

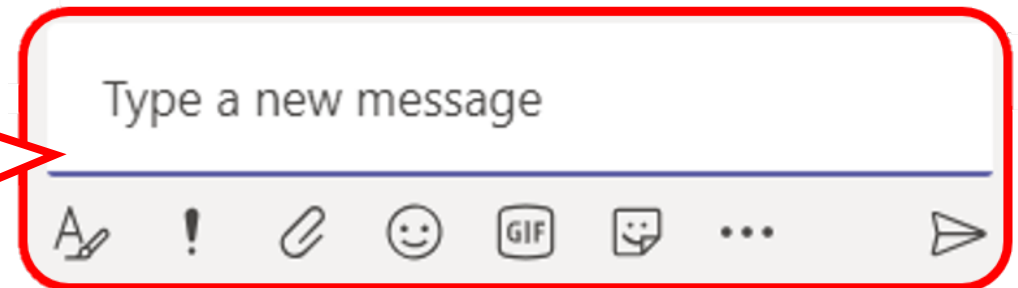
Medical KEES Release – Fall 2025

Please ensure that your camera is off, and your microphone is muted.

As we wait for everyone to get here, please join us in the chat below...



What are you currently looking forward to?



Recording

08:31

View Stage in a Separate Window

Show/Hide Participants

Training Session

Access Teams Settings

Take control Pop out Chat People Raise React View Apps More Camera Mic Share Leave

Duration of Session

Show/Hide Meeting Chat

Raise/Lower Your Hand

Send a Reaction

Change Stage View

Turn Off Camera

Mute Microphone

Leave the Meeting

Message That Displays When Recording Starts

Recording and transcription

By attending this meeting, you consent to being included. Privacy policy

Training sessions are recorded. The video of the session is posted in chat.

During our session today we will have 200+ attendees. To eliminate multiple background noises and distractions, please turn off your video and mute your mic. If someone needs to talk about a topic, feel free to unmute for that discussion.

Any questions?

Share group communication in chat.

Meeting chat

Good morning everyone. We'll get started in a couple minutes.

TELL US: Do you prefer coffee, tea, or something else in the morning?

Type a new message

📎 ! 📎 😊 GIF ... ➡



Medical KEES Release

Fall 2025

Topics



- Passive Reviews Eligibility
- Journal Entries
- Read Only EDBC & Reminders
- CAA Incarcerated Youth program
 - Medical EDBC Changes
 - Task Updates
 - NOA Enhancements
- SSP Document Update
- Medical Supplemental Application Changes
- Shared Data Refresher
- KEES Resources & Reminders

Implementation Date

As always, there are 2 KEES Release sessions that will also be recorded.

Afternoon Session:

- ✓ Wednesday Sept 17th 12:30-2pm

Morning Session:

- ✓ Thursday Sept 18th 10-11:30am

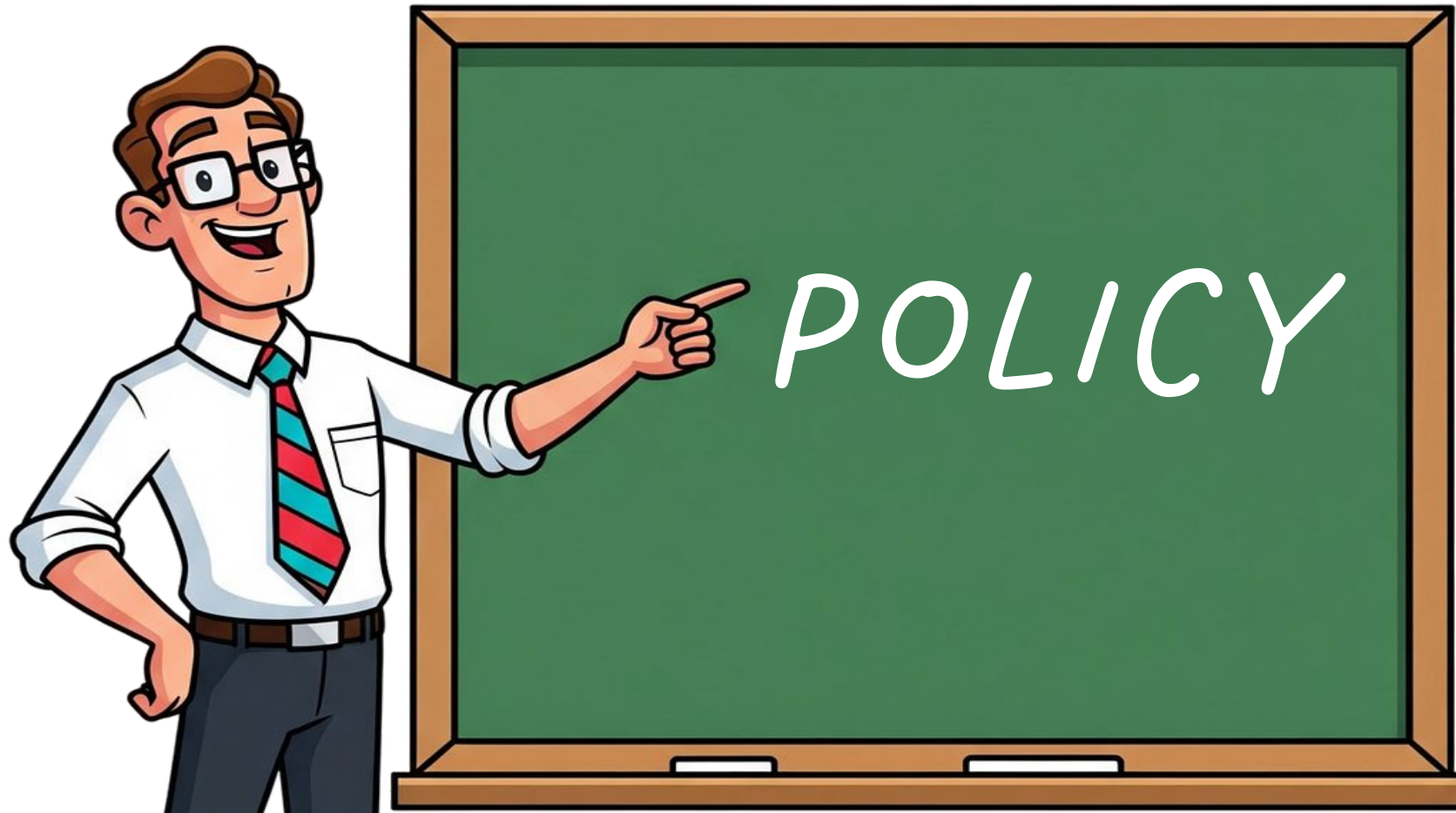
SEPTEMBER CALENDAR 2025						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	 17	 18	19	 20
21	22	23	24	25	26	27
28	29	30				

The changes associated with this KEES Release are going in the system Saturday the 20th and staff will see them the following Monday.



Before we begin...

Prior to speaking about the KEES changes, our Policy team is going to speak on their upcoming changes..

