Presumptive Eligibility Tool ILT

PW and CH

In this course you will learn about the:

- Goals of Presumptive Eligibility

- Basics of the PE Tool

- PE for Pregnant Women Tool

- PE for Children Tool

- Medical Consumer Self-Service Portal

- Various Administrative Features in the Tool

- **Lesson 1: Overview**
- Lesson 2: PE Tool Basics
- Lesson 3: PE PW
- Lesson 4: PE CH
- Lesson 5: MCSSP
- Lesson 6: Administrative Features

Presumptive Eligibility (PE) is a program that provides temporary medical coverage for eligible persons at the time a medical service is provided. Only designated clinics and hospitals, referred to as Qualified Entities (QE), are able to determine eligibility for PE.

A goal of the PE program is to provide temporary medical coverage while the person successfully completes the KanCare application process.

Related to this is the PE program's ultimate goal: to enroll eligible persons in ongoing KanCare coverage.

In addition to completing the PE determination, QE staff work with consumers to complete the KanCare application and obtain the verifications needed to determine eligibility.

The work of Qualified Entity staff is essential in meeting the goals of the PE program.

Prior to the KEES project, PE determinations were completed by using a paper Tool which was then faxed into the KanCare Clearinghouse.

This changed with the creation of a web-based Tool that was implemented during Phase 1 of KEES (approximately June 2012).   The Phase 1 PE Tool completed determinations for the Presumptive Eligibility for Children (PE CH) program. Populated notices and release forms were also part of the Phase 1 PE Tool. Throughout Phase 1, QE staff continued to fax notices and releases to the KanCare Clearinghouse.

The Phase 2 PE Tool builds and expands upon this functionality. The main features of the new P2 PE Tool are:

- A separate PE Tool for Pregnant Woman (PE PW).

- A separate PE Tool for Adults (PE Adult).

- Data as well as the results from the PE Tool will be automatically sent to the new eligibility system, KEES.

That completes Lesson 1. This Overview lesson discussed the:

- Definition of PE
- Goals of PE
- Phase 1 PE Tool
- Phase 2 PE Tool

We will review PE Tool Basics next.

Agenda

- Lesson 1: Overview
- **Lesson 2: PE Tool Basics**
- Lesson 3: PE PW
- Lesson 4: PE CH
- Lesson 5: MCSSP
- Lesson 6: Administrative Features

As mentioned in the previous lesson, the Presumptive Eligibility (PE) Tool is a web-based application. It is accessed via a URL or link on the Internet.   Upon clicking the link, the Login to the PE Tool is displayed.

Lesson 2: PE Tool Basics > Login Page

On this page, the following can be found:

- Username and Password Text boxes
- Links to:
  - Policy and Training
  - Medical Consumer Self-Service Portal
  - Customer Release Form
  - Change Password
- The number for Tech Support

Policy and Training is the first link on the Login page. Clicking this link navigates the user to various Policy references and mandates that pertain to Presumptive Eligibility. Each reference is a hyperlink that directs the user to the related information.

The Policy and Training information will display in a separate pop-up window. Click the X at the top right-hand side of the pop up window to return to the PE Tool.

The next link is to the Medical Consumer Self-Service Portal (MCSSP). The MCSSP is a web-based application for KanCare benefits.

An overview of the different sections of the MCSSP is listed below. More information about completing the MCSSP application will be discussed in Lesson 5.

Check Eligibility

A self-assessment to check for potential eligibility.

Apply for Medical Assistance

Web-based application for all medical programs.

Access my KanCare

Access to submitted MCSSP applications.

A blank Customer Release form can also be accessed on the login page. QE staff can use this if a Release form is needed outside the context of the PE Tool.

The last link is used to change a password to the PE Tool. When you initially log into the PE Tool it's recommended that you change your password.

To change a password, the User Name, Old Password, and New Password must be entered. The New Password must be entered again in the Confirm Password field.

The following criteria pertains to the PE Tool password:

- It needs to be changed every 60 days.
- If the password isn't changed within 60 days, it will expire and lock the QE staff out of the PE Tool.
- A message will display 15 days before the password expires.
- Contact Tech Support if your password has expired so it can be reset.

Passwords to the PE Tool must:

- Be at least 8 characters long

- Contain 3 out of 4 of the following:

  – Upper Case

  – Lower Case

  – Numerals

  – Special Characters

- Differ from the previous 6 passwords

- Differ from your User Name

The Tech Support phone number is the final field on the Login page to review. QE Staff need to call this number when they have technical issues, password problems, or questions regarding the PE Tool.

After logging into the PE Tool, the PE Overview page is displayed. This page provides:

- Definitions of the PE programs

- General Rules of the PE Tool

- Instructions on how to complete each of the PE Tools

We'll review the General Rules of the PE Tools next.

Presumptive Eligibility (PE) Overview

The Presumptive Eligibility program provides temporary coverage for specific populations. The PE Portal provides three separate tools for PE determinations. The three PE Tools are:

- PE- Adult:For adults ages 19 and above
- PE-Children:For Children ages birth -18
- PE-Pregnant Women:For pregnant women who don't qualify for Adult or Child programs

Specific information for each of the tools is found in the information below.

General Rules about the PE Portal:
You may not have access to all PE Tools. This is based on the Qualified Entity (QE). For example, only approved hospitals have access to the PE-Adult tool.

In general, all members of a family are on the same PE case. You can navigate between tools to make PE determinations for all family members requesting coverage. Follow the buttons on the bottom of the screens.

The PE Portal requires the family to name a Primary Applicant. This is the adult head of household. The Primary Applicant is the same for all PE Tools needed for the household. Children under 18 cannot be listed as a Primary Applicant unless he or she is emancipated.

If the household consist of more than one adult who wants PE coverage, a separate PE Case may be needed. Follow these rules:

- Spouses that are living together must be on the same PE case
- Unmarried Couples that share children and are living together must be on the same PE Case
- Unmarried Couples that don't have mutual children are on separate PE cases
- Adult children (over age 18) are on a separate PE case from their parents, even if living together
- Other single adults will have their own PE case

For pregnant women, always complete the PE-Adult (if accessible) prior to completing the PE-Pregnant Woman tool.

For the PE-Adult Tool a user has the option of a **Withdrawal Request** button. The **Withdrawal Request** button serves as an exit for an applicant who does not wish to provide required information, or does not wish to continue with the application process. If the user clicks the **Withdrawal Request** button the PE Tool navigates to the results page which will show a denial. Accepting the denial result generates a denial notice for the applicant.

The PE Tools are designed to use information gathered from a consumer to determine eligibility for the Presumptive

QE Staff may not have access to all of the PE Tools.

The PE Adult Tool will only be provided to approved hospitals.

In most situations, all family members should be on the same PE case.

Navigate between the Tools to complete determinations for all family members.

