



Policy Directive: 2022-08-01

Title: APPRISS – Timely Action Window

Date: August 16, 2022

From: Erin Kelley, Senior Manager

Program(s) impacted: All Medical Programs

The purpose of this document is to provide updated guidance regarding the timely action window for discontinuing consumers who appear on the APPRISS report due to incarceration. The direction provided here is effective upon release and may be applied retroactively where applicable. It supersedes information found in [PM2019-08-01](#).

A. Background

With the implementation of PM2019-08-01, a Timely Action Window was established to avoid discontinuance of an individual due to incarceration followed by immediate reinstatement. This policy was established primarily due to incarceration for most consumers being brief. For this reason, it was instructed that consumers who become incarcerated within five (5) business days of the Negative Action deadline would be held from discontinuance until the next Timely Action Window.

B. Policy

Effective with the release of this directive, staff are no longer required to delay discontinuance until the next Timely Action window if the consumer becomes incarcerated during the five (5) business days prior to the Negative Action deadline. The Timely Action Window may be used as “best practice” at the discretion of the agency due to KDHE Leadership request. When this occurs, staff will need to notate the reasoning for delaying discontinuance in the journal.

Example 1: A consumer appears on the APPRISS report on 05/13 with an incarceration date of 05/12. To close for June benefits, the last day to discontinue would be 05/19. Therefore, the Timely Action Window includes the following business days: 05/13-05/19. As the consumer became incarcerated outside of the Timely Action Window, eligibility can be discontinued on 05/31.

Example 2: A consumer appears on the APPRISS report on 06/15 with an incarceration date of 06/14. To close for July benefits, the last day to discontinue would be 06/16. Therefore, the Timely Action Window includes the following business days: 06/10 – 06/16. As the consumer became incarcerated during the Timely Action Window, eligibility may be held until the next Timely Action Window at agency discretion, or coverage may be discontinued with timely notice as of 06/30.

For questions or concerns related to this document, please contact the KDHE Medical Policy Staff at KDHE.MedicaidEligibilityPolicy@ks.gov.

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