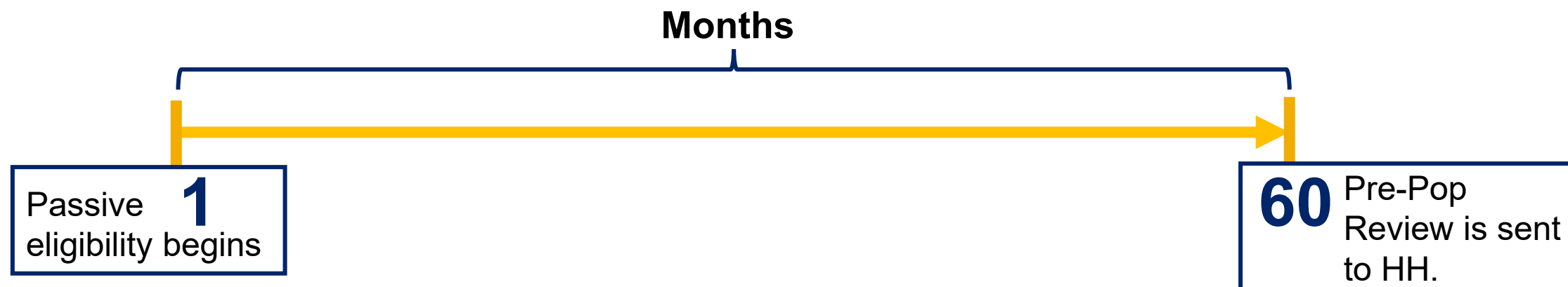




Passive Reviews Eligibility

Traditionally, households that met Passive criteria did not have a limit on how long they could remain Ex-Parte without re-attesting their income.

The recent attestation could come from a KDOL/TALX response, Application, Pre-Populated Review form, or existing high-dated Income record in KEES. Unless information was received proving otherwise, Passive eligibility continued.



Per new CMS guidance after 5 consecutive years (60 months) of being Passively renewed without a recent attestation, these households must now be sent a Pre-Populated review form to determine continued eligibility. If a HH DOES have a recent attestation on file, they can continue to receive a Passive review determination beyond 5 years.

Passive Reviews Eligibility

The look back period for this Passive Review change begins 03/2023 and staff won't see the change in KEES until 2028.

There is only one exception, and this is when a passive household has an FPL over 100% AND there is no recent attestation on file. In this scenario, staff will see the changes covered today.

Because of this exception, we are training on this now and will also provide additional refresher training closer to 2028.



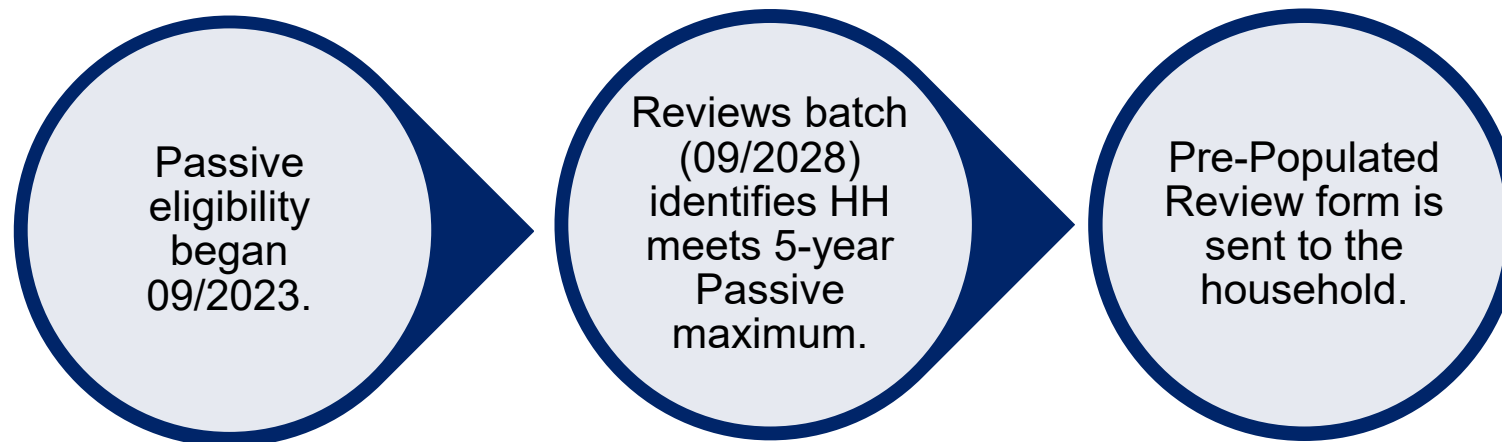


Passive Reviews Eligibility

To accomplish determining when and how a Pre-Populated Review form is sent, new criteria has been added to the batch process of KEES. No current process for staff is changing, however, workers should note the differences they'll see moving forward.

Now, when the reviews batch runs, it checks the length of time a household has remained Passive. If the household is eligible to receive a Pre-Populated Review after being Passive, the batch EDBC result displays *Read Only*.

Example: Household began receiving Passive reviews 09/2023. When the Medical Reviews batch runs for September 2028, KEES identifies that there is no recent attestation for this household, and it meets the criteria to now be sent a Pre-Populated Review form instead of receiving another Passive determination.





Questions?

Journal Entries





New Journal Entry

When a household receives a Pre-populated Review after being Passive, staff now see a new auto-journal entry when the review form has been sent and why. This new journal entry does not change anything for staff it is simply something new that workers see when reviewing the journal.

The new journal entry reads:

“Samson Lopez received a Pre-Populated Review Type for the month of 09/2025. This is due to exceeding the limit of allowable Reviews with No Data Found, or the person’s IBU exceeded the allowable FPL.”

Date	Contact Type	Journal Source
☒ 07/19/2025 4:50 AM Created by batch process ID 1006677.		PB00R202 Batch, 1006677
☒ 07/19/2025 4:46 AM Created by batch process ID 1006677.		PB00R202 Batch, 1006677
☒ 07/19/2025 3:02 AM 'Samson Lopez' received a Pre-Populated Review Type for the month of 09/2025. This is due to exceeding the limit of allowable Reviews with No Data Found, or the person's IBU exceeded the allowable FPL.		PB00R805 Batch, 1007635

Even if applicable to multiple household members, there is only going to be one journal entry per household.



Questions?



**Read Only
EDBC**



Read Only EDBC – Type Reason

As mentioned, when a case is set to receive a Pre-Populated review after being Passive, the EDBC result is going to be *Read Only*. Staff should also take notice of the new **Type Reason**.

When the Reviews batch runs and a case meets the criteria to receive a Pre-Populated review due to not having a recent attestation on file, the EDBC **Type** is going to be *Read Only* with a **Type Reason** of ‘Recent Attestation Not Found’.

Medical EDBC Summary				
Begin Month	End Month	Run Date	Run Status	Accepted By
09/2025	09/2025	07/07/2025	Accepted - Saved	PB00E501 Batch
EDBC Information				
EDBC Run Reason: RE				
Type:	Type Reason:			
Read Only	Recent Attestation Not Found			
Multi-Month EDBC :				
No				



Read Only EDBC – Reminders

An EDBC result can generate either a *Regular* or *Read Only Type*. A *Read Only* EDBC does not issue benefits to KMMS for the month that was run and accepted.

From the EDBC Results page, the **EDBC Source** value identifies whether the *Read Only* result was created by Batch or a worker. The values include:

❖ Online EDBC Rules – EDBC was run, accepted & saved by a worker and eligibility was determined by rules.

EDBC
Source▼
Online EDBC Rules

❖ Batch EDBC Rules – The process of automatically running EDBC for cases that meet predetermined criteria.

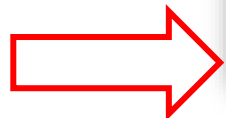
EDBC
Source▼
Batch EDBC Rules

❖ Manual – Eligibility was determined off-system, and the outcome was recorded in KEES.