When multiple family members apply for PE the Tools must be completed in a specific order.
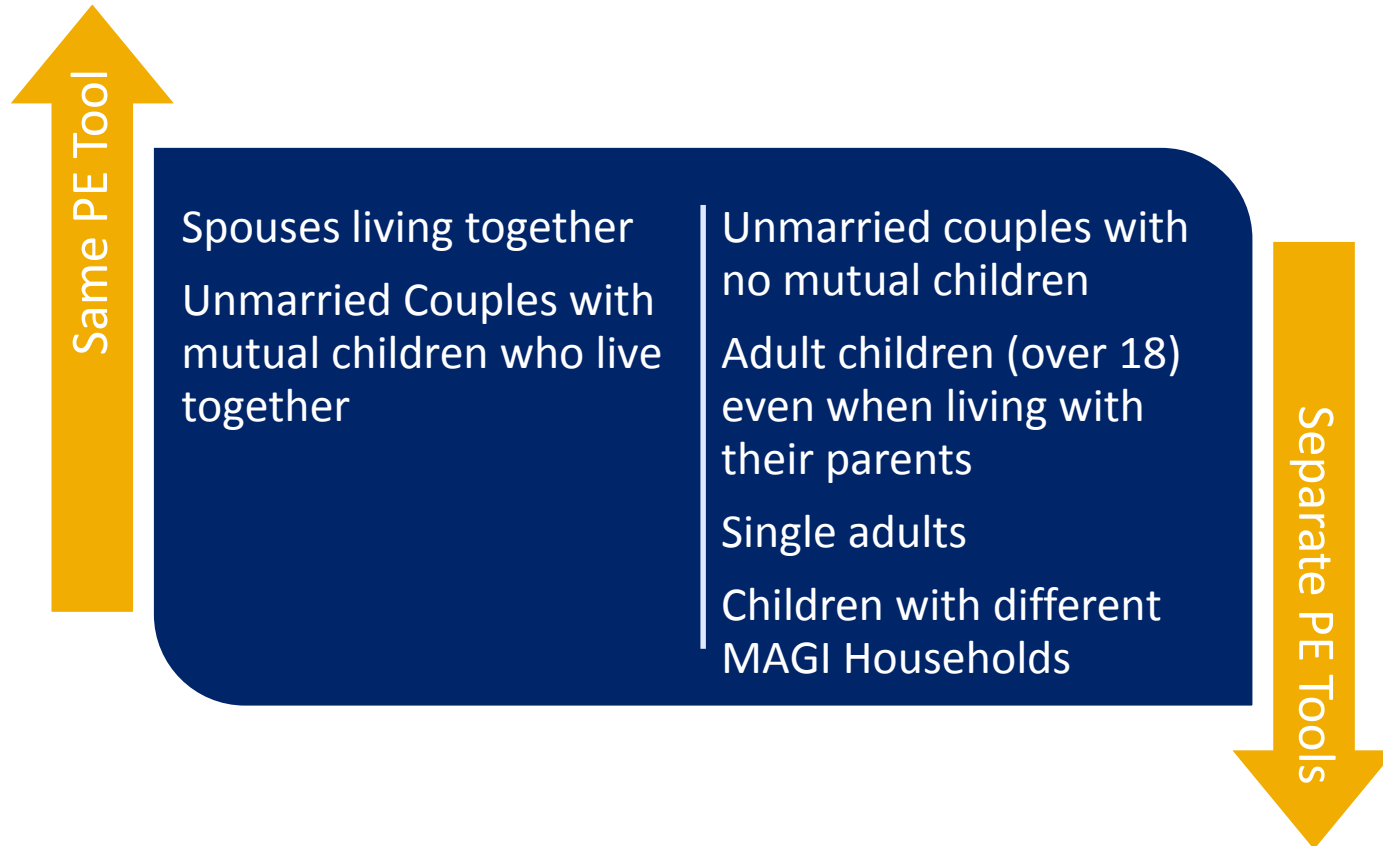
The order to follow when using multiple Tools for a single household is

PE Adult > PE PW > PE CH

A Primary Applicant is needed for all PE Tools.

The Primary Applicant must be the same for all PE Tools completed for a household.

Same PE Tool ↑

Spouses living together

Unmarried Couples with mutual children who live together

Unmarried couples with no mutual children

Adult children (over 18) even when living with their parents

Single adults

Children with different MAGI Households

Separate PE Tools ↓

In some situations, there will need to be more than one PE Tool completed for multiple children in the same home.

Each child's determination is based on their own MAGI household, as explained in the PE Child Policy instructions.

In situations where the children in the home have different MAGI households, such as when the children are not siblings or have different parents living in the home. In these situations, separate PE Tools should be completed.

Primary Applicant Information is the first page for all of the PE Tools. This page is used to gather information regarding the person, parent, or caretaker who is the head of the household. The Primary Applicant may be applying for themselves and/or on behalf of others in their household. As stated earlier, the Primary Applicant is the same when multiple PE Tools are needed for a single household.

Primary Applicants are:

- Adults
- Legally Emancipated Minors

Lesson 2: PE Tool Basics > Primary Applicant Information

The QE Staff and QE auto-populate based on the user's login information.

Select the appropriate PE Determination Site.

The Date of PE Application only populates after the Results have been accepted.

The following information is needed for the Primary Applicant Information page:
- First and Last Name
- Date of Birth
- Gender
- Address
- Applying for Self

Providing a Social Security Number is optional.

Once the Primary Applicant Information page has been completed, you will need to choose which PE Tool to complete.

The PE Adult button will only display for QE staff working at hospitals who have also attended the necessary training for this program.

Our next lesson will focus on the PE PW Tool.

for presumptive eligibility

Primary Applicant Information

Qualified Entity Staff: Christie Jacox
Qualified Entity: Via Christi-St. Francis C
PE Determination Site* Select One

The Primary Applicant is usually the person who is the "head of household". The Head of household is never a child, unless emancipated.

Date of PE Application: 05/05/2015

First Name *   Middle Initial: Last Name *

Social Security Number:
Date of Birth: *
Gender   ◦ Male   ◦ Female

Address Line 1 *

Address Line 2:

City *   State *   County: Zip Code *
          Select One   Select One

Home/Alternate Phone Number: Cell Phone Number: Work Phone Number:

Is this person applying for PE?*
◦ Yes   ◦ No

Which would you like to start an application for?

PE-Adult   PE-Children   PE-Pregnant Women

That completes Lesson 2. In this lesson, we reviewed the following pages in the PE Tool:

- Login
- Overview
- General Rules
- Primary Applicant Information

The PE PW Tool will be discussed in the next lesson.

- Lesson 1: Overview
- Lesson 2: PE Tool Basics
- **Lesson 3: PE PW**
- Lesson 4: PE CH
- Lesson 5: MCSSP
- Lesson 6: Administrative Features

Clicking the PE – Pregnant Woman button on the Primary Applicant Information page initiates the PE PW Tool. Below is the screen flow of the PE PW Tool.
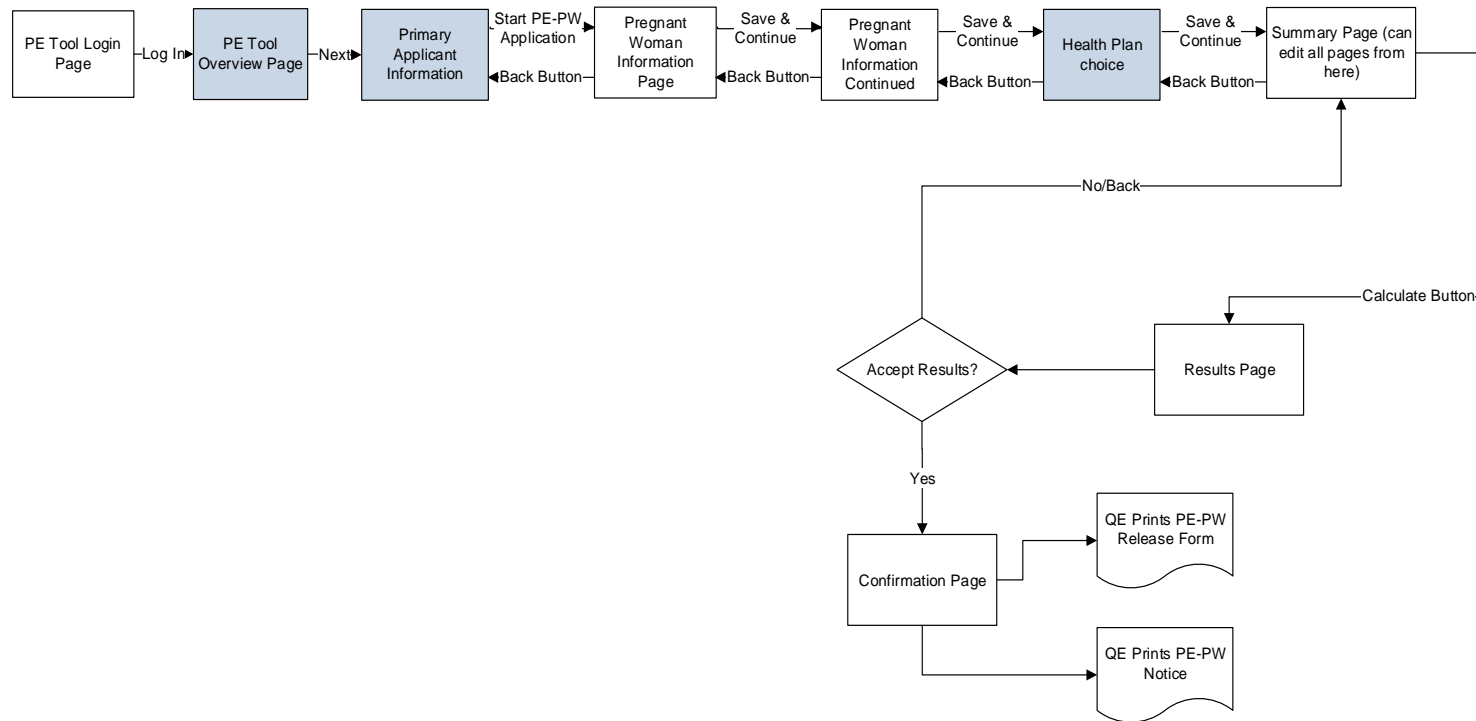
Lesson 3: PE PW > Pregnant Woman Information

After clicking the PE – Pregnant Woman button on the Primary Applicant Information page, the Pregnant Woman Information page displays.

