Kansas
Department for Aging and Disability Services

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MFEI Tools User Guide

1. MFEI Tools Overview

The MFEI Online Tools allows the user to administer the MFEI assessment with software that responds to data inputs. This user guide will provide information on software features, navigation and the overall workflow of the software. There are many benefits and advantages to the MFEI software, including:

- The software is available only online.
- The software uses skip patterns to ensure that only required items are assessed.
- The software ensures that no required items are skipped.
- The software allows the assessor to move around to different parts of the assessment (i.e., the assessment does not need to be completed in front-to-back order, however, changes made to previous screens may impact the data as it feeds into other sections.).
- The software allows for notes.
- The software allows documents to be attached.
- The software calculates and displays the functional eligibility result. It also determines the appropriate PASRR referral for CARE participants.
- The software eliminates the need for manual data entry into KAMIS.

The software system is HIPAA compliant.

2. MFEI Offline Tool Software Guide

a) MFEI Offline Tool Overview

The MFEI Offline Tool allows the user to administer the MFEI assessment with or without the internet. This user guide will provide information on software features, navigation and the overall workflow of the tool.

3. Features

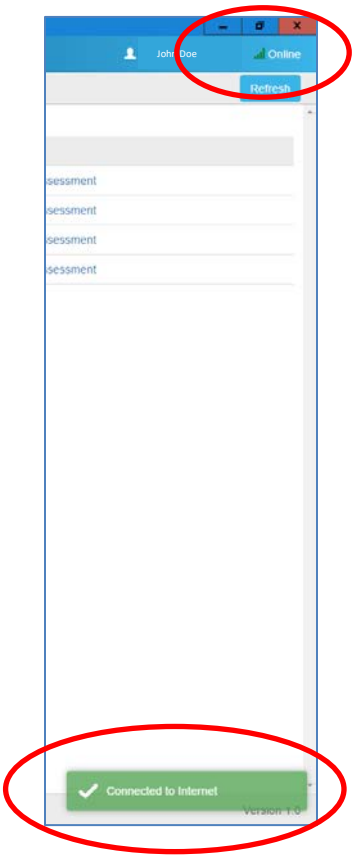
The following section will highlight some of the features of the software.

a) Online / Offline Mode

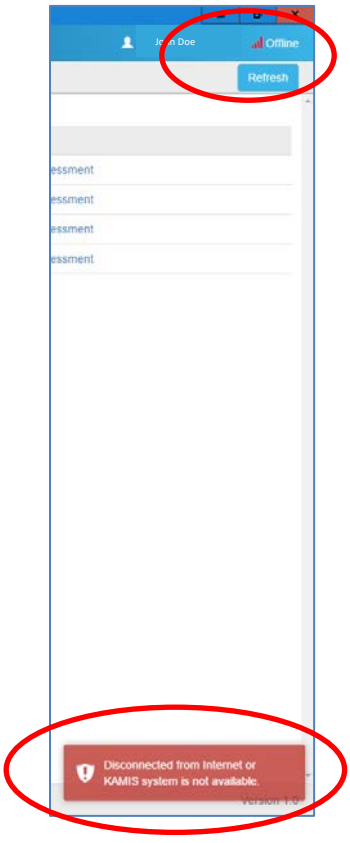
Online Mode	Internet connected
Offline Mode	Internet disconnected

The workflow in the next section will describe the steps that need to be performed when the internet is available (online mode) before going to the field and administer the assessment without the internet connection (offline mode). The tool will detect when there is an internet connection available. It does not automatically connect.

Online Mode

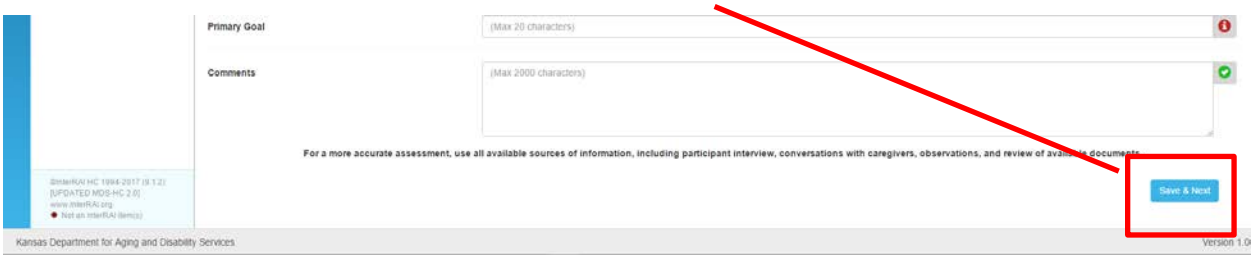


Offline Mode



b) Navigation

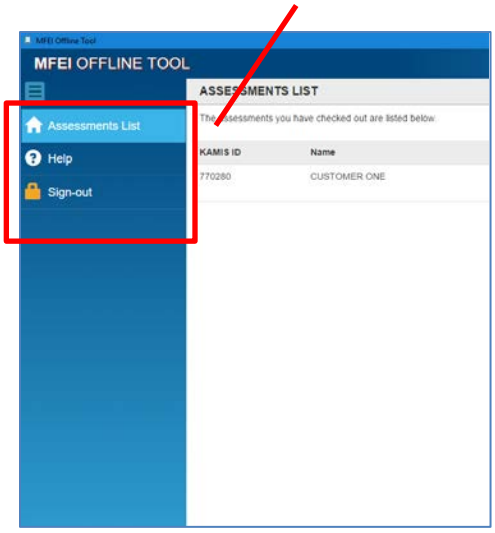
Guided messages and buttons will appear as you move through the tool.

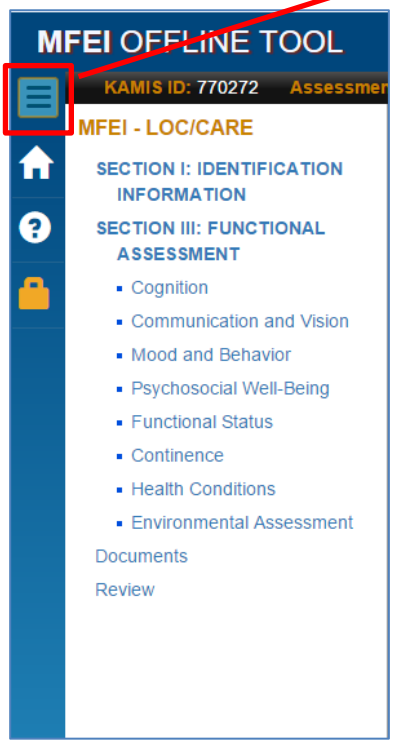


Messages appear at the bottom right corner of the screen to confirm actions.