EDBC
Source▼
Manual

Read Only EDBC – Reminders

When running EDBC without using a Timely Notice Exception, the EDBC **Type:** can be *Read Only* with a **Type Reason:** of *Negative Change after Timely Notice*.

EDBC Information	
Type:	Type Reason:
Read Only	Negative Change after Timely Notice

EDBC should be producing Read Only results when it is run after Timely Notice if EDBC will result in a negative change.

Note: Staff do not always need to use a Timely Notice Exception when running EDBC.



Read Only EDBC – Reminders

Depending upon the month staff run EDBC for, the **Timely Notice Exception**: drop-down box may appear. If staff select Yes, a **Reason** must also be selected.

Timely Notice Exception

Yes ▾

No

Yes

Reason

▾

LTC Late Change

Stop Aid Paid Pending

Waiver on File

When running EDBC with a Timely Notice Exception and Reason, the EDBC **Type**: is *Regular*, however, the **Auth Amount** displays *Fail*.

Program ▾	Type ▾	Run Status ▾	Auth Amount
Medical - 7888	Regular	Not Accepted	Fail

NOTE: Workers should not be running EDBC for already paid months to give lesser coverage. Those changes must be worked into the current come-up month.



Read Only EDBC – Reminders

- ✓ A Read Only EDBC does not send benefits to KMMS.
- ✓ When a Read Only EDBC is accepted, a NOA does not generate.
- ✓ The EDBC result for an “Initial Resource Assessment Only” should always be *Read Only*.

Note: Once Accepted and Saved, check the result to see if EDBC was run through the come-up month. If it was, email the case number to the KEES Help Desk and report the issue as “Assessment Read Only EDBC”.

- ✓ Accepting a Read Only EDBC **does not close a case.**





Questions?

CAA Incarcerated Youth



Before we begin...



The CAA Incarcerated Youth program changes apply to both the KEES system as well as Policy.

Because of this, we are bringing the Policy team back in to walk us through theirs before speaking about the system changes...

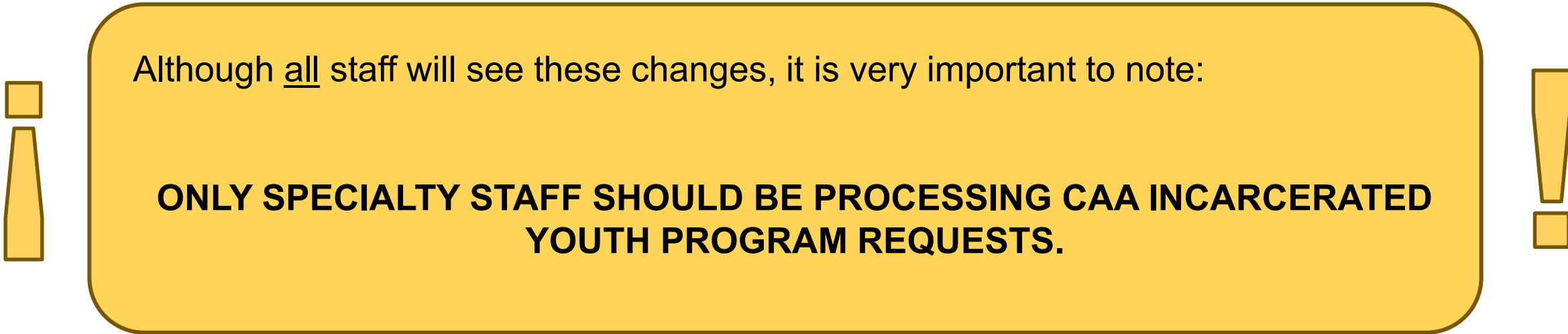


CAA Incarcerated Youth

The Consolidated Appropriations Act (CAA) included many provisions, one of which requires states to suspend rather than terminate Medicaid for certain incarcerated individuals.

When Medicaid children under the age of 21 or Aged Out Foster Care (AGO) recipients become incarcerated, federal regulations prohibit fully terminating their Medicaid coverage.

These individuals shall retain limited coverage while incarcerated and upon release (as long as otherwise eligible) full coverage shall be reinstated.



Although all staff will see these changes, it is very important to note:

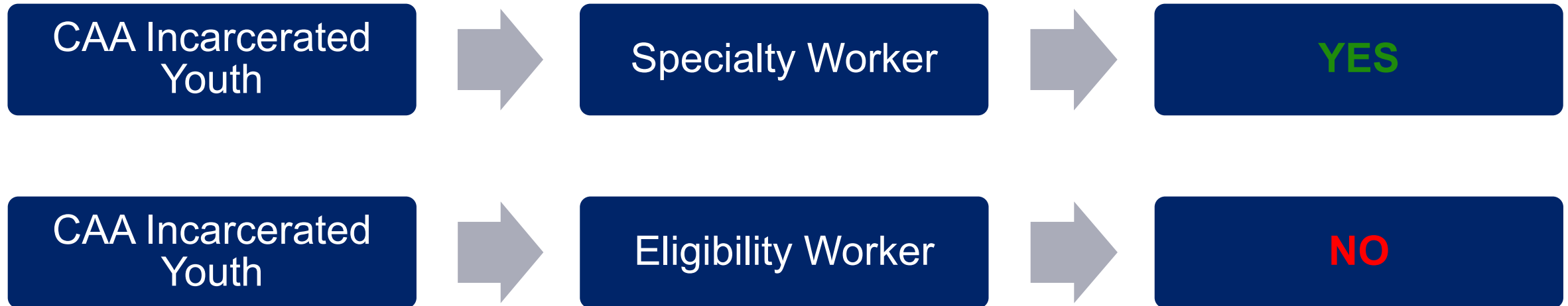
**ONLY SPECIALTY STAFF SHOULD BE PROCESSING CAA INCARCERATED
YOUTH PROGRAM REQUESTS.**

CAA Incarcerated Youth

The CAA Incarcerated Youth functionality is being presented in this release but is not going to be turned on in KEES until a later date.

The Specialty Team is the only team that processes CAA Incarcerated Youth; Business, Policy, and KEES will work closely with the Specialty Team when CAA is implemented.

If you are not on the Specialty Team, **DO NOT** touch CAA Incarcerated Youth cases or submit Helpdesk tickets on these cases. Send these cases to the Specialty Team so they can be processed correctly.



CAA Incarcerated Youth

The CAA Youth program provides certain limited coverage during incarceration. This is applicable to new applicants and currently active youth who become detained.

