> null	<b>Region:</b> KDHE Clearinghouse	<b>Email Address:</b> roger@mail.com
<b>Worker ID:</b> KH0206Q1D7		<b>Office:</b> KanCare Clearinghouse

Last Updated On 08/17/2013 2:39:19 PM By: [1001510](#)



# Eligibility Determination

Name	DOB	Role	Role Reason	Status	Status Reason	QHP Screened
<a href="#">Trainone, Roxie</a>	08/15/1960	MEM		Active		N
<a href="#">Trainone, Thomas</a>	06/10/1958	FRI	<a href="#">Spouse</a>	Active		Y

Close

## Individual Eligibility Criteria

**Name:**

Roxie Trainone

Gross Income		
Type	Program Display Type	Amount
Social Security	Elderly and Disabled	\$675.00
Wages	Elderly and Disabled	\$748.14

Resource		
Type	Ownership	Value
Residential Property	100.0%	\$50,000.00
Car	100.0%	\$100.00
Bank Account/Cash	100.0%	\$561.00

Non-Financial Eligibility	
<b>Age:</b> 53	<b>Requested Medical Type:</b> Medicaid
<b>The Person's Disability Type:</b> SSA Disabled	<b>Citizenship/Refugee Status:</b> US Citizen

Eligibility Criteria	Eligible
The person has SOBRA Other Program Assistance	No
The person was in Foster Care on their 18th birthday	No
The person has Care and Control of a child	No
The person has other health insurance	No
The person has ended other health insurance within 8 month	No
The person is pregnant	No
The person was receiving aid in 3 of the last 6 months	No
The person met the Pickle-DAC screening question	No
The person met the Pickle Widow/Widower screening questions	No
The person met the Pickle Early Widow/Widower screening questions	No
The person is paying FICA or SECA taxes	No
The person is in a Long Term Care Living Arrangement	No
The person is working at least 40 hours	No
The person receives SSI Income	No
The person is severely delinquent on paying a premium	No

Potential Eligibility	
Medical Test Category	Potentially Eligible
Refugee Medical Assistance	No
Foster Care Extended Medical	No
Foster Care Medical	No
Adoption Support Medical	No
SSI Recipients	No
Breast and Cervical Cancer	No
Protected Medical Groups	No
Working Healthy	No
MAGI Caretaker Medical	No
Transitional Medical	No
MAGI Title 19	No
Extended Medical	No
MAGI CHIP	No
Medically Needy	Yes
MediKan	No
Tuberculosis	No
Medicare Saving Plan	No

Close

# Eligibility Determination

Resource Test					
Test	Result	Resource Limit	Resource Total	Person	Individual Amount
Medically Needy	Pass	\$3,000.00	<b><u>\$561.00</u></b>	Trainone, Roxie	\$561.00
				Trainone, Thomas	\$0.00

Close

## Property Detail

Owner	Property Type	Ownership	Value	Countable Amount
Trainone, Roxie	Residential Property	100.0%	\$50,000.00	\$0.00
Trainone, Roxie	Car	100.0%	\$100.00	\$0.00
Trainone, Roxie	Bank Account/Cash	100.0%	\$561.00	\$561.00
			<b>Total</b>	<b>\$561.00</b>

Close

# Eligibility Determination

Eligible Budgets								
Test	Result	FPL %	Premium/LTC Liability/Spenddown	Aid Code	LTC Details	Members Tested	Role	Role Reason
<a href="#">Medically Needy</a>	Pass	68%	\$3,129.42	MDN/DS/N/N		Trainone, Roxie Trainone, Thomas	MEM FRI	Spouse

## Medically Needy EDBC

Begin Month	End Month	Run Date	Run Status	Accepted By
02/2014		01/21/2014	Accepted - Saved	<a href="#">Roger Danger</a>

