



WA221 PMD TIER 1 WITH INCOME UNDER THE SSI LIMIT RECEIVE A MEDICALLY NEEDY AID CODE

All consumers who are in Independent Living and receive a PMD Tier 1 Medical Condition type with income less than the SSI limit should have an SSI/DS aid code when approved. Currently KEES gives all PMD Tier 1 consumers a MDN/DS aid code.

When the household's monthly income after allowable deductions is under the SSI limit users need to complete the following workaround to adjust the aid code from MDN/DS to SSI/DS.

NOTE: If the consumer is eligible for HCBS, Nursing Home, PACE, then the appropriate 300/XX aid codes for those programs would be used, not an SSI/DS aid code.

Overriding EDBC

- STEP 1** Run EDBC for the appropriate month and then navigate to the **Medical EDBC Summary** page.
- STEP 2** Click the **Override Medical Summary** button. The **Medical EDBC Override List** page displays.
- STEP 3** Click the **Override** button next to the individual's budget that needs to be overridden. The **Medical EDBC Override Detail** page displays.
- STEP 4** Update the following fields:
 - **Test:** Select **SSI Recipients** from the drop-down menu.
 - **Premium/ LTC Liability/ Spenddown:** Change to **\$0.00**, if needed.
 - **Start Date:** Enter the first day of the month EDBC is being run for.
 - **End Date:** Change to the last day of the month that the EDBC is being run for.
 - **AID Code:** Select **SSI Recipient- Disabled** from the drop-down menu.
- STEP 5** Click the **Save and Return** button. The **Medical EDBC Override List** page displays.
- STEP 6** Select **Administrative Decision** from the **EDBC Override Reason:** drop-down menu.
- STEP 7** Click the **Save and Return** button. The **Medical EDBC Summary** page displays.
- STEP 8** Review the page to verify that the **Spenddown** amount has been reduced to **\$0.00** and that the **Aid Code** has been updated to **SSI/DS**.
 - If not then return to **STEP 3** otherwise continue to **STEP 9**.
- STEP 9** Click the **Accept** button. The **EDBC List** page displays.

- STEP 10** Click the **Save and Continue** button.
- STEP 11** Complete **STEPS 1 through 10** for each month through the come-up month.
- STEP 12** Generate a **Manual NOA/Form**.
- STEP 13** Two future tasks should be created. Complete **Task to Send the Review** and **Task to Close Case if Review is not Received** below.

Creating Future Tasks

One task is used to send the Review and the other task is used to close the medical program if the review is not received. To set future tasks follow the steps below:

Task to Send the Review

- STEP 1** Within the context of the case, click **Tasks** in the **Utility Navigation Bar**. The **Task Management** pop-up window displays.
- STEP 2** Click the **Add Task** button. This opens a pop-up window allowing **Manual Task- In Case** information to be entered.
- STEP 3** Enter a **Due Date** in <mm/dd/yyyy> format.
 - Set the **Due Date** to be 45 days from the last day of the Review due month. For example: The last day of the Review Due Month is 03/31/15. The **Due Date** is set to 02/15/15.
- STEP 4** Enter a **Received Date** in <mm/dd/yyyy> format.
 - This is the date that the task is created.
- STEP 5** Select **KDHE Clearinghouse** from the **Region** drop-down menu.
- STEP 6** Select **KanCare Clearinghouse** from the **Location** drop-down menu.
- STEP 7** Select **E&D Eligibility** or, if appropriate, **LTC E&D Eligibility** from the **Queue** drop-down menu.
- STEP 8** Select **Review** from the **Task** drop-down menu.
- STEP 9** Leave **Contact Type** blank.
- STEP 10** Enter *Mail Review* in **Task Details**.
- STEP 11** Click the **Save and Continue** button.

Task to Close Case if Review is not Received

- STEP 1** Within the context of the case, click **Tasks** in the **Utility Navigation Bar**. The **Task Management** pop-up window displays.
- STEP 2** Click the **Add Task** button. This opens a pop-up window to allow **Manual Task- In Case** information to be entered.
- STEP 3** Enter a **Due Date** in <mm/dd/yyyy> format.
 - Set the **Due Date** to the 15th day of the Review Due month. For example: Review Due month is 11/2016. The **Due Date** is set to 11/15/2016.
- STEP 4** Enter a **Received Date** in <mm/dd/yyyy> format.
 - This is the date that the task is created.

- STEP 5** Select **KDHE Clearinghouse** from the **Region** drop-down menu.
- STEP 6** Select **KanCare** from the **Location** drop-down menu.
- STEP 7** Select **E&D Eligibility** or, if appropriate, **LTC E&D Eligibility** from the **Queue** drop-down menu.
- STEP 8** Select **Change** from the **Task** drop-down menu.
- STEP 9** Leave the **Contact Type** blank.
- STEP 10** Enter *Close medical program if review has not been received* in **Task Details**.
- STEP 11** Click the **Save and Continue** button.

Document Change Log

Date	Version	Author	Change Description
05/06/2014	1.0	Jonathan A. Garcia	Initial draft completed
12/03/2014	2.6	Jonathan A. Garcia	Ready for 2.6 Go-Live
06/08/2015	2.7	Daniel S Gibbons	Added verbiage to STEP 1 under "Task to send the review" and "Task to close if review is not received"
01/22/2016	2.7.1	Jonathan A. Garcia	Updated Region, Location and Queue references due to ERO changes

*Update version/date in document footer.