

## **Table of Contents**

**State/Territory Name: KS**

**State Plan Amendment (SPA) #: 14-0008-MM7**

This file contains the following documents in the order listed:

- 1) Approval Letter
- 2) Summary Form (with 179-like data)
- 3) Approved SPA Pages
- 4) Additional Attachments that are part of the state plan (delete if not applicable)

DEPARTMENT OF HEALTH & HUMAN SERVICES  
Centers for Medicare & Medicaid Services  
601 East 12<sup>th</sup> Street, Suite 355  
Kansas City, Missouri 64106



**Division of Medicaid and Children's Health Operations**

December 4, 2015

Mike Randol, Director  
Kansas Department of Health and Environment  
Division of Health Care Finance  
Landon State Office Building  
900 SW Jackson, Room 900N  
Topeka, Kansas 66612

Dear Mr. Randol:

On March 27, 2014, the Centers for Medicare & Medicaid Services (CMS) received Kansas's State Plan Amendment (SPA) transmittal #14-0008-MM7, which describes the Modified Adjusted Gross Income (MAGI)-based hospital presumptive eligibility criteria covered under Iowa's Medicaid State Plan. The MAGI presumptive eligibility as set forth in 42 CFR § 435.1110 allows states to provide Medicaid services to children under 19 years of age, during period of presumptive eligibility, prior to formal determination.

SPA 14-0008-MM7 was approved today, with an effective date of January 1, 2014, as requested by the state. Enclosed is a copy of the CMS-179 summary form, as well as the approved pages for incorporation into the Kansas State Plan.

If you have any questions regarding this amendment, please contact Barbara Cotterman or Karen Hatcher at (816) 426-5925.

Sincerely,

//s//

James G. Scott  
Associate Regional Administrator  
for Medicaid and Children's Health Operations

Enclosure

cc: Susan Mosier, M.D.  
Bobbie Graff-Hendrixson  
Jeanine Schieferecke

# Medicaid State Plan Eligibility: Summary Page (CMS 179)

State/Territory name: **Kansas**

**Transmittal Number:**

*Please enter the Transmittal Number (TN) in the format ST-YY-0000 where ST= the state abbreviation, YY = the last two digits of the submission year, and 0000 = a four digit number with leading zeros. The dashes must also be entered.*

KS-14-0008

**Proposed Effective Date**

01/01/2014

(mm/dd/yyyy)

**Federal Statute/Regulation Citation**

42 CFR 435.1110

**Federal Budget Impact**

	Federal Fiscal Year	Amount
First Year	2014	\$ 300000.00
Second Year	2015	\$ 400000.00

**Subject of Amendment**

State of Kansas Medicaid MAGI Hospital Presumptive Eligibility Amendment. This does not include Administrative costs.

**Governor's Office Review**

- ☒ Governor's office reported no comment
- ☐ Comments of Governor's office received

Describe:

- ☐ No reply received within 45 days of submittal
- ☐ Other, as specified

Describe:

**Signature of State Agency Official**

Submitted By: **KIM Tjelmeland**

Last Revision Date: **Nov 25, 2015**

Submit Date: **Mar 27, 2014**



# Medicaid Eligibility

State Name:

OMB Control Number: 0938-1148

Transmittal Number: KS - 14 - 0008

Expiration date: 10/31/2014

## Presumptive Eligibility by Hospitals

**S21**

42 CFR 435.1110

One or more qualified hospitals are determining presumptive eligibility under 42 CFR 435.1110, and the state is providing Medicaid coverage for individuals determined presumptively eligible under this provision.

☒ Yes ☐ No

☒ The state attests that presumptive eligibility by hospitals is administered in accordance with the following provisions:

☒ A qualified hospital is a hospital that:

Participates as a provider under the Medicaid state plan or a Medicaid 1115 Demonstration, notifies the Medicaid agency of

☒ its election to make presumptive eligibility determinations and agrees to make presumptive eligibility determinations consistent with state policies and procedures.

Has not been disqualified by the Medicaid agency for failure to make presumptive eligibility determinations in accordance

☒ with applicable state policies and procedures or for failure to meet any standards that may have been established by the Medicaid agency.

Assists individuals in completing and submitting the full application and understanding any documentation requirements.

☒ Yes ☐ No

☒ The eligibility groups or populations for which hospitals determine eligibility presumptively are:

☒ Pregnant Women

☒ Infants and Children under Age 19

☒ Parents and Other Caretaker Relatives

☒ Adult Group, if covered by the state

☒ Individuals above 133% FPL under Age 65, if covered by the state

☒ Individuals Eligible for Family Planning Services, if covered by the state

☒ Former Foster Care Children

☒ Certain Individuals Needing Treatment for Breast or Cervical Cancer, if covered by the state

☐ Other Family/Adult groups:

☐ Eligibility groups for individuals age 65 and over

☐ Eligibility groups for individuals who are blind

☐ Eligibility groups for individuals with disabilities

☐ Other Medicaid state plan eligibility groups

☐ Demonstration populations covered under section 1115



# Medicaid Eligibility

The state establishes standards for qualified hospitals making presumptive eligibility determinations.

☒ Yes ☐ No

Select one or both:

- ☒ The state has standards that relate to the proportion of individuals determined presumptively eligible who submit a regular application, as described at 42 CFR 435.907, before the end of the presumptive eligibility period.

Description of standards:

- i. 95% of PE determinations are completed accurately,
- ii. 98% of PE determinations and KanCare applications are submitted to the KanCare Clearinghouse within 5 days of the PE determination, and
- iii. 60% of the PE applicants ultimately achieve eligibility through the KanCare process.

- ☒ The state has standards that relate to the proportion of individuals who are determined eligible for Medicaid based on the submission of an application before the end of the presumptive eligibility period.

Description of standards:

- i. 95% of PE determinations are completed accurately,
- ii. 98% of PE determinations and KanCare applications are submitted to the KanCare Clearinghouse within 5 days of the PE determination, and
- iii. 60% of the PE applicants ultimately achieve eligibility through the KanCare process.

- ☐ The presumptive period begins on the date the determination is made.

- ☐ The end date of the presumptive period is the earlier of:

The date the eligibility determination for regular Medicaid is made, if an application for Medicaid is filed by the last day of the month following the month in which the determination of presumptive eligibility is made; or

The last day of the month following the month in which the determination of presumptive eligibility is made, if no application for Medicaid is filed by that date.

- ☐ Periods of presumptive eligibility are limited as follows:

- ☒ No more than one period within a calendar year.
- ☐ No more than one period within two calendar years.
- ☐ No more than one period within a twelve-month period, starting with the effective date of the initial presumptive eligibility period.
- ☐ Other reasonable limitation:

The state requires that a written application be signed by the applicant, parent or representative, as appropriate.

☒ Yes ☐ No

- ☐ The state uses a single application form for Medicaid and presumptive eligibility, approved by CMS.
- ☒ The state uses a separate application form for presumptive eligibility, approved by CMS. A copy of the application form is included.

**An attachment is submitted.**



# Medicaid Eligibility

☐ The presumptive eligibility determination is based on the following factors:

- ☐ The individual's categorical or non-financial eligibility for the group for which the individual's presumptive eligibility is being determined (e.g., based on age, pregnancy status, status as a parent/caretaker relative, disability, or other requirements specified in the Medicaid state plan or a Medicaid 1115 demonstration for that group)
- ☐ Household income must not exceed the applicable income standard for the group for which the individual's presumptive eligibility is being determined, if an income standard is applicable for this group.
- ☒ State residency
- ☒ Citizenship, status as a national, or satisfactory immigration status

☒ The state assures that it has communicated the requirements for qualified hospitals, and has provided adequate training to the hospitals. A copy of the training materials has been included.

**An attachment is submitted.**

## PRA Disclosure Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0938-1148. The time required to complete this information collection is estimated to average 40 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: CMS, 7500 Security Boulevard, Attn: PRA Reports Clearance Officer, Mail Stop C4-26-05, Baltimore, Maryland 21244-1850.


V.20140415



# Presumptive Eligibility Tool ILT

Adult

1




## Presumptive Eligibility Tool ILT: Adult


### Introduction

In this course you will learn about the:

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



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## Presumptive Eligibility Tool ILT: Adult

### Agenda

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



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## Presumptive Eligibility Tool ILT: Adult

### Lesson 1: Overview > PE Defined

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.

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**Kansas**  
Presumptive Eligibility Tool ILT: Adult  
Lesson 1: Overview > PE Defined

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.

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**Kansas**  
Presumptive Eligibility Tool ILT: Adult  
Lesson 1: Overview > PE History

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.

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**Kansas**  
Presumptive Eligibility Tool ILT: Adult  
Lesson 1: Overview > P2 Functionality

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.


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**Kansas**  
Presumptive Eligibility Tool ILT: Adult  
Lesson 1: Overview > Summary

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.



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**Kansas** **Presumptive Eligibility Tool ILT: Adult**  
Agenda


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



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**Kansas** **Presumptive Eligibility Tool ILT: Adult**  
Lesson 2: PE Tool Basics > Login

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.

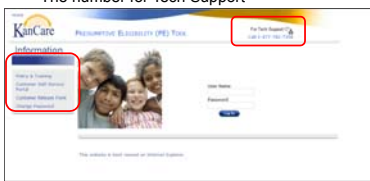


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**Kansas** **Presumptive Eligibility Tool ILT: Adult**  
Lesson 2: PE Tool Basics > Login Page

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



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**Kansas** **Presumptive Eligibility Tool ILT: Adult**  
Lesson 2: PE Tool Basics > Login Page > Policy and Training Links

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.



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**Presumptive Eligibility Tool ILT: PW and CH**  
Lesson 2: PE Tool Basics > Login Page > Policy and Training Links



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.

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**Presumptive Eligibility Tool ILT: Adult**  
Lesson 2: PE Tool Basics > Login Page > MCSSP Links

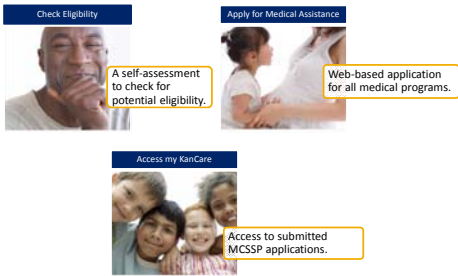
The next link is to the Medical Consumer Self-Service Portal (MCSSP). The MCSSP is a web-based application for KanCare benefits.



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**Presumptive Eligibility Tool ILT: Adult**  
Lesson 2: PE Tool Basics > Login Page > MCSSP Links


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.



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**Presumptive Eligibility Tool ILT: Adult**  
Lesson 2: PE Tool Basics > Login Page > Customer Release Form

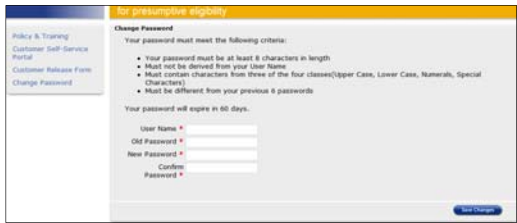
A blank Customer Release form can also be accessed on the login page. QE staff can use this if a Release form is needed outside the context of the PE Tool.



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**Kansas**  
Presumptive Eligibility Tool ILT: Adult  
Lesson 2: PE Tool Basics > Login Page > Change Password Link

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.

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**Kansas**  
Presumptive Eligibility Tool ILT: Adult  
Lesson 2: PE Tool Basics > Login Page > Password Criteria

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.

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**Kansas**  
Presumptive Eligibility Tool ILT: Adult  
Lesson 2: PE Tool Basics > Login Page > Password Criteria


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

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**Kansas**  
Presumptive Eligibility Tool ILT: Adult  
Lesson 2: PE Tool Basics > Login Page > Tech Support

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.




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**Kansas** **Presumptive Eligibility Tool ILT: Adult**  
Lesson 2: PE Tool Basics > Overview Page

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.



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**Kansas** **Presumptive Eligibility Tool ILT: Adult**  
Lesson 2: PE Tool Basics > PE Overview > General Rules

- 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.

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**Kansas** **Presumptive Eligibility Tool ILT: Adult**  
Lesson 2: PE Tool Basics > PE Overview > General Rules

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

Separate PE Tools

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**Kansas** **Presumptive Eligibility Tool ILT: Adult**  
Lesson 2: PE Tool Basics > Primary Applicant Defined


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

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**Kansas** Presumptive Eligibility Tool ILT: Adult  
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.

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**Kansas** Presumptive Eligibility Tool ILT: Adult  
Lesson 2: PE Tool Basics > Primary Applicant Information



Once the Primary Applicant Information page has been completed, you will need to choose which PE Tool to complete. Our next lesson will focus on the PE Adult Tool.


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**Kansas** Presumptive Eligibility Tool ILT: Adult  
Lesson 2: PE Tool Basics > Summary

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 Adult Tool will be discussed in the next lesson.



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**Kansas** Presumptive Eligibility Tool ILT: Adult  
Agenda

- Lesson 1: Overview
- Lesson 2: PE Tool Basics
- **Lesson 3: PE Adult**
- Lesson 4: MCCSP
- Lesson 5: Administrative Features



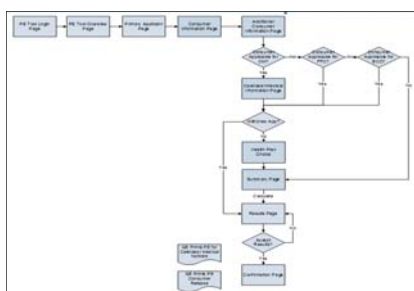
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## Presumptive Eligibility Tool ILT: Adult

### Lesson 3: Adult > PE Adult Tool Screen Flow

Clicking the PE – Adult button on the Primary Applicant Information page initiates the PE Adult Tool. Below is the screen flow of the PE Adult Tool.



## Presumptive Eligibility Tool ILT: Adult

### Lesson 3: PE Adult > Consumer Information

After clicking the PE – Adult button on the Primary Applicant Information page, the Consumer Information page displays.

The following information auto-populates when the Primary Applicant indicates that they are applying for coverage:

- Name
- SSN (optional)
- Gender
- Address
- Phone Number

The consumer must answer the questions in detail.

- Parent/Caretaker of child under 19
- Living with a Parent/Caretaker Spouse of child under 19
- In Kansas Foster Care on 18<sup>th</sup> birthday
- Diagnosed by Early Detection Works (EDW)

The screenshot shows a web form titled "PE Determination Site" with a yellow callout box stating: "The PE Determination Site auto-populates from the Primary Applicant page." The form contains several sections: "Qualified Youth (Staff)", "Qualified Entry", "PE Determination Site\*", "Date of PE Application", "Personal Information", "Address Line 1", "Address Line 2", "City", "State", "County", "Zip Code", "Phone Number", "Work Phone Number", and "Email Address". The "Qualified Youth (Staff)" section lists "Qualified Entry" as "PE Determination Site\*" and "Qualified Youth (Staff)" as "PE Determination Site\*". The "Date of PE Application" section shows "Start Date" as "10/1/2014" and "End Date" as "10/1/2014". The "Personal Information" section shows "Social Security Number" as "000-00-0000", "Date of Birth" as "10/1/2014", "Gender" as "Male", "Race" as "White", and "Ethnicity" as "Hispanic or Latino". The "Address Line 1" section shows "Address Line 1" as "1000 Main Street". The "Address Line 2" section shows "Address Line 2" as "Apt. 100". The "City" section shows "City" as "New York". The "State" section shows "State" as "NY". The "County" section shows "County" as "New York". The "Zip Code" section shows "Zip Code" as "10001". The "Phone Number" section shows "Phone Number" as "212-123-4567". The "Work Phone Number" section shows "Work Phone Number" as "212-123-4567". The "Email Address" section shows "Email Address" as "johndoe@pe.com".



## Presumptive Eligibility Tool ILT: Adult

Lesson 3: PE Adult > Consumer Information > BCC

When a consumer indicates that they have been diagnosed for breast or cervical cancer by EDW, additional questions display requesting the:

- EDW entity that completed the screening
- Date screening occurred
- Status of continuous treatment
- Presence of comprehensive health insurance

Is this person the Parent/Caretaker of a child under the age of 19? ☒ Yes ☐ No

Is the person living with a spouse who is a Parent/Caretaker of a child under 19? ☒ Yes ☐ No

Is the person in Kansas foster care at the time of their 18th birthday? ☒ Yes ☐ No

Has this person been diagnosed with breast or cervical cancer by a health care worker (EDW) entry? ☒ Yes ☐ No

**Which EDW Entry Completed the screening?** \*

Date screening was completed

Is this person receiving continuous treatment? ☒ Yes ☐ No

Is this person covered by comprehensive health insurance, including Medicare? ☒ Yes ☐ No

[Completed Screenings](#) [View and Confirm](#) [Exit](#)



## Presumptive Eligibility Tool ILT: Adult


Lesson 3: PE Adult > Consumer Information > Withdrawal

At any point in the application process, a consumer can withdraw their request for coverage by using the Withdrawal button. Clicking the Withdrawal button takes the user to the Results page which indicates that the Tool will be denied due to the applicant's voluntary withdrawal from the PE process. Clicking the Accept Results button confirms the denial for voluntary withdrawal. Using the Back button returns staff to the Consumer Information page.

[illegible]

**Kansas**  
Presumptive Eligibility Tool ILT: Adult  
Lesson 3: PE Adult > Additional Consumer Information

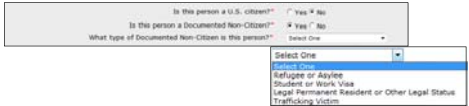
The next page displayed is Additional Consumer Information. Questions about the consumer's citizenship and marital status are located on this page.



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**Kansas**  
Presumptive Eligibility Tool ILT: Adult  
Lesson 3: PE Adult > Additional Consumer Info > Non-Citizen

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.



Refer to the PE Child and Pregnant Woman Policy Training material, slides 19-21 for additional information.

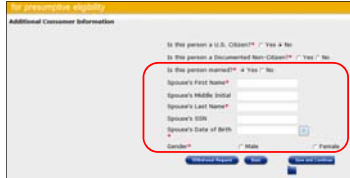
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**Kansas**  
Presumptive Eligibility Tool ILT: Adult  
Lesson 3: PE Adult > Additional Consumer Information > Spouse

If the consumer indicates they are married text box fields display requesting:

- Spouse's First and Last Name
- Spouse's Date of Birth
- Gender

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




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**Kansas**  
Presumptive Eligibility Tool ILT: Adult  
Lesson 3: PE Adult > Caretaker Medical Information

When a consumer or spouse is the parent or caretaker of a child under the age of 19, the Caretaker Medical page displays.

The following questions are found on this page:

- Pregnancy
- Number of Children in the Home
- Parents of Children
- Gross Monthly Income
- Tax Information



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**Kansas** **Presumptive Eligibility Tool ILT: Adult**  
Lesson 3: PE Adult > Caretaker Medical Information > Pregnancy

There are several dynamic questions on this page. If Yes is selected for the Is this person pregnant question, the following display:

- Text box for the Due Date
- Dropdown to select the number of babies she's carrying

for presumptive eligibility  
Caretaker Medical Information

Is this person pregnant? ☒ Yes ☐ No  
Due Date:

How many babies are expected?

Number of Minor children in the home:

Do you live with a parent of any of these children? ☐ Yes ☒ No  
Gross Monthly Household Income (before taxes and deductions):

**Tax Information:**  
You will need to ask some questions about the applicant's Federal Income Tax Return. The applicant needs to answer these questions based on what his or her situation is now.

**Kansas** **Presumptive Eligibility Tool ILT: Adult**  
Lesson 3: PE Adult > Caretaker Medical Info > Children & Parents

Additional fields display when the following are living in the home:

- Children
- Parent or Guardian

Number of Minor children in the home:

Child's First Name:   
Child's Middle Initial:   
Child's Last Name:   
Child's Date of Birth:

Do you live with a parent of any of these children? ☒ Yes ☐ No

**Additional Parent/Guardian Information**  
First Name:   
Middle Initial:   
Last Name:   
SSN:   
Date of Birth:   
Gender: ☐ Male ☐ Female

The following information is needed for each child living in the home:

- First and Last Name
- Date of Birth

The following information is needed for the parent/guardian when they live in the home, each child living in the home:

- First and Last Name
- Date of Birth
- Gender
- Providing a Social Security Number is optional.

**Kansas** **Presumptive Eligibility Tool ILT: Adult**  
Lesson 3: PE Adult > Caretaker Medical Info > Parent/Guardian Info

In this situation, the Spouse's information is reentered since he is also the father of the child that resides in the home.

for presumptive eligibility  
Caretaker Medical Information

Is this person pregnant? ☐ Yes ☒ No  
Number of Minor children in the home:

Do you live with a parent of any of these children? ☒ Yes ☐ No

**Additional Parent/Guardian Information**  
First Name:  Jacob  
Middle Initial:   
Last Name:  Day  
SSN:  111-22-4545  
Date of Birth:  06/06/1982  
Gender: ☒ Male ☐ Female

Gross Monthly Household Income (before taxes and deductions):  800

**Kansas** **Presumptive Eligibility Tool ILT: Adult**  
Lesson 3: PE Adult > Caretaker Medical Info > Tax Information

The Tax Information section of this page has several dynamic questions as well. The core questions of this section concern whether the caretaker:

- Will file a Federal Tax Return
- Will claim dependents that aren't included on the Tool
- Be claimed by someone else as a dependent

The Gross Monthly Income of the other claimed dependents is also requested.

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 some questions about the applicant's Federal Income Tax Return. The applicant needs to answer these questions based on what his or her situation is now.

