KEES Group Names & Descriptions

KEES Group Name	Legacy Group Name	Description
KEES EES Eligibility Staff	EES Eligibility Worker	Determine eligibility and authorizes EDBC for cash, food assistance, child care, work programs, medical assistance, client inquiry, enter interview data, address, admin roles, send and view notices, data collection, update demographic data for client (name, SSN, DOB, sex), authorize EDBC, view and select providers from RDB, register reviews, register Interim Reports, set up overpayment claims, add/view/edit journals, view payment history, set up service arrangements, work programs, set up child care plan, authorize child care, add, change or delete aliases.
KEES EES Eligibility Supervisor	EES PA/Supervisor	Oversee worker and clerical staff, answer customer questions, secondary approval for some benefit amounts, review case actions, manage BPR processes
KEES Medical Eligibility Staff	KDHE Medical Eligibility Worker	A specialized role that encompasses duties of Customer Service Reps, data entry clerks, and most tasks of clerical staff. Contract and state eligibility worker have basically the same roles but only state staff can authorize non-MAGI determinations. Determines eligibility and authorizes EDBC for medical programs.
KEES Medical Eligibility Supervisor	Medical Eligibility Supervisor	Supervisory position. Same job functionality as worker but additional supervisory/managerial role. Oversee eligibility staff. Secondary approver for some benefits. Review case actions, manage BRP processes. Ability to reassign tasks, register apps/reviews, move/delete images, delete programs, cases and persons. Can view/update RDB.
KEES ADAP Staff	ADAP	Specialized worker that authorizes eligibility for those people that have AIDS.
KEES Data Entry Clerk	KDHE Data Entry Clerk	Enters information from paper/imaged applications into eligibility system.
KEES EES Clerical Staff	EES Clerical Staff	Provide support to workers and supervisors, answer questions from customers, register cases, etc. register application/case, client inquiry, enter interview date, address, admin roles, send and view notices, view payment history, update demographic data for client (name, SSN, DOB, sex), register reviews, register Interim Reports, view overpayment claims, add and view journals, add, change and delete aliases
KEES PPS Clerical Staff	PPS Clerical Staff	Provide support to workers and supervisors, answer questions from customers, register cases, etc. register application/case, client inquiry, enter address, admin roles, send and view notices, view payment history, update demographic data for client (name, SSN, DOB, sex), register reviews, view overpayment claims, add and view journals, add, change and delete aliases for PPS programs (foster care, adoption assistance, VenPay, PCS, YI)

KEES PPS Eligibility Staff	PPS Eligibility Worker	Worker in PPS that determines eligibility and authorizes EDBC for Adoption Assistance, Independent Living, Venpay, Foster Care, PCS programs. Client inquiry, PPS specific screens to update, view income maintenance, expense screens, benefit history screens, register reviews, data collection for PPS, make referral to CSE (absent parent info), notice history – view and send, journal
KEES PPS Eligibility Supervisor	PPS Eligibility Supervisor	Oversee worker and clerical staff, answer customer questions, secondary approval for some benefit amounts, review case actions for PPS programs (foster care, adoption assistance, VenPay, YI and PCS)
KEES View Only		Access to view all pages in the system except pages that only have edit mode.
KEES Central Office View	Central Office KDHE-Central Office View DCF-Coreview	Profile for Central Office and various other State and non-State staff needing high level review access with no update capabilities.
KEES Quality Control Reviewer	Review1 – view only Reviewer-View only QA Reviewer	Access to search, create, update, and monitor quality review and quality control pages, view case information pages, view child care pages, view employment services pages, view payment pages, view recovery account pages, and view overpayment pages.
KEES Inquiry	DCF\Inquiry-view only KDHE\Inquiry H &E Inquiry	Basic inquiry access with no update capabilities. Allows user to see if individual is known to the system, and if known, can view current and past person and program involvements.
KEES LIEAP Clerical Staff	LIEAP Clerical Staff	Provide support to staff for the LIEAP program, register cases, gather data, answer customer inquiries. Register application/case, client inquiry, RDB, LIEAP specific screens, address, view benefit history screens
KEES LIEAP Eligibility Staff	LIEAP Eligibility Worker	Determine eligibility and authorizes EDBC for the LIEAP program. Client inquiry, RDB, LIEAP specific screens, view access to Income Maintenance screens – benefit history screens, address, view Expense screens in KEES,
KEES LIEAP Eligibility Supervisor	LIEAP Supervisor	Oversee worker and clerical staff, answer customer questions, secondary approval for some benefit amounts, review case actions for LIEAP program.
KEES Help Desk Staff	Help Desk/Super User	This is for specialized staff that troubleshoot system related issues, have inquiry and update access.
KEES Password Administrator	Password Admin	Ability to reset and change passwords, suspend users – would not see client data in KEES, only the security piece in KEES.
KEES Security Administrator	Security Administrator	Oversight of system user access, security can do everything, except: cannot post payments on overpayments, cannot view Medicare information, cannot do EDBC on any program, cannot view SSA income, cannot authorize underpayments, cannot look at ADAP information.
KEES RDB Staff	RDB Staff	Maintain all resources in the data bank, includes child care providers, work programs, community resources, schools, vendors, etc. Add, view and update RDB providers, changes to any information in the RDB, view and edit RDB journal
KEES RDB Supervisor	RDB Supervisor	Maintain all resources in the data bank, includes child care providers, work programs, community resources, schools, vendors, etc. add, view and update RDB providers, changes to any information in the RDB, view and edit RDB journal