Budget Determination							
Spenddown Start Date:							
01/2014 - 06/2014							
Spenddown Base Period:	01/2014	02/2014	03/2014	04/2014	05/2014	06/2014	Results
Unearned Income	\$ <a href="#">675.00</a>	\$ <a href="#">675.00</a>	\$ <a href="#">675.00</a>	\$ <a href="#">675.00</a>	\$ <a href="#">675.00</a>	\$ <a href="#">675.00</a>	\$ 3129.42
Unearned Income Deductions	- <a href="#">20.00</a>	- <a href="#">20.00</a>	- <a href="#">20.00</a>	- <a href="#">20.00</a>	- <a href="#">20.00</a>	- <a href="#">20.00</a>	\$ <a href="#">0.00</a>
Net Unearned Income	= 655.00	= 655.00	= 655.00	= 655.00	= 655.00	= 655.00	\$ 3129.42
Earned Income	\$ <a href="#">748.14</a>	\$ <a href="#">748.14</a>	\$ <a href="#">748.14</a>	\$ <a href="#">748.14</a>	\$ <a href="#">748.14</a>	\$ <a href="#">748.14</a>	\$ <a href="#">0.00</a>
Earned Income Deductions	- <a href="#">406.57</a>	- <a href="#">406.57</a>	- <a href="#">406.57</a>	- <a href="#">406.57</a>	- <a href="#">406.57</a>	- <a href="#">406.57</a>	\$ 3129.42
Net Earned Income	= 341.57	= 341.57	= 341.57	= 341.57	= 341.57	= 341.57	
\$20 Unearned/Earned Income Disregard	- <a href="#">0.00</a>	- <a href="#">0.00</a>	- <a href="#">0.00</a>	- <a href="#">0.00</a>	- <a href="#">0.00</a>	- <a href="#">0.00</a>	
Total Countable Income	= 996.57	= 996.57	= 996.57	= 996.57	= 996.57	= 996.57	
Budget Unit Size	1	2	2	2	2	2	
Protected Income Limit	\$ <a href="#">475.00</a>	\$ <a href="#">475.00</a>	\$ <a href="#">475.00</a>	\$ <a href="#">475.00</a>	\$ <a href="#">475.00</a>	\$ <a href="#">475.00</a>	
Spenddown:							\$ 3129.42
Medical Expenses :							\$ <a href="#">0.00</a>
Remaining Spenddown :							\$ 3129.42
<b>Result</b>							<b>Pass</b>

Close

# NOAs and Forms

Case Number  
 Request ID  
 Go

## Distributed Documents Search

\* - Indicates required fields

Search By:  
 Go

Case Number:\*

Program Type:

Worker: Select

Document Name:

Category:

Status:

Date Range:  
 From:  📅 To:  📅

Notices and forms sent are found by selecting Distributed Documents from the local navigation bar. Selecting Search will take you to the NOAs and Forms sent to the individual

Images  
  
Search

## Distributed Documents Search

\* - Indicates required fields

▶ Refine Your Search

Search Results Summary Results 1 - 1 of 1

Select	Date	Worker	Document	Recipient	Type	Program	Benefit Month	Status	Receive Date	Posted Date	Undelivered
<input type="checkbox"/>	01/15/2014	Roger Danger	<a href="#">NOA - MC - Approval</a>	Roxie Trainone	Medical		01/01/2014		Accept-Pending Print Central		

Undelivered
Regenerate
Delete
Images

# NOAs and Forms

KanCare Clearinghouse  
PO Box 3599  
Topeka, KS 66601-9738

Roxie Trainone  
313 E 18TH ST

HAYS, KS 67601-3323

Notice Date: 01/15/2014  
Case Name: Roxie Trainone  
Case Number: 20002755  
Program: Medical

---

We have approved your application for Medical Assistance beginning 01/01/2014 for the following individuals:

Trainone, Roxie

If you have any questions, please contact KanCare Clearinghouse at (785) 368-1515 between 8:00 AM and 5:00 PM Monday through Friday.

You will receive benefits through 12/31/2014.

Trainone, Roxie has been approved for Medical Assistance starting 01/01/2014.

# KEES Journals

Case Name: Roxie Trainone  
Case Number: 20002755

Journal Tasks Reminders Contact Log Logout Help

User: Roxie Newman  
Date: 03/04/2014 05:00 PM

Case Info Eligibility Services Child Care Resource Databank Fiscal Special Units

New Application Case Summary Worker Assignment Customer Schedule e-Tools

Case Number Request ID Go

Person Search

- Case Summary
- Contact
- New Person
- Hide Person
- Case Flag
- Legacy Case
- Access List

**Case Summary**

Case Name: Roxie Trainone  
Mailing Address: 313 E 18TH ST HAYS, KS 67601  
Phone Number: (785)628-1066  
County of Residence: Kansas  
Home Address: 313 E 18TH ST HAYS, KS 67601

**Companion Cases**

Case Number	Case Name
03/01/2014	

Display: View

**Medical Programs**

Worker: Unit User  
Worker ID: [KH0206Q100](#)  
Program Status: Active  
Primary Applicant/Recipient: Roxie Trainone  
Language: English  
Phone Number: (785)628-1066  
Application Date: 01/15/2014  
Review Due Month: 12/2014 Review

Name	Requested Medical Type	Review Month	Relationship To Primary Applicant	Role	Role Reason	Status	Status Reason
<a href="#">Roxie Trainone</a>	Medical	12/2014	Primary Applicant	MEM		Active	
<a href="#">Thomas Trainone</a>	Medical	12/2014	Spouse	FRI	Spouse	Active	

