

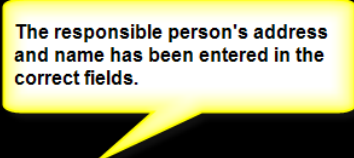
Attachment A:

Responsible Person Examples

Example 1: CORRECT completion of the Responsible Person fields on ADDR.

The example below is how the ADDR screen should be completed so the Responsible Person information is captured correctly.

```
ADDR                                ADDRESS                                072209 08:24
                                         REG COORD W
CASE NAME: SANFORD, FRED                CASE NUMBER: 00059101
TELEPHONE: 785 5555555                 TELEPHONE #2:
CASE LOCATION:
      STREET OR R.R.                    CITY                STATE                ZIP                COUNTY
SEND LL LTR Y
RESIDENCE : 2010 JUNK YARD LANE          TOPEKA              KS                66614              SN
                                         SCHOOL DISTRICT:
DIR TO HOME:
MAILING :
  ADDRESS:
WARRANT :
  ADDRESS:
PAYEE NAME :
RES PERSON: 123 MAIN STREET              TOPEKA              KS                66614
  ADDRESS:
RES PERSON NAME : LAMONT                 SANFORD
FS BEN :
  ADDRESS:
                                         DELIVERY METHOD: F
FS AUTHORIZED REP:
                                         CC--> N            DATE-->            NEXT-->
```



Example 2: Includes two examples of INCORRECT formatting of the Responsible Person fields.

```
ADDR                                ADDRESS                                072209 08:24
                                         REG COORD W
CASE NAME: SANFORD, FRED              CASE NUMBER: 00059101
TELEPHONE: 785 555555                TELEPHONE #2:
CASE LOCATION:
      STREET OR R.R.                CITY                STATE                ZIP                COUNTY
SEND LL LTR Y
RESIDENCE : 2010 JUNK YARD LANE      TOPEKA                KS                66614                SN
                                         SCHOOL DISTRICT:
DIR TO HOME:
MAILING :
ADDRESS:
WARRANT :
ADDRESS:
PAYEE NAME :
RES PERSON: 123 MAIN STREET          TOPEKA                KS                66614
ADDRESS:
RES PERSON NAME :

FS BEN :
ADDRESS:
DELIVERY METHOD: F
FS AUTHORIZED REP:
CC--> N                                DATE-->                                NEXT-->
```

The responsible person address has been entered in the correct field, however the responsible person's name field has not been entered.

```
ADDR                                ADDRESS                                072209 08:24
                                         REG COORD W
CASE NAME: SANFORD, FRED              CASE NUMBER: 00059101
TELEPHONE: 785 555555                TELEPHONE #2:
CASE LOCATION:
      STREET OR R.R.                CITY                STATE                ZIP                COUNTY
SEND LL LTR Y
RESIDENCE : 2010 JUNK YARD LANE      TOPEKA                KS                66614                SN
                                         SCHOOL DISTRICT:
DIR TO HOME:
MAILING :
ADDRESS:
WARRANT :
ADDRESS:
PAYEE NAME :
RES PERSON: LAMONT SANFORD           TOPEKA                KS                66614
ADDRESS: 123 MAIN
RES PERSON NAME :

FS BEN :
ADDRESS:
DELIVERY METHOD: F
FS AUTHORIZED REP:
CC--> N                                DATE-->                                NEXT-->
```

Lamont's name has been entered in the wrong field. The information entered here should be the address, city, state and zip code.

Example 3: Includes an INCORRECT example of an inappropriate Medical Representative on the ADDR screen.

```

ADDR                                ADDRESS                                110209 11:19
                                         REG COORD N
CASE NAME: SANFORD, FRED              CASE NUMBER: 00055020
TELEPHONE: 785 5555555              TELEPHONE #2:
CASE LOCATION: SN
      STREET OR R.R.                CITY                STATE                ZIP                COUNTY
SEND LL LTR Y
RESIDENCE : 2010 JUNK YARD LANE      TOPEKA              KS                66614              SN
                                         SCHOOL DISTRICT:
DIR TO HOME:
MAILING :
ADDRESS:
WARRANT :
ADDRESS:
PAYEE NAME :
RES PERSON: 615 S Topeka Blvd        Topeka              KS                66603
ADDRESS: HOSPITAL ASSISTANCE PROG
RES PERSON NAME : PROBASCO          E. LOU
FS BEN :
ADDRESS:
DELIVERY METHOD: F
FS AUTHORIZED REP:
                                         CC--> N              DATE-->              NEXT-->
  
```

This is incorrect! Only a medical representative can be entered on the addr screen. This entity does not meet the criteria to be a medical representative, however they can be a facilitator. A facilitator is entered on the ADAD screen.

The CORRECT example shows a facilitator listed on the ADAD screen.

```

ADAD                                ADDRESS ADDENDUM                        110209 11:27
                                         REG COORD N
CASE NAME: SANFORD, FRED              CASE NUMBER: 00055020
TELEPHONE: 785 5555555              TELEPHONE #2:
NAME : PROBASCO                      E. LOU
MAILING : 615 S TOPEKA BLVD          TOPEKA              KS                66603
ADDRESS: HOSPITAL ASSISTANCE PROG
NAME :
MAILING :
ADDRESS:
NAME :
MAILING :
ADDRESS:
NAME :
MAILING :
ADDRESS:
                                         DATE-->              NEXT-->
  
```

This is correct! This entity can be a facilitator. A facilitator is entered on the ADAD screen.