Will you file a Federal Income Tax Return this year? ☐ Yes ☒ No  
Will you claim other dependents not included in this application? ☐ Yes ☒ No  
What is the Gross Monthly Income of the dependents?   
Does someone else plan to file and claim the applicant as a dependent? ☐ Yes ☒ No

Buttons:



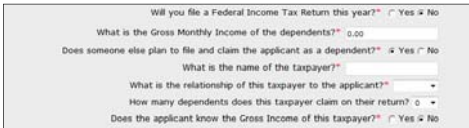
**Kansas** **Presumptive Eligibility Tool ILT: Adult**  
Lesson 3: PE Adult > Caretaker Medical Info > Tax Information

Additional dynamic fields display when the Caretaker reports that they:

- Won't file a tax return
- Will be claimed as a dependent by another tax filer

When this occurs, the following information is requested for the Tax Filer/Taxpayer:

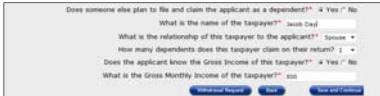
- Name
- Relationship to Caretaker
- Number of Dependents Claimed
- Gross Monthly Income



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**Kansas** **Presumptive Eligibility Tool ILT: Adult**  
Lesson 3: PE Adult > Caretaker Medical Info > Tax Information

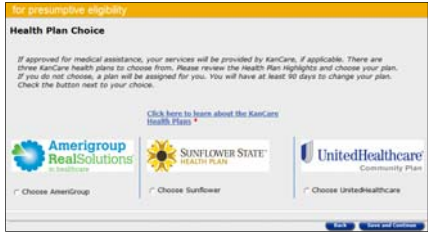
In this situation, the Spouse plans to file taxes and plans to claim the applicant as well as their child.



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**Kansas** **Presumptive Eligibility Tool ILT: Adult**  
Lesson 3: PE Adult > Health Plan Choice

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



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**Kansas** **Presumptive Eligibility Tool ILT: Adult**  
Lesson 3: PE Adult > Summary

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

- Primary Applicant
- Customer Information
- Additional Customer Information
- Caretaker Medical Information

QE staff need to thoroughly review this page to ensure that all of the 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 parent or caretaker qualifies for PE.

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**Presumptive Eligibility Tool ILT: Adult**  
Lesson 3: PE Adult > Summary > Primary Applicant Information

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

**Summary**

**Primary Applicant Information**

Date of PE Application: 05/16/2015  
 First Name: Sunny  
 Middle Name:  
 Last Name: Day  
 Social Security Number: 222-22-8946  
 Date of Birth: 05/05/1984  
 Address Line 1: 222 NW Grove  
 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 PET? Yes

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**Presumptive Eligibility Tool ILT: Adult**  
Lesson 3: PE Adult > Summary > Customer Information

Customer Information and Additional Customer Information are the next sections displayed. Use the Edit button in either section to correct information as needed.

**Customer Information**

Date of PE Application: 05/16/2015  
 First Name: Sunny  
 Middle Name:  
 Last Name: Day  
 Social Security Number: 222-22-8946  
 Date of Birth: 05/05/1984  
 Address Line 1: 222 NW Grove  
 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 PET? Yes

**Additional Customer Information**

Is this person a U.S. Citizen? Yes  
 Is this person a Documented Non-Citizen? No  
 What type of Documented Non-Citizen is this person?  
 How long has this person been a Legal Permanent Resident or other legal status?  
 Is the person named? Yes  
 Applicant's First Name: Sunny  
 Applicant's Last Name: Day  
 Applicant's Middle Initial:  
 Applicant's Date of Birth: 05/05/1984  
 Applicant's Date of Birth (MM/DD/YYYY):  
 Applicant's Date of Birth (MM/DD/YYYY):

46

**Presumptive Eligibility Tool ILT: Adult**  
Lesson 3: PE Adult > Summary > Caretaker Medical Information

The last section of the Summary Page is the Caretaker Medical Information. Once again, the Edit button can be used to change or update any of the Caretaker's information. If everything on the Summary page is correct, click Calculate or the Complete Another PE Adult button if the other parent wants to apply for PE.

**Caretaker Medical Information**

Is this person pregnant? No  
 Due Date:  
 How many babies are expected? 0  
 Number of Minor children in the home:  
 Do you live with a parent of any of these children?  
 Additional Parent/Guardian Information:  
 First Name: Jacob  
 Middle Initial:  
 Last Name: Day  
 SSN: 111-22-8946  
 Date of Birth: 05/05/1982  
 Gender:  
 Gross Monthly Household Income (before taxes and deductions): \$80.0  
 Will you file a Federal Income Tax Return this year? No  
 Will you claim other dependents not included in this application? No  
 How Many? 0  
 What is the Gross Monthly Income of the dependent? \$0.0  
 Does someone else plan to file and claim the applicant as a dependent? Yes  
 What is the name of the taxpayer? Jacob Day  
 What is the relationship of the taxpayer to the applicant? Son/da  
 How many dependents does the taxpayer claim on their return? 2  
 Does the applicant know the Gross Income of the taxpayer? Yes  
 What is the Gross Monthly Income of the taxpayer? \$80.0

47

**Presumptive Eligibility Tool ILT: Adult**  
Lesson 3: PE Adult > Results Page

The Results page is displayed. On this page the:

- Results column indicates if the consumer was approved or denied for PE Adult coverage.
- Reason/Type column indicates the consumer's coverage type or the reason they were denied.

**for presumptive eligibility**

**Results**

DEVIEW:

First Name	Last Name	Date of Birth	Result	Reason/Type
Sunny	Day	05/05/1984	Denied	Not Eligible for PE Adult

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**Kansas**  
Presumptive Eligibility Tool ILT: Adult  
Lesson 3: PE Adult > Results Page

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

**for presumptive eligibility**

**Results**  
DENIED:

First Name	Last Name	Date of Birth	Result	Reason/Type
Sunny	Day	05/05/1984	Denied	Not Eligible for PE Adult

Buttons: **Back** (highlighted), **Accept Results** (highlighted)

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**Kansas**  
Presumptive Eligibility Tool ILT: Adult  
Lesson 3: PE Adult > Confirmation Page

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.

**Confirmation**  
Thank you. The following results have been accepted and sent to the Clearinghouse.  
Your confirmation number is **001385**

First Name	Last Name	Result	Reason/Type
Sunny	Day	Denied	Not Eligible for PE Adult

English: **Print Notice**, **Release Form**  
Spanish: **Print Notice**, **Release Form**

Buttons: **Complete PE Children**, **Complete PE Pregnant Women**, **Complete KanCare Application**

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**Kansas**  
Presumptive Eligibility Tool ILT: Adult  
Lesson 3: PE Adult > Confirmation Page

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

English  
↓  
Approval or Denial Notice  
↓  
Release Form

Spanish  
↓  
Approval or Denial Notice  
↓  
Release Form

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**Kansas**  
Presumptive Eligibility Tool ILT: Adult  
Lesson 3: PE Adult > Confirmation Page > Notices

Remember that when a PE Tool is completed, a consumer should always be given a copy the approval or denial notice. A copy of the PE Tool notice must be faxed to the KanCare Clearinghouse.

**Presumptive Eligibility for Adults, Denial**

Printed on: 05/05/2014 10:00 AM  
Printed by: [Name]


First Name: Sunny  
Last Name: Day  
Date of Birth: 05/05/1984  
Result: Denied  
Reason: Not Eligible for PE Adult

Signature of Eligibility Specialist: \_\_\_\_\_  
Signature of Eligibility Specialist: \_\_\_\_\_

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**Kansas** Presumptive Eligibility Tool ILT: Adult  
Lesson 3: PE Adult > Confirmation Page > Release Form

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.



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**Kansas** Presumptive Eligibility Tool ILT: Adult  
Lesson 3: PE Adult > Confirmation Page > Navigation

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


- PE Tool for Pregnant Women
- PE Tool for Children
- KanCare Application for the Adult and/or Household

Remember that information from the PE Adult Tool will auto-populate to the PE PW Tool, PE CH Tool, and the Medical Consumer Self-Service Portal (MCSSP) KanCare application.

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**Kansas** Presumptive Eligibility Tool ILT: Adult  
Lesson 3: PE Adult > Confirmation Page > Navigation

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



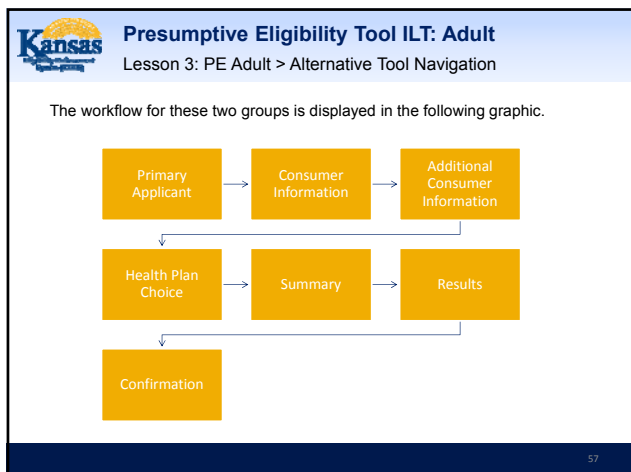
55

**Kansas** Presumptive Eligibility Tool ILT: Adult  
Lesson 3: PE Adult > Alternative Tool Navigation

Consumers who answer Yes to either of the questions listed below will have less pages of the PE Adult Tool to complete when children under the age of 19 aren't in the home:

- Was this person in Kansas foster care at the time of their 18<sup>th</sup> birthday?
- Has this person been diagnosed with breast or cervical cancer by Early Detection Works (EDW) entity?

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**Kansas** Presumptive Eligibility Tool ILT: Adult  
Lesson 3: Summary

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

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

The Medical Consumer Self-Service Portal (MCSSP) will be discussed next.

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**Kansas** Presumptive Eligibility Tool ILT: Adult  
Agenda

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

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**Kansas** Presumptive Eligibility Tool ILT: Adult  
Lesson 4: 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.



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**Presumptive Eligibility Tool ILT: Adult**  
Lesson 4: PE Tool Basics > Login Page > MCSSP Links



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

A self-assessment to check for potential eligibility.

Web-based application for all medical programs.

Access to submitted MCSSP applications.

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**Presumptive Eligibility Tool ILT: Adult**  
Lesson 4: 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.

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**Presumptive Eligibility Tool ILT: Adult**  
Lesson 4: MCSSP > Sign Up Page

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.



The following information is needed to set up an account in the MCSSP:

- User Name
- Password
- Confirm Password
- 1<sup>st</sup> Secret Question and Answer
- 2<sup>nd</sup> Secret Question and Answer


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**Presumptive Eligibility Tool ILT: Adult**  
Lesson 4: 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



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**Kansas** **Presumptive Eligibility Tool ILT: Adult**  
Lesson 4: MCSSP > Sign Up Page

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.




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

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**Kansas** **Presumptive Eligibility Tool ILT: Adult**  
Lesson 4: MCSSP > Sign Up Page

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.

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**Kansas** **Presumptive Eligibility Tool ILT: Adult**  
Lesson 4: MCSSP > Instructions

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.

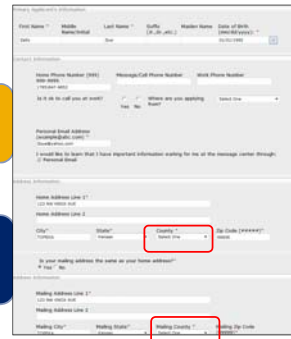


We'll walk through one section of the application to get a feel for how it functions.

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**Kansas** **Presumptive Eligibility Tool ILT: Adult**  
Lesson 4: MCSSP > Primary Applicant Information

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




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**Kansas** **Presumptive Eligibility Tool ILT: Adult**  
Lesson 4: MCSSP > Tell Us More and Background Information

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



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**Kansas** **Presumptive Eligibility Tool ILT: Adult**  
Lesson 4: MCSSP > Start Application Summary


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.



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**Kansas** **Presumptive Eligibility Tool ILT: Adult**  
Lesson 4: MCSSP > Progressing Through the Application

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.




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**Kansas** **Presumptive Eligibility Tool ILT: Adult**  
Lesson 4: MCSSP > Summary

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.




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**Kansas** Presumptive Eligibility Tool ILT: Adult  
Agenda

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



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**Kansas** Presumptive Eligibility Tool ILT: Adult  
Lesson 5: 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

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**Kansas** Presumptive Eligibility Tool ILT: Adult  
Lesson 5: Administrative Features > Security Roles

There are 2 PE security roles for Qualified Entity staff.

QE Staff	QE Supervisor
<ul style="list-style-type: none"> <li>• Access to the PE Tool</li> <li>• Ability to view PE Tools they have worked on</li> </ul>	<ul style="list-style-type: none"> <li>• Access to the PE Tool</li> <li>• Ability to view all PE Tools completed by staff at their QE agency</li> </ul>

75

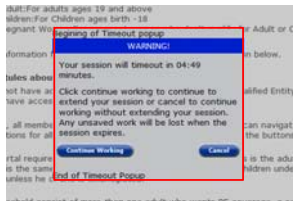
**Kansas** Presumptive Eligibility Tool ILT: Adult  
Lesson 5: Administrative Features > Security Roles

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.

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**Presumptive Eligibility Tool ILT: Adult**  
Lesson 5: Administrative Features > System Timeout

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.



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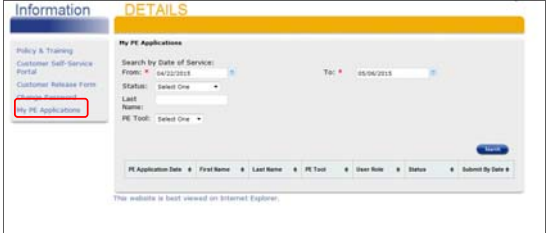
**Presumptive Eligibility Tool ILT: Adult**  
Lesson 5: Administrative Features > System Timeout

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.

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**Presumptive Eligibility Tool ILT: Adult**  
Lesson 5: Administrative Features > My PE Applications


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.



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**Presumptive Eligibility Tool ILT: Adult**  
Lesson 5: Administrative Features > My PE Applications

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.




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**Kansas** Presumptive Eligibility Tool ILT: Adult  
Lesson 5: Administrative Features > My PE Applications

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

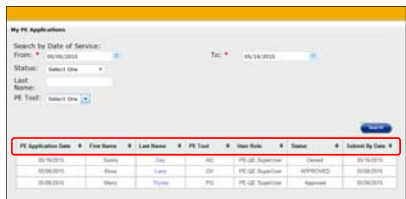
Click the Search button when all of the criteria has been entered.



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**Kansas** Presumptive Eligibility Tool ILT: Adult  
Lesson 5: Administrative Features > My PE Applications

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.




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**Kansas** Presumptive Eligibility Tool ILT: Adult  
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




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**Kansas** Presumptive Eligibility Tool ILT: Adult  
Questions

If you have further questions regarding the Presumptive Eligibility program, please email them to [Training@KEES.KS.gov](mailto:Training@KEES.KS.gov).




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# Presumptive Eligibility Tool ILT

PW and CH

1




## Presumptive Eligibility Tool ILT: PW and CH


### Introduction

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




2




## Presumptive Eligibility Tool ILT: PW and CH

### Agenda

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



3



## Presumptive Eligibility Tool ILT: PW and CH

### Lesson 1: Overview > PE Defined

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.

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**Kansas**  
Presumptive Eligibility Tool ILT: PW and CH  
Lesson 1: Overview > PE Defined

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.

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**Kansas**  
Presumptive Eligibility Tool ILT: PW and CH  
Lesson 1: Overview > PE History

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.

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**Kansas**  
Presumptive Eligibility Tool ILT: PW and CH  
Lesson 1: Overview > P2 Functionality

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.


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**Kansas**  
Presumptive Eligibility Tool ILT: PW and CH  
Lesson 1: Overview > Summary

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.



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**Kansas** Presumptive Eligibility Tool ILT: PW and CH  
Agenda

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



**Kansas** Presumptive Eligibility Tool ILT: PW and CH  
Lesson 2: PE Tool Basics > Login

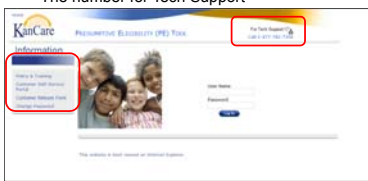
As mentioned in the previous lesson, the Presumptive Eligibility (PE) Tool is a web-based application. It is accessed via a URL or link on the Internet. Upon clicking the link, the Login to the PE Tool is displayed.



**Kansas** Presumptive Eligibility Tool ILT: PW and CH  
Lesson 2: PE Tool Basics > Login Page

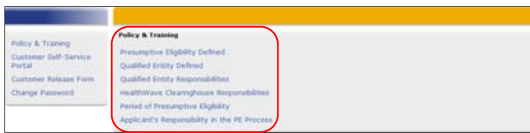
On this page, the following can be found:

- 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




**Kansas** Presumptive Eligibility Tool ILT: PW and CH  
Lesson 2: PE Tool Basics > Login Page > Policy and Training Links

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.



**Kansas** Presumptive Eligibility Tool ILT: PW and CH  
Lesson 2: PE Tool Basics > Login Page > Policy and Training Links



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.

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**Kansas** Presumptive Eligibility Tool ILT: PW and CH  
Lesson 2: PE Tool Basics > Login Page > MCSSP Links

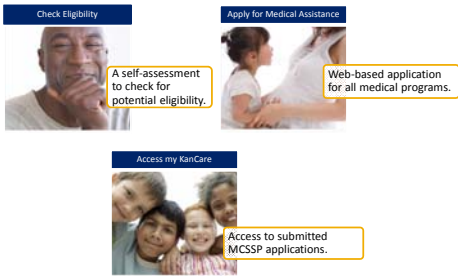
The next link is to the Medical Consumer Self-Service Portal (MCSSP). The MCSSP is a web-based application for KanCare benefits.



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**Kansas** Presumptive Eligibility Tool ILT: PW and CH  
Lesson 2: PE Tool Basics > Login Page > MCSSP Links


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.



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**Kansas** Presumptive Eligibility Tool ILT: PW and CH  
Lesson 2: PE Tool Basics > Login Page > Customer Release Form


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.



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**Kansas** **Presumptive Eligibility Tool ILT: PW and CH**  
Lesson 2: PE Tool Basics > Login Page > Change Password Link

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.

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**Kansas** **Presumptive Eligibility Tool ILT: PW and CH**  
Lesson 2: PE Tool Basics > Login Page > Password Criteria

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.

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**Kansas** **Presumptive Eligibility Tool ILT: PW and CH**  
Lesson 2: PE Tool Basics > Login Page > Password Criteria


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

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**Kansas** **Presumptive Eligibility Tool ILT: PW and CH**  
Lesson 2: PE Tool Basics > Login Page > Tech Support

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.



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**Kansas** **Presumptive Eligibility Tool ILT: PW and CH**  
Lesson 2: PE Tool Basics > Overview Page

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.



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**Kansas** **Presumptive Eligibility Tool ILT: PW and CH**  
Lesson 2: PE Tool Basics > PE Overview > General Rules

- 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.

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**Kansas** **Presumptive Eligibility Tool ILT: PW and CH**  
Lesson 2: PE Tool Basics > PE Overview > General Rules

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

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**Kansas** **Presumptive Eligibility Tool ILT: PW and CH**  
Lesson 2: PE Tool Basics > Primary Applicant Defined

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.

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**Kansas** **Presumptive Eligibility Tool ILT: PW and CH**  
Lesson 2: PE Tool Basics > Primary Applicant Defined

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

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**Kansas** **Presumptive Eligibility Tool ILT: PW and CH**  
Lesson 2: PE Tool Basics > Primary Applicant Information

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.

26

**Kansas** **Presumptive Eligibility Tool ILT: PW and CH**  
Lesson 2: PE Tool Basics > Primary Applicant Information

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.

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**Kansas** **Presumptive Eligibility Tool ILT: PW and CH**  
Lesson 2: PE Tool Basics > Summary

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.

28

**Kansas** Presumptive Eligibility Tool ILT: PW and CH  
Agenda

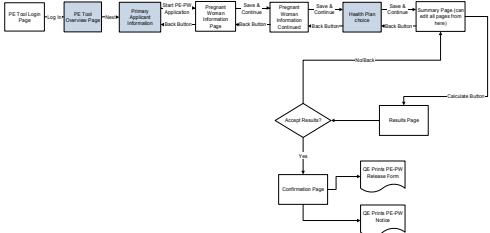
- Lesson 1: Overview
- Lesson 2: PE Tool Basics
- Lesson 3: PE PW**
- Lesson 4: PE CH
- Lesson 5: MCSSP
- Lesson 6: Administrative Features



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**Kansas** Presumptive Eligibility Tool ILT: PW and CH  
Lesson 3: PE PW > PE PW Tool Screen Flow

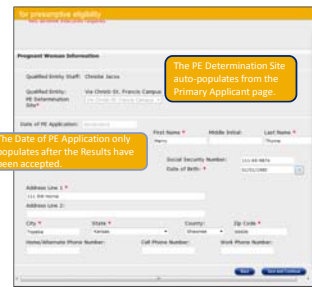
Clicking the PE – Pregnant Woman button on the Primary Applicant Information page initiates the PE PW Tool. Below is the screen flow of the PE PW Tool.



30

**Kansas** Presumptive Eligibility Tool ILT: PW and CH  
Lesson 3: PE PW > Pregnant Woman Information

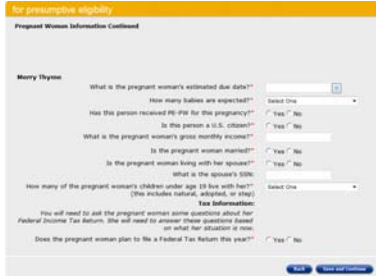
After clicking the PE – Pregnant Woman button on the Primary Applicant Information page, the Pregnant Woman Information page displays.



