



Policy Directive 2018-09-01

Date: 09-07-18 (End dated 9/25/2020)

Title: Journaling templates for State staff

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Program impacted: All

Due to the new updates being made to the Family Medical Macro and E&D/LTC Macro, it was decided to implement a KDHE specific template for processing case from state queue cases. These templates will aid in providing consistency for all KDHE eligibility workers who process from state queue cases and provide documentation of what is required in journaling. Outlined below are the documentation items that will required to be present with all KDHE journaling.

After the implementation of the updated macros, it will be a requirement on ***all start-to-finish*** cases that the macros are used for journaling purposes by state staff

Effective immediately these are the journaling requirements when processing cases.

Templates

Family Medical:

- Application date/Review Date/Date of Change (Also if multiple applications received notated)
- Priority Status (if changed from time contractor released case to KDHE queue)
- Corrections/Changes to contractor work (if applicable)
- Workarounds Used (if applicable)
- Outcome for each person (first 3 of the aid code, CE dates or denial reason)
- Spenddown-amounts (if applicable)
- Notices sent (only journal if locally printed NOA, no NOA required, or manual NOA was sent etc.)
- Any manual references that the worker feels they need to support an eligibility decision (if applicable)
- E-App Status (if manually updated)

E&D/LTC:

- Application date/Review Date/Date of Change (Also if multiple applications received notated)
- Outcome for each person (full aid code, months approved, denial reason, patient liability)
- Corrections/Changes to contractor work (if applicable)
- Notices sent (only journal if locally printed NOA, no NOA required, or manual NOA was sent etc.)
- Dates of denial
- Spenddown amounts
- Changes in liability
- Buy-In
- TOP Penalties



- Any manual references that the worker feels they need to support an eligibility decision (if applicable)
- Workarounds used (if applicable)
- HCBS/Nursing Facility (Begin date)
- E-App Status (if manually updated)
- HCBS Requests: 3160/3161 is sent and to whom (MCO, Program Manager, & corresponding assessing agency)

For questions or concerns related to this document, please contact one of the Medical program staff below.

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