[View Details](#)

**Medical Programs**

Worker: Unit User  
Worker ID: [DW6002G100](#)  
Program Status: Pending  
Primary Applicant/Recipient: Misty Woods  
Language: English  
Guardian/Conservator/Legal Custodian: Roxie Trainone  
Application Date: 01/21/2014

Name	Requested Medical Type	Review Month	Relationship To Primary Applicant	Role	Role Reason	Status	Status Reason
<a href="#">Misty Woods</a>	LTC		Primary Applicant	MEM		Pending	

[View Details](#)

**All People Associated with the Case**

Name	DOB	SSN	Client ID	Household Status
<a href="#">Thomas Trainone</a>	06/10/1958	514-44-8123	0010005025	In the Home
<a href="#">Roxie Trainone</a>	08/15/1960	512-66-1312	0010004925	In the Home
<a href="#">Misty Woods</a>	03/10/1998	515-65-8116	0010005026	In the Home

[Request ID Details](#)

Select Journal from the Utility Navigation bar will provide you with the medical journaling on the case



# KEES Journals

Export: Add Entry:

## Journal List

Case - 20002755 - Roxie Trainone

Journal List

List Options

## Search Results Summary

Results 1 - 4 of 4

Sort By:

Date-Asc

- 01/15/2014 11:01 AM** **Roger Danger, KH0206Q1D7**  
 Medical request approved with a spenddown of \$3129.00. Paystubs provided, social security verified. Resources below allowed limit. NOA sent
- 01/21/2014 11:01 AM** **Roger Danger, KH0206Q1D7**  
 Application for HCBS thru the SED waiver services for Misty has been added and is currently pending.
- 01/21/2014 11:01 AM** **Auto Logs**  
 APSP Eligibility :: APSP Web is Primary Applicant/Recipient beginning 01/01/1000 and ending 12/31/2999
- 01/21/2014 11:01 AM** **Auto Logs**  
 APSP Eligibility :: APSP Web is Guardian/Conservator/Legal Custodian beginning 01/01/1000 and ending 12/31/2999

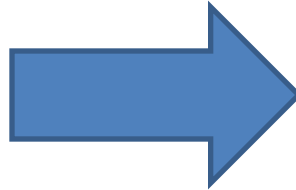
Export: Add Entry:

# QUESTIONS?

# ImageNow Overview

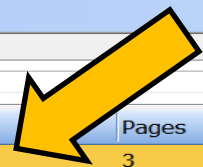
## Inquiry Profiles

# Fundamentals



- OneNote documents will be converted to ImageNow.
- OneNote will be view only when KEES goes live.

Drawer	Case Name	Case Number	Person MPI	Unique ID	Document Type	Pages
Case	Tony Austin	456987123	0001234569	Tony austin	One Note	3
Person	Tony Austin	456987123	0001234569		Legal	9
Case	TONY AUSTIN	456987123	0001234569		Income	5
Person	Antony Austin	456987123	7777777		Immunization Record	1