31

**Kansas** Presumptive Eligibility Tool ILT: PW and CH  
Lesson 3: PE PW > Pregnant Woman Information Continued

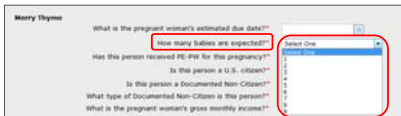
The next page displayed is Pregnant Woman Information Continued.



32

**Kansas**  
Presumptive Eligibility Tool ILT: PW and CH  
Lesson 3: PE PW > Pregnant Woman Information Continued


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



33

**Kansas**  
Presumptive Eligibility Tool ILT: PW and CH  
Lesson 3: PE PW > Pregnant Woman Information Continued

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.



Refer to the PE Child and Pregnant Woman Policy Training material, slides 19-21 for additional information.

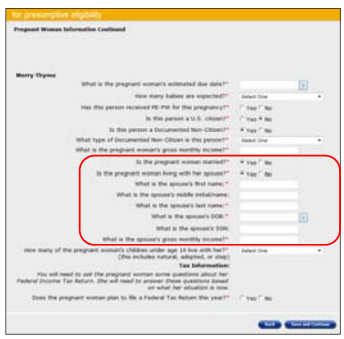
34

**Kansas**  
Presumptive Eligibility Tool ILT: PW and CH  
Lesson 3: PE PW > Pregnant Woman Information Continued

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

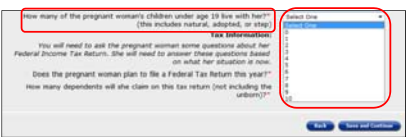
There is a field requesting the Spouse's Social Security Number but this is not mandatory.



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**Kansas**  
Presumptive Eligibility Tool ILT: PW and CH  
Lesson 3: PE PW > Pregnant Woman Information Continued

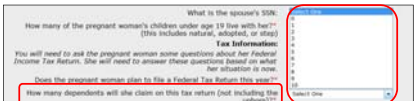
A dropdown will display to indicate the number of children under the age of 19 that live with the Pregnant Women. Make sure to include adopted and stepchildren along with those who are biological.



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**Kansas** Presumptive Eligibility Tool ILT: PW and CH  
Lesson 3: PE PW > Pregnant Woman Information Continued

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.

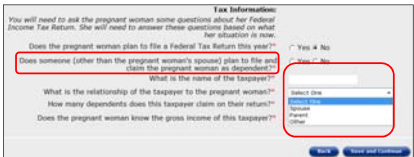


In most situations, the number of dependents the consumer will claim on their tax return will match the number of children in the home. If a consumer is claiming additional dependents that aren't part of the Tool, this needs to be captured as it may impact their eligibility.

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**Kansas** Presumptive Eligibility Tool ILT: PW and CH  
Lesson 3: PE PW > Pregnant Woman Information Continued

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.

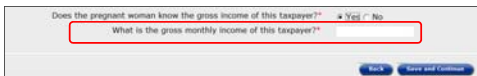


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**Kansas** Presumptive Eligibility Tool ILT: PW and CH  
Lesson 3: PE PW > Pregnant Woman Information Continued

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.



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**Kansas** Presumptive Eligibility Tool ILT: PW and CH  
Lesson 3: PE PW > Health Plan Choice

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.

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**Kansas** **Presumptive Eligibility Tool ILT: PW and CH**  
Lesson 3: PE PW > Summary

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

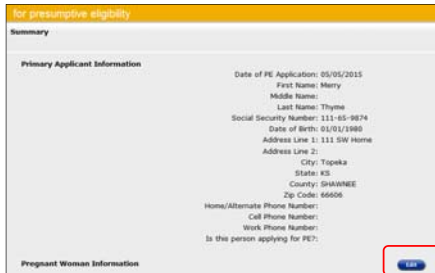
QE staff need to thoroughly review this page to ensure that all of the pregnant woman's data is correct. If an error is found, click the Edit button for the appropriate page to enter the correct information.

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

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**Kansas** **Presumptive Eligibility Tool ILT: PW and CH**  
Lesson 3: PE PW > Summary > Primary Applicant Information


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



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**Kansas** **Presumptive Eligibility Tool ILT: PW and CH**  
Lesson 3: PE PW > Summary > Pregnant Woman Information

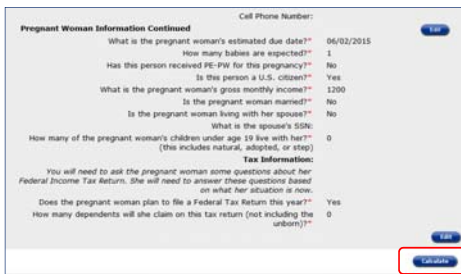
Pregnant Woman Information is the next section displayed. Use the Edit button to correct or add information to the Primary Applicant.



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**Kansas** **Presumptive Eligibility Tool ILT: PW and CH**  
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.



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**Kansas** Presumptive Eligibility Tool ILT: PW and CH  
Lesson 3: PE PW > Results Page

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.

for presumptive eligibility

Results

APPROVED:

First Name	Last Name	Result	Reason/Type
Merry	Thyme	Approved	Pregnant Woman - P19

Back Accept Results

45

**Kansas** Presumptive Eligibility Tool ILT: PW and CH  
Lesson 3: PE PW > Results Page

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

for presumptive eligibility

Results

APPROVED:

First Name	Last Name	Result	Reason/Type
Merry	Thyme	Approved	Pregnant Woman - P19

Back Accept Results

46

**Kansas** Presumptive Eligibility Tool ILT: PW and CH  
Lesson 3: PE PW > Confirmation Page

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.

for presumptive eligibility

Confirmation

Thank you. The following results have been accepted and sent to the Clearinghouse.  
Your confirmation number is 101226

First Name	Last Name	Result	Reason/Type
Merry	Thyme	Approved	Pregnant Woman - P19

English: Print Notice Release Form

Spanish: Print Notice Release Form

Complete PE Notice Complete KanCare Application

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**Kansas** Presumptive Eligibility Tool ILT: PW and CH  
Lesson 3: PE PW > Confirmation Page

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.***

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**Kansas** **Presumptive Eligibility Tool ILT: PW and CH**  
Lesson 3: PE PW > Confirmation Page > Notices

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.

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**Kansas** **Presumptive Eligibility Tool ILT: PW and CH**  
Lesson 3: PE PW > Confirmation Page > Notices

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.

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**Kansas** **Presumptive Eligibility Tool ILT: PW and CH**  
Lesson 3: PE PW > Confirmation Page > Release Form

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.

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**Kansas** **Presumptive Eligibility Tool ILT: PW and CH**  
Lesson 3: PE PW > Confirmation Page > Navigation

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

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**Kansas** Presumptive Eligibility Tool ILT: PW and CH  
Lesson 3: PE PW > Confirmation Page > Navigation

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




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**Kansas** Presumptive Eligibility Tool ILT: PW and CH  
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.



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**Kansas** Presumptive Eligibility Tool ILT: PW and CH  
Agenda

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



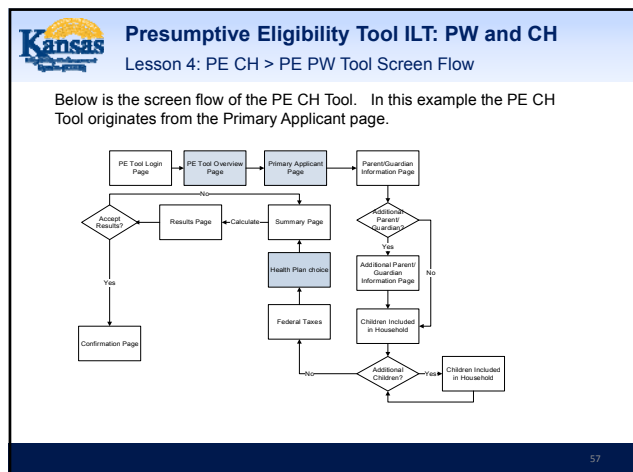
55

**Kansas** Presumptive Eligibility Tool ILT: PW and CH  
Lesson 4: PE CH > How To Get There

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)

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**Presumptive Eligibility Tool ILT: PW and CH**  
Lesson 4: PE CH > Primary Applicant Information

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

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.

**Presumptive Eligibility Tool ILT: PW and CH**  
Lesson 4: PE CH > Primary Applicant Information

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.

**Presumptive Eligibility Tool ILT: PW and CH**  
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 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.

**Kansas** **Presumptive Eligibility Tool ILT: PW and CH**  
Lesson 4: PE CH > Additional Parent Guardian Information

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.

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**Kansas** **Presumptive Eligibility Tool ILT: PW and CH**  
Lesson 4: PE CH > Children Included in the Household

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.

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**Kansas** **Presumptive Eligibility Tool ILT: PW and CH**  
Lesson 4: PE CH > Children Included in the Household

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



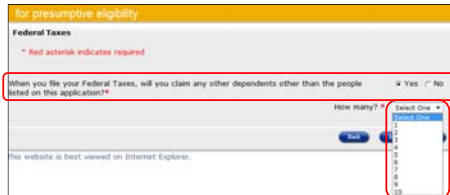
Refer to the PE Child and Pregnant Woman Policy Training material, slides 19-21 for additional information.

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.

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**Kansas** **Presumptive Eligibility Tool ILT: PW and CH**  
Lesson 4: PE CH > Federal Taxes Page


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.



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**Kansas** Presumptive Eligibility Tool ILT: PW and CH  
Lesson 4: PE CH > Health Plan Choice

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



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**Kansas** Presumptive Eligibility Tool ILT: PW and CH  
Lesson 4: PE CH > Summary

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

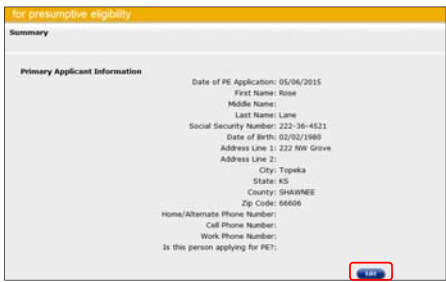
- Primary Applicant Information
- Parent/Guardian Information
- Children Included in Household

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.

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**Kansas** Presumptive Eligibility Tool ILT: PW and CH  
Lesson 4: PE CH > Summary


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



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**Kansas** Presumptive Eligibility Tool ILT: PW and CH  
Lesson 4: PE CH > Summary

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.



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**Kansas** **Presumptive Eligibility Tool ILT: PW and CH**  
Lesson 4: PE CH > Summary

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.

**Children Included in Household**

First Name: Tiffany  
Middle Initial:  
Last Name: Lane  
Gender: Female  
Social Security Number: 222-65-9817  
Date of Birth: 04/04/2012  
Is this child a citizen? Yes  
Is this child a Documented Non-Citizen?  
What type of Documented Non-Citizen is this person?  
How long has this person been a Legal Permanent Resident or other legal status?  
Does this child have KanCare? No  
Does this child have private health insurance? No  
Has this child received PE in the last 12 months? No  
Are you applying for this child? Yes

**Calculate** **Edit**

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

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**Kansas** **Presumptive Eligibility Tool ILT: PW and CH**  
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

**for presumptive eligibility**

**Results**

APPROVED:

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

**Back** **Reset Results**

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**Kansas** **Presumptive Eligibility Tool ILT: PW and CH**  
Lesson 4: PE CH > Potential Results

**Potential Results**

- Approval
- Denial
- Partial Approval/Denial

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**Kansas** **Presumptive Eligibility Tool ILT: PW and CH**  
Lesson 4: PE CH > Potential Denial Results

The following are the Potential Denial Reasons which may result:

- Undocumented Non-citizen
- Not a Kansas Resident
- Received PE for this Pregnancy
- Over Income
- Missing information needed for determination
- Not an approved Non-citizen type
- Legal Resident less than 5 years
- Child has KanCare
- Child has private Health Insurance
- Received PE in the last 12 months
- Not a Kansas Resident and Over Income
- Voluntary Withdrawal from PE Application
- Not an Eligible PE Adult

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**Kansas** Presumptive Eligibility Tool ILT: PW and CH  
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

**for presumptive eligibility**

Results

APPROVED:

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

Back Accept Results

73

**Kansas** Presumptive Eligibility Tool ILT: PW and CH  
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.

**for presumptive eligibility**

Confirmation

Thank you. The following results have been accepted and sent to the Clearinghouse.  
Your confirmation number is 101208

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

English: Print Notice Release Form

Spanish: Print Notice Release Form

Complete PE Adult Complete PE Pregnant Woman Complete KanCare Application

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**Kansas** Presumptive Eligibility Tool ILT: PW and CH  
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

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**Kansas** Presumptive Eligibility Tool ILT: PW and CH  
Lesson 4: PE CH > Confirmation Page > Notices

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

**Presumptive Eligibility Approval**

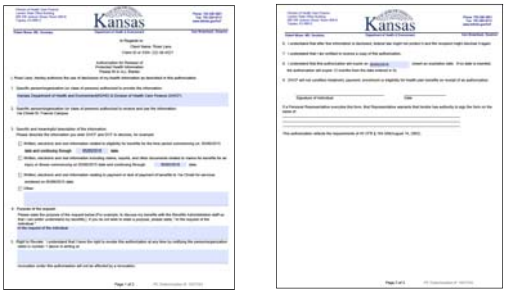
**Notice to Medicaid Provider**

Print Notice Release Form

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**Kansas** Presumptive Eligibility Tool ILT: PW and CH  
Lesson 4: PE CH > Confirmation Page > Release Form

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.




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**Kansas** Presumptive Eligibility Tool ILT: PW and CH  
Lesson 4: PE CH > Confirmation Page > Navigation

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.




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**Kansas** Presumptive Eligibility Tool ILT: PW and CH  
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.



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**Kansas** Presumptive Eligibility Tool ILT: PW and CH  
Agenda

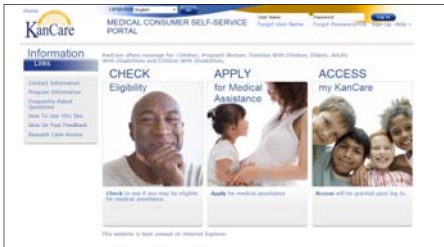
- Lesson 1: Overview
- Lesson 2: PE Tool Basics
- Lesson 3: PE PW
- Lesson 4: PE CH
- **Lesson 5: MCSSP**
- Lesson 6: Administrative Features



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**Kansas** **Presumptive Eligibility Tool ILT: PW and CH**  
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.



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**Kansas** **Presumptive Eligibility Tool ILT: PW and CH**  
Lesson 2: PE Tool Basics > Login Page > MCSSP Links

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



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**Kansas** **Presumptive Eligibility Tool ILT: PW and CH**  
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.

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**Kansas** **Presumptive Eligibility Tool ILT: PW and CH**  
Lesson 5: MCSSP > Sign Up Page

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.



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


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**Kansas**  
Presumptive Eligibility Tool ILT: PW and CH  
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



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**Kansas**  
Presumptive Eligibility Tool ILT: PW and CH  
Lesson 5: MCSSP > Sign Up Page

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.




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.

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**Kansas**  
Presumptive Eligibility Tool ILT: PW and CH  
Lesson 5: MCSSP > Sign Up Page

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.

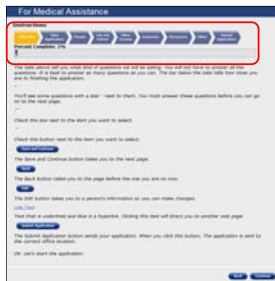
The Information Links Menu to the left can be accessed at anytime.



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**Kansas**  
Presumptive Eligibility Tool ILT: PW and CH  
Lesson 5: MCSSP > Instructions

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.

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**Presumptive Eligibility Tool ILT: PW and CH**  
Lesson 5: MCSSP > Primary Applicant Information Page

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.

**Presumptive Eligibility Tool ILT: PW and CH**  
Lesson 5: MCSSP > Tell Us More and Background Information

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

**Presumptive Eligibility Tool ILT: PW and CH**  
Lesson 5: MCSSP > Start Application Summary

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.

**Presumptive Eligibility Tool ILT: PW and CH**  
Lesson 5: MCSSP > Progressing Through the Application


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.

**Kansas** Presumptive Eligibility Tool ILT: PW and CH  
Lesson 5: MCSSP > Summary

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.



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**Kansas** Presumptive Eligibility Tool ILT: PW and CH  
Agenda

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



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**Kansas** Presumptive Eligibility Tool ILT: PW and CH  
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

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**Kansas** Presumptive Eligibility Tool ILT: PW and CH  
Lesson 6: Administrative Features > Security Roles

There are 2 PE security roles for Qualified Entity staff.

QE Staff	QE Supervisor
<ul style="list-style-type: none"> <li>• Access to the PE Tool</li> <li>• Ability to view PE Tools they have worked on</li> </ul>	<ul style="list-style-type: none"> <li>• Access to the PE Tool</li> <li>• Ability to view all PE Tools completed by staff at their QE agency</li> </ul>

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**Kansas**  
Presumptive Eligibility Tool ILT: PW and CH  
Lesson 6: Administrative Features > Security Roles

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.

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**Kansas**  
Presumptive Eligibility Tool ILT: PW and CH  
Lesson 6: Administrative Features > System Timeout

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.



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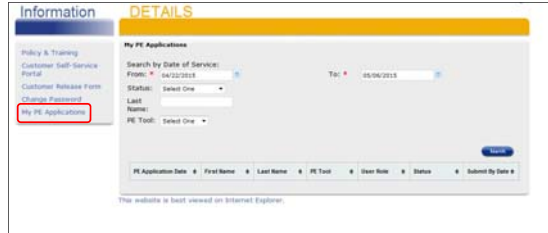
**Kansas**  
Presumptive Eligibility Tool ILT: PW and CH  
Lesson 6: Administrative Features > System Timeout

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.

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**Kansas**  
Presumptive Eligibility Tool ILT: PW and CH  
Lesson 6: Administrative Features > My PE Applications

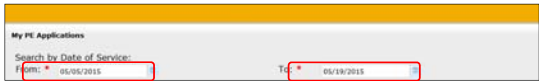
The My PE Applications is a link that can be accessed once a user is logged into the Tool. This feature allows a user to view all of the PE Tools they have worked on.



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**Kansas** Presumptive Eligibility Tool ILT: PW and CH  
Lesson 6: Administrative Features > My PE Applications

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.




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**Kansas** Presumptive Eligibility Tool ILT: PW and CH  
Lesson 6: Administrative Features > My PE Applications

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

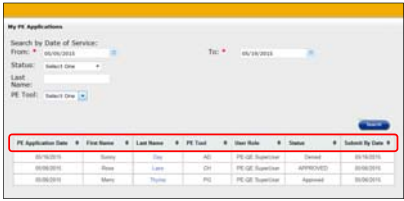
Click the Search button when all of the criteria has been entered.



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**Kansas** Presumptive Eligibility Tool ILT: PW and CH  
Lesson 6: Administrative Features > My PE Applications

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.




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**Kansas** Presumptive Eligibility Tool ILT: PW and CH  
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



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 **Presumptive Eligibility Tool ILT: PW and CH**  
Questions

If you have further questions regarding the Presumptive Eligibility program, please email them to [Training@KEES.KS.gov](mailto:Training@KEES.KS.gov).



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Online

# Presumptive Eligibility Tool

Screens

August 20, 2015

## Contents

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VII.	Complete KanCare Application .....	22



## **I. Introduction**

The following pages demonstrate the process of using the online Presumptive Eligibility tool. Screen shots document the elements on the screen and the type of information captured.

Note that a red asterisk \* indicates a mandatory field.

## II. Overview

The overview screen provides detailing instructions to the Qualified Entity user. Links to policy and training are also provided to the user.

### APPLY

#### for presumptive eligibility

##### 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 consists 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 Eligibility program.

The following outlines the process to determine eligibility for Presumptive Eligibility:

1. QE staff interviews the consumer and enters the following general information into the tool:
  - a. Primary Applicant information: Name; Date of Birth; Gender; Address; Phone Number; and Social Security Number (not mandated).
  - b. Consumer information: Name; Date of Birth; Gender; Address; Phone Number; Citizenship; Non-citizenship Information (if applicable); Received PE in the last 12 months; and Social Security Number (not mandated).

- c. Name of Consumer's spouse (if applicable).
- d. Consumer's pregnancy status and due date (if applicable).
- e. Consumer's dependent children with names and dates of birth (if applicable).
- f. Gross monthly income for the consumer and spouse (if applicable).
- g. Federal tax filing information (if applicable).
2. Once all information is entered in the tool, reviews the Summary page. The Edit buttons allow the user to correct any information entered on previous screens.
3. Click the **Calculate** button. The PE Tool will identify one of the following responses based on the results of the PE determination:
  - a. Approved: Consumer is approved for PE coverage
  - b. Denied: Consumer can be denied for the following reasons: The consumer does not meet eligibility criteria for PE coverage; residency, does not meet citizenship criteria, or the request has been withdrawn.
4. Click the **Accept Results** button when ready to send the PE Tool Determination to the KanCare Clearinghouse.
5. Proceed to the online medical application.

Once completed, an electronic copy of the PE notice is retained for the QE and will be viewable by accessing the **My PE Applications** page. The determination data is automatically sent to the KanCare Clearinghouse after the user clicks the **Accept Results** button. The user is given the option to save and/or print the Approval or Denial notice. The user needs to print, sign, and fax the notice to the Clearinghouse after a determination is accepted.