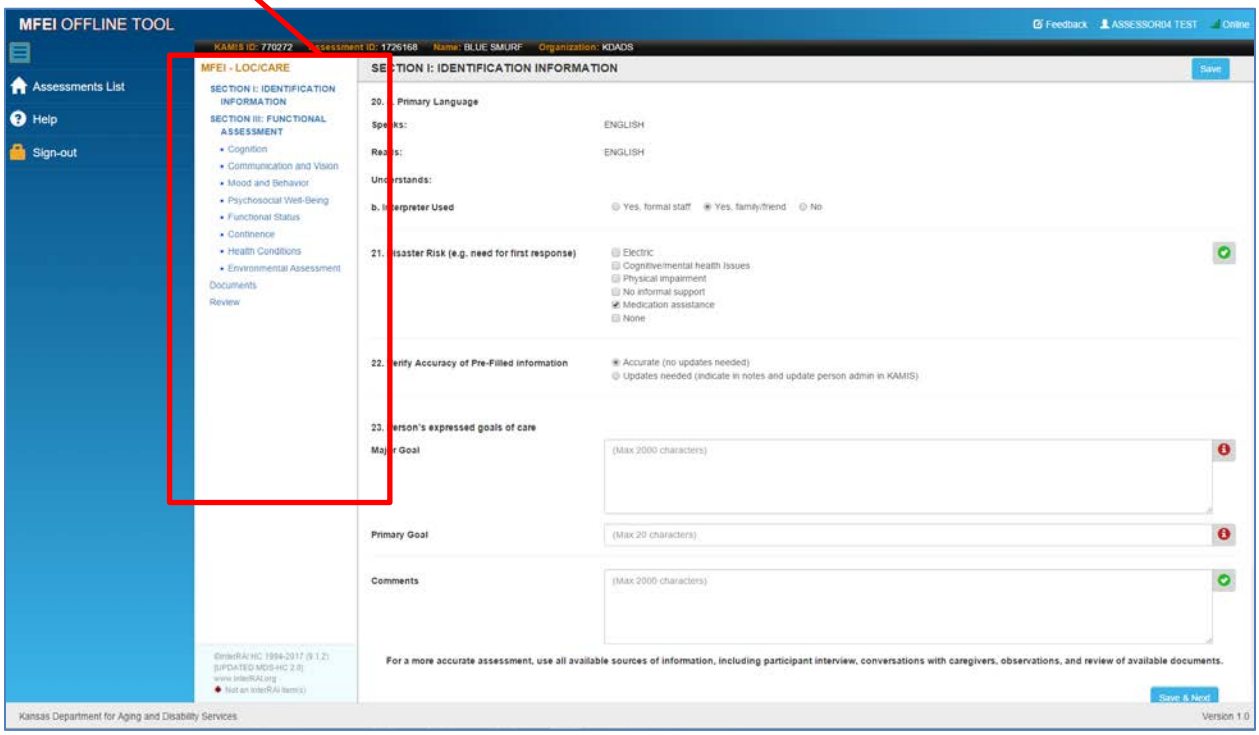
c) Menu

The menu appears on the left side of the screen and can be collapsed by clicking the menu icon.





Submenu shows assessment sections.



d) Icons legend

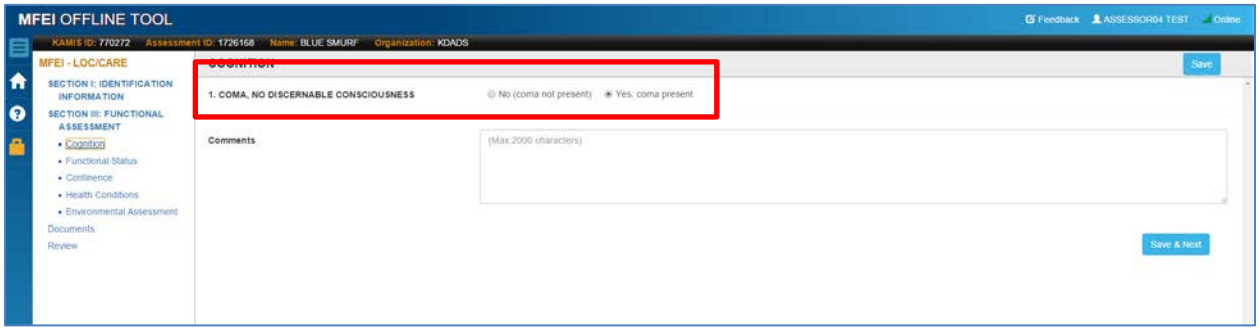
The following table provides a list of icons and their function.

Icon	Title	Purpose
	Menu	Click on menu icon to collapse / expand
	Home	Click on home icon to go back to assessments listing
	Help	Click on help icon for help.
	Sign out	Click on lock icon to sign out.
	Online	There is internet connection.
	Offline	There is no internet connection.
	Complete	Information is correctly and completely entered.
	Information missing	Mouse over the I Icon to find out more information.
	Question	Question icon will appear when a change is being made that may affect the assessment data entered.

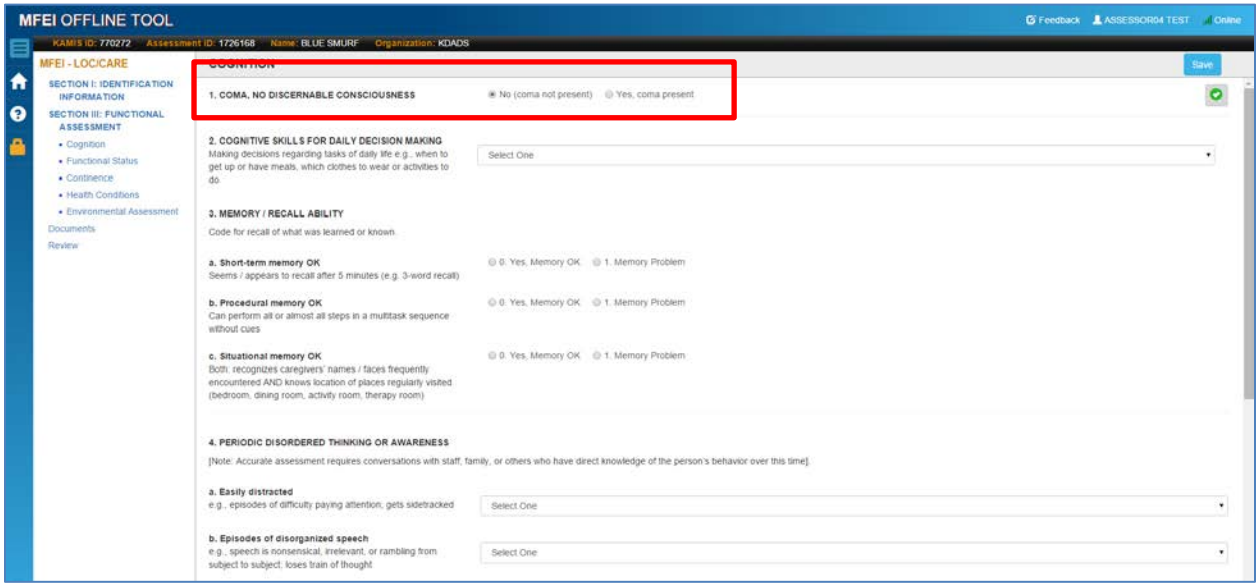
e) Skip patterns / logic

The software will respond based on the answers provided. Examples below:

Answer no and the software will respond with fields that are required to be answered.



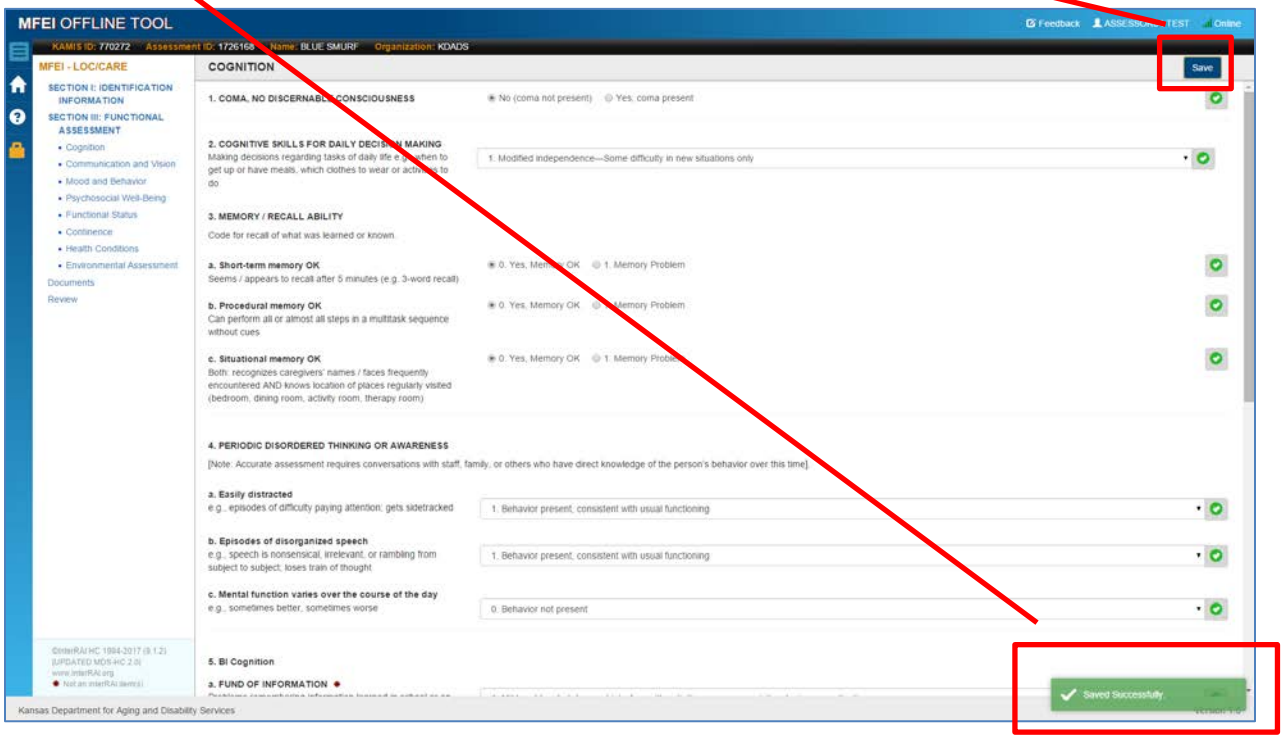
Answer yes and the software will respond with fields that are required to be answered.



