Chapter 36

Additional Time and Effective Dating

Request Forms

Table of Contents

Important The required fields referenced in this chapter refer to system-required fields. These fields are required in order for the form to be saved in submit for approved status.

The information that is required due to policy may be different from those that are system required.

Introduction

Purpose

The process of submitting the Additional Time and Effective Dating Request forms online within KAMIS will replace the current process of the Case Manager e-mail and faxing to KDOA several documents for review and approval.

IMPORTANT

The case manager's e-mail address must be added to the e-mail field in the Organization Member's page in order for the case manager's name to display in the TCM Name field of the request form.

E-Mail Notifications

An automated e-mail notification will be sent from KDOA to the Case Manager when one of the following actions occur:

- Approval of the Request
- Denial of the Request
- Additional or Corrected Information is needed for a determination
- A new or corrected document is needed to be uploaded for a determination

No HIPPA information will be included in this e-mail. The customer's KAMIS ID and the request form date is the only identifying information that will be referenced.

Responding to the E-Mail Notifications

When an automated e-mail notification is received requesting action the following steps should be taken:

1. Sign-in to KDOA Web Applications / KAMIS
2. Search for the appropriate customer (the e-mail will list the customers KAMIS ID).
3. Access the current UAI/POC that contains the request form needing action.
4. Enter the requested additional/corrected information in the Additional Notes region or upload the requested/corrected document(s).

Customer Case Log

When the KDOA Program Manager takes one of the above actions that generates an automated e-mail, the message of the e-mail is also added to the customer case log for future reference and documentation.

Accessing the Forms

Introduction   There are two options in accessing the Additional Time and Effective Dating Request forms.

- Through the UAI Assessment

  or

- Through the **Plan of Care.**

Once a form has been created, regardless through which access point the form was created, the form will be available through either the UAI or Plan of Care.

How To   Follow the steps in the table below to access the Additional Time and Effective Dating Request forms.

Step	Action	Result
1.	Perform a **Person Search** to locate the customer.	
2.	Access either the UAI Assessment form or the Plan of Care.	UAI Assessment or the Plan of Care displays.
3.	The form link is located on the following tabs: - UAI – Customer - Main Tab - POC – Customer Information	

Accessing the Forms (continued)

How To   *continued*

Step	Action	Result
4.	Click on the **Create a new Additional Time Request** and / or **Create a new EDR** link to open the referenced form.	Form will open in a separate window.

Requests

Create a new ASTEX Req.	Create a new Additional Time Request	Create a new EDR
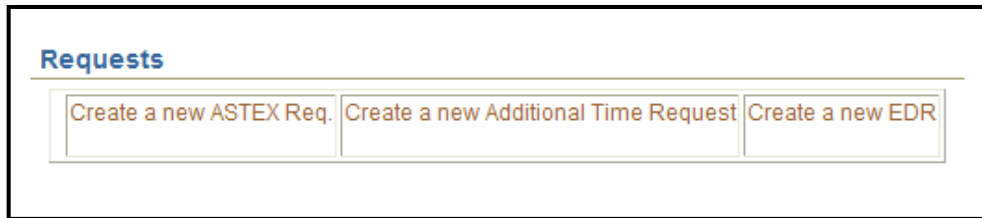
Accessing Existing Request Forms

Introduction   Once a form has been created, it can be viewed through either the UAI Assessment or the Plan of Care.

How To   Follow the steps in the table below to access an existing Additional Time and Effective Dating Request form.

Step	Action	Result
1.	Perform a **Person Search** to locate the customer.	
2.	Access the UAI Assessment form or the Plan of Care.	UAI Assessment or the Plan of Care displays.
3.	A table will be displayed listing all request forms by date under the appropriate heading.	**NOTE**: The form status will be indicated in the link name.
4.	Click on the **request link** to open the existing referenced form.	Form will open in a separate window.

Requests

Create a new ASTEX Req.	Create a new Additional Time Request	Create a new EDR
	ATR# 166, created 01/09/12 09:57 AM - Completed/Yes, Approved	

Additional Time Request – New Form

Initial View	The below screen print is the form prior to any information being entered or created.

User Information	
Request Information	
Worksheet	

Additional Time Request – New Form   (continued)

Form after Create   The below screen print is the form after the form has been created. Note that the following Regions are now displayed. The required fields and purpose of all form regions are included in this document.