After a determination is accepted the user has the option to print a Consumer Release pre-populated with consumer and QE data. There is always an option to print a blank Customer Release form using the link on the left side of the screen. The user must have the consumer sign the Customer Release and fax to the Clearinghouse.

**Please manually fax all other required documentation to the KanCare Clearinghouse. The fax number for Presumptive Eligibility is 1-800-498-1255.**

Once the PE determination is completed, a link will allow access to the KanCare application. The application must be completed and submitted for a full KanCare determination to be completed at the Clearinghouse.

#### **PE-Adult**

In addition to the above mentioned information in the General Rules section the following is also needed to determine eligibility for PE Adult:

1. Adult's Information:
  - a. If the consumer is a Parent/Caretaker of a child under the age of 19 or living with a Spouse who is a Parent/Caretaker of a child under the age of 19.
  - b. If the consumer was in foster care at the time of his/her 18th birthday (if applicable).
  - c. If the consumer has been diagnosed with Breast or Cervical Cancer by an Early Detection Works Entity, date of screening (if applicable), and whether or not the consumer is receiving continuous cancer treatment.
  - d. Additional Parent/Guardian information (if applicable): Name; Date of Birth; Gender; and Social Security Number (not mandated).

#### **Presumptive Eligibility for Pregnant Women (PW)**

In addition to the above mentioned information in the General Rules section the following is also needed to determine eligibility for PE Pregnant Woman:

1. Pregnant Woman's Information:
  - a. Expected number of Babies.
  - b. Previous PE coverage for the Pregnancy.

### **Presumptive Eligibility for Children**

In addition to the above mentioned information in the General Rules section the following is also needed to determine eligibility for PE Children:

1. Children's Information:
  - a. Private Health Insurance
  - b. Current KanCare Coverage
  - c. Applying for this Child

Please click the **Next** button to begin the PE determination process.

**Next**

### III. Start Screen

The start screen captures the primary applicant before launching into specific tools for PE Adult, PE Pregnant Woman, or PE Children. All PE applications begin here.

**APPLY**  
for presumptive eligibility

**Primary Applicant Information**

Qualified Entity Staff: Debbie Pence  
Qualified Entity: Via Christi-Thorn Building  
PE Determination Site\* Via Christi-St. Francis Campus

**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: 08/20/2015

First Name \* Brunhilda  
Middle Initial:   
Last Name \* Testingperson

Social Security Number:   
Date of Birth: \* 04/01/1990  
Gender ☐ Male ☒ Female

Address Line 1 \* 900 SW Jackson Street  
Address Line 2:   
City \* Topeka State \* Kansas County: Shawnee Zip Code \* 66612

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

## IV. PE Adult

### APPLY


for presumptive eligibility

#### Consumer Information

Qualified Entity Staff: Debbie Pence  
Qualified Entity: Via Christi-Thorn Building  
PE Determination Site\* Via Christi-St. Francis Campus ▼

Date of PE Application: 08/20/2015

First Name \* Middle Initial: Last Name \*  
Brunhilda Testingperson

Social Security Number:   
Date of Birth: \* 04/01/1990   
Gender\* ☐ Male ☒ Female

Address Line 1 \*  
900 SW Jackson Street

Address Line 2:

City \* State \* County: Zip Code \*  
Topeka Kansas Shawnee 66612

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

Is this person the Parent/Caretaker of a child under the age of 19? \* ☒ Yes ☐ No

Is this person living with a spouse who is a Parent/Caretaker of a child who is under 19? \* ☒ Yes ☐ No

Was this person in Kansas foster care at the time of their 18th birthday? \* ☐ Yes ☒ No

Has this person been diagnosed with breast or cervical cancer by Early Detection Works (EDW) entity? \* ☐ Yes ☒ No

[Withdrawal Request](#)

[Save and Continue](#)

[Back](#)

# APPLY

## for presumptive eligibility

### Additional Consumer Information

Is this person a U.S. Citizen?\* ☒ Yes ☐ No


Is this person married?\* ☒ Yes ☐ No

Spouse's First Name\*

Spouse's Middle Initial

Spouse's Last Name\*

Spouse's SSN

Spouse's Date of Birth\*  

Gender\* ☒ Male ☐ Female

[Withdrawal Request](#)

[Back](#)

[Save and Continue](#)





## APPLY

### for presumptive eligibility

#### Caretaker Medical Information

Is this person pregnant?\* ☒ Yes ☐ No

Due Date:\* 11/01/2015 

How many babies are expected?\* 1 

Number of Minor children in the home\* 1 

Child's First Name: \* Adelheid

Child's Middle Initial:

Child's Last Name: \* Testingperson

Child's Date of Birth: \* 06/01/2010

Gross Monthly Household Income (before taxes and deductions)\* 1000.00

#### Tax Information:

You will need to ask some questions about the applicant's Federal Income Tax Return. The applicant needs to answer these questions based on what his or her situation is now.

Will you file a Federal Income Tax Return this year?\* ☒ Yes ☐ No

Will you claim other dependents not included in this application?\* ☐ Yes ☒ No

What is the Gross Monthly Income of the dependents?\* 0.00

Does someone else plan to file and claim the applicant as a dependent?\* ☐ Yes ☒ No

[Withdrawal Request](#)

[Back](#)

[Save and Continue](#)

## APPLY

### for presumptive eligibility

#### Health Plan Choice

*If approved for medical assistance, your services will be provided by KanCare, if applicable. There are three KanCare health plans to choose from. Please review the Health Plan Highlights and choose your plan. If you do not choose, a plan will be assigned for you. You will have at least 90 days to change your plan. Check the button next to your choice.*

[Click here to learn about the KanCare Health Plans \\*](#)



☐ Choose AmeriGroup



☒ Choose Sunflower



☐ Choose UnitedHealthcare

[Back](#)

[Save and Continue](#)



# APPLY

## for presumptive eligibility

### Summary

#### Primary Applicant Information

Date of PE Application: 08/20/2015  
First Name: Brunhilda  
Middle Name:  
Last Name: Testingperson  
Social Security Number:  
Date of Birth: 04/01/1990  
Gender Female  
Address Line 1: 900 SW Jackson Street  
Address Line 2:  
City: Topeka  
State: KS  
County: SHAWNEE  
Zip Code: 66612  
Home/Alternate Phone Number:  
Cell Phone Number:  
Work Phone Number:  
Is this person applying for PE?: Yes

Edit

#### Consumer Information

Date of PE Application: 08/20/2015  
First Name: Brunhilda  
Middle Name:  
Last Name: Testingperson  
Social Security Number:  
Date of Birth: 04/01/1990  
Gender Female  
Address Line 1: 900 SW Jackson Street  
Address Line 2:  
City: Topeka  
State: KS  
County: SHAWNEE  
Zip Code: 66612  
Home/Alternate Phone Number:  
Cell Phone Number:  
Work Phone Number:

(Partial screen shot) The summary screen shows all of the information gathered and allows for editing before running the calculation.

## APPLY

### for presumptive eligibility

#### Results

DENIED:

First Name	Last Name	Date of Birth	Result	Reason/Type
Brunhilda	Testingperson	04/01/1990	Denied	Not Eligible for PE Adult

[Back](#)[Accept Results](#)

## APPLY

### for presumptive eligibility

#### Confirmation

Thank you. The following results have been accepted and sent to the Clearinghouse.  
Your confirmation number is 102546

First Name	Last Name	Result	Reason/Type
Brunhilda	Testingperson	Denied	Not Eligible for PE Adult

English:

[Print Notice](#)[Release Form](#)

Spanish:

[Print Notice](#)[Release Form](#)[Complete PE-Children](#)[Complete PE-Pregnant Woman](#)[Complete KanCare Application](#)

## V. PE Pregnant Woman

### APPLY

#### for presumptive eligibility

\* Red asterisk indicates required

##### Pregnant Woman Information

Qualified Entity Staff: Debbie Pence

Qualified Entity: Via Christi-Thorn Building

PE Determination Site\* Via Christi-St. Francis Campus

Date of PE Application: 08/20/2015

First Name \*

Brunhilda

Middle Initial:

Last Name \*

Testingperson

Social Security Number:

Date of Birth: \*

04/01/1990

Address Line 1 \*

900 SW Jackson Street

Address Line 2:

City \*

Topeka

State \*

Kansas

County:

Shawnee

Zip Code \*

66612

Home/Alternate Phone Number:

Cell Phone Number:

Work Phone Number:

Back

Save and Continue

# APPLY

## for presumptive eligibility

### Pregnant Woman Information Continued

#### Brunhilda Testingperson

What is the pregnant woman's estimated due date?*	11/01/2015
How many babies are expected?*	1
Has this person received PE-PW for this pregnancy?*	<input type="radio"/> Yes <input checked="" type="radio"/> No
Is this person a U.S. citizen?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
What is the pregnant woman's gross monthly income?*	1000.00
Is the pregnant woman married?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
Is the pregnant woman living with her spouse?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
What is the spouse's first name:*	Jebediah
What is the spouse's middle initial/name:	
What is the spouse's last name:*	Testingperson
What is the spouse's DOB:*	05/01/2000
What is the spouse's SSN:	
What is the spouse's gross monthly income?*	0.00
How many of the pregnant woman's children under age 19 live with her?*(this includes natural, adopted, or step)	1
<b>Tax Information:</b>	
<i>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.</i>	
Does the pregnant woman plan to file a Federal Tax Return this year?*	<input checked="" type="radio"/> Yes <input type="radio"/> No
How many dependents will she claim on this tax return (not including the unborn)?*	1

[Back](#)[Save and Continue](#)

# APPLY

## for presumptive eligibility

### Summary

#### Primary Applicant Information

Date of PE Application: 08/20/2015  
First Name: Brunhilda  
Middle Name:  
Last Name: Testingperson  
Social Security Number:  
Date of Birth: 04/01/1990  
Address Line 1: 900 SW Jackson Street  
Address Line 2:  
City: Topeka  
State: KS  
County: SHAWNEE  
Zip Code: 66612  
Home/Alternate Phone Number:  
Cell Phone Number:  
Work Phone Number:  
Is this person applying for PE?:

#### Pregnant Woman Information

Date of PE Application: 08/20/2015  
First Name: Brunhilda  
Middle Initial:  
Last Name: Testingperson  
Social Security Number:  
Date of Birth: 04/01/1990  
Address Line 1: 900 SW Jackson Street  
Address Line 2:  
City: Topeka  
County: SHAWNEE  
Zip: 66612

[Edit](#)

(Partial screen shot) The summary screen shows all of the information gathered and allows for editing before running the calculation.

## APPLY

### for presumptive eligibility

#### Results

APPROVED:

First Name	Last Name	Result	Reason/Type
Brunhilda	Testingperson	Approved	Pregnant Woman - P19

[Back](#)[Accept Results](#)

## APPLY

### for presumptive eligibility

#### Confirmation

Thank you. The following results have been accepted and sent to the Clearinghouse.  
Your confirmation number is 102547

First Name	Last Name	Result	Reason/Type
Brunhilda	Testingperson	Approved	Pregnant Woman - P19

English:

[Print Notice](#)[Release Form](#)

Spanish:

[Print Notice](#)[Release Form](#)[Complete PE Children](#)[Complete KanCare Application](#)



## VI. PE Children

### APPLY

#### for presumptive eligibility

##### Parent/Guardian Information

\* Red asterisk indicates required

Qualified Entity Staff: Debbie Pence

Qualified Entity: Via Christi-Thorn Building

PE Determination Site\* Via Christi-St. Francis Campus ▼

Date of PE Application: 08/20/2015

##### Parent/Caretaker/Guardian Information

First Name \* Middle Initial: Last Name \*  
Brunhilda Testingperson

Social Security Number:

Date of Birth: \* 04/01/1990 ⓘ

Gender\* ☐ Male ☒ Female

Address Line 1 \*

900 SW Jackson Street

Address Line 2:

City \*

Topeka

State \*

Kansas ▼

County:

Shawnee ▼

Zip Code \*

66612

Home/Alternate Phone Number:

Cell Phone Number:

Work Phone Number:

Gross Monthly Household Income: \* 1000.00  
(before taxes and deductions)

Number of Parents in Household: \* 2 ▼  
(Include Step-Parents)

Back

Save and Continue

## APPLY

### for presumptive eligibility


\* Red asterisk indicates required

#### Additional Parent/Guardian Information

First Name \*  Middle Initial:  Last Name \*

Gender \* ☐ Male ☒ Female

Social Security Number:

Date of Birth: \*  

[Back](#)

[Save and Continue](#)

## APPLY

### for presumptive eligibility

#### Children Included in Household


\* Red asterisk indicates required

First Name \*  Middle Initial:  Last Name \*

Are you applying for this child? \* ☒ Yes ☐ No

Gender \* ☐ Male ☒ Female

Social Security Number:

Date of Birth: \*  

Is this child a citizen? \* ☒ Yes ☐ No

Does this child have private health insurance? \* ☐ Yes ☒ No

Does this child have KanCare? \* ☐ Yes ☒ No

Has this child received PE in the last 12 months? \* ☐ Yes ☒ No

Are there any additional children in your household? \* ☐ Yes ☒ No

[Back](#)

[Save and Continue](#)



## APPLY

### for presumptive eligibility

#### Federal Taxes

\* Red asterisk indicates required

When you file your Federal Taxes, will you claim any other dependents other than the people ☐ Yes ☒ No listed on this application?\*

Back

Save and Continue

## APPLY

### for presumptive eligibility

#### Health Plan Choice

*If approved for medical assistance, your services will be provided by KanCare, if applicable. There are three KanCare health plans to choose from. Please review the Health Plan Highlights and choose your plan. If you do not choose, a plan will be assigned for you. You will have at least 90 days to change your plan. Check the button next to your choice.*

[Click here to learn about the KanCare Health Plans](#) \*



☐ Choose AmeriGroup



☒ Choose Sunflower



☐ Choose UnitedHealthcare

Back

Save and Continue

# APPLY

## for presumptive eligibility

### Summary

#### Primary Applicant Information

Date of PE Application: 08/20/2015  
First Name: Brunhilda  
Middle Name:  
Last Name: Testingperson  
Social Security Number:  
Date of Birth: 04/01/1990  
Address Line 1: 900 SW Jackson Street  
Address Line 2:  
City: Topeka  
State: KS  
County: SHAWNEE  
Zip Code: 66612  
Home/Alternate Phone Number:  
Cell Phone Number:  
Work Phone Number:  
Is this person applying for PE?:

Edit

#### Parent/Guardian Information

Date of PE Application: 08/20/2015  
First Name: Brunhilda  
Middle Initial:  
Last Name: Testingperson  
Social Security Number:  
Date of Birth: 04/01/1990  
Gender Female  
Address Line 1: 900 SW Jackson Street  
Address Line 2:  
City: Topeka  
State: KS  
County: SHAWNEE  
Zip: 66612  
Home/Alternate Phone Number:  
Cell Phone Number:  
Work Phone Number:

(Partial screen shot) The summary screen shows all of the information gathered and allows for editing before running the calculation.

## APPLY

### for presumptive eligibility

#### Results

APPROVED:

Child First Name	Child Last Name	Date of Birth	Result	Reason/Type
Adelheid	Testingperson	06/01/2010	Approved	P19

[Back](#)[Accept Results](#)

## APPLY

### for presumptive eligibility

#### Confirmation

Thank you. The following results have been accepted and sent to the Clearinghouse.  
Your confirmation number is 102548

Child First Name	Child Last Name	Date of Birth	Result	Reason/Type
Adelheid	Testingperson	06/01/2010	Approved	P19

English:

[Print Notice](#)[Release Form](#)

Spanish:


[Print Notice](#)[Release Form](#)[Complete PE-Adult](#)[Complete PE-Pregnant Woman](#)[Complete KanCare Application](#)

## VII. Complete KanCare Application

At the conclusion of the PE determination, the consumer is strongly encouraged to sign up for an online KanCare account. The Qualified Entity user can help the consumer set one up.

**APPLY**  
for presumptive eligibility

**Personal Information**  
The information provided in this section is only for managing your online profile.  
*\* Red asterisk indicates required*

First Name*	<input type="text" value="Brunhilda"/>
Middle Name	<input type="text"/>
Last Name*	<input type="text" value="Testingperson"/>
Suffix	<input type="text" value="Select One"/>
Date of Birth	<input type="text" value="04/01/1990"/> 
Social Security Number (ie 123-45-6789)	<input type="text"/>

## APPLY

### for presumptive eligibility

#### Contact Information

The information provided in this section is only for managing your online profile.

\* Red asterisk indicates required

Home Phone Number

Mobile Phone Number

Email (example@abc.com)

Do you have a home address?\*

☒ Yes ☐ No

Home Address Line 1 \*

900 SW Jackson Street

Home Address Line 2

Home City \*

Topeka

Home State \*

Kansas



Home Zip Code (99999) \*

66612

Is your mailing address the same as your home address?\*

☐ Yes ☐ No

#### I would like to receive messages through

☐ Text Message

☐ Personal Email

You will receive messages related to your application or ongoing case in the self-service portal message center.

Back

Cancel

Save and Continue

## APPLY

### for presumptive eligibility

#### Select Address

**The home and/or mailing address you entered was not found.**

Choose one of the possible matches for each type of address in the list below. If you do not see your address in the list of possible matches, you can select the address as you entered it.

##### Your Home address as you entered is:

☐ 900 SW JACKSON STREET  
TOPEKA, KS 66612

##### Or:

☒ 900 SW JACKSON ST  
TOPEKA, KS SHAWNEE 66612

Back

Save and Continue

# APPLY

## 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 \*


Answer \*

Second secret question \*

Answer \*

Cancel


Sign Up



## Hospital Presumptive Eligibility Instructor Led Training

KEES Phase 2

1




## Hospital Presumptive Eligibility: ILT


### Introduction

In this course you will learn about the:

- Goals of Presumptive Eligibility
- General Eligibility Requirements
- Policies that apply to each of the presumptive eligibility groups
- Possible Outcomes of PE and KanCare




2




## Hospital Presumptive Eligibility: ILT

### Agenda

- **Lesson 1: Goals of PE**
- Lesson 2: General Eligibility Requirements
- Lesson 3: PE PW Policies
- Lesson 4: PE Children Policies
- Lesson 5: PE Adult Policies
- Lesson 6: Potential PE Outcomes
- Lesson 7: Medical Benefits
- Lesson 8: KanCare
- Lesson 9: Potential KanCare Outcomes
- Lesson 10: PE Tool
- Lesson 11: Scenarios



3



## Hospital Presumptive Eligibility: ILT

### Lesson 1: Goals of PE > PE Defined

Presumptive Eligibility is a program designed to provide individuals with temporary medical coverage at the time a medical service is provided.

The PE program serves the following populations in Kansas:

- Children
- Pregnant Women
- Adults in one of the following groups:
  - Low-income Caretakers
  - Former Foster Care
  - Breast and Cervical Cancer recipients

4



**Kansas** **Hospital Presumptive Eligibility: ILT**  
Lesson 1: Goals of PE > PE Defined

The program is designed for uninsured individuals in moderate to low-income households.

Not all QE sites will determine presumptive eligibility for all categories.

For example, only approved hospitals have access to determine eligibility for PE Adults. The populations you may serve is controlled by your security role and access to the PE Tools. This is further defined in Lesson 10.

5

**Kansas** **Hospital Presumptive Eligibility: ILT**  
Lesson 1: Goals of PE

The goals of the Presumptive Eligibility program are to:

- Provide individuals with temporary medical coverage while the household completes the KanCare application and eligibility process.
- Increase the number of children, pregnant women, and low-income adults enrolled in ongoing medical benefits.

6

**Kansas** **Hospital Presumptive Eligibility: ILT**  
Lesson 1: Goals of PE > PE Process

Let's go through the Presumptive Eligibility process from start to finish.

```

graph LR
    A[Identify uninsured individuals] --> B[Explain KanCare and the presumptive eligibility programs]
    A --> C[Complete the PE Tool]
    B --> D[Complete the PE determination letter and other paperwork]
  
```

**Identify uninsured individuals**

- The QE identifies individuals who are potentially eligible for KanCare
- This is done at the time of the medical appointment or when the appointment is scheduled.

**Explain KanCare and the presumptive eligibility programs**

- QE staff then meet with the applicants to explain the KanCare programs and presumptive eligibility.

7

**Kansas** **Hospital Presumptive Eligibility: ILT**  
Lesson 1: Goals of PE > PE Process

```

graph LR
    A[Identify uninsured individuals] --> B[Complete the PE Tool]
    A --> C[Complete the PE determination letter and other paperwork]
    B --> D[Complete the PE determination letter and other paperwork]
  
```

**Complete the PE Tool**

- The QE staff interview the applicant and complete the PE Tool.

**Complete the PE determination letter and other paperwork**

- QE staff complete the PE approval and/or denial letter, and ask the applicant if they wish to sign the Release of Information so the QE can serve as a facilitator.

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**Kansas** Hospital Presumptive Eligibility: ILT  
Lesson 1: Goals of PE > PE Process

- Assist the applicant with the KanCare application
  - The QE staff assist the applicant in creation of an online account and completion of the online KanCare application.
- Fax all documents to the Clearinghouse
  - QE staff compile all documentation related to the PE determination and fax it to the Clearinghouse.

**Kansas** Hospital Presumptive Eligibility: ILT  
Lesson 1: Goals of PE > Qualified Entity Role

Helping families through the KanCare application process is an important role for Qualified Entity staff.

