



Key Steps in the Review Process

1. View the **Medical Person History** page for each person to ensure that the Review was registered correctly. A primary indicator that a Review was registered incorrectly is when the top **Application Date** matches the Review form's date stamp and the person isn't a new applicant. **Do not** attempt to fix the issue; contact the KEES Help Desk.

Medical Person History			
Person Application History			
App#	Application Date	Beginning Date of Aid	Action
2	04/20/2018	06/01/2017	Approved
1	04/10/2017	04/01/2017	Denied

2. Always navigate to the **Review and IR/12 Month Reporting List** page first to verify the **Due Month** is correct, **Doc Status** is *Received* and the **Date Received** is correct. If the **Document Status** is still *Sent*, **Edit** the record and update it to *Received*.

Type	Due Month	Document Status	Report Status	Program	Date Received	Action
Pre-Populated Medical Review	05/2018	Sent	Incomplete	Medical - 0678	04/23/2018	Edit
Pre-Populated Medical Review	05/2018	Received	Incomplete	Medical - 0678		

Remember to check that the *Is the review application signed* question is marked as Yes. This can also be accessed via **Edit**.

3. After completing any necessary Data Collection, **Run EDBC** for the review month; select *RE* or *Passive Response* for the **Run Reason** to set the new review period and update the reporting record. When the appropriate **Run Reason** is used the **EDBC Summary** page will display the new **Review Due** date.

Begin Month	End Month	Run Date	Run Status
06/2018		04/23/2018	Not Accepted

EDBC Information: EDBC Run Reason: RE

Program Configuration: System Determination: EDBC Source: Online EDBC Rules, Program Status: Active, Program Status Reason: Review Due: 5/31/2019

4. Once EDBC has been accepted and saved, check the **Review Due Date** in the program block to ensure it updated correctly.

Case Summary

Display: 06/01/2018

Medical Programs - 9361

Worker: Office Num 02 Unit Num Q1 User
Worker ID: KH02060100
Program Status: Active

Review Due Month: 05/2019

5. After processing Pre-Populated, Targeted, Passive, and Super Passive Reviews, **ALWAYS** navigate to the **Review and IR/12 Month Reporting List** page to ensure the reporting record updated to show the review is complete.

Type	Due Month	Document Status	Report Status	Program
Pre-Populated Medical Review	05/2018	Received	Complete- EDBC Accepted	Medical - 9361



Helpful Hints: Reviews

- The RE run reason should be used for all actions on all Pre-Populated Review types.
- The Passive Response run reason should be used for all Passive Review types.
- Always Rescind before you Reapply. If some Program Persons need to be Rescinded and others are a new request that requires a Reapply, always complete the Rescind first.
- If you have more than one group of Program Persons that require a Rescind, always Rescind the oldest group first. *Example:* Group 1 needs to be Rescinded back to 12/2017 and Group 2 needs to be Rescinded back to 3/2018. Rescind Group 1 first.
- For the review process to complete accurately, EDBC must be run with a RE run reason in a High Dated month.
- If the steps provided are done correctly KEES should update the Review Due automatically. If it doesn't update automatically, ensure all the steps were followed.
- If the Review due has not updated ensure the RE run reason was not forgotten. If it was forgotten and it is the same day the action was originally taken, EDBC can be run again for all necessary months using the RE run reason.
- If all steps were correctly completed and the Review Due did *not* automatically update, an incident will need to be submitted to the KEES Helpdesk. **Do not update the review due manually unless given direction by the KEES helpdesk or KDHE policy.**



User Manual Navigation

As of 04/30/2018