Upload Supporting Documents

Direct Support Workers

Existing ATR's Listing

Case Log and Email

Additional Action Buttons and form status.

Conversation; Case Log Notes and Additional Notes

Additional Time Request Region

Introduction This area of the form is the initial information for the request. It includes the Customer's KAMIS ID, Name, SSN, Medicaid ID, Primary CME and the Assessment Date.

Field	Required / Purpose
Request Date	Required – Autofills with current date.
Customer Type	Required
Customer Situation	Required – Enter detailed information to relay the customer's situation and the need for the additional time.
TCM Name	Required – The case manager's e-mail address must be added to the e-mail field in the Organization Member's page in order for the case manager's name to display in the TCM Name field of the request form.

Additional Time Worksheet Region

Introduction   This area of the form is the worksheet that indicates the ADL or IADL's that require additional time.

Field	Required / Purpose
Display all lines / Hide unused lines Radio Button	Default is to show all lines. This area is best used when reviewing a saved, completed ATR.
Total Time – Must be in Minutes	Required – If the ADL/IADL box is checked.
Reason	Either one of the check boxes need to selected or an entry must be made in the Extraordinary Circumstances field.
Extraordinary Circumstances	Required – For the Meal Preparation and Shopping options. Required – If no Reason checkboxes are selected for the ADL/IADL box checked

Direct Support Workers Region

Introduction   This area of the form is the listing of any Direct Support Workers. This region is not required.

To add an entry, click on the **Add Row** button. A table row will display. Once all workers are entered, click the **Submit** button to save. If there is a row entered, below is the fields required and the purpose.

Field	Required / Purpose
Name of Direct Support Worker	Required
Relationship	Required
Live With?	Required
Notes	Not Required

Existing ATR's Listing

Introduction   This area of the form will list any ATR's that have been submitted for the customer.

Case Log and Email Region

Introduction   This area of the form allows additional comments to be added to the case log regarding the ATR.

NOTE: The E-Mail function of this region is one way from KDOA to the Case Manager. The entry from KDOA will go into an e-mail as well as be posted to the Case Log.

There will be an automated entry into the Case Log regarding the submission of the ATR as well as the Approval/Denial of the ATR.

This region is not required.

Actual Case Log:

Conversation; Case Log Notes and Additional Notes Region

Introduction   This area is new to the ATR form. This region represents a filtered listing from the Customer Case log regarding only ATR's. If there are other entries in the Case Log, POC changes, EDR's, etc., those entries will not be included in the region.
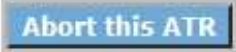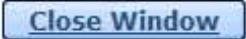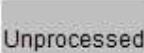
Conversation; Case Log Notes and Additional Notes

01/09/2012 12:26:41 PM Case Log Entry from KDOA:	PAPA SMURF from DEBYZIMMERMAN - K30000589, Additional Time Request, Assessment dated 01/10/2012 This would be an additional note for the Caselog and it will also be E-Mailed to the Case Manager. - - - ATR #166 status is Completed/Yes, Approved as of 01/09/2012 12:26 - - - ATR Approved Bathing/Grooming APPROVED for 180 Dressing/Undressing APPROVED for 240
01/09/2012 10:10:42 AM Case Log Entry from CM:	PAPA SMURF from TRAININGUSER - K30000589, Additional Time Request, Assessment dated 01/10/2012 Any comments entered in this area will be reflected in the CaseLog. There will be an automated statement of "ATR Submitted" with the date that will also be refelected in the Case Log. - - - ATR #166 status is Submitted For Approval/Unprocessed as of 01/09/2012 10:10

Conversation Mode   The listing will display in a conversation style. The Yellow highlighted text is from the Case Manager. The Blue highlighted test is from KDOA.

The underlined text is the automated entry when an action is taken with the ATR.

Action Buttons and Request Status Region

Introduction   This area of the form is at the bottom of the window. It contains all the action buttons and the status of the ATR.