**Kansas** Hospital Presumptive Eligibility: ILT  
Lesson 1: Goals of PE > Qualified Entity Role

The role of the QE staff includes the following:

- Assisting families with completing the KanCare application process.
- Submitting all required supporting documentation to the Clearinghouse.
- Keeping current on information requested by the Clearinghouse to determine ongoing eligibility.
- Obtaining verifications and submitting it to the Clearinghouse.
- Contacting the Clearinghouse when questions arise regarding a specific case or how it was determined.
- Serving as an advocate for PE families.
- Serving as a bridge between PE families and the Clearinghouse.

**Kansas** Hospital Presumptive Eligibility: ILT  
Lesson 1: Goals of PE > Summary


That completes Lesson 1. We have now:

- Defined Presumptive Eligibility
- Reviewed the goals of PE
- Outlined the PE Process
- Identified the Role of the Qualified Entity staff

Next, we will discuss the General Eligibility Requirements which all PE applicants must meet.

**Kansas** Hospital Presumptive Eligibility: ILT  
Agenda

- Lesson 1: Goals of PE
- **Lesson 2: General Eligibility Requirements**
- Lesson 3: PE PW Policies
- Lesson 4: PE Children Policies
- Lesson 5: PE Adult Policies
- Lesson 6: Potential PE Outcomes
- Lesson 7: Medical Benefits
- Lesson 8: KanCare
- Lesson 9: Potential KanCare Outcomes
- Lesson 10: PE Tool
- Lesson 11: Scenarios



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**Kansas** Hospital Presumptive Eligibility: ILT  
Lesson 2: General Eligibility Requirements

General Eligibility Requirements can be defined as *specific conditions which must be met in order for a customer to be eligible for medical benefits.*

The General Eligibility Requirements for Presumptive Eligibility are less than those needed for other medical programs.

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**Kansas** Hospital Presumptive Eligibility: ILT  
Lesson 2: General Eligibility Requirements

The General Eligibility Requirements for the Presumptive Eligibility programs are listed below. We will focus on each requirement next.



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**Kansas** Hospital Presumptive Eligibility: ILT  
Lesson 2: General Eligibility Requirements > Resident of Kansas


**To qualify for Presumptive Eligibility an applicant:**

- Must be a resident of Kansas.

**A resident of Kansas is someone who:**

- Chooses Kansas as the state where they are living and intend to reside.
- Entered Kansas for a job commitment or to look for employment.

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 **Hospital Presumptive Eligibility: ILT**  
Lesson 2: General Eligibility Requirements > Resident of Kansas

A Presumptive Eligibility applicant declares their residency by providing their address.

Further verification of the applicant's residency isn't required.

Note: When an applicant indicates they are homeless and do not have an address to provide, QE staff will enter 'Homeless' in the Address field along with the City, State, and the General Delivery zip code that is provided by USPS.


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 **Hospital Presumptive Eligibility: ILT**  
Lesson 2: General Eligibility Requirements > Citizenship and Alienage

**To qualify for Presumptive Eligibility, an applicant:**

- Must either be a citizen of the United States or an eligible non-citizen.
- During the interview, applicants are asked if they are a U.S. citizen or a Documented non-citizen.
- Non-citizens then answer additional questions to help determine if they qualify.
- Citizenship or non-citizenship status of parents or other household members is not relevant to the applicant's eligibility.


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 **Hospital Presumptive Eligibility: ILT**  
Lesson 2: General Eligibility Requirements > Citizenship and Alienage

An applicant's statement of citizenship or qualifying non-citizen status is accepted as verification for the PE program.

Documentation is not required in order to provide Presumptive Eligibility.


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 **Presumptive Eligibility: ILT**  
Lesson 2: General Eligibility Requirements > Citizenship and Alienage

**Eligible Non-citizens**

- Lawful Permanent Residents
- Asylees and Refugees
- Cuban/Haitian entrants
- Paroled into the U.S. for at least one year
- Conditional entrant granted before 1980
- Battered non-citizens, spouses, children, or parents
- Amerasian Immigrants
- Iraqi and Afghani Special Immigrants
- Victims of trafficking and his or her spouse, child, sibling, or parent or individuals with a pending application for a victim of trafficking visa
- Granted withholding of deportation
- Member of a federally recognized Indian tribe or American Indian born in Canada
- Qualified non-citizens who are also veterans or on active duty

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 **Hospital Presumptive Eligibility: ILT**  
Lesson 2: General Eligibility Requirements > Citizenship and Alienage

**Eligible Non-citizens – 5 Year Bar**

Some immigrants are not eligible for Medicaid for five years from the date they have a qualified status. This is frequently called the '5 Year Bar'.


Five years starts on the date of status, not the date of entrance in US.

The 5 Year Bar only applies to the following groups:

- Lawful Permanent Residents
- Paroled into the U.S. for at least one year
- Conditional entrant granted before 1980
- Battered non-citizens, spouses, children, or parents

Other groups are not subject to the 5 year wait.

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 **Hospital Presumptive Eligibility: ILT**  
Lesson 2: General Eligibility Requirements > Age


PE also has Age requirements.

**A child qualifies for the PE for Children program from their:**

- Birth Through Their 18<sup>th</sup> Year.

**NOTE:** A child's eligibility for the PE for Children program ends the month after their 19<sup>th</sup> birthday.


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 **Hospital Presumptive Eligibility: ILT**  
Lesson 2: General Eligibility Requirements > Age

**There is no age requirement for a pregnant woman on the Presumptive Eligibility for Pregnant Women program.**

However, because an 18 year old still qualifies as a child, and the income guidelines for children are higher, a pregnant minor shall be determined using the PE for Children Tool.


23

 **Hospital Presumptive Eligibility: ILT**  
Lesson 2: General Eligibility Requirements > Age

**The age requirements for PE Adults are as follows:**

- There is no specific age requirements for low-income caretakers, however, because an 18 year old still qualifies as a child, and the income guidelines for children are higher, an 18 year old caretaker shall be determined using the PE for Children Tool.
- To qualify for Presumptive Eligibility for Former Foster Care – the individual must be under the age of 26.

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 **Hospital Presumptive Eligibility: ILT**  
Lesson 2: General Eligibility Requirements > PE Limitations


Limitations exist for all PE programs.

**To qualify for the PE for Children or PE Adults program:**

- Applicants are allowed to receive PE *once* ever 12 months.

The applicant's statement shall be used to determine if the PE benefits have been received within the past year by anyone in the household.


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 **Hospital Presumptive Eligibility: ILT**  
Lesson 2: General Eligibility Requirements > PE Limitations

**NOTE:** This limitation is based on the last 12 months, not the calendar year. A child or adult approved for PE cannot receive PE again until the month PE was approved, one year later.

For example: A CH was approved for PE on 09/23/15. The CH's next eligibility for PE is 09/01/16.

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 **Hospital Presumptive Eligibility: ILT**  
Lesson 2: General Eligibility Requirements > PE Limitations


The limitations for the PE PW program are a bit different than those for the PE Children and Adults.

**For PE PW:**

- Applicants are allowed to receive PE *once* per pregnancy.

This means that it is possible for a Pregnant Woman to receive PE more than once a year if she has more than one pregnancy during that time period.

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 **Hospital Presumptive Eligibility: ILT**  
Lesson 2: General Eligibility Requirements > PE Limitations

The applicant's statement shall be used to determine if the PE benefits have already been received during this pregnancy.

Note: Each Qualified Entity must consult their records for previous presumptive eligibility coverage to prevent multiple approvals at the same site.

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**Kansas** **Hospital Presumptive Eligibility: ILT**  
Lesson 2: General Eligibility Requirements > MAGI Defined

With changes to Medicaid policy, Family Medical programs, including PE, are now determined using a methodology called MAGI. MAGI Methodology affects household size and what income is counted. MAGI Methodology relies on tax household and tax rules to determine income.

For PE, MAGI impacts the following requirements:

- Who Can Apply,
- Who is included in the household size, and
- Income

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**Kansas** **Hospital Presumptive Eligibility: ILT**  
Lesson 2: General Eligibility Requirements > Who Can Apply?

There are specific rules as to who is allowed to apply on behalf of another person.

Any adult applying for PE Coverage for someone must reside in the home with the individual they are applying for, with the exception of individuals who have been appointed as a Medical Representative.

When an applicant wishes to appoint a Medical Representative to act on their behalf, they must complete the 'Appointment of Medical Representative' Form.

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**Kansas** **Hospital Presumptive Eligibility: ILT**  
Lesson 2: General Eligibility Requirements > Who Can Apply?

```

graph TD
    Child[Child] --- Parent[Parent]
    Child --- TaxFiler[Tax Filer]
    Child --- Conservator[Conservator]
    Child --- MedicalRep[Medical Rep]
    Child --- Relatives[Relatives]
    Child --- SocialSecurityPayee[Social Security Payee]
    Child --- LegalGuardian[Legal Guardian / Custodian]
  
```

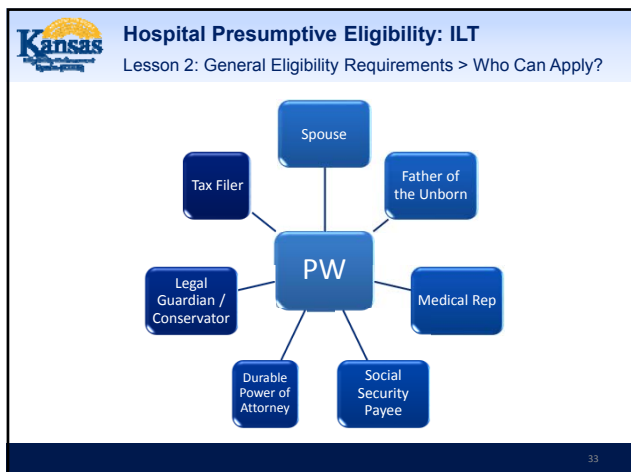
31

**Kansas** **Hospital Presumptive Eligibility: ILT**  
Lesson 2: General Eligibility Requirements > Who Can Apply?

**Individuals meeting the following criteria can apply for a minor child:**

- Caretaker: this can be a parent or relative
- Legal Guardian, Custodian, Conservator, or Social Security Payee
- Tax Filer
- Medical Representative

32

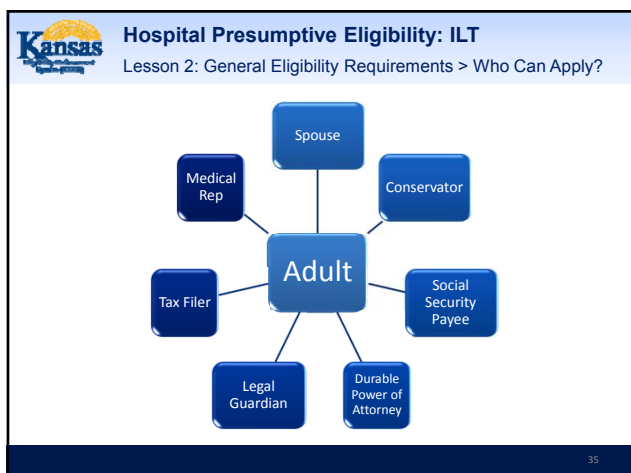


**Kansas** Hospital Presumptive Eligibility: ILT  
Lesson 2: General Eligibility Requirements > Who Can Apply?

**Individuals meeting the following criteria can apply for a pregnant woman:**

- Spouse
- Father of the unborn child
- Legal Guardian, Custodian, Conservator, or Social Security Payee
- Tax Filer
- Medical Representative

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**Kansas** Hospital Presumptive Eligibility: ILT  
Lesson 2: General Eligibility Requirements > Who Can Apply?

**Individuals meeting the following criteria can apply for a non-pregnant adult:**

- Spouse
- Legal Guardian, Custodian, Conservator, or Social Security Payee
- Tax Filer
- Medical Representative

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**Hospital Presumptive Eligibility: ILT**  
Lesson 2: General Eligibility Requirements > Who Can Apply?

**Tax Filer**

As the other options are common and fairly easy to understand, we'll spend more time discussing what a Tax Filer means.

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**Hospital Presumptive Eligibility: ILT**  
Lesson 2: General Eligibility Requirements > Who Can Apply?

**Tax Filer**

Most of the time, if an individual is claimed as a tax dependent it is by someone that is already allowed to apply for them, such as a parent or spouse.

However, when filing taxes, the rules are broader and other individuals, including non-relatives, can be claimed as tax dependents.

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**Hospital Presumptive Eligibility: ILT**  
Lesson 2: General Eligibility Requirements > Who Can Apply?

**Household = Mom, Mom's Boyfriend, and Mom's Child. Mom's Boyfriend files taxes and claims the child as his tax dependent.**

The Mom's Boyfriend is not the child's father, so normally wouldn't be able to apply for him. But, because he claims the child as a tax dependent, then he **can** apply for PE for the child.

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**Hospital Presumptive Eligibility: ILT**  
Lesson 2: General Eligibility Requirements > Household Size

The size of a family's household is one of the factors used to determine presumptive eligibility.

The PE Tool is very helpful in determining the household size. By answering questions about who is in the home and other tax dependents, the PE Tool will identify the household size used for the PE determination.

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 **Hospital Presumptive Eligibility: ILT**  
Lesson 2: General Eligibility Requirements > Household Size

The household size used for the presumptive determination may vary from that which is used when the full KanCare determination is completed.

Generally speaking, the household includes:

- PE Children: the child, parents, step-parents, siblings, and anyone else claimed as a tax dependent.
- PE Pregnant Women: the pregnant woman, spouse, and number of babies she is pregnant with.
  - Note: If the PW is under age 19 and living with her parents/step-parents or siblings, they will also be included in her household.
- PE Adults: the adult, spouse, children, and anyone else claimed as a tax dependent.
  - Note: This definition of the household size does not apply to all adults. More info to come in Lesson 5.

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 **Hospital Presumptive Eligibility: ILT**  
Lesson 2: General Eligibility Requirements > Household Size

There is a special way to complete the PE determination when a child is being applied for by a non-parent.

For children who do not live with a parent, the household size includes the child and their siblings living in the home together.

Additional information about how to enter this information into the PE Tool can be found in Lesson 9.

42

 **Presumptive Eligibility: ILT**  
Lesson 2: General Eligibility Requirements > Income


Once the household size is known, it is then important to identify the type and amount of income received by those household members.

Countable income is based on tax rules.

In most situations, if income is taxable it is counted in the Presumptive Eligibility determination.

Likewise, if income isn't taxed, such as child support, it isn't used to determine eligibility.


43

 **Hospital Presumptive Eligibility: ILT**  
Lesson 2: General Eligibility Requirements > Common Types of Income

The most common types of countable income are listed below. Each of these types of income must be used to determine Presumptive Eligibility.

Wages	Self Employment	Spousal Support
VA Pension	Unemployment	Social Security *always for adults Only for children when required to file taxes*

44

 **Hospital Presumptive Eligibility: ILT**  
Lesson 2: General Eligibility Requirements > Income


**Wages**

**Gross income is the amount received before any deductions are taken out.**

When counting income from a job – Gross income is always used.

If the applicant doesn't know what their gross income is – you can always help them calculate it by using their hourly wage x the number of hours they work each week.


45

 **Hospital Presumptive Eligibility: ILT**  
Lesson 2: General Eligibility Requirements > Income

**We enter income as a MONTHLY amount, so if using this method, you'll have to determine how much that is per month.**

**Example:** Applicant doesn't know their monthly gross income. But they report that they make \$9 per hour and work 35 hours each week.  
 $\$9 \times 35 = \$315$  weekly.  
 There are 52 weeks per year, so  $\$315 \times 52 = \$16,380$ .  
 Now, divide that by 12 to get the monthly amount.  
 $\$16,380 / 12 = \$1365$  per MONTH.

46


 **Hospital Presumptive Eligibility: ILT**  
Lesson 2: General Eligibility Requirements > Income

**Self Employment**

**When an applicant reports they have their own business, you'll need to ask them to tell you their monthly business income – minus their monthly business expenses.**

This might be information that your applicant wasn't prepared to provide to you, so you'll have to ask them to give you their closest estimate.

47


 **Hospital Presumptive Eligibility: ILT**  
Lesson 2: General Eligibility Requirements > Income

Spousal Support	VA Pension
Unemployment	Social Security *always for adults Only for children when required to file taxes*

**For Unearned income, just ask the applicant to tell you their monthly benefit amount.**

Unemployment Income is another type of income that is often paid weekly. So you may have to assist the applicant in finding the monthly amount, similar to how we explained above for wages.

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 **Hospital Presumptive Eligibility: ILT**  
Lesson 2: General Eligibility Requirements > Income


**Income of a Child:**  
A child's\* income is only counted if the child is required to file a tax return.

**For child earnings:** a child is required to file for earnings over \$6,100

**For child investments:** a child is required to file if this income is over \$1000 (these are usually children with trust funds)


\*This is referring to children age 18 and younger.

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 **Hospital Presumptive Eligibility: ILT**  
Lesson 2: General Eligibility Requirements > Income

When a child is required to file taxes, then we'll count all of their taxable income including any Social Security benefits.

50

 **Hospital Presumptive Eligibility: ILT**  
Lesson 2: General Eligibility Requirements > Income


Below is an example:

A 17 year old with SSA Survivor benefit of \$800.00/month also has a job, making \$9,000 per year.

Because the child's earnings are more than \$6100 per year, this child is required to file taxes. This makes all of the child's income countable.

Therefore, we will count \$800 monthly from Social Security and \$750 monthly from Wages.

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 **Hospital Presumptive Eligibility: ILT**  
Lesson 2: General Eligibility Requirements > Income

**Note:**

For some individuals applying for PE as part of the PE Adults program, there is not an income test.

More information on this will be provided in Lesson 5.

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**Kansas** Hospital Presumptive Eligibility: ILT  
Lesson 2: General Eligibility Requirements > Income Limits

The income limits vary depending on the PE category. They are based on a percentage of the Federal Poverty Level (FPL.) These income limits have been built into the PE Tool.

- PE – PW: Under 171%
- PE – Children: Under 244%
- PE – Adults: Under 38%
  - Note: For adults, the income limit is only applicable to the parents/caretakers group.


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**Kansas** Hospital Presumptive Eligibility: ILT  
Lesson 2: General Eligibility Requirements > Summary

That completes Lesson 2. We reviewed the General Eligibility Requirements for PE which include:

- Resident of Kansas
- Citizenship and Alienage
- Age
- Limitations
- Who Can Apply
- Household Size
- Income


Next, we will discuss the policies associated with PE PW.



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**Kansas** Hospital Presumptive Eligibility: ILT  
Agenda

- Lesson 1: Goals of PE
- Lesson 2: General Eligibility Requirements
- **Lesson 3: PE PW Policies**
- Lesson 4: PE Children Policies
- Lesson 5: PE Adult Policies
- Lesson 6: Potential PE Outcomes
- Lesson 7: Medical Benefits
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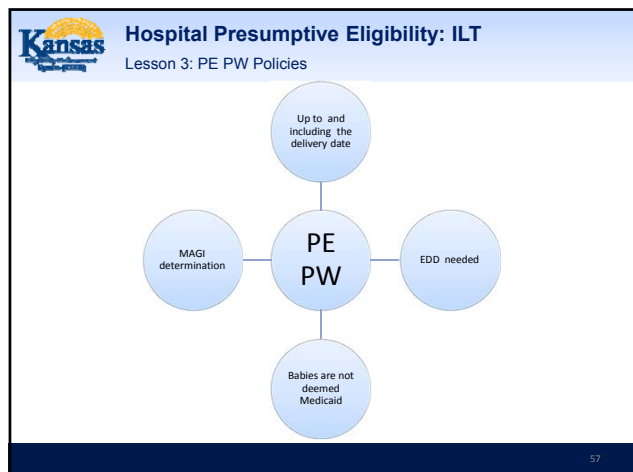


55

**Kansas** Hospital Presumptive Eligibility: ILT  
Lesson 3: PE PW Policies > Determining Eligibility

There are additional policies that apply only to women being determined eligible for the PE PW program. These are documented on the following slides.

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**Kansas** Hospital Presumptive Eligibility: ILT  
Lesson 3: PE PW Policies > PE Determination Dates

**To qualify for PE PW coverage:**

- The pregnant woman must still be within her prenatal period, which can be up to and including the date of delivery.
- Presumptive eligibility is not used to provide prenatal care for a pregnancy that occurred in the past.
- See Lesson 6 for more information about the types of services covered for pregnant women.

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**Kansas** Hospital Presumptive Eligibility: ILT  
Lesson 3: PE PW Policies > Estimated Due Date

**To qualify for the PE PW program:**

- The Estimated Due Date (EDD) is obtained from the pregnant woman. If she doesn't know her EDD, QE staff are to enter in a date 9 months from the date of the PE determination.

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**Kansas** Hospital Presumptive Eligibility: ILT  
Lesson 3: PE PW Policies > Baby Born To PE PW

**To qualify for ongoing coverage:**

Babies born to women who receive PE PW coverage are not automatically eligible for KanCare coverage.

Pregnant Women need to report the baby's birth to the KanCare Clearinghouse as soon as possible.

The baby is *not* continuously eligible for Medicaid unless a full Medicaid determination is made.

60

**Kansas** Hospital Presumptive Eligibility: ILT  
Lesson 3: PE PW Policies > PE PW AND MAGI

Presumptive Eligibility for PW is a MAGI determination. Therefore, the individual is asked questions to help determine their tax household.

The following slide displays how an Individual Budgeting Unit is determined for a pregnant woman who is/isn't a tax filer.

Individual Budgeting Units determine who is included in the PE PW determination as well as whose income counts.