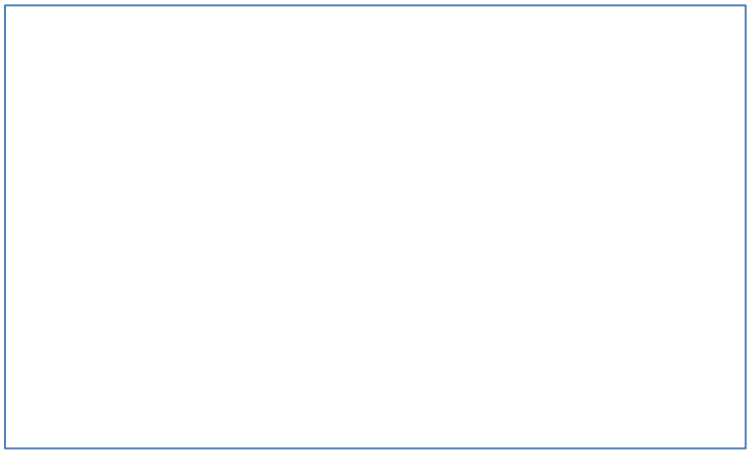
f) Save

Save your work as you move through the assessment.

Success messages communicated.



Message appears when trying to leave a page without saving information.

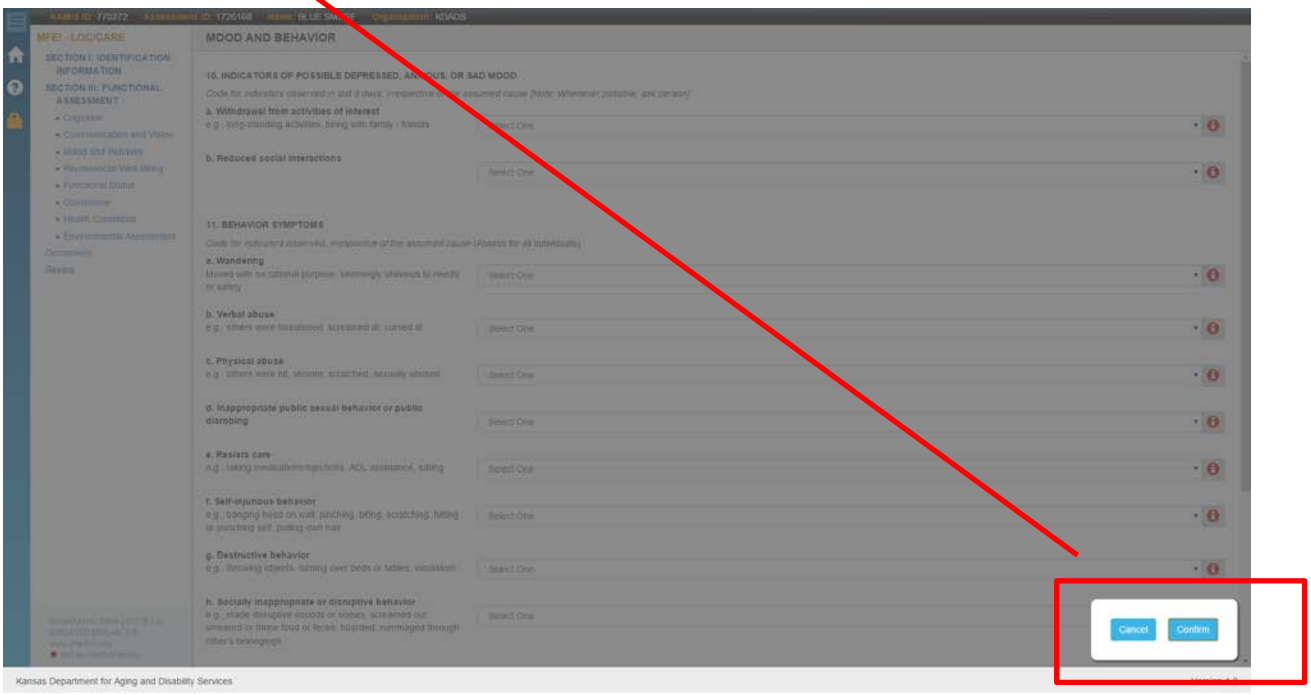


g) Partial Save

The software will allow the user to partially save information. When you click save on a partially completed screen, you will need to confirm the action. In addition, when you move to another section before the current section is completed you will see the screen below and need to confirm the action.

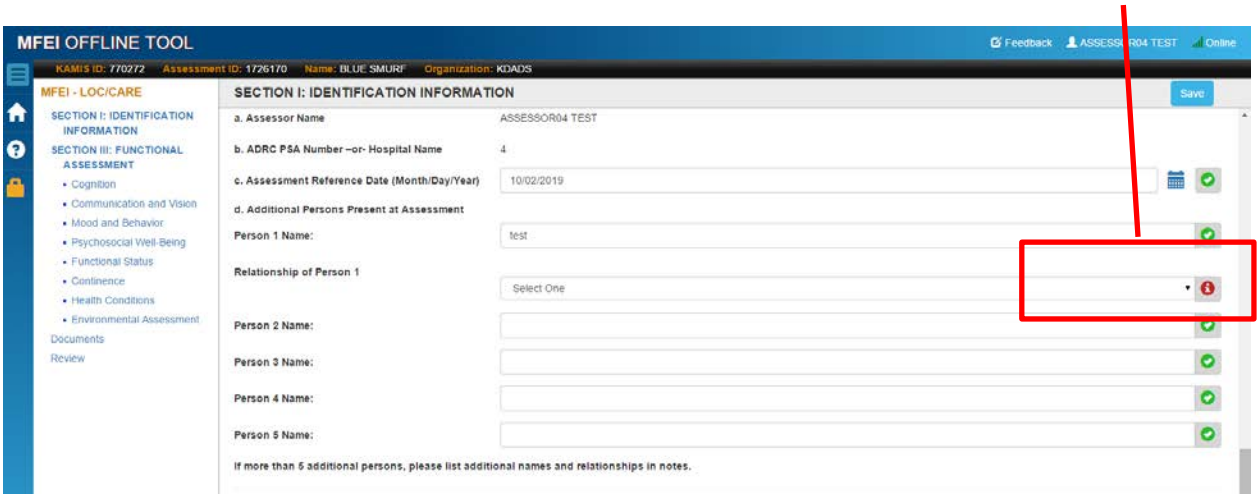
h) Cancel

Cancel an action.