Button	Action
Create this brand-new ATR	Button displays only until the ATR has been created.
Save (no processing)	Button displays after the ATR was created. It will save the changes but will not submit the ATR to KDOA.
Submit for Approval (Process & Save)	Button displays after the ATR was created. It will save the changes and submit the ATR to KDOA.
Abort this ATR	Button displays after the ATR was created. It will abort the ATR either before or after it has been submitted to KDOA. If the ATR has been completed (POC has been entered and approved) it cannot be aborted.
Close Window	Button will close the ATR window without saving.
Status Indicator line:	
Status WORK IN PROGRESS Unprocessed	

Additional Time Request – Submitted Form

Completed Form Window   The below screen print is the form after all required information has been entered and the form has been submitted for approval.

Effective Dating Request – New Form

Initial View   The below screen print is the form prior to any information being entered or
created.

Effective Dating Request – New Form (continued)

Form after Create   The below screen print is the form after the form has been created. Note that the following Regions are now displayed. The required fields and purpose of all form regions are included in this document

Upload Supporting Documents

Case Log and Email   Additional Action Buttons and form status   Filtered Case Log Notes

Effective Dating Request Region

Introduction   This area of the form is the detailed information for the EDR.

Field	Required / Purpose
Start Eff Dt	Required – This is the start date for the services.
Description	Required – Enter detailed information to relay the customer's situation and the need for the Effective Dating.
POC Cost	Required – The monthly cost of the POC including the ACCC line.
EDR Reasons	Required – Select the reason that is causing the need for Effective Dating.
HCBS/FE Services	Required – Select the service(s) which are to be added or increased.
ATR Required?	Required – Select the correct radio button. No is the default.
TCM Name	Required – The case manager's e-mail address must be added to the e-mail field in the Organization Member's page in order for the case manager's name to display in the TCM Name field of the request form.

ATR Records

Introduction   This area of the form will list any ATR's that have been submitted for the
customer.   The number under the ATR # column is a link that will open the
ATR.

ATR #	Status	Added / By
166	Completed / Yes, Approved	01/09/2012 / TRAININGUSER

ATR Records

Case Log and Email Region

Introduction   This area of the form allows additional comments to be added to the case log regarding the EDR.

NOTE: The E-Mail function of this region is one way from KDOA to the Case Manager. The entry from KDOA will go into an e-mail as well as be posted to the Case Log.

There will be an automated entry into the Case Log regarding the submission of the EDR as well as the Approval/Denial of the EDR.

This region is not required.

Actual Case Log:

Filtered Case Log Notes

Introduction This region represents a filtered listing from the Customer Case log regarding only EDR's. If there are other entries in the Case Log, POC changes, ATR's, etc., those entries will not be included in the region.
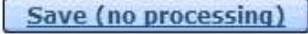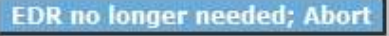

Conversation Mode The listing will display in a conversation style. The Yellow highlighted text is from the Case Manager. The Blue highlighted test is from KDOA.

The underlined text is the automated entry when an action is taken with the EDR.

Action Buttons and Request Status Region

Introduction   This area of the form is at the bottom of the window. It contains all the action buttons and the status of the EDR.

Button	Action
Create this EDR	Button displays only until the EDR has been created.
Save (no processing)	Button displays after the EDR was created. It will save the changes but submit the EDR to KDOA.
Submit for Approval (Process & Save)	Button displays after the ATR was created. It will save the changes but submit the EDR to KDOA.
EDR no longer needed; Abort	Button displays after the EDR was created. It will abort the EDR either before or after it has been submitted to KDOA. If the EDR has been completed (POC has been entered and approved) it cannot be aborted.
Close Window	Button will close the EDR window without saving.
Status Indicator line:	
Status WORK IN PROGRESS Unprocessed	

Effective Dating Request – Submitted Form

Completed   The below screen print is the form after information has been entered and
Form Window   the form has been submitted for approval.

File Upload – Attaching File

Introduction   For approval determination, the following types of documents are required to be uploaded into KAMIS.

- **Additional Time Request:**
  - Clock Draw Page of the UAI Assessment (Page 4)
  - Paper version Plan of Care
  - Customer Service Worksheet

- **Effective Dating Request:**
  - Not Required

The Upload File frame only displays after the form has been created.

