

MEMORANDUM

To: Contracted HCBS Eligibility Assessing Entities, Managed Care Organization (MCOs), KanCare Contracted HCBS Providers

From: Home and Community Based Services (HCBS) Program Management Team

Date: August 7, 2015

Re: HCBS Program Utility Upload Applications

On August 1, 2015, the upload utility applications for the Home and Community Based Services (HCBS) programs became available to securely submit HCBS program referrals and documents. This new file upload process will allow for centralized tracking of HCBS program related documents. Effective August 17, the new upload process will be required for any entity submitting documentation to KDADS. The HCBS Utility Upload Guide is attached for guidance on identifying the appropriate files to be uploaded by category.

The new process will allow entities to upload the documents to specific HCBS programs or related category. The guide provides specific information for each of the following category:

- HCBS Functional Eligibility Assessors
- IDD Utility Upload
- TBI Utility Upload
- PD Utility Upload
- HCBS General Utility Upload

As referenced in the HCBS Utility Upload Guide, security agreements are required for entities requesting access to the utility applications. Each entity should only request access to the utility application(s) applicable to your organization's functions and should be limited to a primary and secondary user. To ensure appropriate user(s) from your organization are authorized by KDADS to access the utility application(s), please send the name of user(s) for your organization to HCBS-KS@kdads.ks.gov by August 12, 2015.

For clarification purposes, a worklist will not be generated for the user(s) following completion of the upload. Therefore, entities must develop and manage their own tracking system for all referrals and documents uploaded through the utility application.

For additional questions regarding the utility applications, please email HCBS-KS@kdad.ks.gov.