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**Kansas** Hospital Presumptive Eligibility: ILT  
Lesson 3: PE PW Policies > PE PW AND MAGI

**TAX FILER** ↑

Pregnant Woman's Individual Budgeting Unit includes:

- \* Herself
- \* Spouse if living together
- \* Persons she claims as dependents,
- \* Number of babies she is expecting.

Pregnant Woman's Individual Budgeting Unit includes:

- \* Herself
- \* Spouse if living together
- \* Number of babies
- \* Children of the pregnant woman, if under age 19 and living in the home

**NON-FILER** ↓

62

**Kansas** Hospital Presumptive Eligibility: ILT  
Lesson 3: PE PW Policies > PE PW AND MAGI

There is a high likelihood that if a pregnant woman doesn't file taxes for herself, she will be claimed by someone as a dependent.

When the pregnant woman will be claimed as a dependent by her spouse or parent, we must know the income and number of other tax dependents this individual will claim.

This is not applicable when claimed by someone OTHER than the spouse or parent.

Pregnant Woman's Individual Budgeting Unit includes:

- \* Herself
- \* Spouse if living together
- \* Number of babies
- \* The taxpayer claiming her as a dependent
- \* All other dependents the taxpayer claims

**NON-FILER** ↓


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**Kansas** Hospital Presumptive Eligibility: ILT  
Lesson 3: PE PW Policies > PE PW AND MAGI

If the pregnant woman says she doesn't know the income and/or the number of other dependents that her spouse/parent will claim, she will be denied for Presumptive Eligibility by the PE Tool.

In these situations, QE staff must proceed with the regular KanCare application for PW.

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**Hospital Presumptive Eligibility: ILT**  
Lesson 3: PE PW Policies > PE PW AND MAGI

Consider the following examples:

**Household = Pregnant Woman, her husband, and one child.**

The pregnant woman's determination will be based on a household of 4. Herself, her unborn, her husband and child. The income of all of these household members will be used.

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**Hospital Presumptive Eligibility: ILT**  
Lesson 3: PE PW Policies > PE PW AND MAGI

Consider the following examples:

**Household = Pregnant Woman and her boyfriend.**

The pregnant woman's determination will be based on a household of 2. Herself and the unborn. Because the pregnant woman is not married to the father of the unborn, he is not included in her determination and his income is not used.

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**Hospital Presumptive Eligibility: ILT**  
Lesson 3: PE PW Policies > PE PW AND MAGI

Consider the following examples:

**Household = Pregnant 20 yr old who is claimed as a tax dependent by her parents.**

The pregnant woman's determination will be based on her parent's tax household. It will include herself, her unborn, her parents, and any other individuals that her parents claim as tax dependents, like siblings.

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**Hospital Presumptive Eligibility: ILT**  
Lesson 3: PE PW Policies > PE PW AND MAGI

In this example, the applicant must know how many other people her parents claims as tax dependents – and she must know her parents income in order to be determined eligible for presumptive eligibility.

If she doesn't have this information, the PE determination is denied and QE staff assist the woman with a KanCare application.


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**Kansas** Hospital Presumptive Eligibility: ILT  
Lesson 3: PE PW Policies > Summary

That concludes the lesson on policies specific to the PE PW program. The PE PW policies are:

- Need EDD
- Babies Aren't Continuously Eligible
- PW Individualized Budgeting Units


Next we will discuss the policies specific to PE Children.



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**Kansas** Hospital Presumptive Eligibility: ILT  
Agenda

- Lesson 1: Goals of PE
- Lesson 2: General Eligibility Requirements
- Lesson 3: PE PW Policies
- **Lesson 4: PE Children Policies**
- Lesson 5: PE Adult Policies
- Lesson 6: Potential PE Outcomes
- Lesson 7: Medical Benefits
- Lesson 8: KanCare
- Lesson 9: Potential KanCare Outcomes
- Lesson 10: PE Tool
- Lesson 11: Scenarios



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**Kansas** Hospital Presumptive Eligibility: ILT  
Lesson 4: PE Children Policies > Determining Eligibility

There are additional policies that apply only to children being determined eligible for the PE Children program. These are documented on the following slides.

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**Kansas** Hospital Presumptive Eligibility: ILT  
Lesson 4: PE Children Policies > Determining Eligibility

Children determined for presumptive eligibility may receive coverage under one of two programs:

- Presumptive 19 or P19 is **Medicaid**.
- Presumptive 21 or P21 is the **Children's Health Insurance Program**.

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**Kansas** Hospital Presumptive Eligibility: ILT  
Lesson 4: PE Children Policies > Determining Eligibility

The income of the child's household is what determines whether a child will get P19 or P21.

Income levels for P21 are higher, meaning a family can make more money and still qualify for CHIP.

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**Kansas** Hospital Presumptive Eligibility: ILT  
Lesson 4: PE Children Policies > Determining Eligibility

However, qualifying for P21 also has an additional requirement.

A child who is eligible for P21 cannot have other comprehensive health insurance, such as insurance through a parent's employer.

Upon completing the PE determination, if the applicant has reported that the child has private health insurance and the income is within the P21 range, the child will be denied presumptive eligibility.

Note: All questions in the PE Tool about health insurance are optional unless determining eligibility for P21.


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**Kansas** Hospital Presumptive Eligibility: ILT  
Lesson 4: PE Children Policies > Summary

That concludes the lesson on policies specific to the PE Children program. We discussed:

- P19 vs P21
- Private Comprehensive Health Insurance


Next we will discuss the policies specific to the PE – Adults program.




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**Kansas** Hospital Presumptive Eligibility: ILT  
Agenda

- Lesson 1: Goals of PE
- Lesson 2: General Eligibility Requirements
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- Lesson 11: Scenarios



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**Hospital Presumptive Eligibility: ILT**  
Lesson 5: PE Adult Policies > Determining Eligibility

The Affordable Care Act created a new designation for Presumptive Eligibility determinations: Hospital PE.

In addition to children and pregnant woman, hospitals also have the ability to approve presumptive eligibility to certain groups of adults.

In this lesson, we will discuss these additional eligibility groups as well as explain the policies specific to hospital determinations.

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**Hospital Presumptive Eligibility: ILT**  
Lesson 5: PE Adult Policies > Determining Eligibility

Any employee of the hospital who is properly trained and certified can make presumptive determinations.

This includes employees in hospital-owned physician practices or clinics, including off-site locations.

Hospitals cannot delegate PE determinations to non-hospital staff such as contractors.

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**Hospital Presumptive Eligibility: ILT**  
Lesson 5: PE Adult Policies > Seeking Medical Services

**To qualify for PE Adult:**

- Individuals do not have to be seeking medical services.
- They are not required to be a patient or family member of a patient.
- A community member has the ability to apply for presumptive eligibility through the hospital.

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**Hospital Presumptive Eligibility: ILT**  
Lesson 5: PE Adult Policies > Eligibility Groups

Individuals who fall into one of the following groups can be determined for presumptive eligibility:

- Low-income parents and caretakers
- Former Foster Care
- Individuals with Breast and Cervical Cancer approved through a special program

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**Kansas** Hospital Presumptive Eligibility: ILT  
Lesson 5: PE Adult Policies > Parents and Caretakers

**Parents and Caretakers:**  
This group is for individuals who are living in the home and caring for a child under the age of 19.

To qualify as a caretaker of a child, the individual must be related to the child in one of the following ways:

- Parent, including step-parents and adoptive parents
- Relative
- Legal Guardian
- Conservator
- Legal Custodian

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**Kansas** Hospital Presumptive Eligibility: ILT  
Lesson 5: PE Adult Policies > Former Foster Care

**Former Foster Care:**  
This group is for individuals who are currently under the age of 26 and were in Kansas foster care at the time of their 18<sup>th</sup> birthday.

This is based on the self-attestation of the applicant.

PE is not provided if the individual was in foster care of another state.

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**Kansas** Hospital Presumptive Eligibility: ILT  
Lesson 5: PE Adult Policies > Breast and Cervical Cancer

**Breast and Cervical Cancer (BCC):**  
This group is for individuals with BCC who were diagnosed by a special program known as Early Detection Works (EDC)

This is based on the self-attestation of the applicant, but the applicant will be required to know some details about their participation in that program. The applicant will be asked to provide the following information:

- The name of the EDW entity that completed their screening
- The date the screening was completed
- Whether or not they are receiving continuous treatment
- If they are covered by other health insurance, including Medicare

All of these factors will be considered when determining presumptive eligibility as a BCC individual.


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**Kansas** Hospital Presumptive Eligibility: ILT  
Lesson 5: PE Adult Policies > Summary

That concludes the lesson on policies specific to the PE Adult program. This covered:

- Authority of Hospital staff
- Not required to be seeking services
- One of three adult categories:
  - Parents/Caretakers
  - Former Foster Care
  - Breast and Cervical Cancer


Next we will discuss the potential outcomes of the PE determination.



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**Kansas** Hospital Presumptive Eligibility: ILT  
Agenda

- Lesson 1: Goals of PE
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**Kansas** Hospital Presumptive Eligibility: ILT  
Lesson 6: Potential PE Outcomes > Approval, Denial, Partial

There are three potential outcomes of a PE determination:

- Approval
- Denial
- Partial Approval/Partial Denial

Each of these outcomes is dependent upon which type of PE coverage was determined. The outcomes are discussed in more detail on the following slide.

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**Kansas** Hospital Presumptive Eligibility: ILT  
Lesson 6: Potential PE Outcomes > Approval, Denial, Partial

**Approval**

- An approval letter must be given to the household when an individual is approved for PE.

**Denial**

- A Denial letter must be given to the household when an individual is denied for PE.
- Here is a list of some of the reasons for denial. These reasons are not applicable to all individuals applying for PE.
  - Citizenship/eligible non-citizen criteria,
  - Previous PE
  - Over income,
  - Not a Kansas resident
  - A minor child unable to apply for his/herself
  - Comprehensive Insurance (CHIP only) or current KanCare.

**Partial Approval/Denial**

- This occurs when members of the same family receive different determinations: some are approved while others are denied.
- Notices must be given to the approved and denied individuals.

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**Kansas** Hospital Presumptive Eligibility: ILT  
Lesson 6: Potential PE Outcomes > Denials

All Presumptive Eligibility determinations must be submitted to the Clearinghouse. This includes those cases that are denied for PE coverage.

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**Kansas** Hospital Presumptive Eligibility: ILT  
Lesson 6: Potential PE Outcomes > Denials

Even if an individual is denied for PE coverage, it is still possible that they would be eligible for KanCare.

For this reason, QE staff must strongly encourage the consumers to complete the KanCare application in order to receive a full determination.


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**Kansas** Hospital Presumptive Eligibility: ILT  
Lesson 6: Potential PE Outcomes > Summary

There are three potential outcomes of the PE Tool. These are:

- Approval
- Denial
- Partial Approval/Partial Denial


Now we'll move on to discuss the medical benefits.



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**Kansas** Hospital Presumptive Eligibility: ILT  
Agenda

- Lesson 1: Goals of PE
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**Kansas** Hospital Presumptive Eligibility: ILT  
Lesson 7: Medical Benefits > Benefit Package

For individuals approved for Presumptive Eligibility, the types of benefits provided by their temporary coverage vary, depending upon which type of presumptive program they have been approved for.


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 **Hospital Presumptive Eligibility: ILT**  
Lesson 7: Medical Benefits > Benefit Package

### Children and Adult's Benefits

- Access to all medical services provided by Medicaid
- Part of KanCare
- PE applicants choose their MCO
- PE benefits are provided by the MCO
- Medical providers must contract with that MCO


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 **Hospital Presumptive Eligibility: ILT**  
Lesson 7: Medical Benefits > Benefit Package

### Pregnant Women's Benefits

- Does not cover inpatient care, labor and delivery, or services related to a miscarriage.
- Ambulatory Prenatal Care
- Not a part of KanCare.
- Coverage is paid fee-for-service.
- Providers must accept Kansas Medicaid


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 **Hospital Presumptive Eligibility: ILT**  
Lesson 7: Medical Benefits > Dates of Coverage

### Coverage Start Date –

- Presumptive Eligibility coverage begins on the date the PE Determination is made. This is the date that the PE Tool is completed and submitted.


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 **Hospital Presumptive Eligibility: ILT**  
Lesson 7: Medical Benefits > Dates of Coverage

### Coverage End Date –

- Presumptive Eligibility coverage is provided through the month following the month the PE determination is made.
- If a KanCare application has not been submitted by that time, coverage will end.
- If an application has been submitted, but the determination is not yet complete, PE coverage will continue until the application is processed.

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 **Hospital Presumptive Eligibility: ILT**  
Lesson 7: Medical Benefits > Dates of Coverage


Example 1:

- PE determination completed on 7/15/15. PE coverage begins on this date.
- A KanCare application is never submitted.
- PE coverage ends on 8/31/15.

Example 2:

- PE determination completed on 7/15/15. PE coverage begins on this date.
- A KanCare application is submitted on 8/1/15.
- On 8/31/15, the KanCare application has not yet been completed, so the PE continues.


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 **Hospital Presumptive Eligibility: ILT**  
Lesson 7: Medical Benefits > Limited Coverage Period


In a situation where the Clearinghouse Eligibility Worker discovers that an individual has been approved for PE in error, PE Coverage will be closed after 7 days.

The most common example of this would be when the a child has already received PE within the past 12 months, or when a pregnant woman has already received PE during this pregnancy.

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 **Hospital Presumptive Eligibility: ILT**  
Agenda

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 **Hospital Presumptive Eligibility: ILT**  
Lesson 8: KanCare > Defined



KanCare is the program through which the State of Kansas administers Medicaid and CHIP.

Kansas has contracts with three managed care organizations (MCOs) to coordinate health care for nearly all Medicaid beneficiaries.

The three MCOs are:

- Amerigroup of Kansas
- Sunflower State Health Plan
- UnitedHealthcare Community Plan of Kansas

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**Kansas** **Hospital Presumptive Eligibility: ILT**  
Lesson 8: KanCare > Defined



The goals of the KanCare program are to improve overall health outcomes. The health plans focus on ensuring that consumers receive the preventive services and screenings they need and provides ongoing help with managing chronic conditions.



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**Kansas** **Hospital Presumptive Eligibility: ILT**  
Lesson 8: KanCare > KanCare Medicaid and KanCare CHIP



KanCare Medicaid and KanCare CHIP are medical programs administered by the State of Kansas. Both programs provide ongoing health insurance benefits for persons that meet the eligibility and income guidelines.

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**Kansas** **Hospital Presumptive Eligibility: ILT**  
Lesson 8: KanCare > KanCare Medicaid and KanCare CHIP

KanCare CHIP is a program only for children, and has additional eligibility requirements. The child:

- Cannot have comprehensive health insurance, or have voluntarily dropped health insurance in the previous three months.
- Cannot have access to state employee health insurance through a parent.
- Must not have unpaid premiums from a prior CHIP eligibility period.

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**Kansas** **Hospital Presumptive Eligibility: ILT**  
Lesson 8: KanCare > KanCare Medicaid and KanCare CHIP

These additional eligibility rules will be evaluated by the eligibility staff when processing the KanCare application.

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**Kansas** Hospital Presumptive Eligibility: ILT  
Lesson 8: KanCare > Summary

That concludes our lesson on KanCare. In this lesson, we discussed:

- KanCare
- KanCare Medicaid
- KanCare Chip


We will address the possible outcomes of a KanCare application in our last lesson.



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**Kansas** Hospital Presumptive Eligibility: ILT  
Agenda

- Lesson 1: Goals of PE
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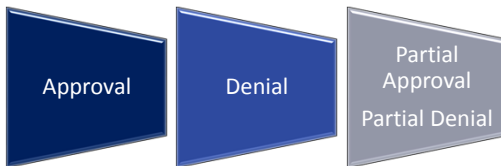
**Kansas** Hospital Presumptive Eligibility: ILT  
Lesson 9: Potential KanCare Outcomes > Application Process

- Once the Clearinghouse receives the KanCare application, it will be registered and then screened by an Eligibility Worker.
- If the Eligibility Worker identifies that additional verifications are needed, a letter will be sent to the applicant, giving them 10 days to provide the information.
- If the applicant has signed a release of information form for the QE, then the QE will receive a copy of this notification.
- QE staff shall assist the applicant in obtaining and submitting the requested verification.

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**Kansas** Hospital Presumptive Eligibility: ILT  
Lesson 9: Potential KanCare Outcomes > Approval, Denial, Partial

There are three potential outcomes of a KanCare application. These outcomes are:



Again, if the QE has submitted the Release of Information, they will be notified of the outcome of the KanCare application.

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**Kansas** Hospital Presumptive Eligibility: ILT  
Lesson 9: Potential KanCare Outcomes > Denials And The FFM

Applications for individuals who do not qualify for KanCare, are automatically sent to the Federally Facilitated Marketplace (FFM).

At the FFM, they will receive a determination for the Insurance Affordability Program.

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**Kansas** Hospital Presumptive Eligibility: ILT  
Lesson 9: Potential KanCare Outcomes > Denials And The FFM

If a consumer chooses, he or she may request a MAGI Medically Needy Spenddown from the state in place of receiving assistance through the FFM.

Since the FFM will only provide insurance moving forward, it may be that these requests will mostly occur when a consumer requires prior medical coverage.


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**Kansas** Hospital Presumptive Eligibility: ILT  
Lesson 9: Potential KanCare Outcomes > Summary

As with PE, there are three potential outcomes of a KanCare application. These are:

- Approval
- Denial
- Partial Approval/Partial Denial


In addition to this, we also learned about the KanCare application process and that denied KanCare applications are automatically sent to the Federally Facilitated Marketplace (FFM).



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**Kansas** Hospital Presumptive Eligibility: ILT  
Agenda

- Lesson 1: Goals of PE
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- Lesson 11: Scenarios



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**Kansas** Hospital Presumptive Eligibility: ILT  
Lesson 10: PE Tool

The Presumptive Eligibility (PE) Tool is a web-based application. It is accessed via a URL or link on the Internet.

We will now access a separate training document to learn all about the PE Tool.

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**Kansas** Hospital Presumptive Eligibility: ILT  
Agenda

- Lesson 1: Goals of PE
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- **Lesson 11: Scenarios**

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**Kansas** Hospital Presumptive Eligibility: ILT  
Lesson 11: Scenarios

Now that we have covered all of the policies related to Presumptive Eligibility and learned how to use the PE Tool, we are going to go through several examples to help bring all of this information together.


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**Kansas** Hospital Presumptive Eligibility: ILT  
Lesson 11: Scenarios > Example 1

Example 1:  
Pregnant mother applies for PE for herself and one child. Her boyfriend is also in the home. He is the father of her child and the unborn.

- Who is your Primary Applicant?
- How many PE Tools are completed?
- What order are the PE Tools completed?
- Whose income is used for each of the PE determinations?


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 **Hospital Presumptive Eligibility: ILT**  
Lesson 11: Scenarios > Example 2

Example 2:  
Grandmother applies for PE for her three grandchildren.

- Who is your Primary Applicant?
- How many PE Tools are completed?
- What order are the PE Tools completed?
- Whose income is used for each of the PE determinations?


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 **Hospital Presumptive Eligibility: ILT**  
Lesson 11: Scenarios > Example 3

Example 3:  
Mom applies for PE for her two children. Mom is married. Her husband is not the biological father of her children.

- Who is your Primary Applicant?
- How many PE Tools are completed?
- What order are the PE Tools completed?
- Whose income is used for each of the PE determinations?


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 **Hospital Presumptive Eligibility: ILT**  
Lesson 11: Scenarios > Example 4

Example 4:  
22 year old applies for PE PW for herself. She is pregnant with twins. Her mother and father claim her as a tax dependent.

- Who is your Primary Applicant?
- How many PE Tools are completed?
- What order are the PE Tools completed?
- Whose income is used for each of the PE determinations?

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 **Hospital Presumptive Eligibility: ILT**  
Lesson 11: Scenarios > Example 5

Example 5:  
Man applies for himself, his pregnant wife, and their two children.

- Who is your Primary Applicant?
- How many PE Tools are completed?
- What order are the PE Tools completed?
- Whose income is used for each of the PE determinations?

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**Kansas** Hospital Presumptive Eligibility: ILT  
Lesson 11: Scenarios > Example 6

Example 6:  
24 year old pregnant woman applies for herself. She indicates she was in foster care in Kansas on her 18<sup>th</sup> birthday.

- Who is your Primary Applicant?
- How many PE Tools are completed?
- What order are the PE Tools completed?
- Whose income is used for each of the PE determinations?

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**Kansas** Hospital Presumptive Eligibility: ILT  
Lesson 11: Scenarios > Example 7


Example 7:  
Mom applies for herself, her husband and her child. She reports that she has breast cancer and was diagnosed by the EDW program.

- Who is your Primary Applicant?
- How many PE Tools are completed?
- What order are the PE Tools completed?
- Whose income is used for each of the PE determinations?

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**Kansas** Hospital Presumptive Eligibility: ILT  
Wrap up

The PE Program remains instrumental in linking up eligible children and pregnant women to ongoing KanCare coverage.




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**Kansas** Hospital Presumptive Eligibility: ILT  
Wrap up

In this course, we learned about:

- Goals of Presumptive Eligibility
- General Eligibility Requirements
- Policies that apply to each of the presumptive eligibility groups
- Possible Outcomes of PE and KanCare




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 **Hospital Presumptive Eligibility: ILT**  
Wrap up > Ongoing Support

For ongoing support related to the PE Program, use the following resources.