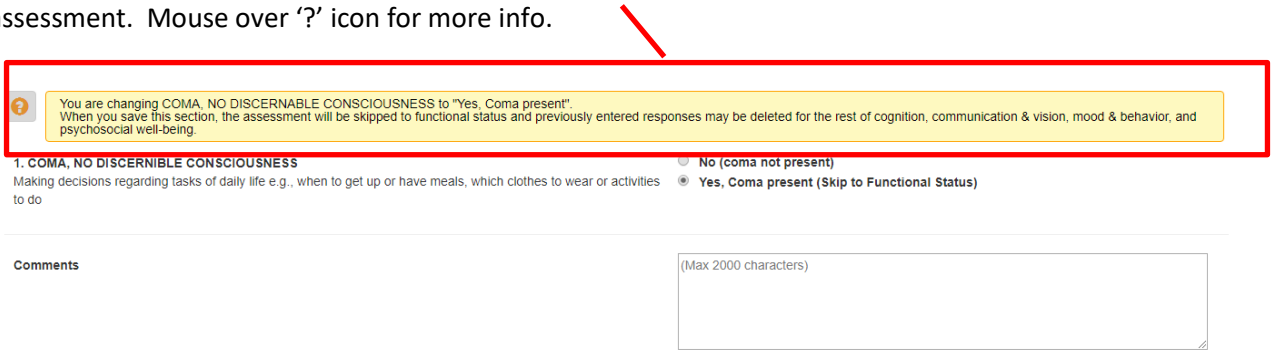


i) Data validation

The software will communicate when fields have not been completed. Mouse over 'i' icon for more info.

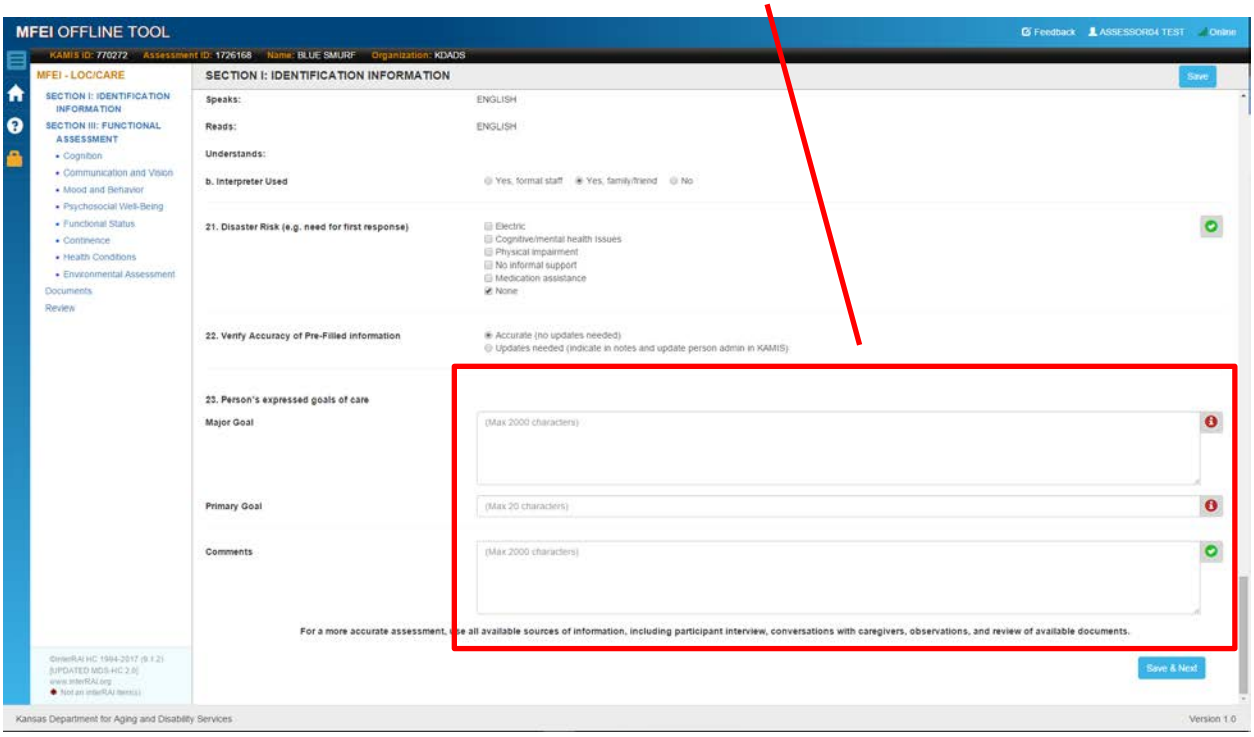


The software will communicate additional information when changes may affect other sections of the assessment. Mouse over '?' icon for more info.



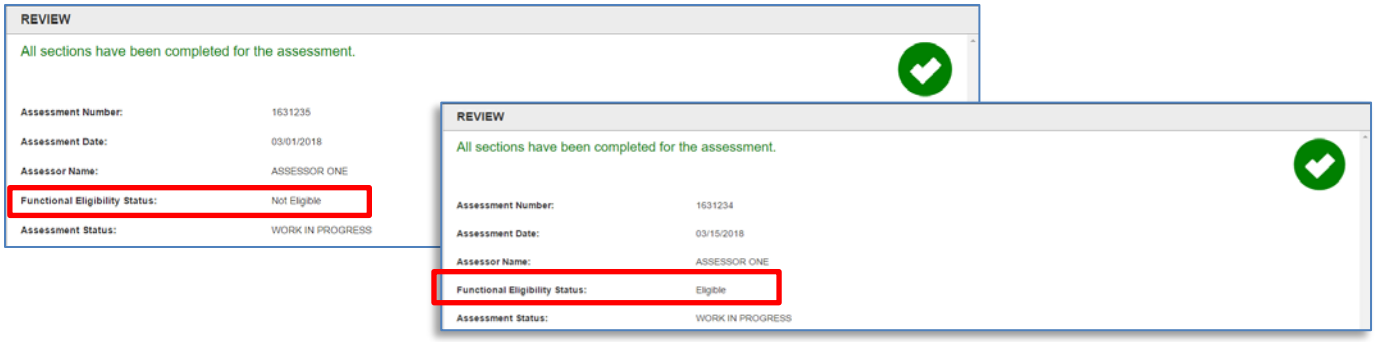
j) Section Comments

Software will capture text in comment boxes. Text entered in the comments boxes need to pertain to the assessment. Character limitations are clearly communicated.



k) Automatic LOC calculation

Results of the assessment is clearly communicated on the review screen.

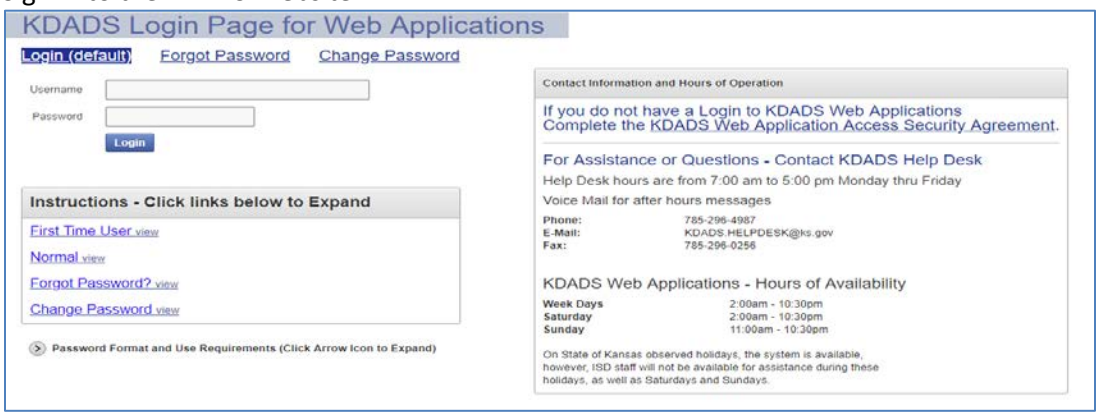


4. Creating a new MFEI Assessment using the Offline Tool – Internet Required

Creating a new MFEI Assessment must be done through KAMIS and internet is required. This must be completed prior to going into the field.