Staff will see new information on the following KEES pages:

- ✓ Other Program Assistance (OPA)
- ✓ Medical EDBC Summary*
- ✓ Requested Medical EDBC



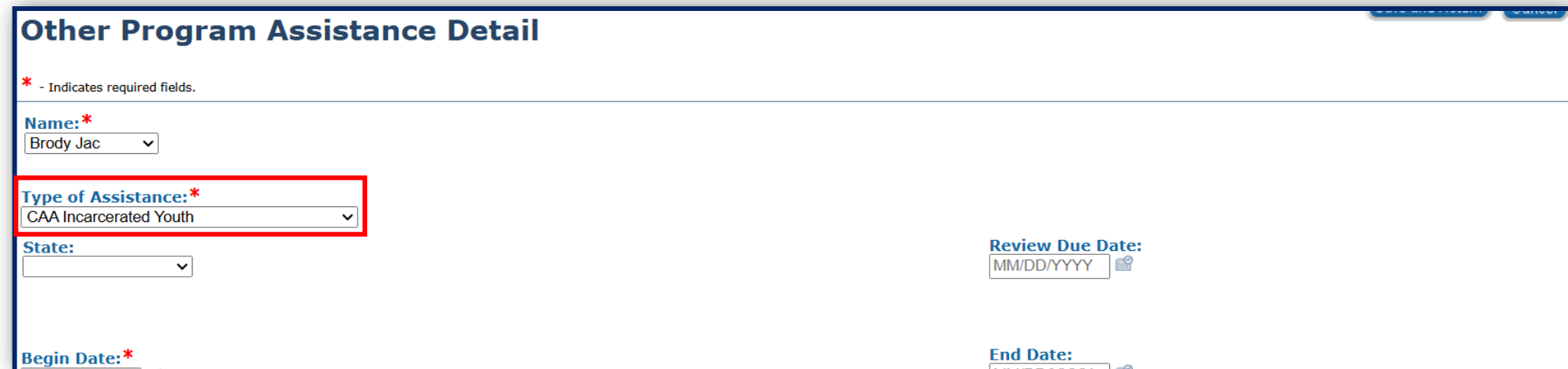
*The EDBC screen changes are applicable to both Online and Manual EDBC's.



CAA Incarcerated Youth

Again, unless you are trained to process CAA youth programs, do not touch & do not attempt to process any request.

The **Other Program Assistance Detail** page has been updated to accommodate the CMS requirement and now includes a new **Type of Assistance** drop-down option of *CAA Incarcerated Youth*. This should be used when processing an incarceration for either Medicaid eligible children under the age of 21 or Aged Out Foster Care (AGO) recipients.



Other Program Assistance Detail

* - Indicates required fields.

Name: *
Brody Jac ▼

Type of Assistance: *
CAA Incarcerated Youth ▼

State: ▼

Review Due Date:
MM/DD/YYYY 📅

Begin Date: * **End Date:** *

This is simply to inform staff about the new option that will be seen within the **Type of Assistance:** drop-down. Just because it's there does not mean non-Specialty staff can use it.

Main Takeaways

If for any reason a CAA case was overlooked and a child is now applying for coverage, the case needs to be sent to the Specialty Team.

Staff who are not trained in processing CAA Incarcerated Youth programs should not attempt to process them.

Workers **must** abide by the following:

1. Once identified as a CAA eligible case, set the Casebank to KH0206SP00 and place in the Specialty Team Queue.
*If the case is active with Foster Care or Adoption Subsidy, do not change the Casebank, rather notify the PPS Worker.
2. CAA cases should only be updated by the Specialty Team.
3. Leave CAA records alone on the Other Program Assistance List page.
4. If you do not know what a page does or what an option is, then do not touch it.



Questions?

Medical EDBC Updates



Medical EDBC Updates

Moving to the EDBC screen updates, when a youth is not approved for the CAA Incarcerated Youth program, the **Medical EDBC Summary** page displays new **LTC Details** of *CA/NO/NS*.



CA – Remember CA is an identifier for the CAA Incarcerated Youth program.



NO – displays for the Incarcerated Living Arrangement.



NS – ensures no state payment is currently made.

Medical EDBC Updates

When a youth is approved for the CAA Incarcerated Youth program, the **Medical EDBC Summary** page displays new **LTC Details** of *CA/IN/YT*.



CA – is an identifier for the CAA Incarcerated Youth program.



IN – displays for the Incarcerated Living Arrangement.



YT – is for youth.

Medical EDBC Updates

The **CA/IN/YT LTC Details** display within the **Eligible Budgets** section of the **Medical EDBC Summary** page. The aid code continues to display for whichever program the youth is eligible for.

Medical Summary										
Note: Overridden rows are in bold.										
Eligible Budgets										
Test	Result	FPL %	Premium/LTC Liability/Spenddown	CHIP Start Date	Prem Bill Start Date	Aid Code	LTC Details	Members Tested	Role	Role Reason
MAGI Caretaker Medical	Pass	0%	\$0.00			CTM/CH/N/N	CA/IN/YT	Jac, Brody	MEM	
Continuous Eligibility										
Name			CE Begin Month	CE Actual End Month		Aid Code				
Jac, Brody			07/2025	09/2025		CTM/CH/N/N				
Potential Eligibility										
Test	Result	FPL %	Premium/LTC Liability/Spenddown	CHIP Start Date	Prem Bill Start Date	Aid Code	LTC Details	Members Tested	Role	Role Reason
MAGI Title 19		0%	\$0.00					Jac, Brody	MEM	

Any programs the member continues to remain potentially eligible for display under the **Potential Eligibility** section.

Medical EDBC Updates

After clicking the Eligible Budget hyperlink, the **Requested Medical EDBC – MAGI Caretaker Medical** page includes the new **Type** of CA, **Living Arrangement** of NO, and **Waiver** of NS with the **Start Date** 07/01/2025 and **End Date** 07/14/2025, with **Type** of CA, **Living Arrangement** of IN, and **Waiver** of YT with the **Start Date** 07/15/2025 and **End Date** high-dated under the **LTC Details**.

Requested Medical EDBC - MAGI Caretaker Medical						
Begin Month	End Month	Run Date	Run Status	Accepted By		
07/2025		08/14/2025	Accepted - Saved	Jennifer Tyree		
Income Determination						
Unearned Income				\$		0.00
Income Deductions						
Budget Unit Size						1
Protected Income Limit				\$		496.00
Income Result						Pass
LTC Details						
Name	Type	Living Arrangement	Waiver	Start Date	End Date	Liability
Jac, Brody	CA	NO	NS	07/01/2025	07/14/2025	\$ 0
Jac, Brody	CA	IN	YT	07/15/2025		
Close						



Questions?

Task Updates





Task Updates

Two new **Tasks** have been added to the **Task Inventory** page. When an application is received for a person under the age of 26 years old with a reported incarceration on either the paper or SSP application, one of the following tasks is generated:

- *CAA Youth Application* – paper application
- *CAA Youth SSP Application* – SSP application

Task Inventory

Open TasksClosed Tasks

Region:	Location:	CaseBanks:	Queue:	Task:	Review Due:	Worker:
DCF Central Office DCF East DCF Kansas City DCF Outstationed DCF West DCF Wichita KDHE Central Office KDHE Clearinghouse KDHE Outstationed	Atchison DCF Office Chanute DCF Office Colby DCF Office Columbus DCF Office Concordia DCF Office Curtis State Office Building Dodge City DCF Office El Dorado DCF Office Emporia DCF Office Fort Scott DCF Office Garden City DCF Office Goodland DCF Office Great Bend DCF Office Greensburg DCF Office		Administrative Administrative-CH Alert Blue Central Office Fiscal Concerns Contact Updates DCF Central Office DCF-Outstationed E&D Eligibility Estate Recovery FAET FCCC Fiscal	BENDEX DOB Discrepancy BENDEX DOD Received BENDEX Date of Death Received BENDEX Gender Discrepancy BENDEX Name Discrepancy BENDEX SSA Different Address BENDEX SSA Income Change BENDEX SSA Income Start BENDEX SSN Discrepancy CAA Youth Application CAA Youth SSP Application CC Provider Correspondence CC Provider Licensing Information CC Provider Overpayments/Audits CC Provider Personal Identifying Information CC Provider Review	MM/YYYY	Select



Task Updates

When selecting the **Task** CAA Youth Application from the **Task Inventory** page, the **Search Results Summary** page displays the *CAA Youth Application Task*.

