Data Acceptance Processing Guide

Introduction

Medical applications from the SSP, MIPPA applications, or paper applications entered into the Worker Portal generate an e-application. These applications will all populate consumer information on the data collection pages in KEES. Interfaces will also populate information in certain areas on the data collection pages when verifications are requested. The addition of Non-Medical programs into KEES does not change the general process of data acceptance; however, it does bring new considerations that staff must be aware of when accepting data into pages or fields that are shared by both DCF and KDHE.

When new, differing, or updated information is received on a medical application it is necessary to determine if the data should be accepted or rejected. This process is referred to as Data Acceptance. Data from an e-application has to be accepted or rejected on each data collection page in KEES that has a "New" indicator next to its name.

This desk aid provides guidance on when to accept or reject a piece of data. It is important to note:

➢ Data is not populated on every data collection page or in every field on the data collection pages. Only populated pages and fields are represented in this desk guide.

➢ Medical applications will not populate data into Non-Medical specific fields; therefore, there are no Non-Medical specific fields in this desk guide.

➢ There is a supplement to this guide that is specific to the Income, Expenses, Relationship, and Resources data collection pages. Those pages will not be addressed in this guide. Detailed steps on accepting/rejecting new, updated, or duplicate records on those pages can be found on the Data Acceptance Guide Supplement. The e-Application of the User Manual has detailed system steps.

➢ There is certain information that does not typically change. In these areas changes may be a reporting error by the consumer or a clerical error made by staff. Changes in these areas there must be specific or logical indication from the consumer that a change occurred or more research is need before updating the field. These areas include social security number, date of birth, first and last name, and Medicare Expense.

➢ Medical applications are only linked to Medical cases. This means that any "New" data acceptance records waiting to be accepted on a Medical case are only from Medical applications linked to that case.

➢ Once data acceptance records are accepted into a Shared Data field that field will be updated on all cases that a consumer is associated with.

Address Detail

KEES Field	e-App Data (Accept/Reject)	Interface	Considerations	Shared Data Type
Address Applies To:		DOES NOT POPULATE		Shared Data
Begin Date	For new applications, the begin date should be the first day of the app month. For all other address changes, the begin date is the date the new address is added to the system.	DOES NOT POPULATE	Defaults to the first day of the application month. If the application is not being worked timely then a more current address may already be on file.	Shared Data
Address Types	Accept	DOES NOT POPULATE	Physical and Mailing	Shared Data
Address Line 1	Accept/Reject based on address being reported differently.	DOES NOT POPULATE	If the address is the same or if there is an address on file dated after the application date you are working, then reject. If the address is new or different, then accept.	Shared Data
Address Line 2	Accept/Reject based on address being reported differently.	DOES NOT POPULATE	If the address is the same, then reject. If the address is more current or different, then accept.	Shared Data
City	Accept/Reject based on address being reported differently.	DOES NOT POPULATE	If the address is the same, then reject. If the address is more current or different, then accept.	Shared Data
State	Accept/Reject based on address being reported differently.	DOES NOT POPULATE	If the address is the same, then reject. If the address is more current or different, then accept.	Shared Data
Zip Code	Accept/Reject based on address being reported differently.	DOES NOT POPULATE	If the address is the same, then reject. If the address is more current or different, then accept.	Shared Data