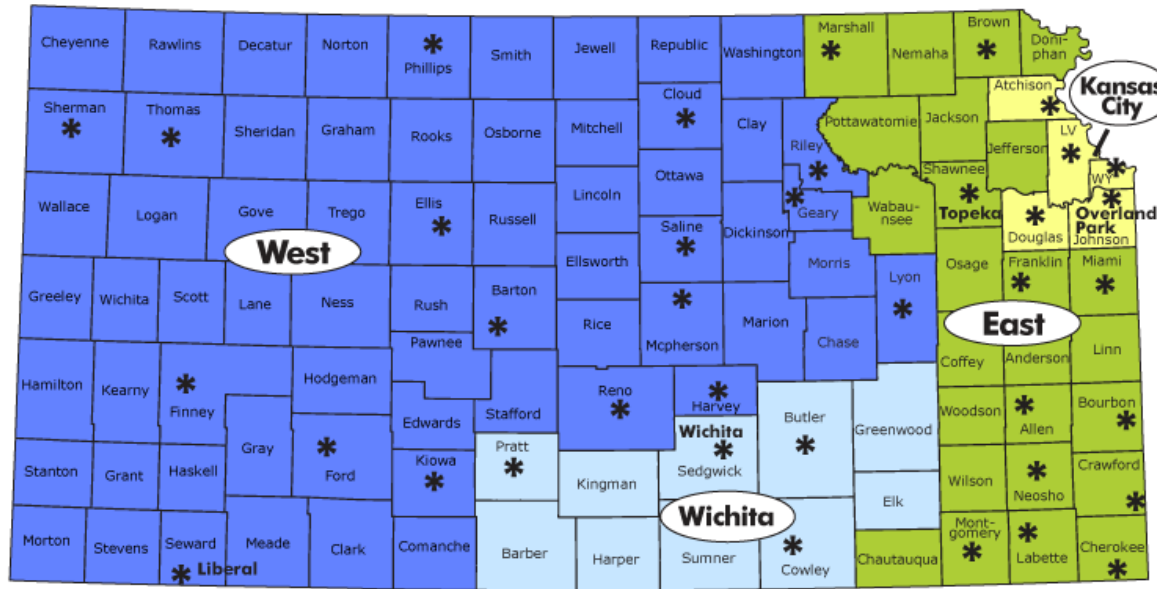


# Fundamentals

- ImageNow is the software that will be utilized to capture and store electronic images.
- Documents received by the agency will be scanned into ImageNow.... transitioning from physical document storage to digital.
- Ensures that all documents are secure, quickly retrievable, and associated to the files and applications you want.
- Captures and manages data from SSP, fax, email, mail and KEES.
- Ability to view, scan, process and search for documents.



# Fundamentals



\* DCF Service Center


- Statewide Access
- Streamline ICTs
- Real-time access to Case File
- Cross Program Case File

# Fundamentals

- **Barcoding:** Forms/notices sent from KEES that are expected to be returned will contain a barcode to assist with indexing and workflow.
- **Scanning Priority:**
  - **Hot Scan:** Unworked information, unprocessed information or information that needs worked. Imaged within 24 hours.
  - **Cold Scan:** Information that only needs filed or information that has already been processed. Imaged within 3 - 5 days.
- **Tasks:** Once a document is imaged, a task is created to notify the worker.
- **Paper Retention:** Imaged documents are retained for 60 days to ensure document integrity, then destroyed. Originals will be returned.
- **Case File Purging:** Purging of paper files will follow the same protocol practiced in regions today.
- **Fraud cases** – Documentation will need to be retained in the paper file as it is considered legal documents.

Penalties	Penalties
<p><b>PENALTIES FOR CASH AID WELFARE FRAUD:</b> If on purpose you do not follow cash aid rules, your cash aid can be lowered for a period of time and you may be fined up to \$10,000 and/or sent to jail or prison for up to 3 years.</p> <p>Your cash aid can be stopped:</p> <ul style="list-style-type: none"> <li>• For not reporting all facts or for giving wrong facts: 6 months for the first offense, 12 months for the second offense, or forever for the third.</li> <li>• For submitting one or more application to get aid in more than one case for the same time period: 2 years for the first conviction, 4 years for the second, and forever for the third.</li> <li>• For conviction of felony fraud to get aid: 2 years for theft of amounts under \$2,000; 5 years for amounts of \$2,000 through \$4,999.99; and forever for amounts of \$5,000 or more.</li> <li>• Forever: for giving the county false proof of residency in order to get aid in two or more counties or states at the same time; giving the county wrong facts for an ineligible child or a child that does not exist; getting more than \$10,000 in cash benefits through fraud; getting a third conviction for fraud in a court of law or an administrative hearing.</li> </ul>	<p><b>PENALTIES FOR FOOD STAMP FRAUD:</b> If on purpose you do not follow food stamp rules, your food stamps can be stopped for 12 months for the first violation, 24 months for the second, and forever for the third. You may be fined up to \$250,000 and/or sent to jail/prison for 20 years.</p> <p>If you are found guilty in any court of law because:</p> <ul style="list-style-type: none"> <li>• You traded or sold food stamps for firearms, ammunition, or explosives, your food stamps can be stopped forever for the first violation.</li> <li>• You traded or sold food stamps for controlled substances, your food stamps can be stopped for 24 months for the first violation and forever for the second.</li> <li>• You traded or sold food stamps that were worth \$500 or more, your food stamps can be stopped forever.</li> <li>• You gave the county false identity or residence information, so you can get food stamps in more than one case at the same time, your food stamps can be stopped for 10 years.</li> </ul>

(08/2003) Page 1 of 4  
 3100.r 1500158



# Retrieving Documents

KEES (Medical)

VS.