**KEES Help Desk**  
For questions regarding the PE Tool, which would include passwords, access, completing the tool, questions about submitting, etc. should be directed to the KEES Help Desk at  
**1-877-782-7358**

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 **Hospital Presumptive Eligibility: ILT**  
Wrap up > Ongoing Support


**PE Policy**  
For questions regarding PE policies or management of the PE program, please contact;

Allison Miller  
[Amiller@kdheks.gov](mailto:Amiller@kdheks.gov)  
(785) 291-3881

and

Christie Jacox  
[Cjacox@kdheks.gov](mailto:Cjacox@kdheks.gov)  
(785) 338-4544

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 **Hospital Presumptive Eligibility: ILT**  
Wrap up > Ongoing Support

**PE Clearinghouse**  
To confirm receipt of documentation for a PE application, or if you have questions about a specific PE determination, please contact;

Melanie Knebel  
[MelanieMKnebel@Maximus.com](mailto:MelanieMKnebel@Maximus.com)  
(785) 338-5056


and

Staci Manis  
[StaciLManis@Maximus.com](mailto:StaciLManis@Maximus.com)  
(785) 338-4301


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 **Hospital Presumptive Eligibility: ILT**  
Questions

If you have further questions regarding the Presumptive Eligibility program, please email them to [Training@KEES.KS.gov](mailto:Training@KEES.KS.gov).




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## Presumptive Eligibility Instructor Led Training

KEES Phase 2

1




## Presumptive Eligibility: ILT


### Introduction

In this course you will learn about the:

- Goals of Presumptive Eligibility
- General Eligibility Requirements
- Policies that apply to each of the presumptive eligibility groups
- Possible Outcomes of PE and KanCare




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## Presumptive Eligibility: ILT

### Agenda

- **Lesson 1: Goals of PE**
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- Lesson 9: PE Tool
- Lesson 10: Scenarios



3



## Presumptive Eligibility: ILT

### Lesson 1: Goals of PE > PE Defined

Presumptive Eligibility is a program designed to provide individuals with temporary medical coverage at the time a medical service is provided.

The PE program serves the following populations in Kansas:

- Children
- Pregnant Women
- Adults in one of the following groups:
  - Low-income Caretakers
  - Former Foster Care
  - Breast and Cervical Cancer recipients

4

**Kansas** **Presumptive Eligibility: ILT**  
Lesson 1: Goals of PE > PE Defined

The program is designed for individuals in moderate to low-income households who do not currently have coverage under one of the state medical insurance programs.

Not all QE sites will determine presumptive eligibility for all categories.


For example, only approved hospitals have access to determine eligibility for PE Adults. The populations you may serve is controlled by your security role and access to the PE Tools. This is further defined in Lesson 9.

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**Kansas** **Presumptive Eligibility: ILT**  
Lesson 1: Goals of PE

The goals of the Presumptive Eligibility program are to:

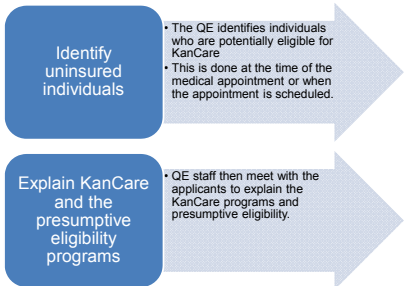
- Provide individuals with temporary medical coverage while the household completes the KanCare application and eligibility process.
- Increase the number of children, pregnant women, and low-income adults enrolled in ongoing medical benefits.



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**Kansas** **Presumptive Eligibility: ILT**  
Lesson 1: Goals of PE > PE Process

Let's go through the Presumptive Eligibility process from start to finish.



```

graph LR
    A[Identify uninsured individuals] --> B[Explain KanCare and the presumptive eligibility programs]
    A --> C[Complete the PE Tool]
    B --> D[Complete the PE determination letter and other paperwork]
  
```

**Identify uninsured individuals**

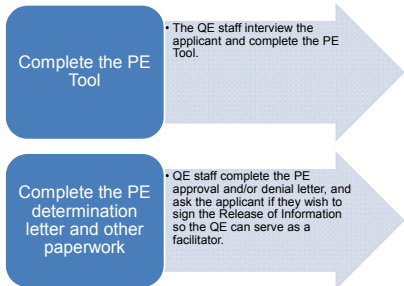
- The QE identifies individuals who are potentially eligible for KanCare
- This is done at the time of the medical appointment or when the appointment is scheduled.

**Explain KanCare and the presumptive eligibility programs**

- QE staff then meet with the applicants to explain the KanCare programs and presumptive eligibility.

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**Kansas** **Presumptive Eligibility: ILT**  
Lesson 1: Goals of PE > PE Process



```

graph LR
    A[Complete the PE Tool] --> B[Complete the PE determination letter and other paperwork]
  
```

**Complete the PE Tool**

- The QE staff interview the applicant and complete the PE Tool.

**Complete the PE determination letter and other paperwork**

- QE staff complete the PE approval and/or denial letter, and ask the applicant if they wish to sign the Release of Information so the QE can serve as a facilitator.

8



**Kansas** Presumptive Eligibility: ILT  
Lesson 1: Goals of PE > PE Process

```

graph LR
    A[Assist the applicant with the KanCare application] --> B[Fax all documents to the Clearinghouse]
  
```

- The QE staff assist the applicant in creation of an online account and completion of the online KanCare application.
- QE staff compile all documentation related to the PE determination and fax it to the Clearinghouse.

9

**Kansas** Presumptive Eligibility: ILT  
Lesson 1: Goals of PE > Qualified Entity Role

Helping families through the KanCare application process is an important role for Qualified Entity staff.

10

**Kansas** Presumptive Eligibility: ILT  
Lesson 1: Goals of PE > Qualified Entity Role

The role of the QE staff includes the following:

- Assisting families with completing the KanCare application process.
- Submitting all required supporting documentation to the Clearinghouse.
- Keeping current on information requested by the Clearinghouse to determine ongoing eligibility.
- Obtaining the necessary verifications and submitting it to the Clearinghouse.
- Contacting the Clearinghouse when questions arise regarding a specific case or how it was determined.
- Serving as an advocate for PE families.
- Serving as a bridge between PE families and the Clearinghouse.

11

**Kansas** Presumptive Eligibility: ILT  
Lesson 1: Goals of PE > Summary

That completes Lesson 1. We have now:

- Defined Presumptive Eligibility
- Reviewed the goals of PE
- Outlined the PE Process
- Identified the Role of the Qualified Entity staff

Next, we will discuss the General Eligibility Requirements which all PE applicants must meet.

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**Kansas** Presumptive Eligibility: ILT  
Agenda

- Lesson 1: Goals of PE
- **Lesson 2: General Eligibility Requirements**
- Lesson 3: PE PW Policies
- Lesson 4: PE Children Policies
- Lesson 5: Potential PE Outcomes
- Lesson 6: Medical Benefits
- Lesson 7: KanCare
- Lesson 8: Potential KanCare Outcomes
- Lesson 9: PE Tool
- Lesson 10: Scenarios



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**Kansas** Presumptive Eligibility: ILT  
Lesson 2: General Eligibility Requirements

General Eligibility Requirements can be defined as *specific conditions which must be met in order for a customer to be eligible for medical benefits.*

The General Eligibility Requirements for Presumptive Eligibility are less than those needed for other medical programs.

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**Kansas** Presumptive Eligibility: ILT  
Lesson 2: General Eligibility Requirements

The General Eligibility Requirements for both Presumptive Eligibility programs are listed below. We will focus on each requirement next.



15

**Kansas** Presumptive Eligibility: ILT  
Lesson 2: General Eligibility Requirements > Resident of Kansas


**To qualify for Presumptive Eligibility an applicant:**

- Must be a resident of Kansas.

**A resident of Kansas is someone who:**

- Chooses Kansas as the state where they are living and intend to reside.
- Entered Kansas for a job commitment or to look for employment.

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 **Presumptive Eligibility: ILT**  
Lesson 2: General Eligibility Requirements > Resident of Kansas

A Presumptive Eligibility applicant declares their residency by providing their address.

Further verification of the applicant's residency isn't required.

Note: When an applicant indicates they are homeless and do not have an address to provide, QE staff will enter 'Homeless' in the Address field along with the City, State, and the General Delivery zip code that is provided by USPS.


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 **Presumptive Eligibility: ILT**  
Lesson 2: General Eligibility Requirements > Citizenship and Alienage

**To qualify for Presumptive Eligibility, an applicant:**

- Must either be a citizen of the United States or an eligible non-citizen.
- During the interview, applicants are asked if they are a U.S. citizen or a Documented non-citizen.
- Non-citizens then answer additional questions to help determine if they qualify.
- Citizenship or non-citizenship status of parents or other household members is not relevant to the applicant's eligibility.


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 **Presumptive Eligibility: ILT**  
Lesson 2: General Eligibility Requirements > Citizenship and Alienage

An applicant's statement of citizenship or qualifying non-citizen status is accepted as verification for the PE program.

Documentation is not required in order to provide Presumptive Eligibility.


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 **Presumptive Eligibility: ILT**  
Lesson 2: General Eligibility Requirements > Citizenship and Alienage

**Eligible Non-citizens**

- Lawful Permanent Residents
- Asylees and Refugees
- Cuban/Haitian entrants
- Paroled into the U.S. for at least one year
- Conditional entrant granted before 1980
- Battered non-citizens, spouses, children, or parents
- Amerasian Immigrants
- Iraqi and Afghani Special Immigrants
- Victims of trafficking and his or her spouse, child, sibling, or parent or individuals with a pending application for a victim of trafficking visa
- Granted withholding of deportation
- Member of a federally recognized Indian tribe or American Indian born in Canada
- Qualified non-citizens who are also veterans or on active duty

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 **Presumptive Eligibility: ILT**  
Lesson 2: General Eligibility Requirements > Citizenship and Alienage

**Eligible Non-citizens – 5 Year Bar**

Some immigrants are not eligible for Medicaid for five years from the date they have a qualified status. This is frequently called the '5 Year Bar'.


Five years starts on the date of status, not the date of entrance in US.

The 5 Year Bar only applies to the following groups:

- Lawful Permanent Residents
- Paroled into the U.S. for at least one year
- Conditional entrant granted before 1980
- Battered non-citizens, spouses, children, or parents

Other groups are not subject to the 5 year wait

21

 **Presumptive Eligibility: ILT**  
Lesson 2: General Eligibility Requirements > Age


**PE also has Age requirements**

A child qualifies for the PE for Children program from their:

- Birth Through Their 18<sup>th</sup> Year.

**NOTE:** A child's eligibility for the PE for Children program ends the month after their 19<sup>th</sup> birthday.


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 **Presumptive Eligibility: ILT**  
Lesson 2: General Eligibility Requirements > Age

**There is no age requirement for a pregnant woman on the Presumptive Eligibility for Pregnant Women program.**

However, because an 18 year old still qualifies as a child, and the income guidelines for children are higher, a pregnant minor shall be determined using the PE for Children Tool.

23

 **Presumptive Eligibility: ILT**  
Lesson 2: General Eligibility Requirements > PE Limitations


**Limitations exist for both PE programs.**

To qualify for the PE for Children program:

- Applicants are allowed to receive PE *once* ever 12 months.

The applicant's statement shall be used to determine if the PE benefits have been received within the past year by anyone in the household.


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 **Presumptive Eligibility: ILT**  
Lesson 2: General Eligibility Requirements > PE Limitations

**NOTE:** This limitation is based on the last 12 months, not the calendar year. A child approved for PE cannot receive PE again until the month PE was approved, one year later.

For example: A CH was approved for PE on 09/23/15. The CH's next eligibility for PE is 09/01/16.

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 **Presumptive Eligibility: ILT**  
Lesson 2: General Eligibility Requirements > PE Limitations


The limitations for the PE PW program are a bit different than those for the PE CH.

For PE PW:

- Applicants are allowed to receive PE *once* per pregnancy.

This means that it is possible for a Pregnant Woman to receive PE more than once a year if she has more than one pregnancy during that time period.


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 **Presumptive Eligibility: ILT**  
Lesson 2: General Eligibility Requirements > PE Limitations

The applicant's statement shall be used to determine if the PE benefits have already been received during this pregnancy.

Note: Each Qualified Entity must consult their records for previous presumptive eligibility coverage to prevent multiple approvals at the same site.

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 **Presumptive Eligibility: ILT**  
Lesson 2: General Eligibility Requirements > MAGI Defined

With changes to Medicaid policy, Family Medical programs, including PE, are now determined using a methodology called MAGI. MAGI Methodology affects household size and what income is counted. MAGI Methodology relies on tax household and tax rules to determine income.

For PE, MAGI impacts the following requirements:

- Who Can Apply,
- Who is included in the household size, and
- Income

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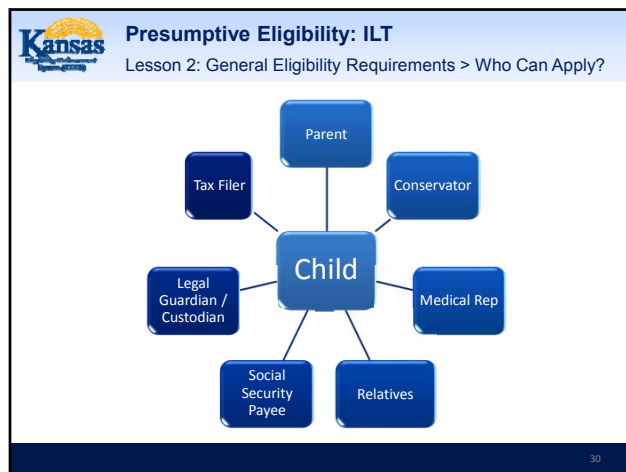
**Kansas**  
Presumptive Eligibility: ILT  
Lesson 2: General Eligibility Requirements > Who Can Apply?

There are specific rules as to who is allowed to apply on behalf of another person.

Any adult applying for PE Coverage for someone must reside in the home with the individual they are applying for, with the exception of individuals who have been appointed as a Medical Representative.

When an applicant wishes to appoint a Medical Representative to act on their behalf, they must complete the 'Appointment of Medical Representative' Form.

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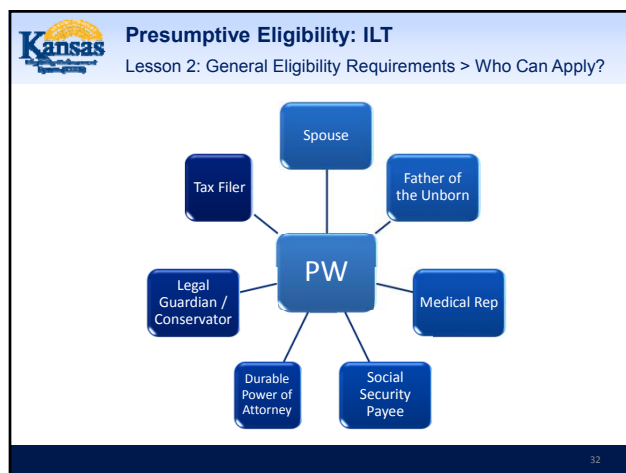



**Kansas**  
Presumptive Eligibility: ILT  
Lesson 2: General Eligibility Requirements > Who Can Apply?

**Individuals meeting the following criteria can apply for a minor child:**

- Caretaker: this can be a parent or relative
- Legal Guardian, Custodian, Conservator, or Social Security Payee
- Tax Filer
- Medical Representative

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**Presumptive Eligibility: ILT**  
Lesson 2: General Eligibility Requirements > Who Can Apply?

**Individuals meeting the following criteria can apply for a pregnant woman:**

- Spouse
- Father of the unborn child
- Legal Guardian, Custodian, Conservator, or Social Security Payee
- Tax Filer
- Medical Representative

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**Presumptive Eligibility: ILT**  
Lesson 2: General Eligibility Requirements > Who Can Apply?

**Tax Filer**

As the other options are common and fairly easy to understand, we'll spend more time discussing what a Tax Filer means.

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**Presumptive Eligibility: ILT**  
Lesson 2: General Eligibility Requirements > Who Can Apply?

**Tax Filer**

Most of the time, if an individual is claimed as a tax dependent it is by someone that is already allowed to apply for them, such as a parent or spouse.

However, when filing taxes, the rules are broader and other individuals, including non-relatives, can be claimed as tax dependents.

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**Presumptive Eligibility: ILT**  
Lesson 2: General Eligibility Requirements > Who Can Apply?

**Household = Mom, Mom's Boyfriend, and Mom's Child. Mom's Boyfriend files taxes and claims the child as his tax dependent.**

The Mom's Boyfriend is not the child's father, so normally wouldn't be able to apply for him. But, because he claims the child as a tax dependent, then he **can** apply for PE for the child.

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**Presumptive Eligibility: ILT**  
Lesson 2: General Eligibility Requirements > Household Size

The size of a family's household is one of the factors used to determine presumptive eligibility.

The PE Tool is very helpful in determining this household size. By answering questions about who is in the home and other tax dependents, the PE Tool will identify the household size used for the PE determination.

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**Presumptive Eligibility: ILT**  
Lesson 2: General Eligibility Requirements > Household Size

The household size used for the presumptive determination may vary from that which is used when the full KanCare determination is completed.

Generally speaking, the household includes:

- PE Children: the child, parents, step-parents, siblings, and anyone else claimed as a tax dependent.
- PE Pregnant Women: the pregnant woman, spouse, number of babies she is pregnant with, her children if also living with her, and anyone else she claims as a tax dependent.
  - Note: If the PW is under age 19 and living with her parents/step-parents or siblings, they will also be included in her household.

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**Presumptive Eligibility: ILT**  
Lesson 2: General Eligibility Requirements > Household Size

There is a special way to complete the PE determination when a child is being applied for by a non-parent.

For children who do not live with a parent, the household size includes the child and their siblings living in the home together.

Additional information about how to enter this information into the PE Tool can be found in Lesson 9.

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**Presumptive Eligibility: ILT**  
Lesson 2: General Eligibility Requirements > Income

Once the household size is known, it is then important to identify the type and amount of income received by those household members.

Countable income is based on tax rules.

In most situations, if income is taxable it is counted in the Presumptive Eligibility determination.

Likewise, if income isn't taxed, such as child support, it isn't used to determine eligibility.

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**Kansas** Presumptive Eligibility: ILT  
Lesson 2: General Eligibility Requirements > Common Types of Income

The most common types of countable income are listed below. Each of these types of income must be used to determine Presumptive Eligibility.

Wages	Self Employment	Spousal Support
VA Pension	Unemployment	Social Security *always for adults Only for children when required to file taxes*

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**Kansas** Presumptive Eligibility: ILT  
Lesson 2: General Eligibility Requirements > Income

**Wages**

**Gross income is the amount received before any deductions are taken out.**

When counting income from a job – Gross income is always used.

If the applicant doesn't know what their gross income is – you can always help them calculate it by using their hourly wage x the number of hours they work each week.

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**Kansas** Presumptive Eligibility: ILT  
Lesson 2: General Eligibility Requirements > Income

**We enter income as a MONTHLY amount, so if using this method, you'll have to determine how much that is per month.**

**Example:** Applicant doesn't know their monthly gross income. But they report that they make \$9 per hour and work 35 hours each week.  
 $\$9 \times 35 = \$315$  weekly.  
 There are 52 weeks per year, so  $\$315 \times 52 = \$16,380$ .  
 Now, divide that by 12 to get the monthly amount.  
 $\$16,380 / 12 = \$1365$  per MONTH.

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**Kansas** Presumptive Eligibility: ILT  
Lesson 2: General Eligibility Requirements > Income

**Self Employment**

**When an applicant reports they have their own business, you'll need to ask them to tell you their monthly business income – minus their monthly business expenses.**

This might be information that your applicant wasn't prepared to provide to you, so you'll have to ask them to give you their closest estimate.

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 **Presumptive Eligibility: ILT**  
Lesson 2: General Eligibility Requirements > Income

Spousal Support	VA Pension
Unemployment	Social Security *always for adults Only for children when required to file taxes*

*For Unearned income, just ask the applicant to tell you their monthly benefit amount.*

Unemployment Income is another type of income that is often paid weekly. So you may have to assist the applicant in finding the monthly amount, similar to how we explained above for wages.

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 **Presumptive Eligibility: ILT**  
Lesson 2: General Eligibility Requirements > Income


**Income of a Child:**  
A child's\* income is only counted if the child is required to file a tax return.

**For child earnings:** a child is required to file for earnings over \$6,100

**For child investments:** a child is required to file if this income is over \$1000 (these are usually children with trust funds)


\*This is referring to children age 18 and younger.

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 **Presumptive Eligibility: ILT**  
Lesson 2: General Eligibility Requirements > Income

When a child is required to file taxes, then we'll count all of their taxable income including any Social Security benefits.

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 **Presumptive Eligibility: ILT**  
Lesson 2: General Eligibility Requirements > Income

Below is an example:

A 17 year old with SSA Survivor benefit of \$800.00/month also has a job, making \$7,200 per year.

Because the child's earnings are more than \$6100 per year, this child is required to file taxes. This makes all of the child's income countable.

Therefore, we will count \$800 monthly from Social Security and \$600 monthly from Wages.

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**Kansas** **Presumptive Eligibility: ILT**  
Lesson 2: General Eligibility Requirements > Income Limits

The income limits vary depending on the PE category. They are based on a percentage of the Federal Poverty Level (FPL.) These income limits have been built into the PE Tool.

- PE – PW: Under 171%
- PE – Children: Under 244%


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**Kansas** **Presumptive Eligibility: ILT**  
Lesson 2: General Eligibility Requirements > Summary

That completes Lesson 2. We reviewed the General Eligibility Requirements for PE which include:

- Resident of Kansas
- Citizenship and Alienage
- Age
- Limitations
- Who Can Apply
- Household Size
- Income


Next, we will discuss the policies associated with PE PW.