The following information is needed for a Pregnant Woman:
• First and Last Name
• Date of Birth
• Address

Providing a Social Security Number is optional.

The PE Determination Site auto-populates from the Primary Applicant page.

The Date of PE Application only populates after the Results have been accepted.

The next page displayed is Pregnant Woman Information Continued.

for presumptive eligibility

Pregnant Woman Information Continued

Merry Thyme

What is the pregnant woman's estimated due date?*

How many babies are expected?* — Select One

Has this person received PE-PW for this pregnancy?* — ☐ Yes ☐ No

Is this person a U.S. citizen?* — ☐ Yes ☐ No

What is the pregnant woman's gross monthly income?*

Is the pregnant woman married?* — ☐ Yes ☐ No

Is the pregnant woman living with her spouse?* — ☐ Yes ☐ No

What is the spouse's SSN:

How many of the pregnant woman's children under age 19 live with her?* (this includes natural, adopted, or step) — Select One

Tax Information:
You will need to ask the pregnant woman some questions about her Federal Income Tax Return. She will need to answer these questions based on what her situation is now.

Does the pregnant woman plan to file a Federal Tax Return this year?* — ☐ Yes ☐ No

Back   Save and Continue

The information listed below is required for this page:
- Estimated Due Date
- Number of Babies Expected
- Previous PE for This Pregnancy
- US Citizen/Eligible Non-Citizen
- PW's Gross Monthly Income
- Marital Status
- Living With Spouse
- Number of PW's Children Living With Her
- Tax Information

There are several dropdown values on this page. The first is for the *How many babies are expected?* question.

Merry Thyme

What is the pregnant woman's estimated due date?*

How many babies are expected?*   Select One

Has this person received PE-PW for this pregnancy?*

Is this person a U.S. citizen?*

Is this person a Documented Non-Citizen?*

What type of Documented Non-Citizen is this person?*

What is the pregnant woman's gross monthly income?*

Select One
1
2
3
4
5
6
7
8
9

If the consumer is not a U.S. Citizen and answers Yes for the *Is this person a Documented Non-Citizen* question, a dropdown will display to select the type of documented non-citizen.

for presumptive eligibility

Pregnant Woman Information Continued

Merry Thyme

What is the pregnant woman's estimated due date?*	
How many babies are expected?*	Select One ▾
Has this person received PE-PW for this pregnancy?*	○ Yes ○ No
Is this person a U.S. citizen?*	○ Yes ● No
Is this person a Documented Non-Citizen?*	● Yes ○ No
What type of Documented Non-Citizen is this person?*	Select One ▾
What is the pregnant woman's gross monthly income?*	
Is the pregnant woman married?*	● Yes ○ No
Is the pregnant woman living with her spouse?*	● Yes ○ No
What is the spouse's first name:*	
What is the spouse's middle initial/name:	
What is the spouse's last name:*	
What is the spouse's DOB:*	
What is the spouse's SSN:	
What is the spouse's gross monthly income?*	
How many of the pregnant woman's children under age 19 live with her?* (this includes natural, adopted, or step)	Select One ▾

Tax Information:

You will need to ask the pregnant woman some questions about her Federal Income Tax Return. She will need to answer these questions based on what her situation is now.

Does the pregnant woman plan to file a Federal Tax Return this year?*	○ Yes ○ No

[Back] [Save and Continue]

If the Pregnant Woman indicates that she is married and living with her spouse, text box fields display requesting:
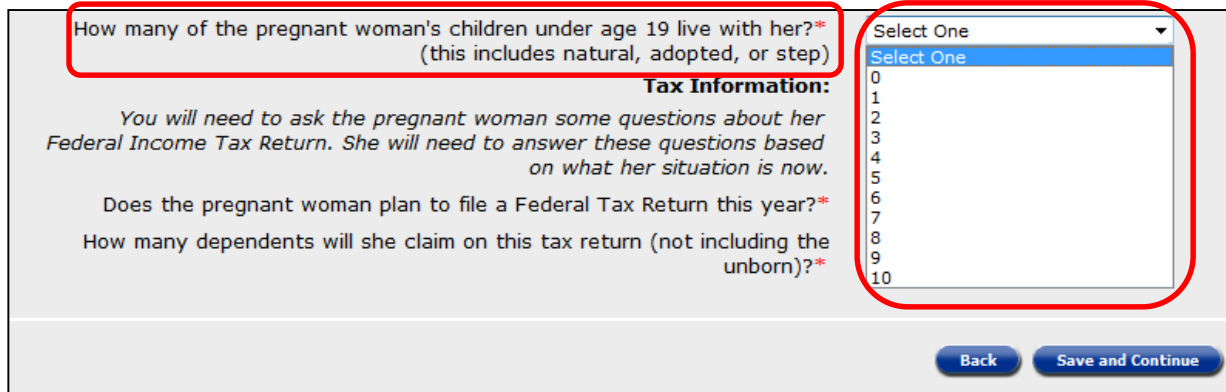
- Spouse's First and Last Name
- Spouse's Date of Birth
- Spouse's Gross Monthly Income

There is a field requesting the Spouse's Social Security Number but this is not mandatory.

A dropdown will display to indicate the number of children under the age of 19 that live with the Pregnant Women. Make sure to include adopted and stepchildren along with those who are biological.

There are several dropdowns in the Tax Information section. When the Pregnant Woman indicates that she intends to file a Federal Tax Return, a dropdown appears to indicate how many dependents she will claim on her return. The unborn is not included in the number of dependents the Pregnant Woman will claim.

In most situations, the number of dependents the consumer will claim on their tax return will match the number of children in the home. If a consumer is claiming additional dependents that aren't part of the Tool, this needs to be captured as it may impact their eligibility.

Tax Information:

You will need to ask the pregnant woman some questions about her Federal Income Tax Return. She will need to answer these questions based on what her situation is now.

Does the pregnant woman plan to file a Federal Tax Return this year?* ○ Yes ● No

Does someone (other than the pregnant woman's spouse) plan to file and claim the pregnant woman as dependent?* ○ Yes ○ No

What is the name of the taxpayer?* [_____]

What is the relationship of the taxpayer to the pregnant woman?*
Select One ▼
| Select One |
| Spouse |
| Parent |
| Other |

How many dependents does this taxpayer claim on their return?*

Does the pregnant woman know the gross income of this taxpayer?*

[Back]   [Save and Continue]

When the Pregnant Woman reports that she won't file a tax return and someone other than her Spouse will claim her as a dependent a field for the name of taxpayer displays. A dropdown follows requesting the taxpayer's relationship to the Pregnant Woman.

The last questions on this page deal with the taxpayer's gross income which is needed to determine if the Pregnant Woman qualifies for PE. A text box displays when the Pregnant Woman indicates that she knows the taxpayer's gross income.

If the Pregnant Woman doesn't know the taxpayer's gross income, she will be denied for PE.

Health Plan Choice is the next page in the PE PW Tool. Unlike consumers approved for the other PE programs, those approved for PE PW will not be enrolled in KanCare. This is because the PE PW benefit package is limited and doesn't include all medical benefits.

