

Chapter 9 – Workloads

Table of Contents

KAMIS Workloads 1
Accessing a Workload 3

KAMIS Workloads

Introduction

Many programs within KAMIS use Workloads to track customers' status within the program. Most Workloads use the Interactive Report feature to allow creation of custom views of the data. A few workloads are set up as Static Reports – the layout cannot be changed, and the data that displays cannot be filtered.

Workloads Available in KAMIS

There are many Workloads in KAMIS:

Workloads	
ADRC Options Counseling Follow-Up Worklist	Pending Waiting List Workload+
Case Manager Workload*	POC Reduction Workload+
Crisis Exception Request Workload	POC Service Reduction Request Workload+
MATLOC Assessment Workload+	RASL Tracking
MATLOC Intake Workload	Referrals for ADRC Options Counseling
MATLOC Report+	SED Service Authorization Workload
Medicaid Eligibility Workload*	Share-Transfer Workload
MFP Workload (needs updating)	Waiting List+

*Does not use Interactive Report

A workload is accessible from one of three places - the main navigation menu bar at the top of each KAMIS page, or the **Workloads** region or **Reports** region on the KAMIS Home Page. A few of the workloads have links in more than one location, and are noted with a +.

Continued on next page

KAMIS Workloads, continued

Workload with Interactive Report

The Workload below is an example of one that uses the Interactive Report format. The basic components of the report are listed here. Refer to the [Interactive Reports Instructions](#) manual for details on how to use its features.

Search, Filter, and/or Sort Criteria

Edit record icon

Search, Filter, and/or Sort Results

(Workload Name Displays Here)

Rows 15 Go

1 - 15 of 27

Open	Request Date	Proposed Reduction Eff Date	Request Status	Person Nbr	Medicaid ID Number	Last Name	First Name	Requesting Organization	Con
	03/16/2013	05/01/2013	RESUBMITTED	30000585	123456	SMURF	FREDA	KANSAS DEPARTMENT FOR AGING AND DISABILITY SERVICES	DEBY ZIMM
	03/17/2013	08/01/2013	WORK IN PROGRESS	30000585	123456	SMURF	FREDA	AMERIGROUP - MCO	DEBY ZIMM
	03/19/2013	06/01/2013	WORK IN PROGRESS	30000591	-	SMURF	CTO	KANSAS DEPARTMENT FOR AGING AND DISABILITY SERVICES	DEBY ZIMM
	07/15/2013	10/01/2013	WORK IN PROGRESS	30000511	-	SMURF	COOKE	AMERIGROUP - MCO	DEBY ZIMM
	07/15/2013	09/01/2013	SUBMIT FOR APPROVAL	30000511	-	SMURF	COOKE	AMERIGROUP - MCO	DEBY ZIMM
	07/15/2013	08/01/2013	SUBMIT FOR APPROVAL	30000511	-	SMURF	COOKE	AMERIGROUP - MCO	DEBY ZIMM
	08/16/2013	09/01/2013	SUBMIT FOR APPROVAL	330982	00100004291	COOPER	MILDRED	SOUTHEAST KANSAS AAA	DEBY ZIMM
	08/21/2013	10/01/2013	SUBMIT FOR APPROVAL	18081	-	SANDERS	MARY	KANSAS DEPARTMENT FOR AGING AND DISABILITY SERVICES	DEBY ZIMM

Workload with Static Report

The Medicaid Eligibility Workload displayed here is an example of the static report format. There are no search, filter, or sort options. The table simply displays the data based on the specific criteria for which the Workload was built.

If a static report workload contains data entry fields as seen below, entering the appropriate information and submitting the data will update the KAMIS table that the report information was pulled from.

Results based on the criteria the Workload was built for

Cancel
Submit

Person Number	First Name	Last Name	Assessment Date	Medicaid Eligibility Pending	Medicaid Card ID	Medicaid Ineligibility Determination Date	ADCR	Form Status	Form Type	Waiver Type
30000618	FRED	FLINTSTONE	01/10/2013	Y	<input type="text"/>	<input type="text"/>	4	APPROVED	FUNCTIONAL ASSESSMENT INSTRUMENT	PHYSICALLY DISABLED
30000807	DIANA	NIELSON	04/01/2013	Y	<input type="text"/>	<input type="text"/>	4	APPROVED	FUNCTIONAL ASSESSMENT INSTRUMENT	FRAIL ELDERLY
30000807	DIANA	NIELSON	05/01/2013	Y	<input type="text"/>	<input type="text"/>	4	APPROVED	FUNCTIONAL ASSESSMENT INSTRUMENT	PHYSICALLY DISABLED

1 - 3

Accessing a Workload

Introduction

Some Workloads can be accessed from any page in KAMIS. Others must be accessed from the KAMIS Home Page.

How To

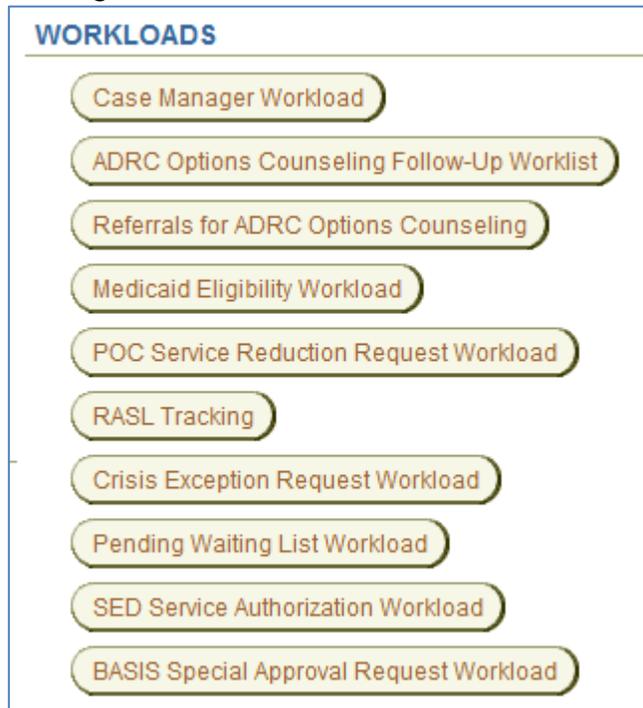
Refer to the images below to find the appropriate Workload link.



Enlarged for readability:



If the desired Workload cannot be found on the navigation menu bar, look in the **WORKLOADS** region of the KAMIS Home Page:



Most non-KDADS users will have a much smaller Workload list, or possibly no buttons. The above list shows *all* Workloads available here. The buttons that display depend on what security access the user has.

Continued on next page

Accessing a Workload, continued

How to

continued

If the desired Workload is not in the Workloads region list either, then it should be in the **REPORTS** region of the KAMIS Home Page:



Currently, the MATLOC Report and Waiting List workloads are located in the Reports region. With a future KAMIS update, these workloads will be relocated to the more appropriate WORKLOADS region, or to the navigation menu bar.