Individual Demographics Detail

KEES Field	e-App Data (Accept/Reject)	Interface	Considerations	Shared Data
First Name	Accept/Reject based on what has been verified. Reject if the new name is less formal (Allison or Allie) and create an alias in the Previous Name section.	DOES NOT POPULATE	There needs to be an indication why the name changed or it must be added as a previous name. The HUB uses name to verify SSN, therefore if SSN has been verified you can assume First Name is correct. Accepting a name change for the Primary Applicant will change the Case Name.	Shared Data
Middle Initial	Accept.	DOES NOT POPULATE		Shared Data
Last Name	Accept/Reject based on what has been verified. Create an Alias if needed.	DOES NOT POPULATE	There needs to be an indication why the name changed or it must be added as an alias. The HUB uses name to verify SSN, therefore if SSN has been verified you can assume Last Name is correct. Accepting a name change for the Primary Applicant will change the Case Name.	Shared Data
Suffix	Accept/Reject based on what has been verified. Create an alias if needed.	DOES NOT POPULATE		Shared Data
Maiden Name	Accept.	DOES NOT POPULATE		Shared Data
Social Security Number	Research is need before accepting a change to a social security number. Check EATSS or ImageNow for a physical document that clarifies which number is correct. Create a Previous Social Security Number with either the old record or the rejected record.	DOES NOT POPULATE	If a social security number is changed in error, it may still appear to be verified. This is why it is important to research when there is a different data acceptance record than what is on file. A social security card is not used as verification; however, may clarify what social security number is correct.	Shared Data
SSN Status	DOES NOT POPULATE	HUB-SSA SSA-SVES		Shared Data
Marital Status	Accept. Reject a Never Married status if the current Status says Divorced, Married, or Separated.	DOES NOT POPULATE	Update Relationship page as appropriate.	Shared Data
Gender	If conflicted information is reported, research as	DOES NOT POPULATE		Shared Data
Date of Birth	Accept only when an interface or physical document verifies the new date of birth to be correct.	DOES NOT POPULATE	If a client has had an amended date of birth then the update to the date of birth must wait until the amended birth certificate is on file.	Shared Data
Is this Individual a Veteran?	Accept.	DOES NOT POPULATE		Shared Data
Spouse of a Veteran?	Accept.	DOES NOT POPULATE		Shared Data
Race/Ethnic Origin	Accept.	DOES NOT POPULATE	A defect exists where incorrect race information is populating in data acceptance and the E-app. Refer to the application in ImageNow before accepting. Native Americans are exempt from premiums.	
Latino/a or Spanish Origin	Accept.	DOES NOT POPULATE		
Tribe	Accept.	DOES NOT POPULATE		
Deceased Date	DOES NOT POPULATE	Death Records		Shared Data

KEES Field	e-App Data (Accept/Reject)	Interface	Considerations	Shared Data
Spoken Language	Accept.	DOES NOT POPULATE	A defect exists, refer to the language information on the application.	Shared Data
Written Language	Accept.	DOES NOT POPULATE	A defect exists, refer to the language information on the application.	Shared Data
Language of Correspondence	Accept.	DOES NOT POPULATE	A defect exists, refer to the language information on the application.	Shared Data
Other Communication Needs	Accept.	DOES NOT POPULATE		Shared Data
Is it ok to call this individual at work?	Accept.	DOES NOT POPULATE		Shared Data
Email	Accept.	DOES NOT POPULATE		Shared Data
Phone Number	Accept.	DOES NOT POPULATE	The most recent number will be at the bottom of the list.	Shared Data
Phone Number Type	Accept/Reject based on how phone number was	DOES NOT POPULATE		Shared Data
Previous Last Name	Accept.	DOES NOT POPULATE		Shared Data
Previous First Name	Accept.	DOES NOT POPULATE		Shared Data
Previous Middle Name/Initial	Accept.	DOES NOT POPULATE		Shared Data
Previous Suffix	Accept.	DOES NOT POPULATE		Shared Data
MCO Choice	Accept.	DOES NOT POPULATE		

Citizenship/Identity Detail

KEES Field	e-App Data (Accept/Reject)	Interface	Considerations	Shared Data
Adopted	Reject.	DOES NOT POPULATE		
Was this person born in a US State/Territory?	Accept.	DOES NOT POPULATE	Maps to KEES only if the person reports being a US Citizen.	
Birth City	Accept.	DOES NOT POPULATE		
Birth State/Territory	Accept.	DOES NOT POPULATE		
Birth County	Accept.	DOES NOT POPULATE		
Applicants Last Name on Birth Certificate	Accept.	DOES NOT POPULATE		
Applicants First Name on Birth Certificate	Accept.	DOES NOT POPULATE		
Applicants Middle Name on Birth Certificate	Accept.	DOES NOT POPULATE		
Mother's Last Name on Birth Certificate	Accept.	DOES NOT POPULATE		
Document Type on File	DOES NOT POPULATE	Federal Data HUB	Other Identification for FA, TANF, or CC is not valid identity for Medical programs.	