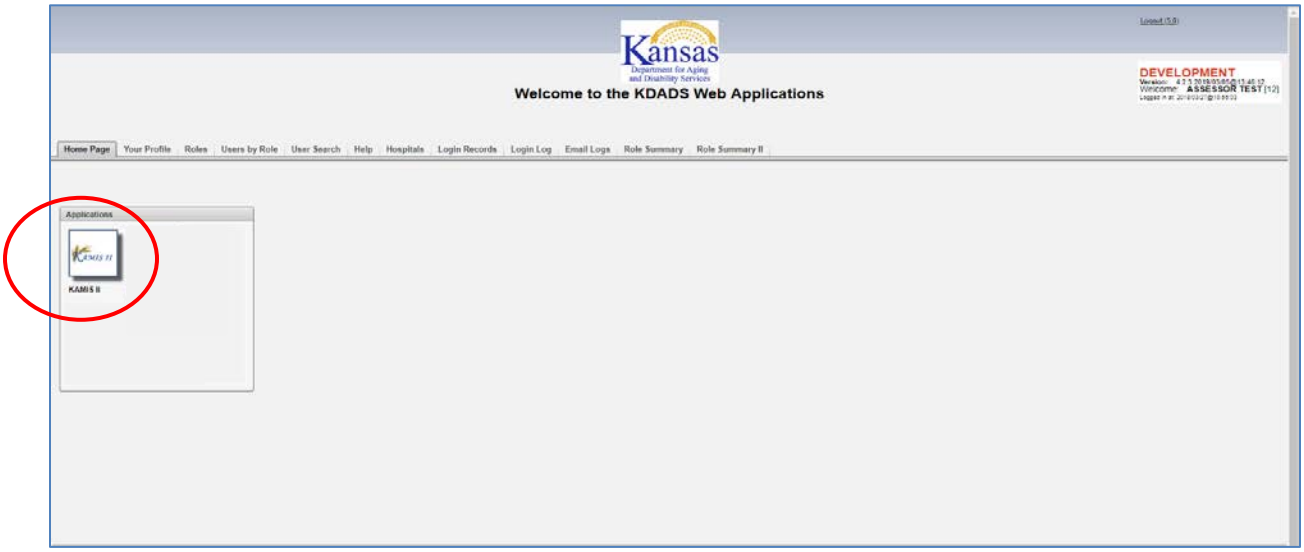
a) Signing-In to KDADS website

Sign in to the KDADS Website.



b) KDADS Web Applications Home Page

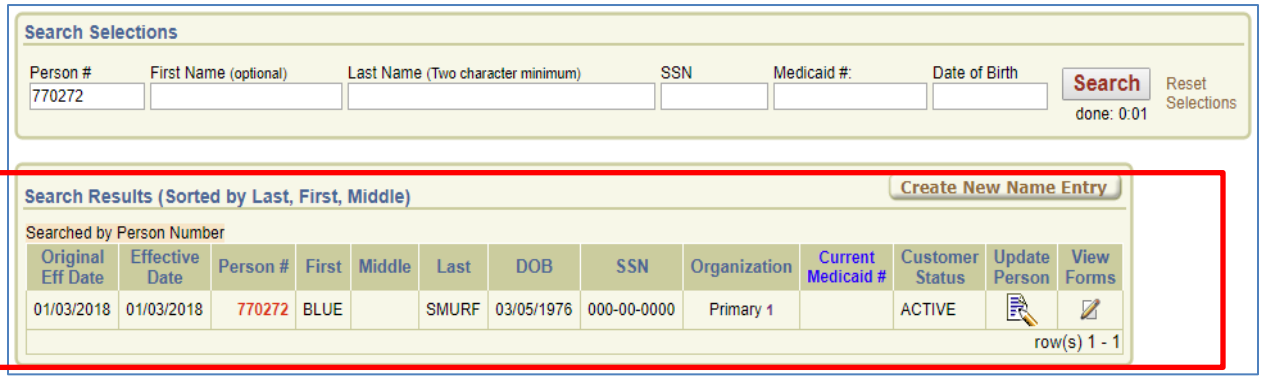
Click on KAMIS II icon.



c) Perform Person Search

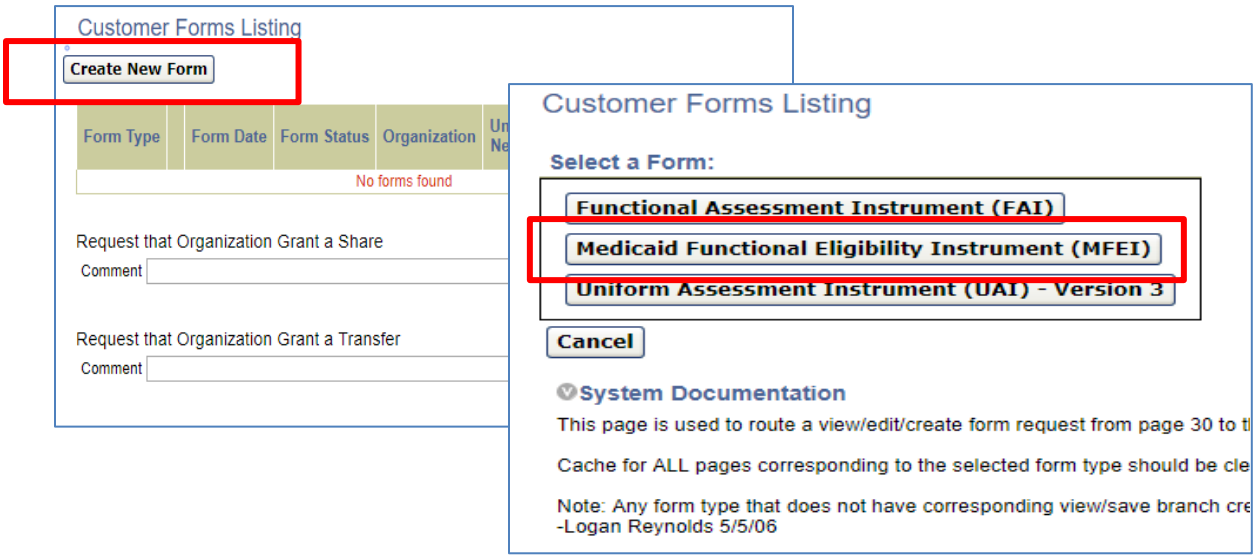
Enter information and click 'search'. If person doesn't exist, the user must create the person.

Results for Person Search. Select person and verify person's information. Click on View Forms. **NOTE**: This screen contains HIPAA information and should not be viewed by others.



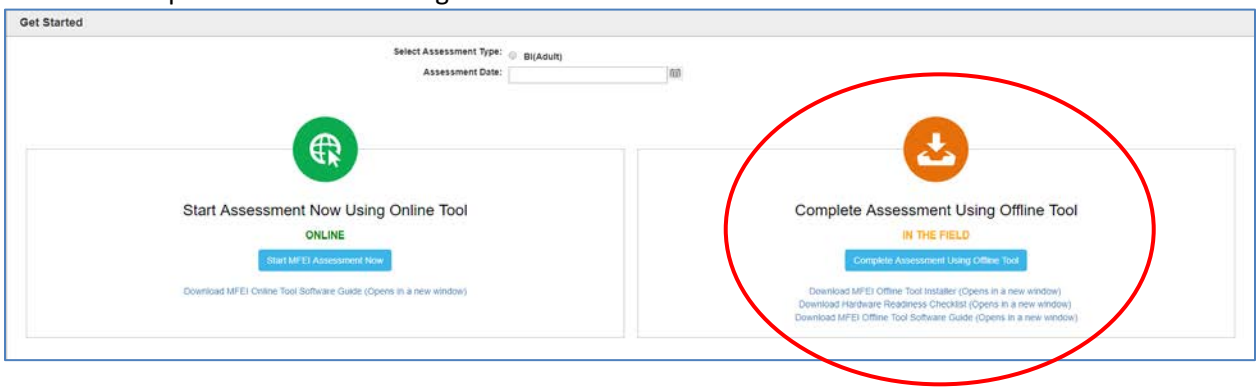
d) Creating a MFEI form

Click on Create New Form. Select Medicaid Functional Eligibility Instrument (MFEI) form.



e) Checkout MFEI Assessment

Click on "Complete Assessment Using Offline Tool" button to check-out the assessment.



