

### Guide for using KEES interface information

\*Income Records are created for Family Medical Income Types only. *Use the Family Medical income type in most instances.* See Policy Memo for to determine when to use the Elderly and Disabled Income Type.

\**Evaluate interface tasks within 10 days.* When income records are created through an SSA interface, a task is created. Staff must execute EDBC in order to effect the change. But, it might get caught in another automatic EDBC run. If action is not taken on the task prior to an automatic EDBC, the case could be determined in error.

\*With the exception of the VLP interface, tasks are not updated from the interfaces called during NO Touch or the RV button. *Review the system processes to determine if action seems reasonable.*

\*When additional information from an interface must be reviewed, sufficient information is not available through the KEES windows in many instances. *To view the information use the following:*

**VLP-** Results available online through KEES (INS Document Verification Request Detail)

**TBQ-** Results available on the Medicare Information page in KEES Can use the TPQY to see Medicare entitlement as under current processes, but it may be different than the TBQ

**Social Security interfaces (SDX, SVES, BENDEX)** – Use EATSS. For TPQY allow up to three days to request a TPQY for new applications

**KPERS:** Not available

**KDOL-Wages:** Use BASI under current processes

**KDOL-TALX:** Use The Work Number through the web-based log-on

**KDOL- Unemployment:** Use BARI under current processes

The KEES RC test is only executed to Family Medical income types. When a pending record returns a verified result, no additional action is necessary unless considered suspect according the policy memo. *Use the Manual RC tool for all Elderly and Disabled Income Types, when the KEES RC test isn't executed, when the KEES RC test returns 'pending' verification.*

For cases with both E and D and Family Medical blocks, *enter non-monthly income (usually earnings) is with two different income types – one for Family and one for E and D.*

**Summary of automatic updates from interfaces - does not include Premium Billing or Task- Only interfaces**

	<b>No Touch Workflow</b>	<b>RV Button</b>	<b>SVES (Daily &amp; Monthly)</b>	<b>TBQ</b>	<b>BENDEX (SSA)</b>	<b>SDX (SSI)</b>
<b>When the interface information is provided/called?</b>	Initial Apps (New-New)	Manual Request-Follow instructions in Policy Memo	*New Apps/Adds w/SSN *Turns 64, 9 mo & not Medicare *Review Due	Applicant $\geq$ age 18 added  Applicant < age 18 & has Medicare #	*New approvals *Accreted to File	
<b>What is available?</b>	<p><b>HUB Interfaces:</b> <b>SSN Verification-</b> updates SSN verification</p> <p><b>CitDoc</b> - updates Citizen &amp; Id verification</p> <p><b>Medicare</b> – updates Medicare ind - MAGI</p> <p><b>Non-Citizen Info-</b> provides non-citizen status. Creates tasks.</p> <p><b>Income Records created from these sources:</b> SSA Income -HUB KPERS KDOL – Unemployment SDX – SSI Income</p> <p><b>RC Test</b> KDOL- Wages TALX – Work Number</p>	<p><b>HUB Interfaces:</b> <b>SSN Verification</b> Updates SSN verification</p> <p><b>CitDoc</b> – updates Citizenship &amp; Identity verification</p> <p><b>Medicare</b> – updates Medicare ind-MAGI</p> <p><b>Non-Citizen Info</b> – provides non-citizen status. Creates tasks</p> <p><b>RC Test</b> KDOL- Wages TALX-Work Number</p>	<p><b>SSN Verification</b> Updates SSN verification</p> <p><b>Medicare Premiums</b> Updates Medicare expenses</p> <p><b>Medical Condition</b> Updates disability status</p> <p><b>Income Records</b> Creates SSA income records</p> <p><b>Tasks</b> Creates tasks</p>	<p><b>Medicare Entitlement</b> Sole source of Medicare A, B and D entitlement</p> <p><b>Third Party Payer on Medicare Expense</b> Updates indicator of State Buy in</p>	<p><b>Income Records</b> Creates income records</p> <p><b>Medicare Premiums</b> Updates Medicare expenses</p>	<p><b>Income Records</b> Creates income records</p> <p><b>Medical Conditions</b> Updates disability status</p>