Household Status Detail

KEES Field	e-App Data (Accept/Reject)	Interface	Considerations	Shared Data
Name	Accept.	DOES NOT POPULATE		
Living in the Home Status	Accept.	DOES NOT POPULATE	Add documentation in the Journal.	
Please select a reason	Accept.	DOES NOT POPULATE		
Expected Return Date	Accept.	DOES NOT POPULATE		
Begin Date	Accept.	DOES NOT POPULATE	Defaults to the first day of the application month.	

Non-Citizenship Status Detail

KEES Field	e-App Data (Accept/Reject)	Interface	Considerations	Shared Data
Name upon US Entry		DOES NOT POPULATE		Shared Data
USCIS Document	Accept. Reject if there is already a Non-Citizenship record on file. Existing record should be updated.	DOES NOT POPULATE		Shared Data
Alien Number	Accept.	DOES NOT POPULATE	If a paper application is submitted then the consumer may provide a number other than the Alien number. This is because the paper application asks for an Immigration number.	Shared Data
Card Number	Accept.	DOES NOT POPULATE	The Medical SSP and paper application do not specifically ask for this number.	Shared Data
Document Number/Certificate of Naturalization	Accept.	DOES NOT POPULATE	The Medical SSP and paper application do not specifically ask for this number.	Shared Data
I-94 Number/Admission Number	Accept.	DOES NOT POPULATE	The Medical SSP and paper application do not specifically ask for this number.	Shared Data
SEVIS ID	Accept.	DOES NOT POPULATE	The Medical SSP and paper application do not specifically ask for this information.	Shared Data
Passport Number	Accept.	DOES NOT POPULATE	The Medical SSP and paper application do not specifically ask	Shared Data
Country of Issuance	Accept.	DOES NOT POPULATE		Shared Data
USCIS Expiration Date	Accept.	DOES NOT POPULATE	The Medical SSP and paper application do not specifically ask for this date.	Shared Data
Visa Number	Accept.	DOES NOT POPULATE	The Medical SSP and paper application do not specifically ask for this number.	Shared Data
Receipt Number	Accept.	DOES NOT POPULATE	The Medical SSP and paper application do not specifically ask for this number.	Shared Data
Date of Entry	Accept.	DOES NOT POPULATE	The Medical SSP does not specifically ask for this date.	Shared Data
First Name	Accept.	DOES NOT POPULATE		Shared Data
Middle Name	Accept.	DOES NOT POPULATE		Shared Data
Last Name	Accept.	DOES NOT POPULATE		Shared Data
Begin Date	Accept.	DOES NOT POPULATE	Defaults to the first day of the application month.	Shared Data

Pregnancy Detail

KEES Field	e-App Data (Accept/Reject)	Interface	Considerations	Shared Data
Mother	Accept.	DOES NOT POPULATE	The mother's name may not populate in the detail page even though it is displaying on the Pregnancy List Page. Ignore any Non-Medical pregnancy records.	
Number of Unborn Children	Accept.	DOES NOT POPULATE		
Date Reported	Accept.	DOES NOT POPULATE		
Due Date	Accept.	DOES NOT POPULATE	If no due date reported, set due date to 9 months from the date of application.	
Verified	Accept.	DOES NOT POPULATE	If there is another pregnancy record, then set to Pending.	

