

COLA: MediKan Recipients With a Change in Aid Code or a Share of Cost Difference Instructions

Overview

Some MediKan cases have been identified as having changes in their Share of Cost amount and Aid Code status due to the case being updated for COLA. All cases will need to be reviewed to ensure the correct level of assistance is being given.

Process

These instructions will highlight the most important screens for the worker to review. However, the worker will need to review and evaluate all applicable Data Collection Pages for accuracy and apply current MediKan policy and procedures to processing.

1. Navigate to the case in KEES.
2. Review the Journal and Tasks:
 - a. If there are any tasks on the case not currently being processed, these will need to be worked as well.
 - b. If the case is currently being worked, no further action is needed. Skip to the next case on the report.
 - c. In reviewing the journals, if an error was made with the last eligibility action, the error will need to be correct.
3. Person View Page – Review the page to determine if the consumer has already received their maximum of 12 months of MediKan coverage. Make note of whether or not the 12 month limit has been reached.
4. If the 12 month limit has been reached, refer to Job Aid 8.14 Tier 2 12-month Limit to continue processing the case. Remember, if the case is up for review or if there are other tasks on the case, they will need to be worked.
5. If the 12 month limit has not been reached, research EATTS to determine the consumer's disability status. If the consumer has been declared disabled, refer to Job Aid 8.15 SSA Favorable or Unfavorable decision for processing instructions.
6. If the consumer has not been declared disabled and has not reached their 12 month MediKan limit, further analysis of the data collection pages is needed.
7. Medical Condition page – Review the page for accuracy. The consumer should have a high dated Declared medical condition. If one is not present, a record should be created using the onset date as approved by PMDT. A review of the case file may be needed to determine this date.
8. Other Program Assistance Page – Review the page for accuracy. Confirm that a MediKan OPA record exist for the consumer, with an End Date of 01/31/2019 or after.
9. Income Page – Review the page for Accuracy. This page should be reviewed for any records that could have affected the consumer's eligibility. End date any duplicate records.
10. After all appropriate updates have been made, Run EDBC in the come-up month. Verify that results are as expected. If results are not as expected, the data collection pages, not limited to those listed in this job aid, will need to be re-reviewed for accuracy. If EDBC is appearing as expected, refer to the State interaction chart to determine if the case should be routed to KDHE for final authorization. If the case does not need to be routed to KDHE, continue to step 11.
11. If EDBC results are as expected, Save and accept EDBC.
12. Review NOA for accuracy and send NOA.

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13. Journal actions:

Case appears on the COLA MediKan report. (Journal actions taken)