QE staff need to choose a Health Plan on this page only because it's needed in order to move to the next page in the Tool. QE staff should *not* discuss the KanCare choices with the pregnant woman to avoid misleading her about her benefits.

The Summary page is next. All of the data entered on the following pages is displayed:

- Primary Applicant
- Pregnant Woman Information
- Pregnant Woman Information Continued

QE staff need to thoroughly review this page to ensure that all of the pregnant woman's data is correct. If an error is found, click the Edit button for the appropriate page to enter the correct information.

Once all the information is correct, click the Calculate button to determine if the pregnant woman qualifies for PE PW.

Primary Applicant Information is the first part of the Summary page. Use the Edit button to correct or add information to the Primary Applicant.

for presumptive eligibility

Summary

Primary Applicant Information

Date of PE Application: 05/05/2015
First Name: Merry
Middle Name:
Last Name: Thyme
Social Security Number: 111-65-9874
Date of Birth: 01/01/1980
Address Line 1: 111 SW Horne
Address Line 2:
City: Topeka
State: KS
County: SHAWNEE
Zip Code: 66606
Home/Alternate Phone Number:
Cell Phone Number:
Work Phone Number:
Is this person applying for PE?:

Pregnant Woman Information

[Edit]

Lesson 3: PE PW > Summary > Pregnant Woman Information

Pregnant Woman Information is the next section displayed. Use the Edit button to correct or add information to the Primary Applicant.

Pregnant Woman Information   Edit

Date of PE Application:	05/05/2015
Date of Service:	05/05/2015
First Name:	Merry
Middle Initial:	
Last Name:	Thyme
Social Security Number:	111-65-9874
Date of Birth:	01/01/1980
Address Line 1:	111 SW Horne
Address Line 2:	
City:	Topeka
County:	SHAWNEE
Zip:	66606
Home/Alternate Phone Number:	
Work Phone Number:	
Cell Phone Number:	

Pregnant Woman Information Continued   Edit

Lesson 3: PE PW > Summary > Pregnant Woman Info Continued

The last section of the Summary Page is Pregnant Woman Information Continued. Once again, the Edit button can be used to change or update any of the Pregnant Woman's information. If everything on the Summary page is correct, click the Calculate button.

Cell Phone Number:

Pregnant Woman Information Continued   Edit

What is the pregnant woman's estimated due date?*	06/02/2015
How many babies are expected?*	1
Has this person received PE-PW for this pregnancy?*	No
Is this person a U.S. citizen?*	Yes
What is the pregnant woman's gross monthly income?*	1200
Is the pregnant woman married?*	No
Is the pregnant woman living with her spouse?*	No
What is the spouse's SSN:	
How many of the pregnant woman's children under age 19 live with her?* (this includes natural, adopted, or step)	0

Tax Information:

You will need to ask the pregnant woman some questions about her Federal Income Tax Return. She will need to answer these questions based on what her situation is now.

Does the pregnant woman plan to file a Federal Tax Return this year?*	Yes
How many dependents will she claim on this tax return (not including the unborn)?*	0

Edit

Calculate

The Results page is displayed. On this page the:

- Results column indicates if the pregnant woman was approved or denied for PE PW coverage.

- Reason/Type column indicates the pregnant woman's coverage type or the reason she was denied.

At this point, you can choose to click one of the following buttons:

- Accept Results as the PE Tool data and determination are correct
- Back button to return to the Summary page
  - Review the data to ensure it's correct
  - Edit the appropriate page if needed

The Confirmation Page displays after the results of the PE Tool have been accepted. An important field on this page is the confirmation number. This number will be displayed on all PE forms as well as the accompanying KanCare application when it's filed through the MCSSP. Take note of this number as it will be needed for the notice.

In addition to the pregnant woman's name, result, and reason/type the Confirmation page allows staff to print the following:

English	Spanish
Release Form	Release Form

The notice created from the PE Tool will *not* be used for the PE PW program. Policy has created a special electronic template that must be used when determining PE PW. ***It is essential that QE staff use the template provided so the pregnant woman and providers receive the correct information regarding her benefits.***

The instructions for the PE PW notice are provided below. The Confirmation Number from the PE Tool is entered on the second page of the notice.

Here is a blank PE PW notice template. Remember that when a PE PW Tool is completed, the consumer should always be given a copy of the approval or denial notice. In addition, a copy of the PE PW notice must be faxed to the KanCare Clearinghouse.

Continue to use the Release Form in the PE Tool when a consumer wants QE Staff to communicate with the KanCare Clearinghouse about her application. This too must be faxed to the KanCare Clearinghouse.

Once the PE PW determination process is complete, staff may choose to complete a:

- PE Tool for Children

- KanCare Application for the Pregnant Woman and/or the Household

Remember that information from the PE PW Tool will auto-populate to the PE CH Tool as well as the Self-Service Portal KanCare application

You can also click the KanCare logo in the left-hand corner of the page. This will return the user to the Overview page.

Lesson 3: Summary

Lesson 3 is now complete. In this lesson, information regarding the PE PW Tool was reviewed, including the:

- Tool Page Flow
- Tool Pages
- Page Requirements
- Navigation from the Tool

The PE CH Tool will be discussed next.

- Lesson 1: Overview
- Lesson 2: PE Tool Basics
- Lesson 3: PE PW
- **Lesson 4: PE CH**
- Lesson 5: MCSSP
- Lesson 6: Administrative Features

There are several ways to navigate to the PE for Children Tool. Pages that lead to the PE CH Tool are:

- Primary Applicant

- PE PW Confirmation

- PE Adult Confirmation (only for QE Hospital Staff who have taken the necessary training)

Lesson 4: PE CH > PE PW Tool Screen Flow

Below is the screen flow of the PE CH Tool.   In this example the PE CH Tool originates from the Primary Applicant page.
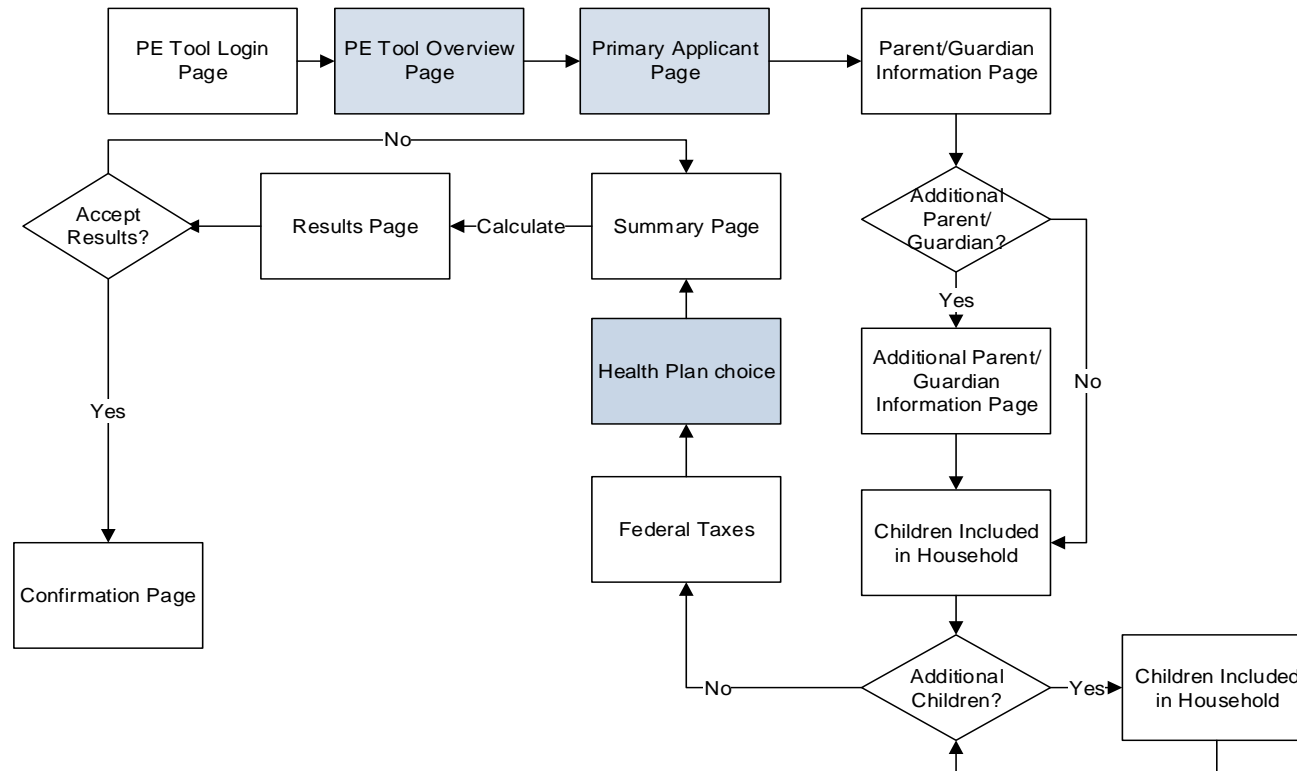
Lesson 4: PE CH > Primary Applicant Information

As stated earlier, all PE Tools start with the Primary Applicant Information page.