Residency Detail

KEES Field	e-App Data (Accept/Reject)	Interface	Considerations	Shared Data
Name	Accept.	DOES NOT POPULATE		Shared Data.
Residency Status	Accept.	DOES NOT POPULATE	If answer is 'None of the Above' look at the SSP PDF to conduct research.	Shared Data.
Begin Date	Accept.	DOES NOT POPULATE	Defaults to the first day of the application month.	Shared Data.

Other Program Assistance Detail

Type of Assistance: Foster Care, SOBRA Labor and Delivery, SOBRA Emergency, Eligible for Indian Health Services are the only Types that populate from the SSP.

KEES Field	e-App Data (Accept/Reject)	Interface	Considerations	Shared Data
Name	Accept.	DOES NOT POPULATE		
Type of Assistance	Accept. If Foster Care or SOBRA then leave as new and more research is needed to determine if the case needs to be referred to a specialty worker.	DOES NOT POPULATE		
Begin Date	Accept.	DOES NOT POPULATE	Defaults to the first day of the application month.	
Medical Verified	Accept.	DOES NOT POPULATE	Defaults to Pending.	

Employment Detail

KEES Field	e-App Data (Accept/Reject)	Interface	Considerations	Shared Data
Name	Accept. Reject if the same employer is already on file without an asterisk in the name.	DOES NOT POPULATE	DCF employment records have an asterisk at the beginning. A medical record must be created even if DCF has a Non-Medical record for the same employer on file.	
Category	Accept.	DOES NOT POPULATE		
Employer	Accept.	DOES NOT POPULATE		
Employer Address	Accept.	DOES NOT POPULATE		
Employer Contact	Accept.	DOES NOT POPULATE		
Date Hired	Accept.	DOES NOT POPULATE		
Termination Date	Accept.	DOES NOT POPULATE		
Employment Status Detail:		DOES NOT POPULATE		DCF Specific Field.
Status	Reject.	DOES NOT POPULATE		DCF Specific Field.
Status Reason	Reject.	DOES NOT POPULATE		DCF Specific Field.
Hourly Wage	Reject.	DOES NOT POPULATE		DCF Specific Field.
Hours/Week	Reject.	DOES NOT POPULATE		DCF Specific Field.
Begin Date	Reject.	DOES NOT POPULATE	Defaults to the first day of the application month	DCF Specific Field.

Living Arrangement Detail

KEES Field	e-App Data (Accept/Reject)	Interface	Considerations	Shared Data
Name	Reject unless the consumer is incarcerated or institutionalized.	DOES NOT POPULATE		Shared Data.
Living Arrangement Type	Reject unless the consumer is incarcerated or institutionalized.	DOES NOT POPULATE	Accepting a new Living Arrangement will end date any previous Living Arrangement in the system for that individual.	Shared Data.
Arrival Date	Reject unless the consumer is incarcerated or institutionalized.	DOES NOT POPULATE		Shared Data.
Departure Date	Reject unless the consumer is incarcerated or institutionalized.	DOES NOT POPULATE		Shared Data.

Medical Condition Detail

Only a 'Declared' Medical Condition Category populates

KEES Field	e-App Data (Accept/Reject)	Interface	Considerations	Shared Data
Medical Condition Category: Declared	Accept if the applicant does not have an Active Medical condition of the same type.	SDX SVES		Shared Data.
Name	Accept.	SDX SVES		Shared Data.
Verified	Accept.	SDX SVES		Shared Data.
Medical Condition Type	Accept	SDX SVES If blank, set to '12 months or result in death'.		Shared Data.
Begin Date	Accept	SDX SVES Defaults to the first day of the application month.		Shared Data.