Search Results Summary																					Results 1 - 1 of		
☐	Priority	Priority Date	Contact Type	Task	Rec'd Date	Completion Date	Status	Status Reason	Due Date	Queue	Wait Time	Work Time	Worker	Location	CaseBanks	Review Due	Case Number	Case Name	App Id	Region	e-App Source	Request Number	My Case
☐	None	07/18/2025		CAA Youth Application - 13395932	07/18/2025		New	KDHE-Being Worked	07/28/2025	Specialty	89:32	00:00		KanCare Clearinghouse	Specialty - KH0206SP00					KDHE Clearinghouse			N
ClaimReassignCompleteReleaseVoid																							

The **Task Detail** page displays when you select the **Task** hyperlink from the **Task Inventory** page.

Task Details

Case #:
20757654

Name:
Jacianna Garcia

Status:
Assigned

Created Date:
07/18/2025

Received Date:
07/18/2025

Completion Date:

Task #:
13169973

Contact Type:

Task Details:
Application has been received for a CAA Youth. Refer to Image for further action.

Images

Complete

Release

Save and Continue

Cancel

Status Reason:
KDHE-Being Worked

Created Time:
4:03 PM

Region:
KDHE Clearinghouse

Queue:
Specialty

Work Time:
452:21

Due Date:
07/28/2025

Location:
KanCare Clearinghouse

Task:
CAA Youth Application

CaseBank:
Specialty - KH0206SP00

Wait Time:
91:15

Priority:
None

Priority Date:
07/18/2025

Review Due:

Worker Assigned:
Chaquayla Halmon

Created By:
adminWS

eApp Source:

Task Updates

When a CAA Youth SSP Application is received, the **CAA Youth SSP Application** task is generated. After clicking the task hyperlink, workers can click on the **Images** button from the **Task Details** page to be routed to the imaged SSP application.

Task	Queue	Received Date	Status	Actions
CAA Youth SSP Application	Specialty	07/27/2025	New	<button>Void</button>



21Z97S_0BXJDWDM10000H3_

21Z97S_0BXJDWDM10000H3_

21Z97S_0BXJDWDM10000H3_

21Z97S_0BXJDWDM10000H3_

21Z97S_0BXJDWDM10000H3_

21Z97S_0BXJDWDM10000H3_

21Z97S_0BXJDWDM10000H3_

Applicant's Information:

First Name: Jacianna
Middle Initial:
Last Name: Garcia
Suffix:
Maiden Name:

Contact Information:

Home Phone Number:
Mobile/Cell Phone Number:
Work Phone Number:
Email Address: jacinnagarcia@gmail.com

Address Information:

Address Line 1: 415 SE Chandler Ave
Address Line 2:
City: TOPEKA
State: KS
County: SHAWNEE
Zip: 66607-1860

Mailing Address (if different):

Address Line 1: 415 SE Chandler Ave
Address Line 2:
City: TOPEKA
State: KS
County: SHAWNEE
Zip: 66607-1860

Household Members:

First Name	MI	Last Name	DOB	SSN	Apply	M/F	Prior Med	P/W
Jacianna		Garcia	06/03/2019		Yes	F	X	

Application Details

Start Application:

Tell us More

Jacianna Garcia

Are you male or female?
Date of Birth(mm/dd/yyyy)*
Do you have a Social Security Number?

Female
06/03/2019

Application Date/Time Stamp: 2025-07-25 08:56:29.894

Expedite: ☐

Application Sent To:

PE Determination:

Do you want us to send you a voter registration card?
☐ Yes ☐ No

Health Plan Choice:

None Selected

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4855377



Questions?

NOA Updates



NOA Updates

The CAA Incarcerated Youth Approval and Change NOAs for English and Spanish have been updated to display the following snippet:

KanCare Clearinghouse
PO Box 3599
Topeka, KS 66601-9738

Heather Thomas
1638 SW 17TH ST
TOPEKA, KS 66604-2730

Hemos aprobado personas:
Jacianna Garcia

Las personas elegidas enviaremos una tarjeta de llamada al 1-866-303-3333 para servicios. Si usted desea finiquitar inmediatamente, llame al 1-866-303-3333 acerca de cómo recibir el seguro médico.

Algunos miembros deben tener un plan de KanCare le ha enviado un paquete de información sobre el programa de atención médica.

Algunos grupos familiares se basa en los ingresos de su grupo familiar la o las siguientes personas. Si usted desea finiquitar inmediatamente, llame al 1-866-303-3333 acerca de cómo recibir el seguro médico.

Jacianna Garcia

El número de identificación de su grupo familiar ni bien oculto.

Nuestros registros penitenciario. Por lo máximo de 30 días antes de ser liberado. Los beneficios completos estarán disponibles a partir de la fecha de liberación según el programa especificado. No se cubre ningún servicio desde 08/01/2025 hasta 08/15/2025.

We are changing your Medical Assistance coverage or benefits effective 09/01/2025 for the following individuals:
Jacianna Garcia

Our records show that Jacianna Garcia has been residing in a correctional facility. Due to this, only certain services can be covered by this medical program for a maximum of 30 days prior to release. Coverage for limited benefits begins 07/15/2025. Full benefits will be available beginning on the date of release under the program specified. No services are covered from 07/01/2025 until 07/14/2025.

Jacianna Garcia will receive Medical Assistance under the Caretaker Medical - Child program for 07/01/2025.

Nuestros registros indican que Jacianna Garcia ha estado residiendo en un centro penitenciario. Por lo anterior, este programa médico solo puede cubrir ciertos servicios por un máximo de 30 días antes de ser liberado. La cobertura de beneficios limitados comienza 08/16/2025. Los beneficios completos estarán disponibles a partir de la fecha de liberación según el programa especificado. No se cubre ningún servicio desde 08/01/2025 hasta 08/15/2025.

Comments:

Page 1 of 3

NOA Updates

The Approval and Change NOAs for English and Spanish have been updated to display the following references: KEESM 8111 and KFMAM 2052.

English --



...2025.

These are your benefits until otherwise notified.

You do not have a patient liability or obligation for services at this time.

This action is based on Kansas Economic and Employment Services Manual section(s) 6200; 6300; 7430, 7500 and subsections; **8111**; 8170; 8270; 8320 and subsections; 2000.

This action is based on the Kansas Medical Assistance Manual section(s) 2271 and subsections; 2280; 2400; 2480; 6410 and subsections; 2100; 2270; 2272; 2273; 2300; 1421; 1422 and subsections.; **2052**; 2000.

Page 1 of 5



Spanish --

Kansas **8111**; 8170; 8270; 8320 and subsections; 2000.

Esta acción está basada en la(s) sección(es) del Manual de Asistencia Médica de Kansas **2052**; 2000.

Todas las personas que sean elegibles para recibir Asistencia Médica deben ser revisadas periódicamente. La próxima revisión de su programa será el 07/2026. Si necesitamos información adicional de su hogar para completar su revisión, recibirá una notificación antes de la fecha límite. En caso de no completar la revisión de manera oportuna podría perder la cobertura.

Debe decirnos determinados cambios en su grupo familiar dentro de los 10 días. Queremos que obtenga el seguro médico correcto para su grupo familiar. Ayúdenos informando todos los cambios en su grupo familiar ni bien ocurran.



Questions?

SSP Document Update



SSP Document Update



The SSP Documents that are submitted after this release are now indexed to the case after going through the No Touch process.

