

Section 12 / Part 2  
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**Policy and procedure implementation memo**  
**SFY 05 / Number 1**



# K A N S A S

JANET SCHALANSKY, SECRETARY

SOCIAL AND REHABILITATION SERVICES

KATHLEEN SEBELIUS, GOVERNOR

REHABILITATION SERVICES

## Memorandum

**To:** All Rehabilitation Services Staff

**From:** Peg Spencer

**Date:** July 6, 2004

**Re:** Policy and Procedure Implementation Memo — SFY 2005 / Number 1  
\* KMIS extension screens for eligibility and plan development timeframes

### Review of existing policy

Eligibility determination for VR services must be made as soon as possible, but no later than 60 days from the date the application is received by Rehabilitation Services and date stamped, *unless a specific extension is agreed to by the counselor and the client*. The extension agreement must be reached prior to the expiration of the original 60 days.

Individualized Plans for Employment (IPEs) must be developed and signed (Status 12) as soon as possible, but no later than 120 days from the date of eligibility (Status 10), *unless a specific extension is agreed to by the counselor and the client*. The extension agreement must be reached prior to the expiration of the original 120 days.

### Procedural changes

For both of these situations, KMIS has been modified to require counselors to document when the client agrees to a specific extension of time. Copies of the new KMIS screens are attached. These screens will be implemented in early July, and you will receive an e-mail notification when they are available for use. Here are directions:

- \* **Use of the time extension function:** While the time extension is in place on KMIS, the case will not be reported as overtime. *In order to use these extensions screens, you must get the client's agreement to the extension and complete the KMIS screens prior to the expiration of the original timeframe, as follows:*
  - **Eligibility:** Counselors continue to have the original 60 days allowed by federal regulations to determine eligibility. At any time during this period, if it is clear that you will not be able to complete the eligibility determination (Status 10) by the 60-day deadline, you should proceed to get the client's agreement to a specific extension. You may enter this extension on KMIS at any time through the 60<sup>th</sup> day.

- **IPE development:** Counselors have the original 120 days allowed by state policy to complete development of the IPE. At any time during this period, if it is clear that you will not be able to complete the IPE development (Status 12) by the 120-day deadline, you should proceed to get the client's agreement to a specific extension. You may enter this extension on KMIS at any time through the 120<sup>th</sup> day.
- **Maximum number of days allowed for extensions:** For both eligibility and IPE extensions, the maximum number of days allowed for extensions is 60 additional days. The counselor should determine the number of days for the extension for each case based on a realistic analysis of how long it will take to get the necessary information in order to make an eligibility determination or complete development of the IPE. Extensions should not automatically be made for the full 60 days unless the specific situation of the case warrants such a lengthy extension.
- **How many times can an extension be authorized?** Multiple extensions may be authorized, as long as the client agrees to each specific extension. However, the maximum number of days for eligibility extensions is a total of 60 days; the maximum number of days for IPE development extensions is also a total of 60 days. Each extension will require all fields to be completed on KMIS.
- **Failure to secure the client's agreement to the extension:** If you do not get the client's agreement to the time extension prior to the expiration of the original timeframe, the case will be considered overtime, as specified by federal regulations. For these cases, do not use the KMIS screens. Instead, write a narrative that explains the reason for the delay, the attempts you made to reach the client, and the expected timeframe for being able to complete the necessary function. If you ultimately do secure the client's agreement, document the client's views in the narrative.

\* **Completing the time extension screens:**

- These time extensions must be entered by counselors; support staff will not have access.
- **Rationale for the extension:** The counselor should explain the reason that it is not possible to meet the original deadlines, and indicate how/why the issue causing the delay is expected to be resolved in the specific timeframe of the extension.  
Examples:
  - \* Waiting for results of medical exam. Report expected next week.
  - \* Client missed vocational assessment. Rescheduled for next week.
- **How client was contacted for agreement:** Counselors have flexibility to handle this in a number of ways, as long as there is clear agreement from the client. (See "client views" field.)  
Examples:
  - \* Phone call on DATE.
  - \* Signed extension form received on DATE.

**Note:** Simply informing the client of the need for the extension is not sufficient. In order to meet federal requirements, there must be an indication that the client agreed to the specific timeframe of the extension. (See "client views" field.)
- **Client views:** This can be short and simple.  
Examples:
  - \* Fine.
  - \* OK.
  - \* Agreed but is anxious for this to be completed.
  - \* Agreed and he will try to get copies of medical records from his doctor.
  - \* OK, and realizes she will need to keep voc eval appt.