Tax Detail
Used for MAGI only cases

KEES Field	e-App Data (Accept/Reject)	Interface	Considerations	Shared Data
Name	Accept.	DOES NOT POPULATE		
Verified	Accept.	DOES NOT POPULATE	Defaults to Verified.	
Filing Status	Accept.	DOES NOT POPULATE		
Begin Date	Accept.	DOES NOT POPULATE	Defaults to the first day of the calendar year.	
Dependent Name	Accept.	DOES NOT POPULATE		
Claiming Other Dependents Not on Application	Accept.	DOES NOT POPULATE	All tax dependents must be added to the case in order to be counted in any applicant's IBU.	
Number of Other Dependents Not on Application	Accept.	DOES NOT POPULATE		

Medicare Expense Detail

KEES Field	e-App Data (Accept/Reject)	Interface	Interface	Interface	Considerations	Shared Data
Name	Accept if not on file. Reject if a record is already on file. The existing record will be updated.	BENDEX	SVES	TBQ		Shared Data.
Medicare Claim Number	Accept.	DOES NOT POPULATE	DOES NOT POPULATE	DOES NOT POPULATE		Shared Data.
Part A Payment Method	DOES NOT POPULATE	DOES NOT POPULATE	DOES NOT POPULATE	TBQ		Shared Data.
Part A Payment Amount	Accept.	BENDEX	SVES	DOES NOT POPULATE		Shared Data.
Part A Start Date	Accept.	BENDEX	DOES NOT POPULATE	TBQ		Shared Data.
Part A End Date	Accept.	BENDEX	DOES NOT POPULATE	TBQ		Shared Data.
Part B Payment Method	DOES NOT POPULATE	DOES NOT POPULATE	DOES NOT POPULATE	TBQ		Shared Data.
Part B Payment Amount	Accept.	BENDEX	SVES	DOES NOT POPULATE		Shared Data.
Part B Start Date	Accept.	BENDEX	DOES NOT POPULATE	TBQ		Shared Data.
Part B End Date	Accept.	BENDEX	DOES NOT POPULATE	TBQ		Shared Data.
Part D Payment Method	DOES NOT POPULATE	DOES NOT POPULATE	DOES NOT POPULATE	TBQ		Shared Data.
Part D Payment Amount	Accept.	DOES NOT POPULATE	DOES NOT POPULATE	DOES NOT POPULATE		Shared Data.
Part D Start Date	Accept.	DOES NOT POPULATE	DOES NOT POPULATE	TBQ		Shared Data.
Part D End Date	Accept.	DOES NOT POPULATE	DOES NOT POPULATE	TBQ		Shared Data.
Begin Date	Accept	DOES NOT POPULATE	DOES NOT POPULATE	DOES NOT POPULATE	Defaults to first day of the application month.	Shared Data.

Third Party Liability - Other Health Insurance Detail

KEES Field	e-App Data (Accept/Reject)	Interface	Considerations	Shared Data
Beneficiary	Accept.	DOES NOT POPULATE		
Health Coverage Type	Accept.	DOES NOT POPULATE	Medicaid coverage is not to be added to this page; regardless of what state's Medicaid is being reported. This page is only used to capture coverage from a third party.	
Start Date	Accept.	DOES NOT POPULATE		
Health Insurance Information		DOES NOT POPULATE		
Health Insurance Company Name	Accept. Reject if the Name is Medicaid, CHIP, KanCare, etc.	DOES NOT POPULATE		
Policy Number	Accept. Reject if Medicaid was reported.	DOES NOT POPULATE		
Group Number	Accept.	DOES NOT POPULATE		
Type of Coverage	Accept.	DOES NOT POPULATE		
Policy Holder Information		DOES NOT POPULATE		
Policy Holder Name	Accept.	DOES NOT POPULATE		
Policy Holder's Social Security Number	Accept.	DOES NOT POPULATE		
Who is Covered	Accept.	DOES NOT POPULATE		
Access to Health Insurance		DOES NOT POPULATE		
Member has access to employer sponsored health insurance	Accept.	DOES NOT POPULATE		
Member has access to State Health Insurance	Accept.	DOES NOT POPULATE		
Member has health insurance that has ended in the past 3 months	Accept.	DOES NOT POPULATE		