If workers encounter an SSP that is linked to the case during No Touch, and the documents have not been linked to the case, a KEES Help Desk ticket must be submitted.



Questions?

Medical Supplemental Application



Medical Supplemental Application

A Supplemental Application must be sent to obtain the needed information from the consumer when an incomplete application has been submitted.

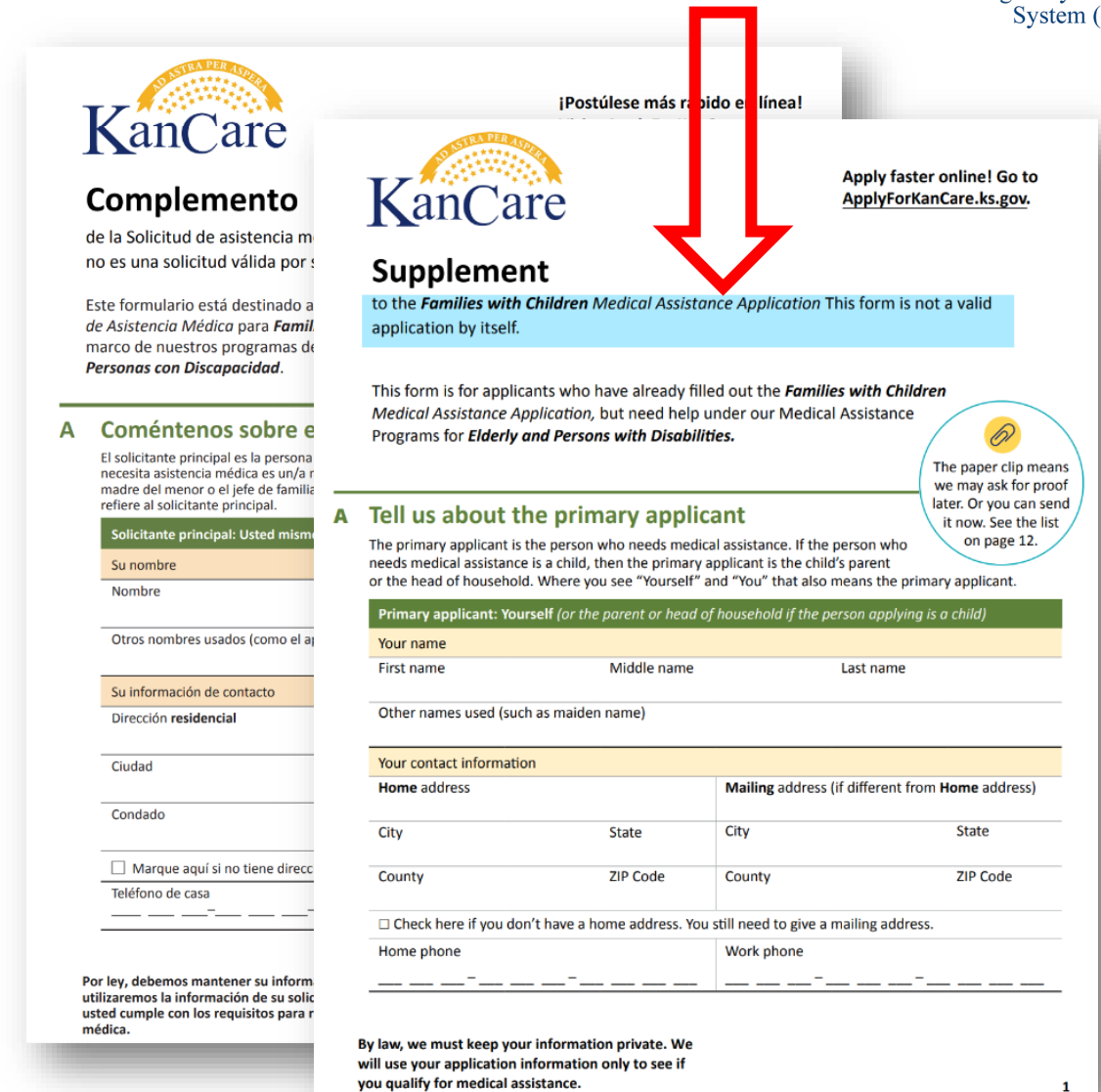
With this release, the *KC-1105 Medical Supplemental Application* can now be sent via KEES.

Please note: the *KC-1105* is **not** intended to be a standalone application.

It must be sent after an incomplete E&D, MAGI, or FFM application is received.

This is indicated on the first line of the form itself:

Supplement to the Families with Children Medical Assistance Application. This form is not a valid application by itself.



KanCare
Complemento
de la Solicitud de asistencia m...
no es una solicitud válida por s...

Este formulario está destinado a...
de Asistencia Médica para Famil...
marco de nuestros programas de...
Personas con Discapacidad.

A Coméntenos sobre e
El solicitante principal es la persona...
necesita asistencia médica es un/a...
madre del menor o el jefe de familia...
refiere al solicitante principal.

Solicitante principal: Usted mism
Su nombre
Nombre
Otros nombres usados (como el a...
Su información de contacto
Dirección residencial
Ciudad
Condado
☐ Marque aquí si no tiene direcc...
Teléfono de casa

Por ley, debemos mantener su inform...
utilizaremos la información de su sol...
usted cumple con los requisitos para r...
médica.

KanCare
¡Postúlese más rápido en línea!
Apply faster online! Go to
ApplyForKanCare.ks.gov.

Supplement
to the **Families with Children Medical Assistance Application** This form is not a valid
application by itself.

This form is for applicants who have already filled out the **Families with Children
Medical Assistance Application**, but need help under our Medical Assistance
Programs for **Elderly and Persons with Disabilities**.

A Tell us about the primary applicant
The primary applicant is the person who needs medical assistance. If the person who
needs medical assistance is a child, then the primary applicant is the child's parent
or the head of household. Where you see "Yourself" and "You" that also means the primary applicant.

Primary applicant: Yourself (or the parent or head of household if the person applying is a child)
Your name
First name Middle name Last name
Other names used (such as maiden name)
Your contact information

Home address		Mailing address (if different from Home address)	
City	State	City	State
County	ZIP Code	County	ZIP Code

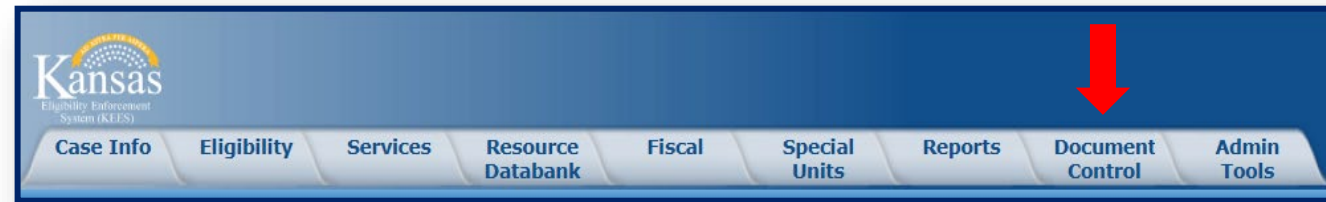
☐ Check here if you don't have a home address. You still need to give a mailing address.
Home phone Work phone

By law, we must keep your information private. We
will use your application information only to see if
you qualify for medical assistance.