IMPORTANT   The name of the file to be uploaded needs to be in acrobat reader format (PDF) or in a graphic format (JPG, GIF). Do not include the following characters in the name of the actual file name or in the upload name:
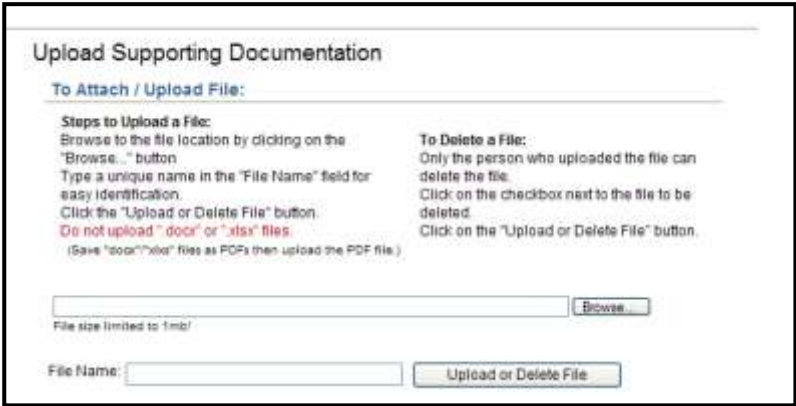
&
*
#
' (single quote)
" (double quote)

File Upload – Attaching File (continued)

How to   Follow the steps below to attach a file to a specific request form.

Step	Action	Result
1.	The Upload file application will display on the right side of the request window.	

Upload Supporting Documentation

To Attach / Upload File:

Steps to Upload a File:
Browse to the file location by clicking on the "Browse…" button
Type a unique name in the "File Name" field for easy identification.
Click the "Upload or Delete File" button.
Do not upload ".docx" or ".xlsx" files.
(Save ".docx"/".xlsx" files as PDFs then upload the PDF file.)

To Delete a File:
Only the person who uploaded the file can delete the file.
Click on the checkbox next to the file to be deleted.
Click on the "Upload or Delete File" button.

File size limited to 1mb!

File Name:

Step	Action	Result
2.	Click on the **Browse** button	Choose File to Upload dialog box displays.
3.	Browse to the saved document to be attached. Documents must be saved first.	For best results attach only the following type of documents:

Document Type	Action
Word	Convert documents to pdf before attaching **
Excel	Convert documents to pdf before attaching **
PDF (Acrobat)	Attach with no additional steps needed
Graphics	Attach JPG or GIF type graphics – do not attach TIF (Electronic FAX) files

**Office 2007 and 2010 has a save as option to save files to a pdf format. There are freeware products available to convert files to a pdf format. However, caution should be used when installing and using freeware products.

Step	Action	Result
4.	On the Choose File to Upload dialog box, click on **Open** button	File is selected and entered into the Upload File field.
5.	Enter a **Name** in the File Name field.	Use an identifying name of the file. i.e. – CSW; POC; etc.

File Upload – Attaching File (continued)

How to   *continued*

Step	Action	Result
6.	Click on the **Post/Delete File** button	Completes the upload. Table of the attached file(s) is displayed.

Note: If the single file is too large (1 mg or 1,000 kb) a warning notice will be displayed that the file was too large and was deleted.

| 7. | Repeat until all required documents are attached to the form. | |

File Upload – Viewing File

Introduction   All attached files can be viewed once uploaded to the form.

How to   Follow the steps below to view an attached file.

Step	Action	Result
1.	Select the form from the listing.	The form will open in a separate window. In the bottom frame, the table will display all the attached files.

2.	Click on the **file name**	"paperwork" in the above example.

Continued on next page

File Upload – Viewing File (continued)

How to   *continued*

Step	Action	Result
3.	The document will open in a separate window.	
4.	To return to the Application, click on the "X" to close the separate browser window.	

File Upload – Deleting File

Introduction   Any attached files can be deleted by the person who attached the file to the form.

How to   Follow the steps below to delete an attached file.

Step	Action	Result
1.	Select the form from the listing.	The form will open in a separate window. In the bottom frame, the table will display all the attached files.

Step	Action	Result
2.	Click on the **check box** under the delete column. Click the **Post/Delete File** button.	File is deleted from the form.

Closing a Request Form

Introduction   The Request forms are launched in a separate window. Therefore, KAMIS is still available in the background.

How to   Follow the steps below to close the request form.

Step	Action	Result
1.	To close the request form, simply click on the "X" of the form browser window.	Window will close.