KAECSES/KsCares (Non-Medical)



# Retrieving Documents

## Launch ImageNow



## Log In to ImageNow

- > KEES Username
- > Password



ImageNow is accessed through the

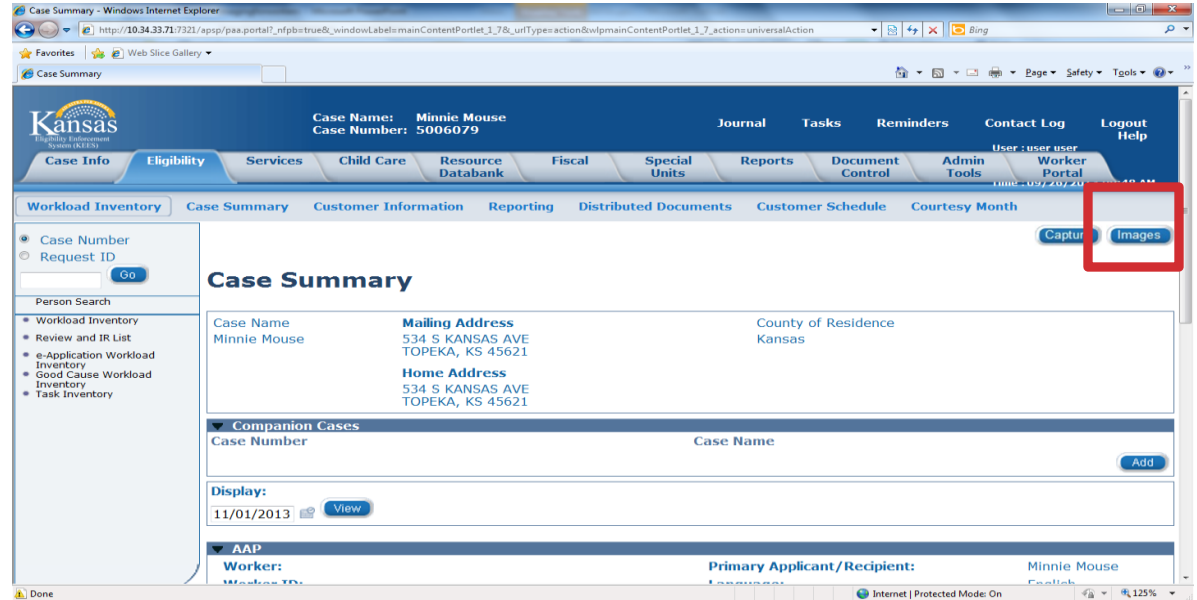


icon on your computer

See Imaging: Application Components Job Aid

# Retrieving Documents

## Retrieving Documents for a KEES Case



Log into KEES and ImageNow (username & passwords will match)

Accessing the Images button from the **Case Summary** page retrieves all documents related to the KEES case.

Accessing the Images button from a **Data Collection** page retrieves documents specific to that category.

\*To use this feature, users must be logged into KEES and ImageNow.\*

# Retrieving Documents

The screenshot displays the KEES Case View interface. The 'Income List' is highlighted with a red circle. A red box highlights the 'Images' button in the top right corner. Below the main interface, a table shows the results of a document retrieval search.

Drawer	Case Number	Case Name	Person MPI	Person Name	Document Type	Pages	Received Date
KEES Case	5008642	Mary Smith			Income	1	09/17/2012
KEES Case	5008642	Mary Smith			Income	1	09/17/2012
KEES Case	5008642	Mary Smith			Income	1	09/17/2012
KEES Case	5008642	Mary Smith	8359226465	Mary Smith	Income	1	09/17/2012
KEES Case	5008642	Mary Smith			Income	1	09/17/2012
KEES Case	5008642	Mary Smith			Income	1	09/17/2012

Accessing the Images button from a Data Collection page retrieves documents specific to that category.

# Retrieving Documents

Double clicking on the document you wish to view will open that document for viewing.