NOTE: If you have not downloaded the MFEI Offline Tool Software package you will need to do so.

Please refer to Appendix D for Installation instructions.

Once you click "Complete Assessment Using Offline Tool" button, the following confirmation screen will appear.

f) Undo Checkout

Assessor can undo checkout of an assessment that has been accidentally downloaded.

To complete this action, click Undo Checkout

Provide KDADS Web Application login information

Confirmation message will appear when action is completed.

g) Download MFEI Assessment

This step must be completed when the assessor has internet access.

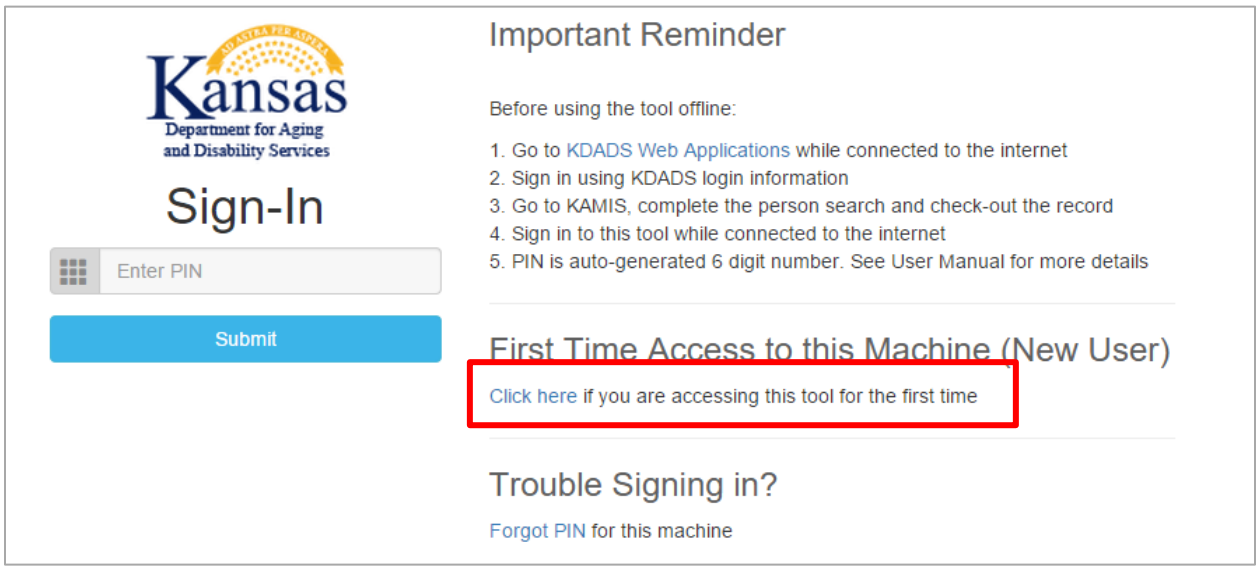
h) Launch MFEI Offline Assessment Tool

Double click on the icon on the machine you will be using to complete the assessment.

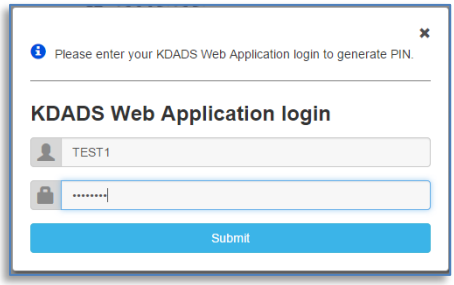
i) Generate PIN First-time Access

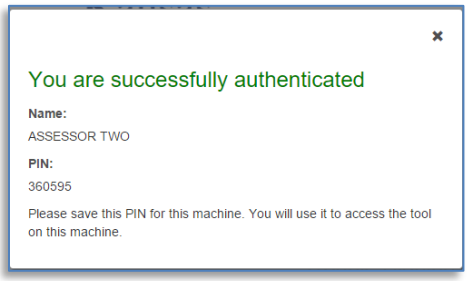
The PIN is a security measure to allow access to the machine.

- PIN is auto-generated 6 digit number
- Unique PIN is assigned per user per machine.
- If user is utilizing multiple machines, they will need to generate unique PIN for each machine.
- One PIN will not work on all devices.



Provide KDADS Web Application Login information to authenticate user.

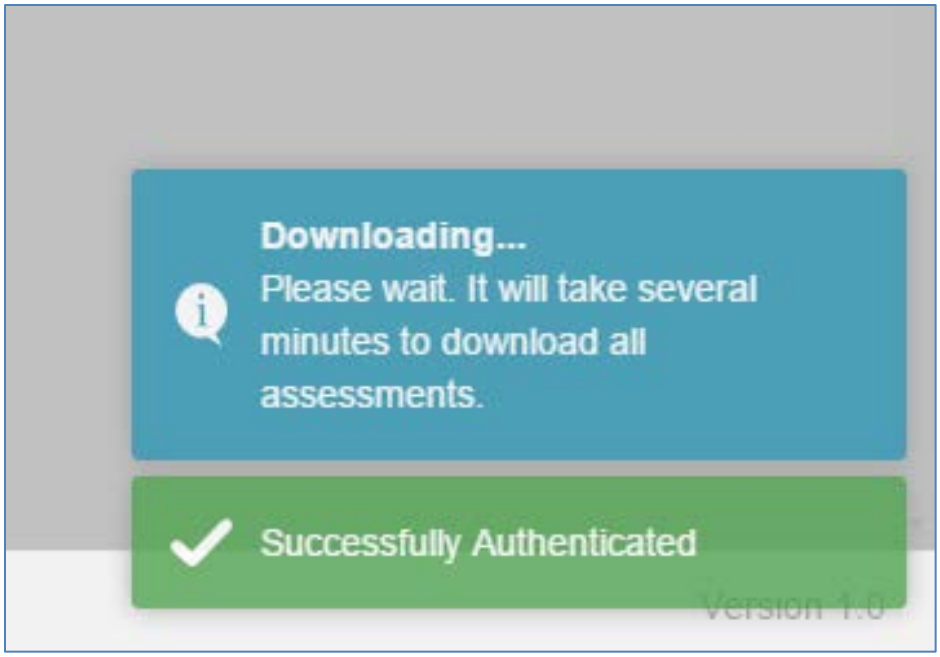




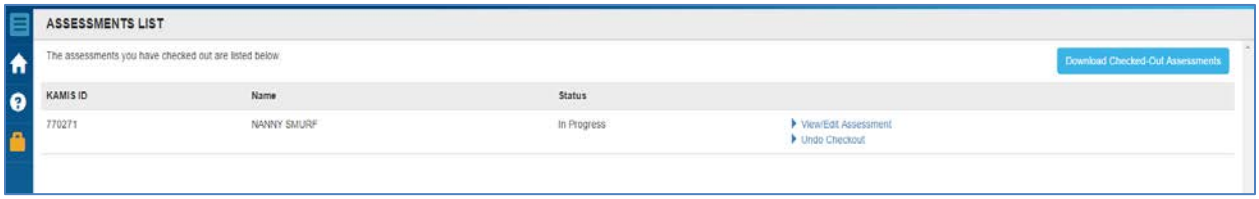
j) Downloading Assessments

When you click on “Download Checked-Out Assessments” button, the software will authenticate your credentials and the tool will automatically download the checked-out assessments.

