

Kansas Department of Social and Rehabilitation Services

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Income Maintenance - Employment Preparation Services

Candy Shively, Commissioner

296-6750

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Services
368-8137

MEMORANDUM

TO: IM/EPS Chiefs

DATE: October 22, 1998

FROM: Jeanine Schieferecke

SUBJECT: KAECSES coding for LTC
Children

Questions continue to surface regarding KAECSES case registration for children in long term care situations. Specifically, whether the PI on the case should be the child or the parent/caretaker of the child. When the requirement that CSE referrals be sent on medical only cases was implemented in 1995, it basically required these cases be registered with an adult PI, although most staff previously registered these cases with a child PI. Problems with LOTC completion and incorrect notices of action have resulted in this procedure being inconsistently applied. Because of these concerns, this issue was recently revisited and the following procedure is being recommended:

Children in long term care should be registered as the PI on a case. This applies to children living in either institutional or HCBS arrangements. This procedure should be used regardless of the HCBS waiver the child is on (MR/DD, SED, etc). It is also recommended to include the adult/caretaker on ADDR as the responsible person to ensure that notices are sent to that individual.

CSE referrals are still required for children with an absent or deceased parent(s). Electronic referrals can and should continue to be sent on these individuals through KAECSES. However, CSE will not be able to electronically process these, so no alerts will be received. When referring a child, the narrative line should be noted that the case is a medical case, the number of absent parents and the living arrangement. For example, "Medical only referral. 1 absent parent. HCBS case" would be appropriate wording. This will assist CSE staff in recognizing these situations. Referrals are not required on children in state institutions (usually CI cases).

Children in true independent living situations should still have the adult registered as the PI. This would include SI, MS, MA and MP children who are not receiving LTC services. CSE referral requirements continue to apply on these children when a parent is absent or deceased. Current referral procedures can be used for these children.

Please remember that a PI on a case number should never be changed or a duplicate client ID created because of this problem. If you have any questions, please free feel to contact me.

JS:jmm

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