KEES Case View

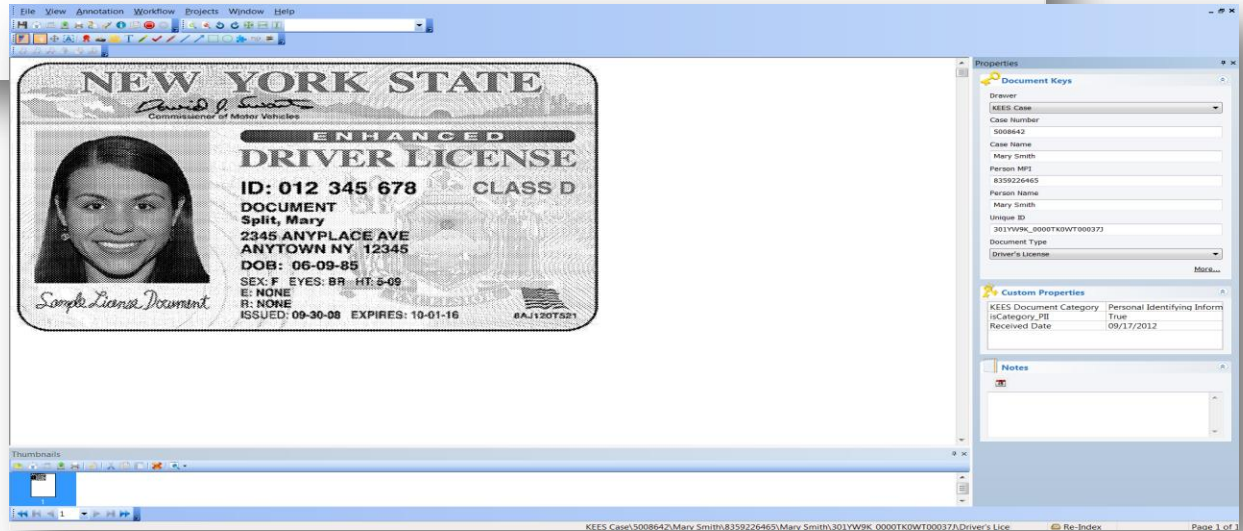
File Edit View Workflow Projects Help

Search

Case Number starts with "  Go

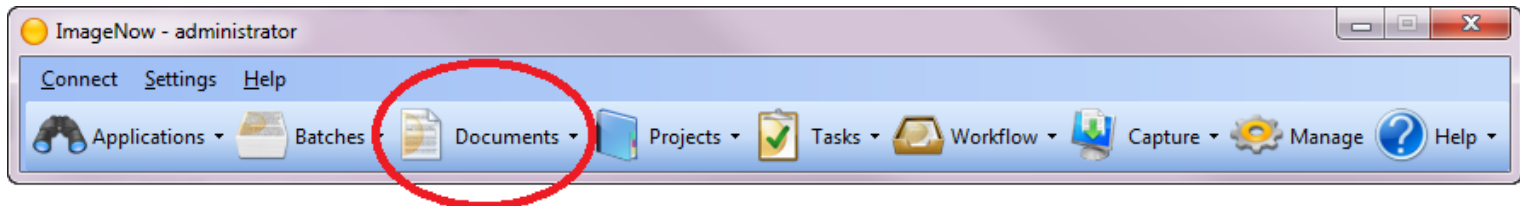
Content:

Drawer	Case Number	Case Name	Person MPI	Person Name	Document Type	Pages	Received Date
KEES Case	5008642	Mary Smith			Expense	1	09/17/2012
KEES Case	5008642	Mary Smith			Legal	1	09/17/2012
KEES Case	5008642	Mary Smith			Application	1	09/17/2012
KEES Case	5008642	Mary Smith	8359226465	Mary Smith	Driver's License	1	09/17/2012
KEES Case	5008642	Mary Smith			Overpayment	1	09/17/2012
KEES Case	5008642	Mary Smith			Appeal	1	09/17/2012



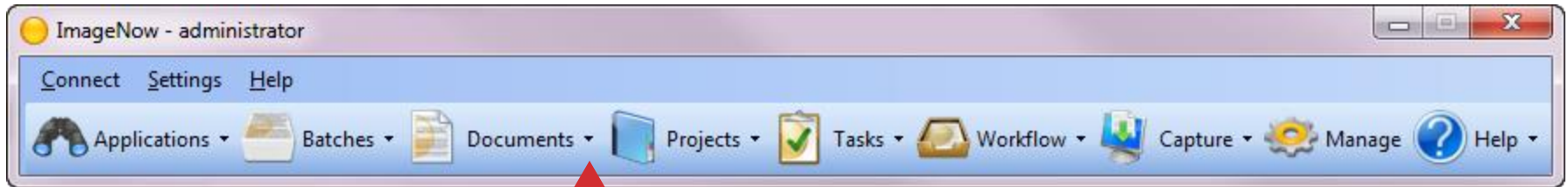
# Retrieving Documents

## Retrieving Documents for a Non-Medical Case



To retrieve documents related to a Non-Medical case,  
use the ImageNow toolbar.