The QE Staff and QE auto-populate based on the user's login information.

Select the appropriate PE Determination Site.

The Date of PE Application only populates after the Results have been accepted.
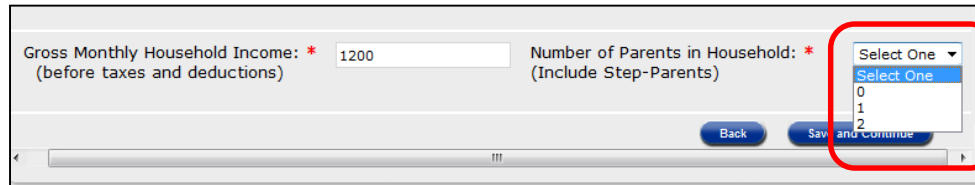
The following information is needed for the Primary Applicant Information:
- First and Last Name
- Date of Birth
- Gender
- Address
- Applying for Self

Providing a Social Security Number is optional.

Once the Primary Applicant Information page has been completed, click the PE Children button.

Remember to start with the PE PW Tool when you both the pregnant woman and her children are applying for PE.

Lesson 4: PE CH > Parent Guardian Information

The first page in the PE CH Tool is Parent Guardian Information. This page is used to collect information regarding the parents or caretakers of the children who are applying for PE coverage. In most situations information for the Primary Applicant and Parent Guardian will be the same.

The PE Determination Site auto-populates from the Primary Applicant page.

The Date of PE Application only populates after the Results have been accepted.

The following information is needed for the Parent Guardian:
- First and Last Name
- Date of Birth
- Gender
- Address
- Gross Monthly Income
- Number of Parents

Providing a Social Security Number is optional.

The maximum number of parents allowed in a household is 2.
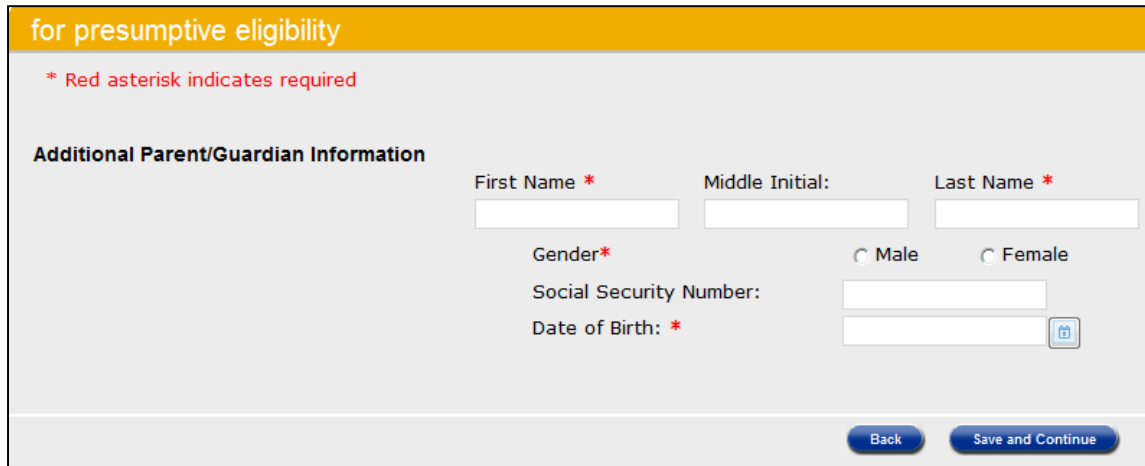
The Additional Parent/Guardian Information page displays when 2 is chosen from the Number of Parents in the Household dropdown.

The following information is needed for the Additional Parent Guardian:
- First and Last Name
- Gender
- Date of Birth
- Address

Providing a Social Security Number is optional.

The next page displayed is Children Included in the Household.

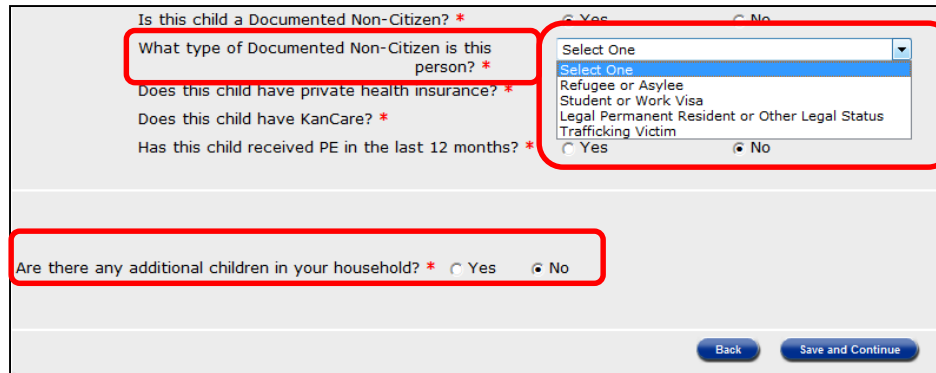The following information is needed for the children:
- First and Last Name
- Applying for child?
- Gender
- Date of Birth
- US Citizen/Eligible Non-Citizen
- Private Health Insurance
- Current KanCare Coverage
- Previous PE in Last 12 Months

Providing a Social Security Number is optional.

If the child is not a U.S. Citizen and Yes is selected for *the Is this person a Documented Non-Citizen* question, a dropdown will display with the values listed below.

If Yes is indicated for the Are there any additional children in your household question, this page will redisplay blank. Complete a Children Included in the Household Page for each child in the household. When all of the children have been added click the Save and Continue button.

Federal Taxes is the next page. If the Parent Guardian indicates they will claim dependents other than those listed on the PE Tool, a dropdown menu displays. Choose the number of additional dependents the Parent Guardian will claim through the *How Many* dropdown menu. Click Save and Continue to go to the next page.

Health Plan Choice is the next page. Use this page to indicate which KanCare health plan the parent or caretaker selects for the children.

The Summary page is next. All of the data entered on the following pages is displayed:

- Primary Applicant Information

- Parent/Guardian Information

- Children Included in Household

QE staff need to thoroughly review this page to ensure that all of the information is correct. If an error is found, click the Edit button for the appropriate page to enter the correct information.

Once all the information is correct, click the Calculate button to determine if the child qualifies for PE CH.

Primary Applicant Information is the first part of the Summary page. Use the Edit button to correct or add information to the Primary Applicant.

The Parent/Guardian Information and Additional Parent/Guardian Information are next. Use the Edit button to correct or add information to the Parent/Guardian or Additional Parent/Guardian.

Children Included in the Household is the last section of the Summary page. Review each child's information to ensure that it is correct. Click the Edit button to correct or add a child's information.

Once all of the information on the Summary page is correct, click the Calculate button to determine the children's eligibility.

Lesson 4: PE CH > Results

The Results page is displayed. On this page the:

- Results column indicates if the child was approved or denied for PE CH coverage.

- Reason/Type column indicates the child's coverage type or the reason she was denied.