- **Action date:** Enter the date you received the client's agreement to the extension.
  - **Time extension expires:** Enter the specific date when the extension will expire, consistent with the agreement reached with the client. KMIS will not allow entry of dates that exceed the maximum total of 60 days allowed for extensions.
  - Completion of the KMIS screen eliminates the need to document this information in the narrative.
  - All fields are required.
  - When a time extension screen is completed, KMIS will send the document to the printer automatically. Keep this document in the case file. If you need additional copies, a print function key is available on the screen.
- \* **Notifications** will be generated on KMIS as follows:
- Counselors and Chiefs will be notified five days before the extension expiration date.
  - Counselors and Chiefs will be notified one day after the extension expiration date.
  - Notifications will be automatically deleted when the case moves to the next status.
- \* **Questions?** Please contact one of the following Central Office staff at 785-267-5301:
- Cindy King, extension 228.
  - Shirley Galbraith, extension 227.
  - Eunice Thompson, extension 226.
  - Peg Spencer, extension 220.

SVAP0000  
USERID  
B1C7

KANSAS REHABILITATION SERVICES  
CLIENT PROCESSING  
APPLICATION  
July 01, 2004  
10:11:24 AM

SVAM0000

1. CREATE NEW APPLICATION
2. UPDATE/COMPLETE EXISTING APPLICATION
3. VIEW APPLICATION
4. PRINT APPLICATION
5. UPDATE ADDRESS ONLY
6. DELETE APPLICATION (PRIOR TO AUTHORIZATIONS/CERTIFICATE)
7. TIME EXTENSION/ELIGIBILITY

\_ SELECT OPTION AND HIT ENTER TO PROCESS

ENTER CLIENT SSN: 000 - 00 - 0000 LAST NAME: \_\_\_\_\_

PF1=      PF2= NEXT      PF3=      PF4=      PF5=  
PF6=      PF7=      PF8=      PF9= SUB MENU      PF10= MAIN MENU

ROPO0002

KANSAS REHABILITATION SERVICES

ROMO0002

USERID

APPLICATION

July 01, 2004

B1C7

TIME EXTENSION/ELIGIBILITY

10:17:06 AM

CLIENT NAME:

SSN:

CASELOAD:

DATE APPLICATION RECEIVED:

RATIONALE FOR EXTENSION: \_\_\_\_\_

HOW CLIENT WAS CONTACTED FOR AGREEMENT: \_\_\_\_\_

CLIENT VIEWS: \_\_\_\_\_

ACTION DATE: \_\_ / \_\_ / \_\_\_\_

TIME EXTENSION EXPIRES: \_\_ / \_\_ / \_\_\_\_

PF1=

PF2=

PF3=

PF4=

PF5=

PF6=

PF7=

PF8=

PF9= SUB MENU

PF10= MAIN MENU

SVCP1000  
USERID  
B1C7

KANSAS REHABILITATION SERVICES  
CLIENT PROCESSING  
ELIGIBILITY AND ORDER OF SELECTION

SVCM1000  
July 01, 2004  
10:28:18 AM

1. CREATE ELIGIBILITY AND ORDER OF SELECTION
2. UPDATE ELIGIBILITY AND ORDER OF SELECTION
3. VIEW ELIGIBILITY AND ORDER OF SELECTION
4. PRINT ELIGIBILITY AND ORDER OF SELECTION
5. DELETE SUSPENDED ELIGIBILITY AND ORDER OF SELECTION
6. TIME EXTENSION/IPE DEVELOPMENT

\_ SELECT OPTION AND HIT ENTER TO PROCESS

ENTER CLIENT SSN: 000 00 0000 LAST NAME: \_\_\_\_\_

PF1=      PF2= NEXT      PF3=      PF4=      PF5=  
PF6=      PF7=      PF8=      PF9= SUB MENU      PF10= MAIN MENU

ROPO0002  
USERID  
B1C7

KANSAS REHABILITATION SERVICES  
ELIGIBILITY AND ORDER OF SELECTION  
TIME EXTENSION/IPE DEVELOPMENT

ROMO0002  
July 01, 2004  
10:29:45 AM

CLIENT NAME:

SSN:

CASELOAD:

CERTIFICATE OF ELIGIBILITY DATE:

RATIONALE FOR EXTENSION: \_\_\_\_\_

\_\_\_\_\_

HOW CLIENT WAS CONTACTED FOR AGREEMENT: \_\_\_\_\_

\_\_\_\_\_

CLIENT VIEWS: \_\_\_\_\_

\_\_\_\_\_

ACTION DATE: \_\_ / \_\_ / \_\_\_\_

TIME EXTENSION EXPIRES: \_\_ / \_\_ / \_\_\_\_

PF1=

PF2=

PF3=

PF4=

PF5=

PF6=

PF7=

PF8=

PF9= SUB MENU

PF10= MAIN MENU