Software will communicate that the assessment is downloading.



The listing of checked-out assessments will appear in the assessments listing.



5. Doing the MFEI Assessment in the Field

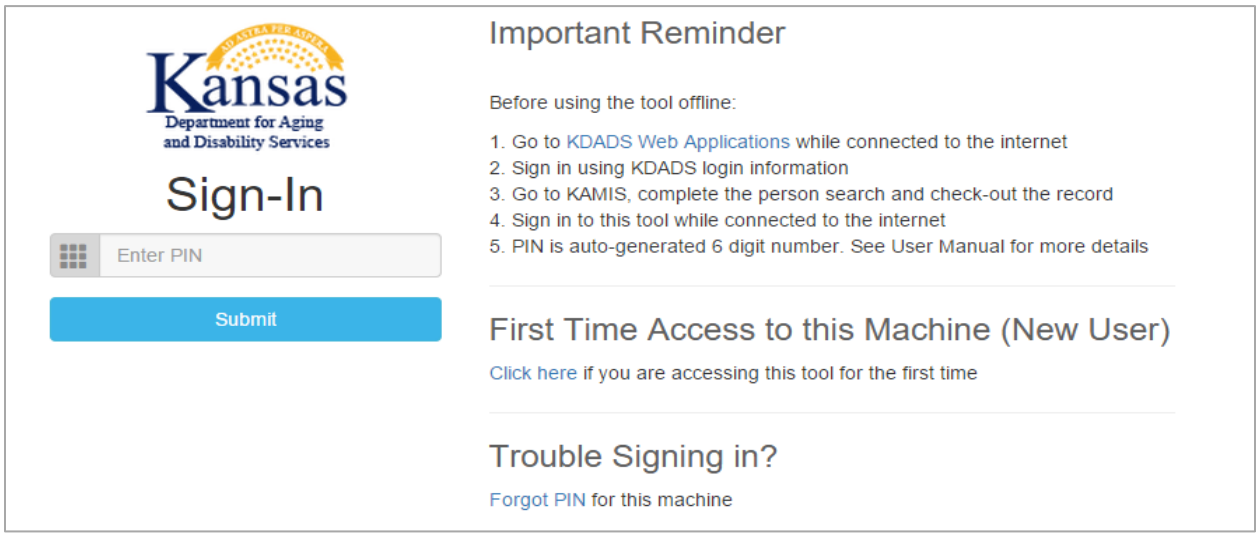
This does not require internet access when using the Offline Tool.

a) Launch MFEI-LOC Offline tool

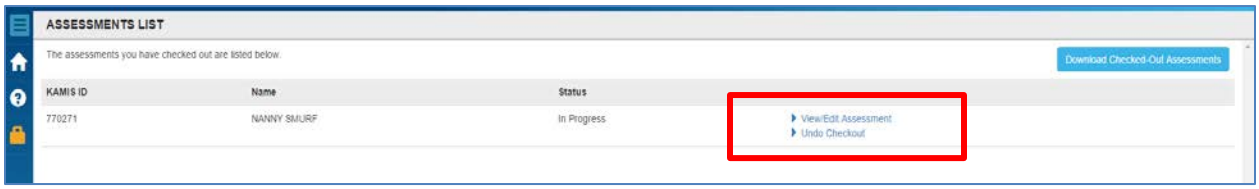
On the machine that you previously downloaded the assessment, double click on the icon to launch MFEI Offline Tool.

Sign-in

Sign in using your KAMIS sign in information. Once you've signed in the assessments checked out to you will be listed.



Click on "View/Edit Assessment" to open the assessment.

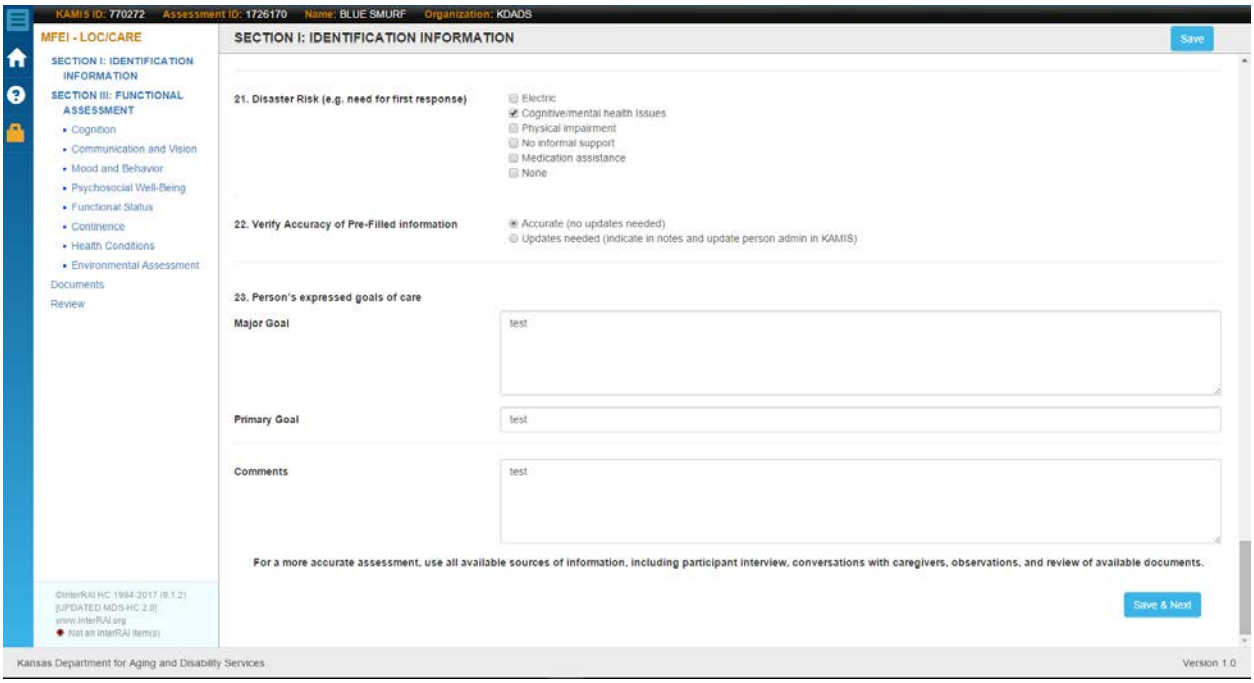


b) Section I – Identification

Identification information is auto-populated from KAMIS. If this information needs to be updated, put notes in comments and update the information in KAMIS - Person Administration.