- Type of coverage for the PE CH program is:
    - Title 19 (P19) PEN/CH/N/N
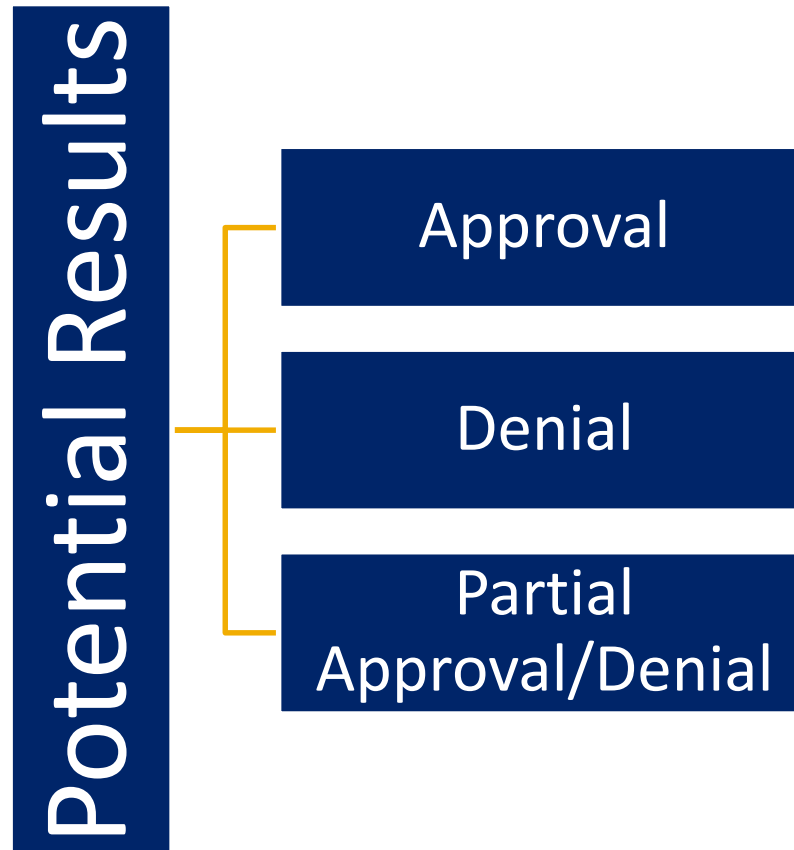   - Title 21 (P21) PET/CH/N/N

Child First Name	Child Last Name	Date of Birth	Result	Reason/Type
Tiffany	Lane	04/04/2012	Approved	P19

Lesson 4: PE CH > Potential Results

Potential Results

- Approval
- Denial
- Partial Approval/Denial

Lesson 4: PE CH > Results

At this point, you can choose to click one of the following buttons:

- Accept Results as the PE Tool data and determination are correct
- Back button to return to the Summary page
  - Review the data to ensure it's correct
  - Edit the appropriate page if needed

Lesson 4: PE CH > Confirmation

The Confirmation Page displays after the results of the PE Tool have been accepted. An important field on this page is the confirmation number. This number will be displayed on all PE forms as well as the accompanying KanCare application when it's filed through the MCSSP.

Lesson 4: PE CH > Confirmation

In addition to the child's name, result, and reason/type the Confirmation page allows staff to print the:
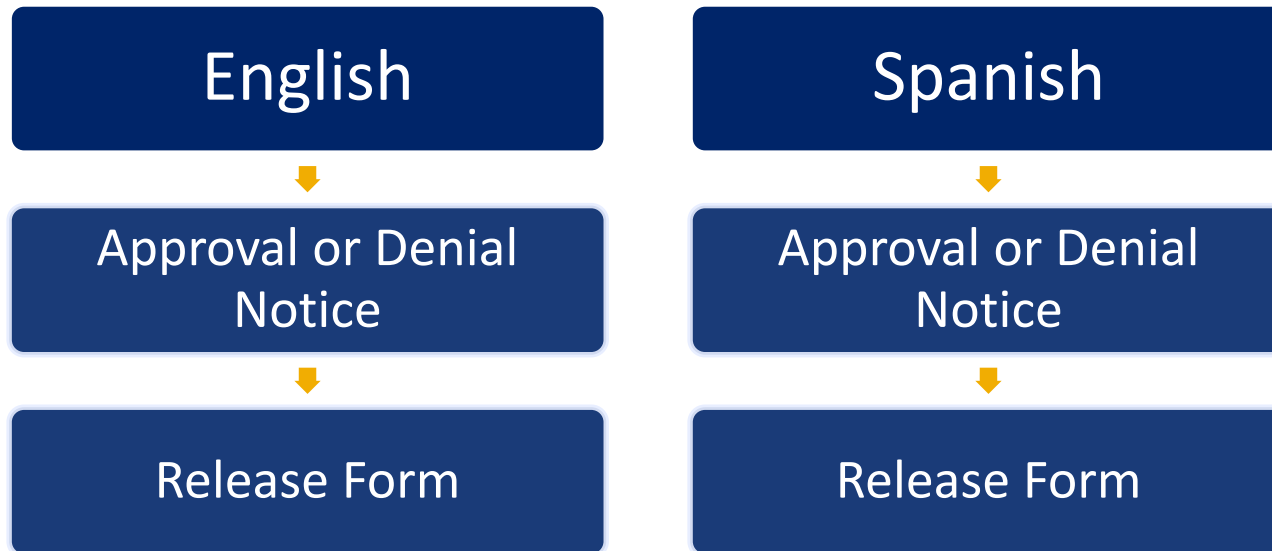
English	Spanish
Approval or Denial Notice	Approval or Denial Notice
Release Form	Release Form

Remember that when a PE Tool is completed, a consumer should always be given a copy the approval or denial notice.

Continue to use the Release Form in the PE Tool when a consumer wants QE Staff to communicate with the KanCare Clearinghouse about her application. This too must be faxed to the KanCare Clearinghouse.

Once the PE CH determination process is complete, staff may choose to complete a KanCare Application for the Child and/or Household. Information from the PE CH Tool will auto-populate to the Self-Service Portal KanCare application.

Although it's possible to access the PE PW Tool from this page, the PE PW > PE CH flow should be followed when completing multiple Tools for a single household.

Staff can also click the KanCare log to return to the Overview page.

Lesson 4: Summary

In Lesson 4 information the following information regarding the PE CH Tool was discussed:

- Tool Page Flow
- Tool Pages
- Page Requirements
- Navigation from the Tool

Completing a KanCare application in the Medical Consumer Self-Service Portal (MCSSP) will be discussed next.

- Lesson 1: Overview

- Lesson 2: PE Tool Basics

- Lesson 3: PE PW

- Lesson 4: PE CH

- **Lesson 5: MCSSP**

- Lesson 6: Administrative Features

Lesson 5: MCSSP

Once the PE Tool determination has been accepted and the Confirmation page displays, you will have the option to navigate to the Medical Consumer Self-Service Portal (MCSSP) to help the consumer complete the KanCare application.

An overview of the different sections of the MCSSP is listed below.

Check Eligibility

A self-assessment to check for potential eligibility.

Apply for Medical Assistance

Web-based application for all medical programs.

Access my KanCare

Access to submitted MCSSP applications.

Lesson 5: MCSSP > Benefits

There are several benefits to applying through the MCSSP. When the MCSSP is used immediately following the PE Tool determination:

- Information from the Tool, such as Names, Dates of Birth, and Social Security Numbers, auto-populates the MCSSP application.

- The MCSSP's Confirmation Number matches that of the PE Tool, thereby linking them together.

In order to complete an application through the MCSSP, the consumer must sign up. A consumer must have an email account, so it will be necessary to help them set one up in some situations.

for presumptive eligibility

Sign Up

If you are applying on behalf of someone else, please read the following rules by clicking here

You will be automatically be logged in upon successful sign up.

* Red asterisk indicates required

User Name *		The username cannot contain special characters, such as, <>, #, |, &, ~, ?, (), {}, %, or *.
Password *		The password must be at least eight characters and contain at least one number or special character.
Confirm Password *		

Select secret questions for which you know the answer. If you forget your password, you will be asked to answer these questions to recover your password.