# Retrieving Documents



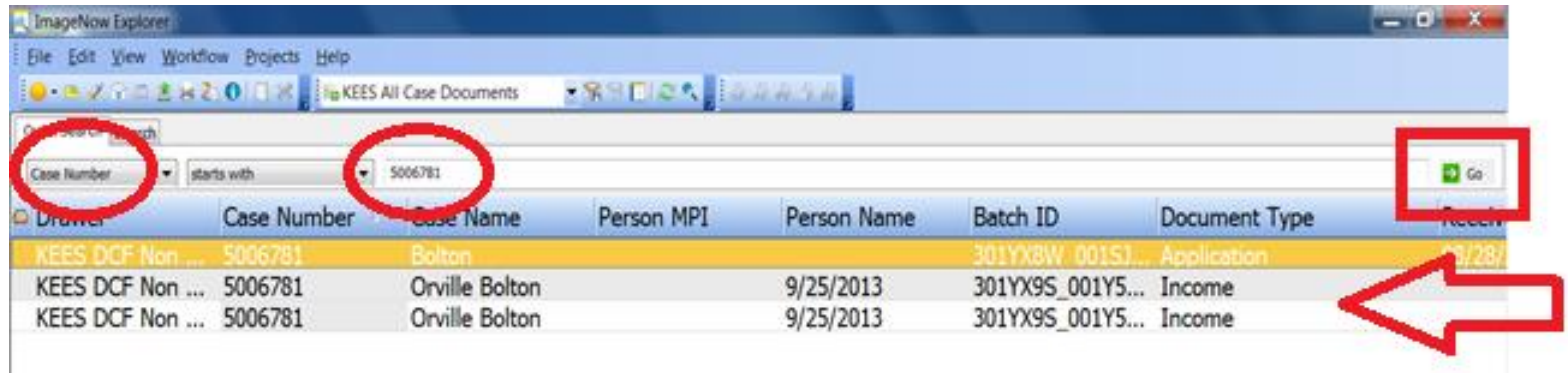
Click on **Documents** to retrieve all documents stored in ImageNow. **Document View** allows the user to search for documents that are within a specific, pre-determined criteria and or security group.

**NOTE:** Users should be encouraged to perform searches within the specific Document View Filters to avoid performing an “empty” search.

# Retrieving Documents

Document View Filters	Definition
<b>KEES All Case Document</b>	Utilize this view for all KEES Case related documents.
<b>KEES Deleted Documents</b>	Utilize this view for all deleted documents performed by the KEES Indexing eForm.
<b>KEES Fax Documents</b>	Utilize this view for all Faxed documents.
<b>KEES LIEAP All Documents</b>	Utilize this view for all KEES Case LIEAP related documents.
<b>KEES QA All Documents</b>	Utilize this view for all KEES QA related documents.
<b>KEES Registration Documents</b>	Utilize this view for all KEES Case Registration related application documents.
<b>KEES DCF Non-Medical</b>	Utilize this view for all DCF Non-Medical related documents for processing.
<b>KEES TOP All Documents</b>	Utilize this view for all KEES TOP related documents.
<b>KEES Task View</b>	Utilize this view for all KEES Tasks related documents for processing.
<b>KEES Unknown Case Documents</b>	Utilize this view for all KEES documents that were not identified to a KEES Case at the point of capture.
<b>KEES PPS All Documents</b>	Utilize this view for all KEES PPS Documents.
<b>KEES DCF RE-Index Documents</b>	Utilize this view for all DCF documents that require Re-Indexing to the appropriate case.
<b>KEES KDHE RE-Index Documents</b>	Utilize this view for all KDHE documents that require Re-Indexing to the appropriate case.
<b>KEES SSP Documents</b>	Utilize this view for all SSP submitted documents that require indexing to the appropriate document type and/or KEES Case.

# Retrieving Documents



- On the ImageNow Explorer, Case Number is the default search criteria. Users are able to search by criteria other than case number such as case name. Use the drop down menu to change the search criteria.
- Selecting **Go** will bring the entire list of documents based on the search criteria associated to the Case.
- Double click on the document to view.

Example: Enter the KAECSSES case number and click GO. This will return a list of all documents related to the KAECSSES case number entered.



# Retrieving Documents

- If both a KAECSES and KSCares case exist, documents will be imaged using the KAECSES case number regardless of status of the KAECSES case.

Example: If the PI has an open Child Care case on a KSCares case number and a closed KAECSES case number, documents should still be imaged to the KAECSES case number.

- Documents will be indexed to the KSCares case number when it is the ONLY case number.

# Retrieving Documents

ImageNow Explorer


File Edit View Workflow Projects Help

KEES All Case Documents

Quick Search Search

Case Number starts with 5006781 Go

Drawer	Case Number	Case Name	Person MPI	Person Name	Batch ID	Document Type	Received
KEES DCF Non ...	5006781	Bolton			301YX8W_001SJ...	Application	08/28/...
KEES DCF Non ...	5006781	Orville Bolton		9/25/2013	301YX9S_001Y5...	Income	
KEES DCF Non ...	5006781	Orville Bolton		9/25/2013	301YX9S_001Y5...	Income	

Use sorting  to sort column results.

Click on the document to view.