KEES System Administrator	System Administrator	Super user plus security access; have all rights on all pages in the system and can run all reports.
KEES Employment Services Contractor Staff	Employment Services Contractor Staff	Access to all employment services pages, view child care pages, view payment pages and view recovery account pages.
KEES Central Collections Unit	Central Collections Unit	Central Collections Unit, responsible for monitoring repayments, handling the receipting of money into the agency (post payments), process court judgments, bankruptcies, legal inquiries, appeals and TOP and DSO collections.
KEES Central Office E BT Unit	C/O EBT Unit	EBT unit has additional EBT functions that they do – reissue aged off benefits, view and adjust overpayments, view benefits, view clients, verify benefit history, make additions or adjustments to months on assistance (verify case activity for other states - if case is open, closed, etc.), update address and client demographic information (name, SSN, DOB, etc.) Inquiry access into KEES for other pages.
KEES WP & CC Staff	WP CCTECH	Determine eligibility and authorizes benefits for child care and work programs, address, admin roles, send and view notices, data collection, update demographic data for client (name, SSN, DOB, sex), view and select providers from RDB, add/view/edit journals, view payment history, set up service arrangements, set up child care plans.
KEES SIU Staff	Special Investigation	Profile used by DCF Investigators. View-only access of nearly all pages in the system except pages that have edit mode. Access to the Special Units Tab. Only editing capabilities is within the Special Units Tab.
KEES SIU Supervisor	Special Investigation Supervisor	Same as Special Investigation Staff plus run reports and search, view, and create performance analysis pages.
KEES Mailroom Specialist	Mailroom Specialist	Opens and date stamps incoming mail. Prepares mail for scanning by sorting into correct document types, analyzing each individual piece of mail to make sure that it scans properly. Scans applications and loose mail into imaging system . Researches eligibility system to match mail up to case numbers when one doesn't exist on incoming document. Prepares outgoing mailings.
KEES Mailroom Specialist Supervisor	Mailroom Specialist Supervisor	Same roles as Mailroom Specialist; will also need the ability to delete and move documents from case numbers as appropriate.
KEES Estate Recovery and Medical Subrogation Staff	Estate Recovery and Medical Subrogation Staff	This profile is for state and contractor Estate Recovery and Medical Subrogation workers. It allows workers to receive referrals, identify medical overpayments and underpayments, create accounts and track payments related to Estate Recovery and Medical Subrogation. It allows view- only access to all non-sensitive eligibility information.
KEES Contractor Clerical Staff	Contractor Clerical Staff	Provide support to workers and supervisors. Answer questions from customers. Must have an understanding of eligibility in order to register correct program(s) for applicant. Registers applications/reviews. Send and view notices. View payment history. Update demographic data for consumers (name, SSN, DOB, sex, address). Access to external systems used to verify citizenship/identity.

KEES Customer Service Rep	Customer Service Rep	Answers phone, captures and provides information to consumers. Enters grievance information. May complete application with consumer over phone. Routes calls as appropriate.
KEES Contractor Medical Eligibility Staff	Contractor Medical Eligibility Staff	A specialized role that encompasses duties of Customer Service Reps, data entry clerks, and most tasks of clerical staff. Contract and state eligibility worker have basically the same roles but only state staff can authorize non-MAGI determinations. Determines eligibility and authorizes EDBC for medical programs.
KEES Contractor Medical Eligibility Supervisor	Contractor Medical Eligibility Supervisor	Supervisory position. Same job functionality as worker but additional supervisory/managerial role. Oversee eligibility staff. Secondary approver for some benefits. Review case actions. Ability to reassign tasks, register apps/reviews, move/delete images, delete programs, cases and persons
KEES KDHE Fiscal Unit	Fiscal Unit	This profile is for Central Office KDHE fiscal staff. It allows workers to create accounts and track payments.
KEES Fair Hearings Staff	Fair Hearings	Profile assigned to workers who enter and track Fair Hearing data in KEES. Will be needed by the Contractor Medical Eligibility Supervisors, one of the KDHE Medical Eligibility Supervisors at the CH and all of the outstationed KDHE Medical Eligibility Workers.
KEES Customer Service Supervisor	Customer Service Supervisor	Same duties as a Customer Service representative but with supervisor duties. Will also need access to production reports for their team
KEES SSA Inquiry Staff	SSA Inquiry	Limited view-only group assigned to Social Security Administration employees
KEES CBS View Only Staff	CBS-View Only	Limited view-only group assigned to community based services staff
KEES CSE (CSS) View Only Staff	CSS View Only CSE View Only	Limited view-only group assigned to child care services staff
KEES MMIS View Only Staff	MMIS View Only Staff	Limited view–only group assigned to MMIS customer service staff
KEES PARIS Staff	PARIS STAFF	Limited view–only group assigned to PARIS staff
KEES Task Management Staff	N/A	Group limited to view and edit only task related screens
KEES Interface Manager	Interface Manager	Group limited to view only all interfaces
KEES Obiee Ad Hoc	N/A	Group limited to only access reports in OBIEE