First Secret Question * — What was the name of your first school?
Answer *
Second secret question * — What was your favorite place to visit as a child?
Answer *

Cancel   Sign Up

The following information is needed to set up an account in the MCSSP:
- User Name
- Password
- Confirm Password
- 1st Secret Question and Answer
- 2nd Secret Question and Answer
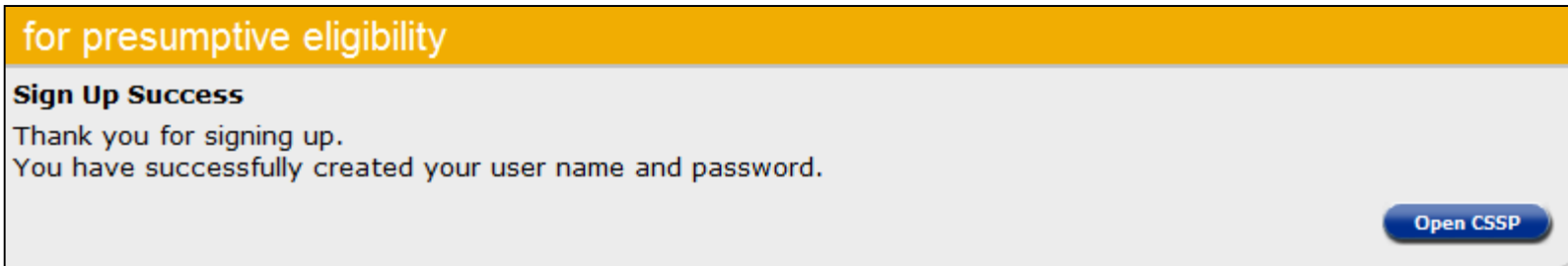
Lesson 5: MCSSP > Sign Up Page

The MCSSP User Name can't contain any special characters (# & * < % >).

The Password must be:

- 8 characters
- Contain 1 special number or special character

for presumptive eligibility

Sign Up

If you are applying on behalf of someone else, please read the following rules by clicking here

You will be automatically be logged in upon successful sign up.

* Red asterisk indicates required

User Name *	rlane	The username cannot contain special characters, such as, <>, #,	, &, ~, ?, (), {}, %, or *.
Password *	••••••••	The password must be at least eight characters and contain at least one number or special character.
Confirm Password *	••••••••	

Select secret questions for which you know the answer. If you forget your password, you will be asked to answer these questions to recover your password.

First Secret Question *	What was the name of your first school?
Answer *	Benson West
Second secret question *	What was your favorite place to visit as a child?
Answer *	Grandma's House

Cancel   Sign Up

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A message will display when a new MCSSP account has been set up successfully. After this, you can assist the consumer through the MCSSP KanCare application.

for presumptive eligibility

Sign Up Success

Thank you for signing up.
You have successfully created your user name and password.

Open CSSP

Click the Open CSSP button to return to the MCSSP Homepage. The consumer will need to enter their User Name and Password to open the MCSSP.

An Overview page displays first. This page explains how the consumer's information will be used as well as what information will be needed in order to determine their eligibility for KanCare.

The Information Links Menu to the left can be accessed at anytime.

Information   APPLY
Links   For Medical Assistance

Let's get started

Here are some things to know before you start the application.

Contact Information
Program Information
Frequently Asked Questions
How To Use This Site
Give Us Your Feedback
Request Case Access

Your information is private.

- *We'll keep your information private as required by law.*
- *We'll use the information on this application only to see if you qualify for medical assistance.*
- *If you are not approved for KanCare, we may send your information to the Federal Health Insurance Marketplace. They will see if you can get other help paying for medical assistance.*

We will be asking you questions about you and the people in your home. We will need information on how much money you have and the bills you pay. It is helpful if you have a pay stub and the bills you pay like rent, utilities and child care with you when you are filling out the application.

The additional information below may be needed to approve your application.

- *Employment and Income Information*
- *Social Security Numbers*
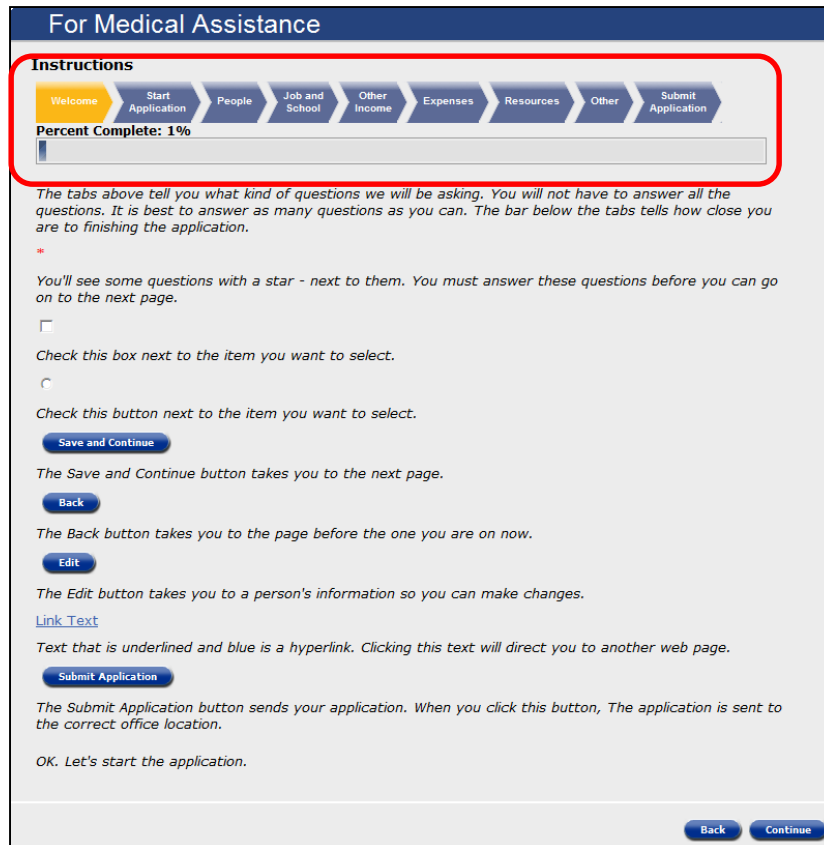 *We need Social Security Numbers (SSNs) for everyone applying for medical assistance. An SSN is optional for people not applying for medical assistance, but providing an SSN can speed up the application process. We use SSNs to check income and other information to see who is eligible for help with medical assistance. If someone doesn't have a SSN call 1-800-772-1213 or visit www.socialsecurity.gov*

- *Dates of Birth*
- *Medical Expenses~*
- *Immigration Documents*
- *Residency*
- *Identification*
- *Citizenship*
- *Last Year's Tax Return (if self-employed)*

- *Property/Assets~*
- *Shelter Expenses~*

~These items are only needed if you are applying for the elderly or disabled.

It may take 30 minutes or more to finish all the questions.
After you finish the application you can submit it online.

Before you can get medical assistance, the agency may need to get proof of some of the answers you have given. In some cases you will also need to talk with a worker over the phone or in person. We may call you or send you a letter about this.

Back   Continue

The following page explains how to navigate throughout the MCSSP. The chevrons located at the top of the page indicate the topics of each section of the MCSSP. Beneath this is a progress bar that displays how much of the MCSSP application the consumer has completed.

We'll walk through one section of the application to get a feel for how it functions.

Like the PE Tools, the first page of the MCSSP is Primary Applicant Information.

Information the consumer entered when signing up for the MCSSP auto-populates on the Primary Applicant's Information Page.

Select the County Code from the dropdown menu in the Home and Mailing Address sections.

Tell Us More and Background Information pages will need to be completed for every member of the primary applicant's household.

Information needed in this section includes:
- Applying for Self
- SSN
- Alias Names
- Language Spoken
- Language Read
- Other Communication Needs

After all the pages of a section have been completed, a Summary page will display. Check all of the data entered to ensure it's correct. If information is missing or needs to be corrected, click the Edit button in the appropriate section. When all of the information on the Summary screen is correct, click Save and Continue to proceed with the application.