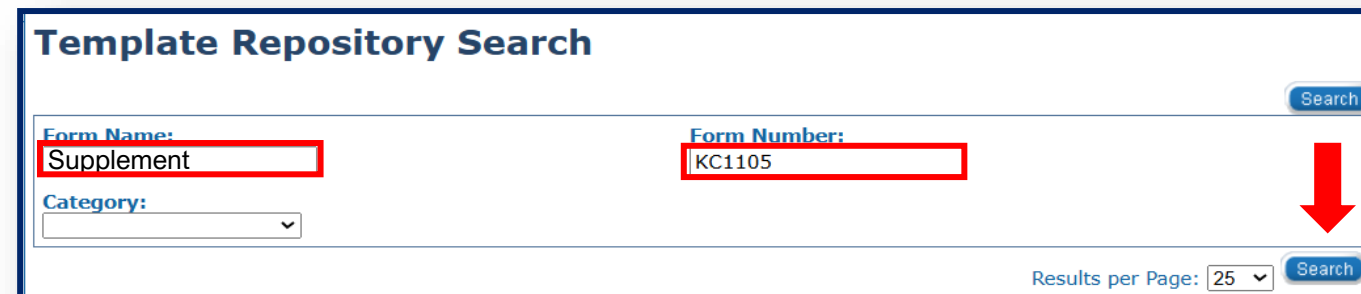
1

Medical Supplemental Application

To send the supplemental application, go to the **Document Control** page in KEES.



Enter the **Form Name** and/or **Number** in the relevant fields. Click **Search**.

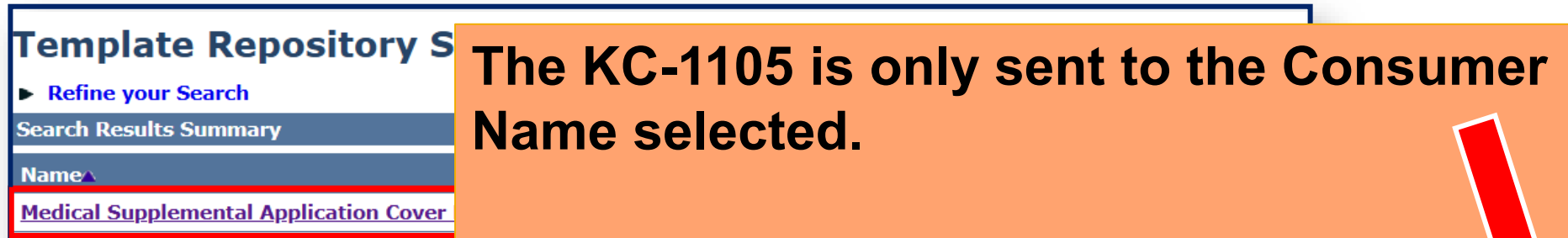


A screenshot of the 'Template Repository Search' form. The form has a title 'Template Repository Search' at the top. Below the title are two input fields: 'Form Name:' with the value 'Supplement' and 'Form Number:' with the value 'KC1105'. Both input fields are highlighted with red boxes. Below the 'Form Name' field is a 'Category:' dropdown menu. To the right of the input fields is a 'Search' button. A red arrow points down to the 'Search' button. At the bottom right of the form, there is a 'Results per Page:' dropdown menu set to '25' and another 'Search' button.

Medical Supplemental Application

The **Template Repository Search** page redisplay with the results.

Click the *KC-1105 Medical Supplemental Application Cover Letter* hyperlink.



Template Repository Search

► Refine your Search

Search Results Summary

Name▲

Medical Supplemental Application Cover

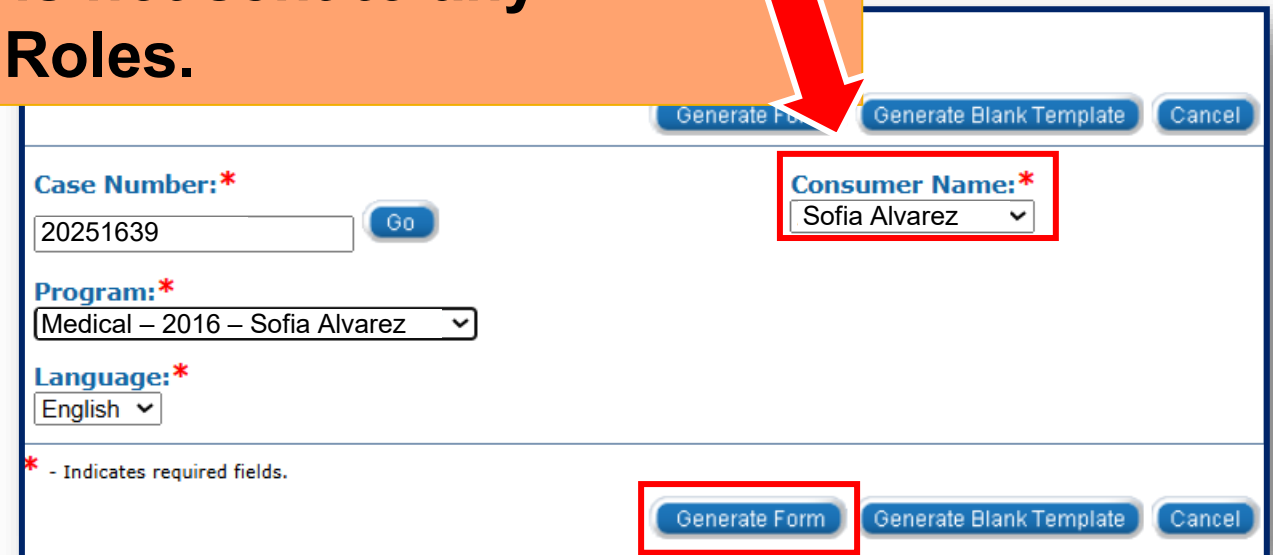
The KC-1105 is only sent to the Consumer Name selected.

This document is not sent to any Administrative Roles.

The **Document Parameters** window displays next.

From the dropdown menus, select a **Consumer Name**, **Program**, and **Language**.

Click **Generate Form** next.



Generate Form Generate Blank Template Cancel

Case Number:*
20251639 Go

Program:*
Medical – 2016 – Sofia Alvarez ▾

Language:*
English ▾

* - Indicates required fields.

Generate Form Generate Blank Template Cancel

Medical Supplemental Application

The *Cover Letter* for the *Medical Supplemental Application* displays. It informs the consumer that their application has been received and additional information is needed to determine their eligibility.

Review the cover letter to ensure the right case and consumer have been selected.

If correct, scroll to the bottom of the page and click **Save and Print Centrally** to mail the form.



Save and Print Centrally must be selected to ensure the *KC-1105 Medical Supplemental Application* is mailed *with the Cover Letter*.

If a worker chooses to select **Save and Print Locally**, they must also include a *KC-1105* application with the *Cover Letter*.

KanCare Clearinghouse
PO Box 3599
Topeka, KS 66601-9738



Sofia Alvarez
1224 NW Grove Ave
Topeka, KS
66603-1349

Notice Date: 09/29/2025
Case Number: 20251639

Dear Sofia Alvarez,

We received your application for medical benefits. We need more information to determine if you are eligible. You will need to complete the included Application Supplement and return it to us. You will need to fill out the Application Supplement with information as of the month your application was submitted to the best of your knowledge. The due date for this information is **10/11/2025**.

We may ask for verification of income, resources, and other information later. You may send your information with the application supplement so we can process it faster, but you do not have to send any information now. We will try to obtain this information through other means.

