



WA443 WORKER PORTAL

REQUIRED DATE FIELD FORMATTING

The Worker Portal has required fields in the E&D Supplemental Applications for Date Admitted and Date Discharge. Both data fields should be completed using the mm/dd/yyyy format. Use 11/11/2050 for Date admitted. Use 12/22/2050 for Date Discharge. If a date is unknown a temporary date should be entered to continue processing the application. To correctly process the case the temporary date needs to be removed or updated within KEES.

Within the Worker Portal in the E&D Supplemental Application section, the data entry specialist should add the following dates in the Date Admitted and Date Discharge fields.

If in hospital, nursing facility or other institution, what is the name of the facility?

Date Admitted*:

Date Discharge*:

- STEP 1: **Date Admitted** = 11/11/2050
- STEP 2: **Date Discharge** = 12/22/2050
- STEP 3: Continue with data entry process

NOTE: A business process will be developed to notify subsequent workers to remove or update the placeholder data from the LTC Data Detail page. Notification will be sent when the business process has been developed and implemented.

Contact Information

If you have additional questions about this material or updates to this material, you may contact the KEES training team via email: training@kees.ks.gov.

Document Change Log

Date	Version	Author	Change Description
12/03/2015	2.6	Business Support	