Start Application Summary

| Welcome | Start Application | People | Job and School | Other Income | Expenses | Resources | Other | Submit Application |

Percent Complete: 22.0%

Show All | Hide All

Tell us More

Hide Sally Sue   Hide Details

Are you applying for yourself?* No
Are you male or female?* Female
Social Security Number (i.e.123-45-6789): 111-22-1235

We need Social Security Numbers (SSNs) for everyone applying for medical assistance. A SSN is optional for people not applying for medical assistance, but providing a SSN can speed up the application process. We use SSNs to check income and other information to see who is eligible for help with medical assistance. If someone doesn't have a SSN call 1-800-772-1213 or visit www.socialsecurity.gov .

Are you known by another name? No

Edit

Background Information

Hide Sally Sue   Hide Details

What language do you speak at home? English
What language do you read at home? English
Do you have other communication needs?

Edit

Save and Exit   Save and Continue

Adding information about all of the people living in the primary applicant's home follows. Once all persons have been added, the application will progress through each section. Answer all questions that apply to the household. At any point in the process, the Save and Exit button can be used allowing the consumer to complete and submit the application at a later time.

Lesson 5 presented information concerning the MCSSP KanCare application including the:

- Benefits
- Sign Up Process
- Navigation

Administrative Features of the PE Tool will be discussed in our last lesson.

- Lesson 1: Overview
- Lesson 2: PE Tool Basics
- Lesson 3: PE PW
- Lesson 4: PE CH
- Lesson 5: MCSSP
- **Lesson 6: Administrative Features**

In addition to completing PE determinations the Tool has several administrative features which are important to know.
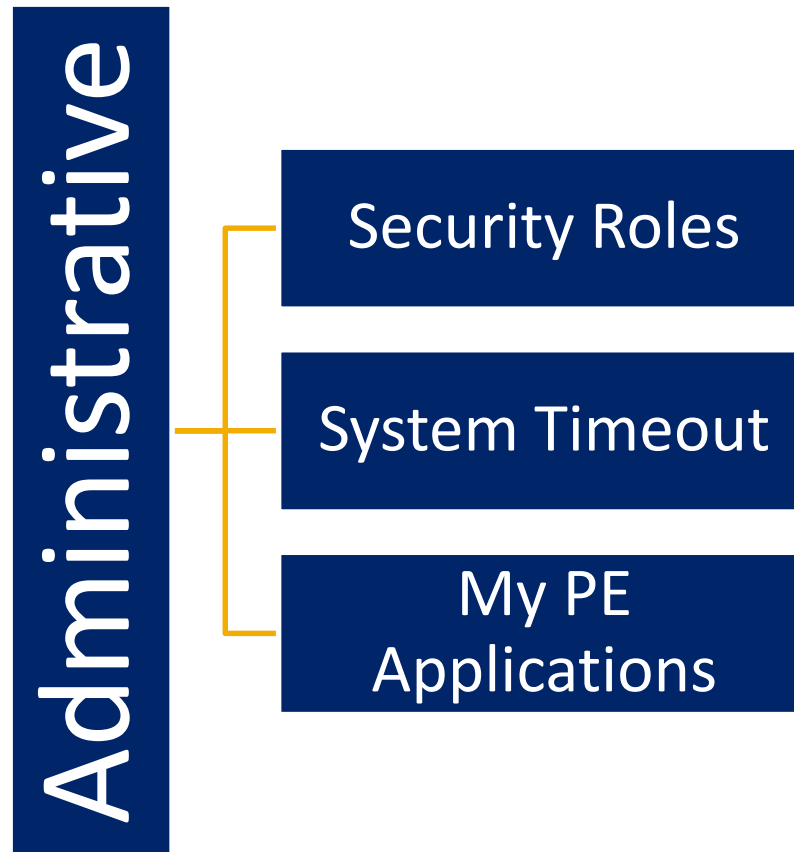
Administrative

- Security Roles
- System Timeout
- My PE Applications

There are 2 PE security roles for Qualified Entity staff.

QE Staff	QE Supervisor
• Access to the PE Tool • Ability to view PE Tools they have worked on	• Access to the PE Tool • Ability to view all PE Tools completed by staff at their QE agency

An additional security role of QE Superuser is assigned to Policy and Eligibility staff. This role provides Policy and Eligibility staff with access to the PE Tools created by all Qualified Entities.

Another important feature to be aware of is System Timeout. The PE Tool will automatically timeout a user when there's been no activity for 25 minutes. It will provide you with a warning message 5 minutes prior to timeout. Clicking the 'Continue Working' button will stop the timeout process. If the button isn't clicked, the timeout will occur, returning the user to the Log-in page.
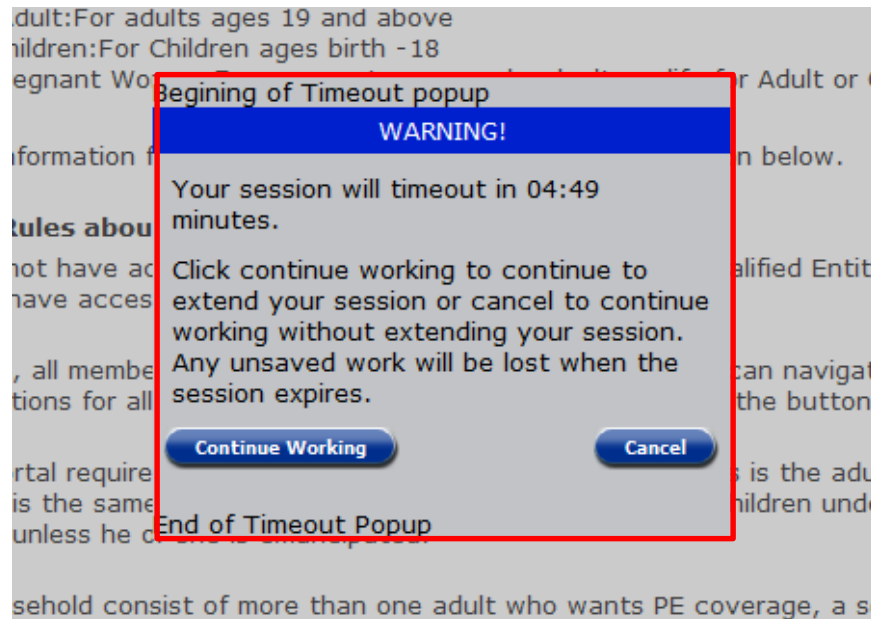
The system will not automatically save the last page you accessed if new data was entered. However, any work completed on prior pages will be saved. Upon logging back in, the system will always bring you to the Presumptive Eligibility (PE) Overview page rather than where you left off.

The My PE Applications is a link that can be accessed once a user is logged into the Tool. This feature allows a user to view all of the PE Tools they have worked on.

The From and To fields in Search by Date of Service are populated with default values. QE staff can change these dates to expand or narrow their search by using the text box feature or clicking on the calendar icon.

My PE Applications

Search by Date of Service:
From: * 05/05/2015   To: * 05/19/2015

Additional values that can be used to search are:

- Status
  - Incomplete
  - Denied
  - Approved
  - Approved/Denies
  - Expired
- Last Name of Primary Applicant
- PE Tool Type
  - PW
  - CH
  - Adult

Click the Search button when all of the criterial has been entered.

My PE Applications

Search by Date of Service:
From: * 05/05/2015   To: * 05/19/2015
Status: Select One
Last Name:
PE Tool: Select One

Search

PE Application Date	First Name	Last Name	PE Tool	User Role	Status	Submit By Date

When more than one result is returned, arrows or carets located in the column headers can be used to redisplay the data from bottom to top and vice versa.

Wrap up

In this course, we learned about:

- Goals of Presumptive Eligibility
- Basics of the PE Tool
- PE for Pregnant Woman Tool
- PE for Children Tool
- Medical Consumer Self-Service Portal
- Various Administrative Features in the Tool

If you have further questions regarding the Presumptive Eligibility program, please email them to Training@KEES.KS.gov .