



Policy Clarification 2019-11-01

Title: Updating Review Dates

Date: 2019-11-01

From: Erin Kelley, Senior Medical Eligibility Policy Manager

Program(s) impacted: Family Medical

Previous instruction in the Policy Memo Implementation of Notice Requirements and Review Processing Edits 2019-01-01, states that Review Dates should not be adjusted unless directed by KDHE Policy or the KEES Help Desk. This was to prevent additional cases being added to the Skipped Case issue.

This clarification supersedes the above referenced memo, to allow the Review Dates for consumers to be updated to a review date that is prior to the current date when following policy. One example of this is when the birth of a newborn is earlier than the recorded due date or a miscarriage has occurred; the Review Due date can be updated by staff to match the new Post-Partum (PP) date.

Before updating the Review Due date, staff should determine if the Reviews Batch has run for the month the review is currently set to. If so, no further action is needed. If the Reviews Batch has not ran for the current review month, staff should update the Review Due along with the corresponding CE dates for the individual. Staff should then determine if the Reviews Batch has already run for the month of the new Review Due date. If so, the worker will need to send the corresponding pre-populated review and place the case on hold for 12 days. Once the review is returned, normal processing guidelines will apply. If the review is not returned, the consumer will need to be closed for failure to return signed review. If the Reviews Batch has not ran for the new Review Month no further action is required, as it will be picked with the Reviews Batch. Staff can refer to the Processing Deadline Code Cards for information on when the Reviews Batch has run for a particular month.

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

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