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**Kansas** **Presumptive Eligibility: ILT**  
Agenda

- Lesson 1: Goals of PE
- Lesson 2: General Eligibility Requirements
- **Lesson 3: PE PW Policies**
- Lesson 4: PE Children Policies
- Lesson 5: Potential PE Outcomes
- Lesson 6: Medical Benefits
- Lesson 7: KanCare
- Lesson 8: Potential KanCare Outcomes
- Lesson 9: PE Tool
- Lesson 10: Scenarios

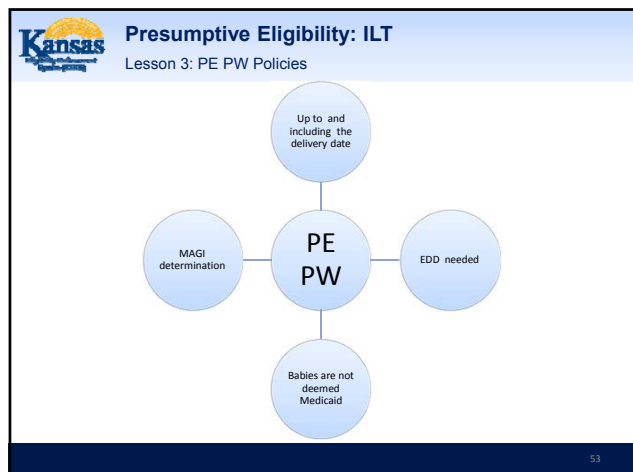


51

**Kansas** **Presumptive Eligibility: ILT**  
Lesson 3: PE PW Policies > Determining Eligibility

There are additional policies that apply only to women being determined eligible for the PE PW program. These are documented on the following slides.

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**Presumptive Eligibility: ILT**  
Lesson 3: PE PW Policies > PE Determination Dates

**To qualify for PE PW coverage:**

- The pregnant woman must still be within her prenatal period, which can be up to and including the date of delivery.
- Presumptive eligibility is not used to provide prenatal care for a pregnancy that occurred in the past.
- See Lesson 5 for more information about the types of services covered for pregnant women.

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**Presumptive Eligibility: ILT**  
Lesson 3: PE PW Policies > Estimated Due Date

**To qualify for the PE PW program:**

- The Estimated Due Date (EDD) is obtained from the pregnant woman. If she doesn't know her EDD, QE staff are to enter in a date 9 months from the date of the PE determination.

55

**Presumptive Eligibility: ILT**  
Lesson 3: PE PW Policies > Baby Born To PE PW

**To qualify for ongoing coverage:**

Babies born to women who receive PE PW coverage are not automatically eligible for KanCare coverage.

Pregnant Women need to report the baby's birth to the KanCare Clearinghouse as soon as possible.

The baby is *not* continuously eligible for Medicaid unless a full Medicaid determination is made.

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**Kansas** **Presumptive Eligibility: ILT**  
Lesson 3: PE PW Policies > PE PW AND MAGI

Presumptive Eligibility for PW is a MAGI determination. Therefore, the individual is asked questions to help determine their tax household.

The following slide displays how an Individual Budgeting Unit is determined for a pregnant woman who is/isn't a tax filer.

Individual Budgeting Units determine who is included in the PE PW determination as well as whose income counts.

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**Kansas** **Presumptive Eligibility: ILT**  
Lesson 3: PE PW Policies > PE PW AND MAGI

**TAX FILER** ↑

Pregnant Woman's Individual Budgeting Unit includes:

- \* Herself
- \* Spouse if living together
- \* Persons she claims as dependents,
- \* Number of babies she is expecting.

Pregnant Woman's Individual Budgeting Unit includes:

- \* Herself
- \* Spouse if living together
- \* Number of babies
- \* Children of the pregnant woman, if under age 19 and living in the home

↓ **NON-FILER**

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**Kansas** **Presumptive Eligibility: ILT**  
Lesson 3: PE PW Policies > PE PW AND MAGI

There is a high likelihood that if a pregnant woman doesn't file taxes for herself, she will be claimed by someone as a dependent.

When the pregnant woman will be claimed as a dependent by her spouse or parent, we must know the income and number of other tax dependents this individual will claim.

This is not applicable when claimed by someone OTHER than the spouse or parent.

Pregnant Woman's Individual Budgeting Unit includes:

- \* Herself
- \* Spouse if living together
- \* Number of babies
- \* The taxpayer claiming her as a dependent
- \* All other dependents the taxpayer claims

↓ **NON-FILER**


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**Kansas** **Presumptive Eligibility: ILT**  
Lesson 3: PE PW Policies > PE PW AND MAGI

If the pregnant woman says she doesn't know the income and/or the number of other dependents that her spouse/parent will claim, she will be denied for Presumptive Eligibility by the PE Tool.

In these situations, QE staff must proceed with the regular KanCare application for PW.

60




**Presumptive Eligibility: ILT**  
Lesson 3: PE PW Policies > PE PW AND MAGI

Consider the following examples:

**Household = Pregnant Woman, her husband, and one child.**

The pregnant woman's determination will be based on a household of 4. Herself, her unborn, her husband and child. The income of all of these household members will be used.

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**Presumptive Eligibility: ILT**  
Lesson 3: PE PW Policies > PE PW AND MAGI

Consider the following examples:

**Household = Pregnant Woman and her boyfriend.**

The pregnant woman's determination will be based on a household of 2. Herself and the unborn. Because the pregnant woman is not married to the father of the unborn, he is not included in her determination and his income is not used.

62




**Presumptive Eligibility: ILT**  
Lesson 3: PE PW Policies > PE PW AND MAGI

Consider the following examples:

**Household = Pregnant 20 yr old who is claimed as a tax dependent by her parents.**

The pregnant woman's determination will be based on her parent's tax household. It will include herself, her unborn, her parents, and any other individuals that her parents claim as tax dependents, like siblings.

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**Presumptive Eligibility: ILT**  
Lesson 3: PE PW Policies > PE PW AND MAGI

In this example, the applicant must know how many other people her parents claims as tax dependents – and she must know her parents income in order to be determined eligible for presumptive eligibility.

If she doesn't have this information, the PE determination is denied and QE staff assist the woman with a KanCare application.


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**Kansas** Presumptive Eligibility: ILT  
Lesson 3: PE PW Policies > Summary

That concludes the lesson on policies specific to the PE PW program. The PE PW policies are:

- Need EDD
- Babies Aren't Continuously Eligible
- PW Individualized Budgeting Units


Next we will discuss the policies specific to PE Children.



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**Kansas** Presumptive Eligibility: ILT  
Agenda

- Lesson 1: Goals of PE
- Lesson 2: General Eligibility Requirements
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- **Lesson 4: PE Children Policies**
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**Kansas** Presumptive Eligibility: ILT  
Lesson 4: PE Children Policies > Determining Eligibility

There are additional policies that apply only to children being determined eligible for the PE Children program. These are documented on the following slides.

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**Kansas** Presumptive Eligibility: ILT  
Lesson 4: PE Children Policies > Determining Eligibility

Children determined for presumptive eligibility may receive coverage under one of two programs:

- Presumptive 19 or P19 is **Medicaid**.
- Presumptive 21 or P21 is the **Children's Health Insurance Program**.

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**Kansas** **Presumptive Eligibility: ILT**  
Lesson 4: PE Children Policies > Determining Eligibility

The income of the child's household is what determines whether a child will get P19 or P21.

Income levels for P21 are higher, meaning a family can make more money and still qualify for CHIP.

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**Kansas** **Presumptive Eligibility: ILT**  
Lesson 4: PE Children Policies > Determining Eligibility

However, qualifying for P21 also has an additional requirement.

A child who is eligible for P21 cannot have other comprehensive health insurance, such as insurance through a parent's employer.

Upon completing the PE determination, if the applicant has reported that the child has private health insurance and the income is within the P21 range, the child will be denied presumptive eligibility.


70

**Kansas** **Presumptive Eligibility: ILT**  
Lesson 4: PE Children Policies > Summary

That concludes the lesson on policies specific to the PE Children program. We discussed:

- P19 vs P21
- Private Comprehensive Health Insurance


Next we will discuss the potential outcomes of a PE determination.



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**Kansas** **Presumptive Eligibility: ILT**  
Agenda

- Lesson 1: Goals of PE
- Lesson 2: General Eligibility Requirements
- Lesson 3: PE PW Policies
- Lesson 4: PE Children Policies
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- Lesson 10: Scenarios



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 **Presumptive Eligibility: ILT**  
Lesson 5: Potential PE Outcomes > Approval, Denial, Partial

There are three potential outcomes of a PE determination:

- Approval
- Denial
- Partial Approval/Partial Denial

Each of these outcomes is dependent upon which type of PE coverage was determined. The outcomes are discussed in more detail on the following slide.

73

 **Presumptive Eligibility: ILT**  
Lesson 5: Potential PE Outcomes > Approval, Denial, Partial

**Approval**

- An approval letter must be given to the household when an individual is approved for PE.


**Denial**

- A Denial letter must be given to the household when an individual is denied for PE.
- Here is a list of some of the reasons for denial. These reasons are not applicable to all individuals applying for PE.
  - Citizenship/eligible non-citizen criteria,
  - Previous PE
  - Over income,
  - Not a Kansas resident
  - A minor child unable to apply for his/herself
  - Comprehensive insurance (CHIP only) or current KanCare.

**Partial Approval/Denial**


- This occurs when members of the same family receive different determinations: some are approved while others are denied.
- Notices must be given to the approved and denied individuals.

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 **Presumptive Eligibility: ILT**  
Lesson 5: Potential PE Outcomes > Denials

All Presumptive Eligibility determinations must be submitted to the Clearinghouse. This includes those cases that are denied for PE coverage.

75

 **Presumptive Eligibility: ILT**  
Lesson 5: Potential PE Outcomes > Denials

Even if an individual is denied for PE coverage, it is still possible that they would be eligible for KanCare.

For this reason, QE staff must strongly encourage the consumers to complete the KanCare application in order to receive a full determination.


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**Kansas** Presumptive Eligibility: ILT  
Lesson 5: Potential PE Outcomes > Summary

There are three potential outcomes of the PE Tool. These are:

- Approval
- Denial
- Partial Approval/Partial Denial


Now we'll move on to discuss the medical benefits.



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**Kansas** Presumptive Eligibility: ILT  
Agenda

- Lesson 1: Goals of PE
- Lesson 2: General Eligibility Requirements
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**Kansas** Presumptive Eligibility: ILT  
Lesson 6: Medical Benefits > Benefit Package

For individuals approved for Presumptive Eligibility, the types of benefits provided by their temporary coverage vary, depending upon which type of presumptive program they have been approved for.


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**Kansas** Presumptive Eligibility: ILT  
Lesson 6: Medical Benefits > Benefit Package

**Children's Benefits**

- Access to all medical services provided by Medicaid
- Part of KanCare
- PE applicants choose their MCO
- PE benefits are provided by the MCO
- Medical providers must contract with that MCO


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 **Presumptive Eligibility: ILT**  
Lesson 6: Medical Benefits > Benefit Package

### Pregnant Women's Benefits

- Does not cover inpatient care, labor and delivery, or services related to a miscarriage.
- Ambulatory Prenatal Care
- Not a part of KanCare.
- Coverage is paid fee-for-service.
- Providers must accept Kansas Medicaid


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 **Presumptive Eligibility: ILT**  
Lesson 6: Medical Benefits > Dates of Coverage

### Coverage Start Date –

- Presumptive Eligibility coverage begins on the date the PE Determination is made. This is the date that the PE Tool is completed and submitted.


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 **Presumptive Eligibility: ILT**  
Lesson 6: Medical Benefits > Dates of Coverage

### Coverage End Date –

- Presumptive Eligibility coverage is provided through the month following the month the PE determination is made.
- If a KanCare application has not been submitted by that time, coverage will end.
- If an application has been submitted, but the determination is not yet complete, PE coverage will continue until the application is processed.

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 **Presumptive Eligibility: ILT**  
Lesson 6: Medical Benefits > Dates of Coverage


### Example 1:

- PE determination completed on 7/15/15. PE coverage begins on this date.
- A KanCare application is never submitted.
- PE coverage ends on 8/31/15.

### Example 2:

- PE determination completed on 7/15/15. PE coverage begins on this date.
- A KanCare application is submitted on 8/1/15.
- On 8/31/15, the KanCare application has not yet been completed, so the PE continues.


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 **Presumptive Eligibility: ILT**  
Lesson 6: Medical Benefits > Limited Coverage Period


In a situation where the Clearinghouse Eligibility Worker discovers that an individual has been approved for PE in error, PE Coverage will be closed after 7 days.

The most common example of this would be when the a child has already received PE within the past 12 months, or when a pregnant woman has already received PE during this pregnancy.

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 **Presumptive Eligibility: ILT**  
Agenda

- Lesson 1: Goals of PE
- Lesson 2: General Eligibility Requirements
- Lesson 3: PE PW Policies
- Lesson 4: PE Children Policies
- Lesson 5: Potential PE Outcomes
- Lesson 6: Medical Benefits
- **Lesson 7: KanCare**
- Lesson 8: Potential KanCare Outcomes
- Lesson 9: PE Tool
- Lesson 10: Scenarios



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 **Presumptive Eligibility: ILT**  
Lesson 7: KanCare > Defined



KanCare is the program through which the State of Kansas administers Medicaid and CHIP.

Kansas has contracts with three managed care organizations (MCOs) to coordinate health care for nearly all Medicaid beneficiaries.

The three MCOs are:

- Amerigroup of Kansas
- Sunflower State Health Plan
- UnitedHealthcare Community Plan of Kansas



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 **Presumptive Eligibility: ILT**  
Lesson 7: KanCare > Defined




The goals of the KanCare program are to improve overall health outcomes. The health plans focus on ensuring that consumers receive the preventive services and screenings they need and provides ongoing help with managing chronic conditions.



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**Kansas** **Presumptive Eligibility: ILT**  
Lesson 7: KanCare > KanCare Medicaid and KanCare CHIP



KanCare Medicaid and KanCare CHIP are medical programs administered by the State of Kansas. Both programs provide ongoing health insurance benefits for persons that meet the eligibility and income guidelines.

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**Kansas** **Presumptive Eligibility: ILT**  
Lesson 7: KanCare > KanCare Medicaid and KanCare CHIP

KanCare CHIP is a program only for children, and has additional eligibility requirements. The child:

- Cannot have comprehensive health insurance, or have voluntarily dropped health insurance in the previous three months.
- Cannot have access to state employee health insurance through a parent.
- Must not have unpaid premiums from a prior CHIP eligibility period.

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**Kansas** **Presumptive Eligibility: ILT**  
Lesson 7: KanCare > KanCare Medicaid and KanCare CHIP

These additional eligibility rules will be evaluated by the eligibility staff when processing the KanCare application.


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**Kansas** **Presumptive Eligibility: ILT**  
Lesson 7: KanCare > Summary

That concludes our lesson on KanCare. In this lesson, we discussed:

- KanCare
- KanCare Medicaid
- KanCare Chip


We will address the possible outcomes of a KanCare application in our last lesson.



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**Kansas** Presumptive Eligibility: ILT  
Agenda

- Lesson 1: Goals of PE
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- Lesson 7: KanCare
- **Lesson 8: Potential KanCare Outcomes**
- Lesson 9: PE Tool
- Lesson 10: Scenarios



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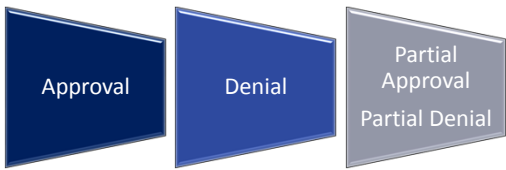
**Kansas** Presumptive Eligibility: ILT  
Lesson 8: Potential KanCare Outcomes > Application Process

- Once the Clearinghouse receives the KanCare application, it will be registered and then screened by an Eligibility Worker.
- If the Eligibility Worker identifies that additional verifications are needed, a letter will be sent to the applicant, giving them 10 days to provide the information.
- If the applicant has signed a release of information form for the QE, then the QE will receive a copy of this notification.
- QE staff shall assist the applicant in obtaining and submitting the requested verification.

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**Kansas** Presumptive Eligibility: ILT  
Lesson 8: Potential KanCare Outcomes > Approval, Denial, Partial

There are three potential outcomes of a KanCare application. These outcomes are:



Again, if the QE has submitted the Release of Information, they will be notified of the outcome of the KanCare application.

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**Kansas** Presumptive Eligibility: ILT  
Lesson 8: Potential KanCare Outcomes > Denials And The FFM

Applications for individuals who do not qualify for KanCare, are automatically sent to the Federally Facilitated Marketplace (FFM). At the FFM, they will receive a determination for the Insurance Affordability Program.

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**Kansas** **Presumptive Eligibility: ILT**  
Lesson 8: Potential KanCare Outcomes > Denials And The FFM

If a consumer chooses, he or she may request a MAGI Medically Needy Spenddown from the state in place of receiving assistance through the FFM.

Since the FFM will only provide insurance moving forward, it may be that these requests will mostly occur when a consumer requires prior medical coverage.


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**Kansas** **Presumptive Eligibility: ILT**  
Lesson 8: Potential KanCare Outcomes > Summary

As with PE, there are three potential outcomes of a KanCare application. These are:

- Approval
- Denial
- Partial Approval/Partial Denial


In addition to this, we also learned about the KanCare application process and that denied KanCare applications are automatically sent to the Federally Facilitated Marketplace (FFM).



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**Kansas** **Presumptive Eligibility: ILT**  
Agenda


- Lesson 1: Goals of PE
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- Lesson 8: Potential KanCare Outcomes
- **Lesson 9: PE Tool**
- Lesson 10: Scenarios



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**Kansas** **Presumptive Eligibility: ILT**  
Lesson 9: PE Tool

The Presumptive Eligibility (PE) Tool is a web-based application. It is accessed via a URL or link on the Internet.




We will now access a separate training document to learn all about the PE Tool.


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 **Presumptive Eligibility: ILT**  
Agenda


- Lesson 1: Goals of PE
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- Lesson 7: KanCare
- Lesson 8: Potential KanCare Outcomes
- Lesson 9: PE Tool
- **Lesson 10: Scenarios**




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 **Presumptive Eligibility: ILT**  
Lesson 10: Scenarios

Now that we have covered all of the policies related to Presumptive Eligibility and learned how to use the PE Tool, we are going to go through several examples to help bring all of this information together.




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 **Presumptive Eligibility: ILT**  
Lesson 10: Scenarios > Example 1

**Example 1:**  
Pregnant mother applies for PE for herself and one child. Her boyfriend is also in the home. He is the father of her child and the unborn.

Who is your Primary Applicant?  
How many PE Tools are completed?  
What order are the PE Tools completed?  
Whose income is used for the PE PW?  
Whose income is used for the PE Child?

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 **Presumptive Eligibility: ILT**  
Lesson 10: Scenarios > Example 1

**Example 2:**  
Grandmother applies for PE for her three grandchildren.

Who is your Primary Applicant?  
How many PE Tools are completed?  
What order are the PE Tools completed?  
Whose income is used for the PE Children?

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**Kansas** **Presumptive Eligibility: ILT**  
Lesson 10: Scenarios > Example 1

**Example 3:**  
Mom applies for PE for her two children. Mom is married. Her husband is not the biological father of her children.

Who is your Primary Applicant?  
How many PE Tools are completed?  
What order are the PE Tools completed?  
Whose income is used for the PE Children?

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**Kansas** **Presumptive Eligibility: ILT**  
Lesson 10: Scenarios > Example 1


**Example 4:**  
22 year old applies for PE PW for herself. She is pregnant with twins. Her mother and father claim her as a tax dependent.

Who is your Primary Applicant?  
How many PE Tools are completed?  
What order are the PE Tools completed?  
Whose income is used for the PE PW?

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**Kansas** **Presumptive Eligibility: ILT**  
Wrap up

The PE Program remains instrumental in linking up eligible children and pregnant women to ongoing KanCare coverage.




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**Kansas** **Presumptive Eligibility: ILT**  
Wrap up

In this course, we learned about:

- Goals of Presumptive Eligibility
- General Eligibility Requirements
- Policies that apply to each of the presumptive eligibility groups
- Possible Outcomes of PE and KanCare




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 **Presumptive Eligibility: ILT**  
Wrap up > Ongoing Support

For ongoing support related to the PE Program, use the following resources.

**KEES Help Desk**  
For questions regarding the PE Tool, which would include passwords, access, completing the tool, questions about submitting, etc. should be directed to the KEES Help Desk at  
**1-877-782-7358**

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 **Presumptive Eligibility: ILT**  
Wrap up > Ongoing Support


**PE Policy**  
For questions regarding PE policies or management of the PE program, please contact;

Allison Miller  
[Amiller@kdheks.gov](mailto:Amiller@kdheks.gov)  
(785) 291-3881

and

Christie Jacox  
[Cjacox@kdheks.gov](mailto:Cjacox@kdheks.gov)  
(785) 338-4544

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 **Presumptive Eligibility: ILT**  
Wrap up > Ongoing Support


**PE Clearinghouse**  
To confirm receipt of documentation for a PE application, or if you have questions about a specific PE determination, please contact;

Melanie Knebel  
[MelanieMKnebel@Maximus.com](mailto:MelanieMKnebel@Maximus.com)  
(785) 338-5056


and

Staci Manis  
[StaciLManis@Maximus.com](mailto:StaciLManis@Maximus.com)  
(785) 338-4301

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 **Presumptive Eligibility: ILT**  
Questions

If you have further questions regarding the Presumptive Eligibility training, please email them to [Training@KEES.KS.gov](mailto:Training@KEES.KS.gov).



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