



# Map – Navigating Medical Dispatches

The **CONTENT** of each Dispatch is in the 2<sup>nd</sup> column.

**SEARCH** instructions are at the top of each sheet.

Dispatch **Images** are in the 3<sup>rd</sup> column. Click an image to make it easier to see.

Medical Dispatches 2023		
Use Control+F to Search		
To find information, press Ctrl + F to open Find and Replace. Click Options in the dialog box to expand your choices.		
Date	Content	Images
KEES Dispatch – Friday, December 29, 2023	<p>Medical Programs</p> <p>Updating the RE Due Date at Review</p> <p>Staff should not be updating a program's RE Due Date unless specifically directed to do so by the KEES Help Desk or a documented workaround. Once a review has been sent for the RE Due Date that is currently displayed, you must process a review using the RE Run Reason in order to get an updated RE Due Date. Pushing the RE Due Date out to where you want it will only change what is displayed. The household will not be sent a review when that date arrives.</p> <p>To verify if a review has already been sent to the household, click the View Details button in the program block. From the Medical Detail page, click the View History button. Scroll to the bottom of the page to the Program Re-Evaluation History section. If there is a review type populated in the Review Type column, then a review has already been sent. This means that you cannot simply bump the RE Due Date out to the next review as this case will not get picked up by the Reviews Batch.</p> <p>When processed properly using the RE Run Reason, a new line will be created with a new Redeter ID showing your new Begin Month and Due Month – the Review Type will be blank. If the RE Run Reason is not available, a ticket should be submitted to the KEES Help Desk. (see image)</p>	
KEES Dispatch – Thursday, December 14, 2023	<p>Medical Programs</p> <p>Person View page to identify active coverage, denial, or discontinuances that may have occurred on Medical case numbers for coverage. KEES continues to identify individuals who are receiving coverage across multiple cases. A person participating on causes issues with eligibility in KMMS – skipping the person, determining the right case head for the person, etc.</p> <p>Batch</p> <p>Batch will run 12/18/2023 in the evening for reviews due in September 2023. Staff will see closures for Failure to Return</p>	

The **Date** each Dispatch is sent is in the 1<sup>st</sup> column.

**Year** tabs are at the bottom of the workbook. Click the tab for the spreadsheet you want to see. Here we see 2023.