Case Number **20251639** Page 1 of 1

KC1105

[Print](#) [Save and Print Locally](#) [Save and Print Centrally](#)

**Due
Date**

Medical Supplemental Application



Once the *Cover Letter* has been sent (or Saved and Printed Centrally), go to **Distributed Documents**.

Complete a search, if needed, and click on the *KC-1105 Medical Supplemental Application* hyperlink.

Distributed Documents Search

* - Indicates required fields

[▶ Refine Your Search](#)

Search Results Summary

Results 1 - 1 of 1

☐	Date▲	Document▼	Program▼	Ben. Mo.▼	Received Date▼	Return by PO?▼	Category▼	Status▼	Worker▼
☐	09/29/2025	Medical Supplemental Application Cover Letter	Medical - 2016				Application	Pending Print Central	CHRISTIE JACOX

Print

Regenerate

Undelivered

Delete

The logo for the Kansas Eligibility Enforcement System (KEES) features the word "Kansas" in a large, blue, serif font. Above the letters "ansas" is a yellow banner with the Latin phrase "AD ASTRA PER ASPERA" in blue, uppercase letters. Below the banner is a semi-circular arc of twelve yellow stars. Underneath the word "Kansas" is the text "Eligibility Enforcement System (KEES)" in a smaller, blue, sans-serif font.

A new Document Type, labeled *Supplemental Application*, has been added to Perceptive Content to use for this document or form.

53



Questions?

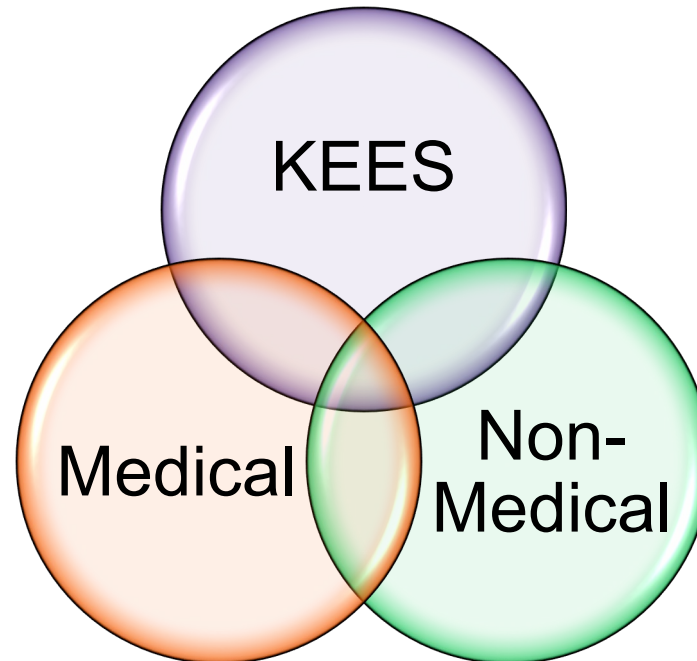
Shared Data Refresher



Shared Data Refresher: Living Arrangement

As you know, KEES is used to determine eligibility for both Medical and Non-Medical programs.

Many data collection fields and pages are shared by both agencies. When information is deleted, edited or changed by one agency, it can negatively impact a consumer's eligibility for the other agency's programs.



Shared Data Refresher: Living Arrangement

An example of this is when a consumer is listed as *Homeless* on the **Living Arrangements Detail** page.

The *Homeless Living Arrangement Type* is used to determine eligibility for several Non-Medical programs, such as TANF (cash benefits) and FA (food assistance).

Additionally, within Non-Medical programs there are different criteria as to when a consumer is considered and coded as *Homeless*.

Continue

Living Arrangements List

Search Results Summary

Results 1 - 3 of 3

Display From:MM/DD/YYYY

To:MM/DD/YYYY

View

Add

☐	Name	Type	Arrival Date	Departure Date	Action
☐	Turner, Dave	Homeless	08/01/2025		Edit
☐	Turner, Joey	Homeless	08/01/2025		Edit

Remove

Add

Living Arrangements Detail

Edit

Close

Name: *
Dave Turner

Arrival Date: *
08/01/2025

Verified: *
Verified

Living Arrangement Type: *
Homeless

Departure Date:

Edit

Close

Shared Data Refresher: Living Arrangement

When you come across
a case with a Living
Arrangement of
Homeless

Leave the
consumer coded
Homeless.

Do NOT

Delete, Edit, or Change
the *Homeless* record.



Shared Data Refresher: Living Arrangement

A Living Arrangement of *Homeless* does *not* impact eligibility for Medical programs, so there is no reason to alter the record.



Living Arrangements List

Search Results Summary Results 1 - 3 of 3

Display From: MM/DD/YYYY To: MM/DD/YYYY

Name	Type	Arrival Date	Departure Date	Action
☐ Turner, Dave	Homeless	08/01/2025		Edit
☐ Turner, Joey	Homeless	08/01/2025		Edit

[Remove](#) [Add](#)

Living Arrangements Detail

[Edit](#) [Close](#)

Name: *
Dave Turner

Living Arrangement Type: *
Homeless

Arrival Date: *
08/01/2025

Verified: *
Verified

Departure Date:

[Edit](#) [Close](#)

Shared Data Refresher

An important reminder:



Leave records entered by Non-Medical workers alone, especially when the data does not impact eligibility for any Medical program.

Individual Demographics is also a shared page between Medical and Non-Medical. There are fields on this page that belong to ONLY Non-Med and should not be changed by Medical staff. “*Is this individual a U.S. Citizen?*” is one field that is Non-Medical only.

Medical staff should not be changing any information in this field.

Not only is this extra work you should *not* be doing, but it also harms our mutual consumers.



Questions?



KEES Resources & Reminders

KEES Resources & Reminders

KEES Issues

Please remember to send in Help Desk tickets when you are experiencing issues in KEES.

KEES is a computer system, which means there are times when things may not be working properly – ie, KEES is lagging or kicking you out repeatedly when it shouldn't be.

We understand it may seem easier to just move on and go about your day while dealing with it but please remember that we can't fix it if we don't know it is broken.

Note: Issues in TRN should be sent to the training team email training@KEES.ks.gov





KEES Resources & Reminders

Reporting Issues to the KEES Help Desk – **Reminder**

When reporting an incident to the Help Desk, please keep in mind that the HD staff need to attempt to recreate the issue that is being reported. Providing sufficient and accurate information offers the Helpdesk team a better understanding of the issue being reported and result in a timelier response to the user.

DO:

- ✓ Use the most recent version of the KEES Issue Template found on the [KEES Repository](#).
- ✓ Be detailed with the Short Description of your issue; this is extremely helpful as numerous tickets are reported daily.
- ✓ Be specific when answering the questions on the template. It is difficult to be helpful when inadequate details are provided.

DO NOT:

- ✓ Do not save the completed template as a PDF, KEES Issue Templates cannot be copied/pasted into ServiceNow if it is a PDF.
- ✓ Do not include PII (ie: SSN, DOB, full name) in the template or any screenshots.
- ✓ If you are reporting an incorrect EDBC, please do not accept and save the EDBC hoping it can be corrected later.
- ✓ Please do not attempt to fix issues or apply your own WA.



KEES Resources & Reminders

We regularly update the **KEES User Manual** and materials on the [KEES Training Resources](#) site as processes change or requests are sent in to ensure staff have access to the most current processes and information. As always, we encourage staff to utilize all available resources when processing cases, including the KEES Dispatch emails as they also contain important information.





If you have questions about this Training, please email them to the KEES Training Team at Training@KEES.ks.gov.

Have a wonderful Fall!