## Job Aids

- Imaging: Document Views
- Imaging: Quick Search
- Imaging: Search by Received Date

# Retrieving Documents

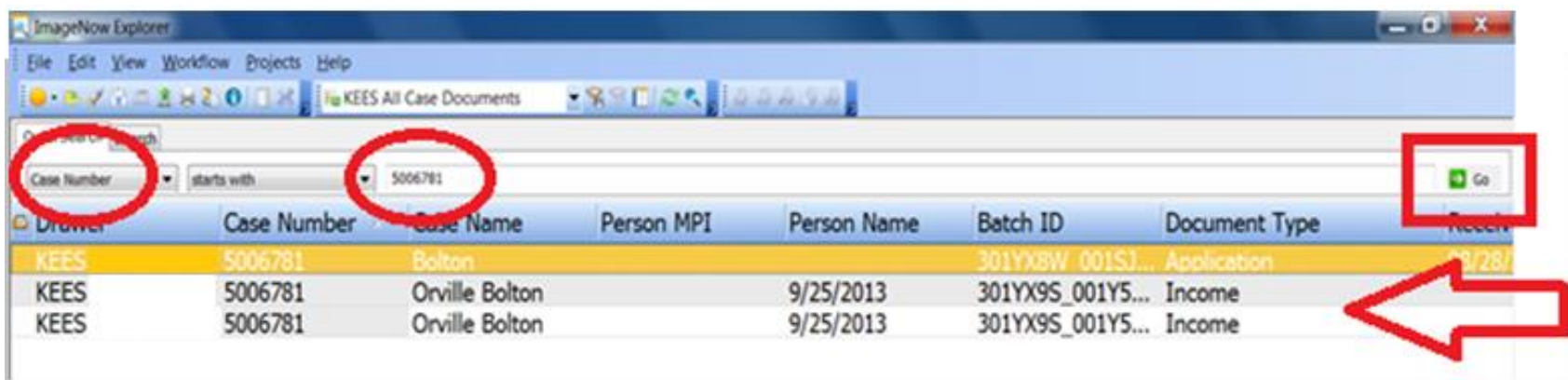
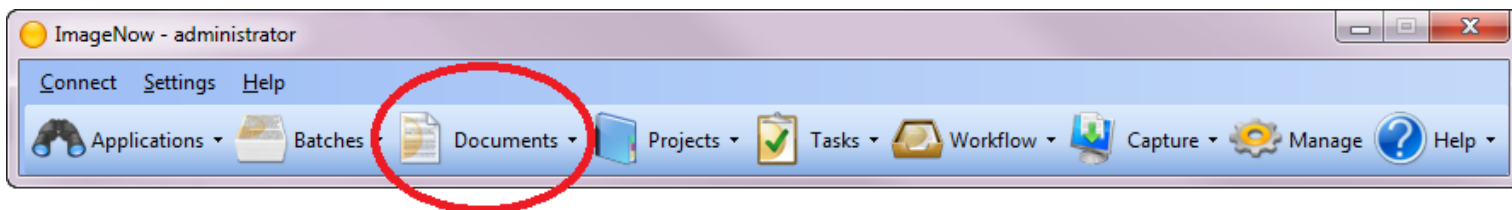
- For new applications or reviews, workers will continue to use the New Application/Review Template for both medical cases and non-medical cases. The Template will be saved with a Journaling document type.
- Ongoing journaling for KEES cases will be done utilizing the Journal on the KEES Utility Navigation Bar.

The screenshot displays the KEES system interface. At the top, the navigation bar includes 'Journal', 'Tasks', 'Reminders', 'Contact Log', 'Logout', and 'Help'. A red arrow points to the 'Journal' button. The main content area shows the 'Case Summary' for Margo Johnson, with a red arrow pointing to the 'Case Summary' tab. A 'Journal List' window is open, showing a list of journal entries for Case 20001642 - Margo Johnson. The entries include dates and times, such as '11/07/2013 01:11 PM' and '11/22/2013 08:11 AM'. The window also shows a 'Search Results Summary' and a 'Sort By' dropdown menu.



# Retrieving Documents

**REMEMBER:** KEES Case documents can also be accessed via the ImageNow document search feature.



# KEES Resources

**Visit with your regions RRA to learn about available KEES resources**

East Region      Donna Uhl

West Region      Brenda Schumacher

KC Region      Janet Dellinger

Wichita Region      Kristen Zluticky

# KEES Job Aids

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

- Getting Started In KEES
- Global and Task Navigation
- Inquiry Access
- Inquiry Plus Access
- Imaging – Quick Search
- Imaging – Document Views
- Imaging – Search by received date