



Policy Memo	
KDHE-DHCF POLICY NO: 2017-09-01	From: Jeanine Schieferecke
Date: September 11, 2017	KEESM sections: 1300, 1710, 2145, 9121.1 KFMAM sections: 1226.06, 1300, 1601, 2045, 3100, 3200, 5100, 7140
RE: Medical KEESM and KFMAM Summary of Changes (SOC) for September, 2017 Changes	Program(s): All Medical Assistance

This memo provides the detailed Summary of Changes for implementing revisions to the Medical KEESM and the KFMAM manuals effective September 1, 2017. In addition to this document, KDHE Policy Memos 2017-08-01 and 08-02 have been issued as well as training documents and Job Aids. All policies are effective September 1, 2017 even though this memo is released late. The delay was caused by technical issues with loading the manual document. Policy memos provided necessary information and direction to staff in the interim.

A. Medical KEESM

The following revisions have been made to the Medical KEESM and are applicable to the Elderly and Disabled Medical programs:

1. 1310 Prudent Person

A new item (7), and sub-items (a) - (d) have been added to this section to provide guidance when information from another program is discovered while using the KEES eligibility system. Specific guidance is provided depending upon the type of discrepancy. Note item (d) requires staff to explore discrepant information that may lead to a different eligibility outcome.

2. 1310.1 Resolving Conflicting Information

This section has been added to provide instructions for resolving any discrepant or conflicting issue discovered. Staff must include all relevant information in a journal entry.

3. 1321.1 Sources of Verification

Sub items under this section have been numbered (1)-(4) for reference purposes. No other changes were made.

4. 1322.4 Special Verification Provisions

Item (1), (3) – Tier 3 Verification has been updated to reflect a change in the Tier 3 verification policy. As implemented in KDHE Policy Memo 2015-06-05, The Work Number is the first item in the Tier 3 hierarchy, followed by the case file. This change is now been reflected in the manual. DCF records, has been updated to state that the relevant images from the DCF file are now part of the case record. Previous instruction to use the DCF income records as verification have been removed with this revision. Minor changes have been made to the Collateral Contact item for clarification purposes.

5. 1323 Information Known to the Agency

This new item was added to provide staff with guidance when reacting to new information. This is especially necessary with the implementation of KEES Phase 3 and the introduction of shared data in the eligibility system.

6. 1323.1 Definition of Agency

A definition of Agency has been included for purposes of the new section. Information must be known to the Agency in order to react to it. The Agency is the single state Medicaid/CHIP agency and any eligibility contractors. Automated eligibility systems are also included in the definition.

7. 1323.2 Date Information is Known

This new section has been added to establish the specific point by which information must be acted on. Sub-Items (1) – (4) have been added to provide specific rules for establishing the date information is considered known.

8. 1700 Case Records

This section has been updated to expand the definition of the case record. Previously, this section was used to support a paper-based file. However, files are now electronic and language has been added to include not only the imaged files, but also data in the KEES system.

9. 2145.4 Reasonable Opportunity to Provide Documentation

This section has been updated to clarify that it is acceptable to use a Tier 3 verification, checking the case file, before accessing the Tier 2 sources for non-citizen verification. However, both must be completed prior to moving to Tier 4.

10. 9121.1 Processing Changes Reported by Change Reporting Households

This section has been updated to clarify information must be acted upon within 10 days of the date of report or the date it was considered known to the agency per 3123. Item (2) has also been updated to remove an incorrect reference. Item (6) regarding automated systems has been added to indicate that clarification is required when information is discovered while working in the eligibility system.

B. KFMAM

The following changes have been made to the KFMAM and are applicable to the Family Medical programs:

1. 1226.06 Fleeing Felons and Probation/Parole Violators

This section has been removed as the policy is not applicable to Family Medical program requirements.

2. 1310.04 Prudent Person

This new item and sub-items (a) -- (c) have been added to this section to provide guidance when information from another program is discovered while using the KEES eligibility system. Specific guidance is provided depending upon the type of discrepancy. Note item (c) requires staff to explore discrepant information that may lead to a different eligibility outcome.

3. 1321 Resolving Conflicting Information

This new section has been added to provide instructions for resolving any discrepant or conflicting issue discovered. Staff must include all relevant information in a journal entry.

4. 1330.03 Verification – Tier 3 Research

This item has been updated to reflect a change in the Tier 3 verification policy. DCF records has been updated to state that the relevant images from the DCF file are now part of the case record. Previous instruction to use the DCF income records as verification have been removed with this revision. Minor changes have been made to the Collateral Contact item for clarification purposes.

5. 1333.02 Citizenship and Identity

This section has been updated to clarify that it is acceptable to use a Tier 3 verification, checking the case file, before accessing the Tier 2 sources for non-citizen verification. However, both must be completed prior to moving to Tier 4.

6. 1334 Information Known to the Agency

This new item was added to provide staff with guidance when reacting to new information. This is especially necessary with the implementation of KEES Phase 3 and the introduction of shared data in the eligibility system.

7. 1334.1 Definition of Agency

A definition of Agency has been included for purposes of the new section. Information must be known to the Agency in order to react to it. The Agency is the single state Medicaid/CHIP agency and any eligibility contractors. Automated eligibility systems are also included in the definition.

8. 1334.2 Date Information is Known

This new section has been added to establish the specific point by which information must be acted on. Sub-Items (1) – (4) have been added to provide specific rules for establishing the

date information is considered known.

9. 1601 Case Records

This section has been updated to indicate that medical-specific data in the KEES system is a part of the case record.

10. 2045 Documentation of Citizenship and Identity

This section has been updated to clarify that it is acceptable to use a Tier 3 verification, checking the case file, before accessing the Tier 2 sources for non-citizen verification. However, both must be completed prior to moving to Tier 4.

11. 3100 MAGI Budgeting Units

This section has been updated with instructions for staff to include tax household members living outside of the home to the KEES case.

12. 3110 Filers

This section has been changed to state individuals expecting to file taxes or be claimed as a tax dependent are considered Filers.

13. 3120 Non-Filers

This section has been changed to state individuals who do not intend to file taxes or be claimed as a tax dependent are considered Non-Filers. Clarification regarding the Non-Filer IBU is also added.

14. 3200 Additional IBU Provisions

Item 3200.01 has been updated to clarify the status of individuals age 18 and younger who live with their parents and are not claimed by them.

15. 5100 General Guidelines

Section 5110.03 has been changed to state the income of some members of the IBU may not be counted.

16. 5120 MAGI Income Threshold

This new section has been added to incorporate the IRS income tax minimum income requirement as a factor in determining if the income of an individual is countable for an IBU.

17. 5130 Countable Income for a Child or Tax Dependent

This new section has been added to identify when the income of a child or tax dependent is countable.

18. 5130.01 Non-Filer Budgeting Units

This new section has been added to state when the income of a child will be excluded for non-filer IBUs.

19. 5130.02 Filer Budgeting Units

This new section has been added to state when the income of a child will be excluded for filer IBUs.

20. 7140 Processing Reported Changes

This section has been updated to clarify information must be acted upon within 10 days of the date of report or the date it was considered known to the agency per 3123. Item (5), regarding automated systems, has been added to indicate that clarification is required when information is discovered while working in the eligibility system.

For questions or concerns related to this document, please contact one of the KDHE Medical Policy Staff listed below.

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