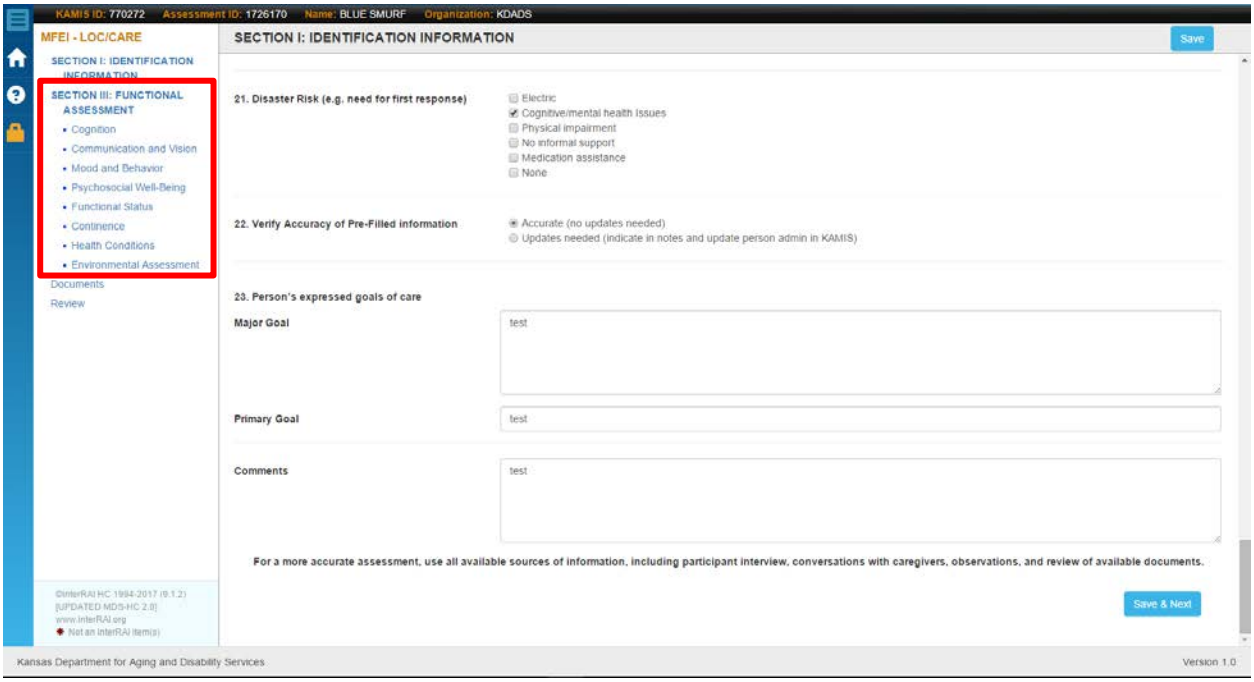
Move through the assessment and complete the sections required. As you move through the tool, immediate confirmation is received as the fields are completed. Click Save & Next to move to the next section.

Top black header provides KAMIS ID #, Assessment ID #, name and organization.



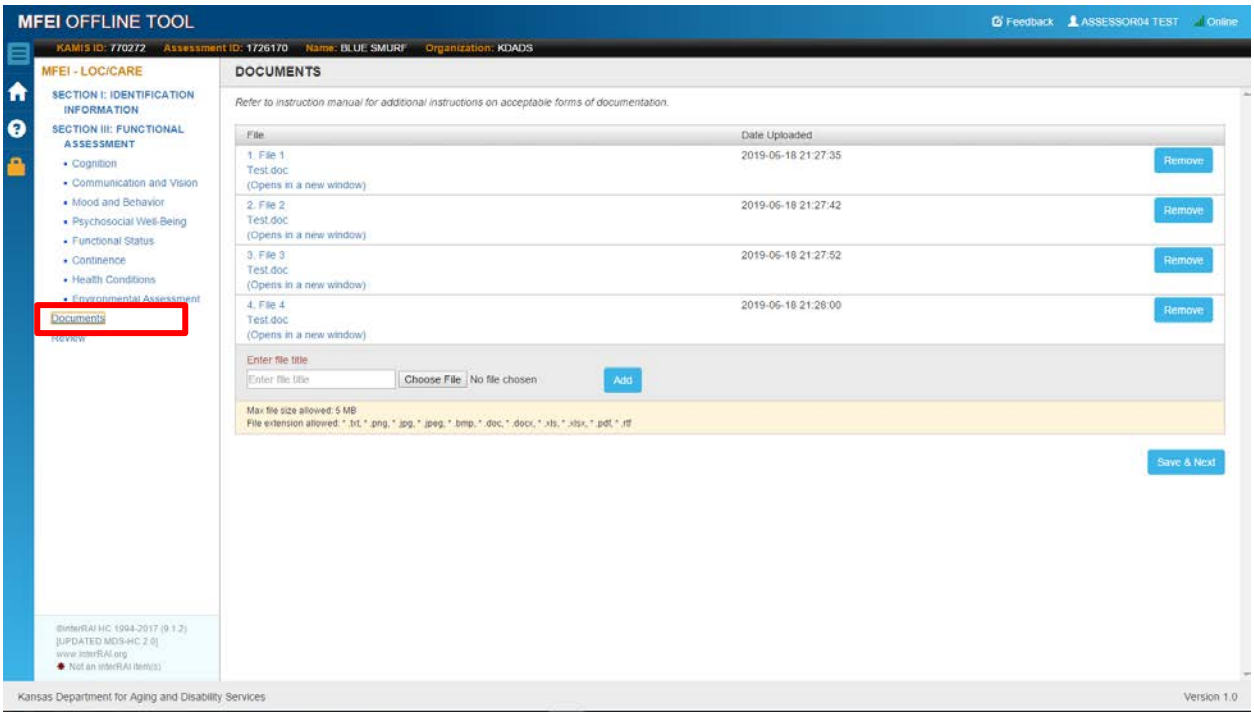
c) Section III – Functional Assessment

Complete all parts of Section III.



d) Assessment Section: Documents

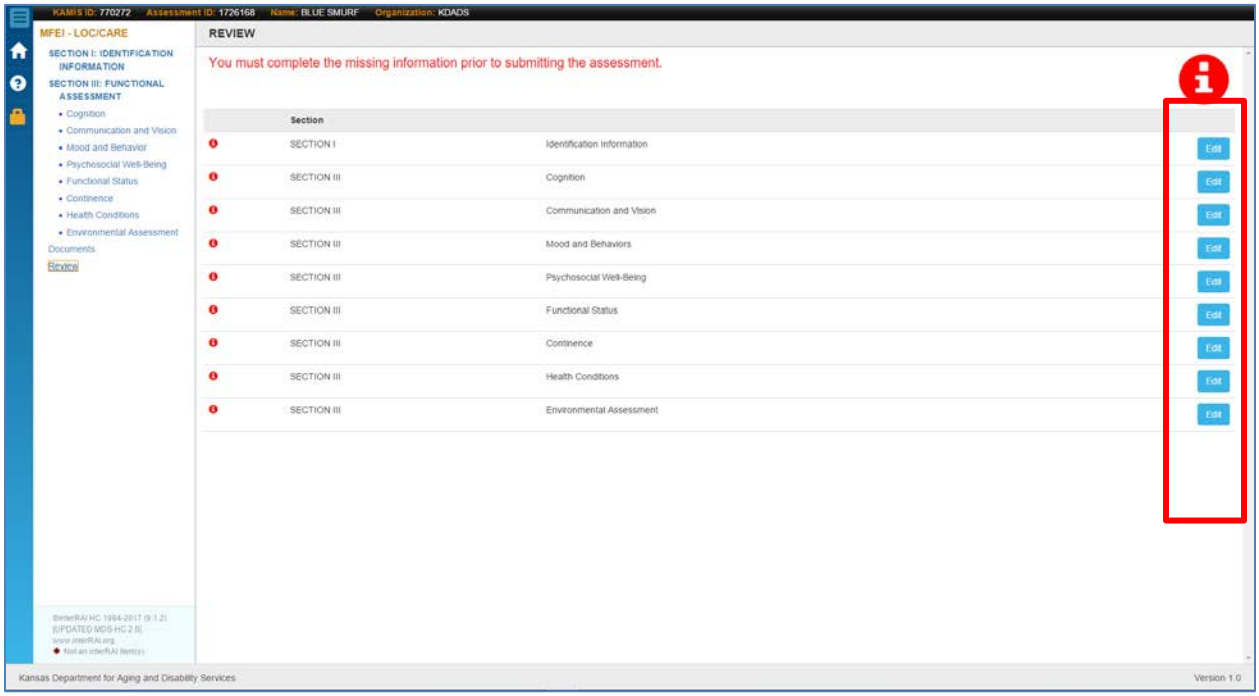
Upload any necessary documents to support assessment. Examples of necessary documents include supporting medical documentaion, certification information, etc. Click Add. File parameters allowed are communicated.



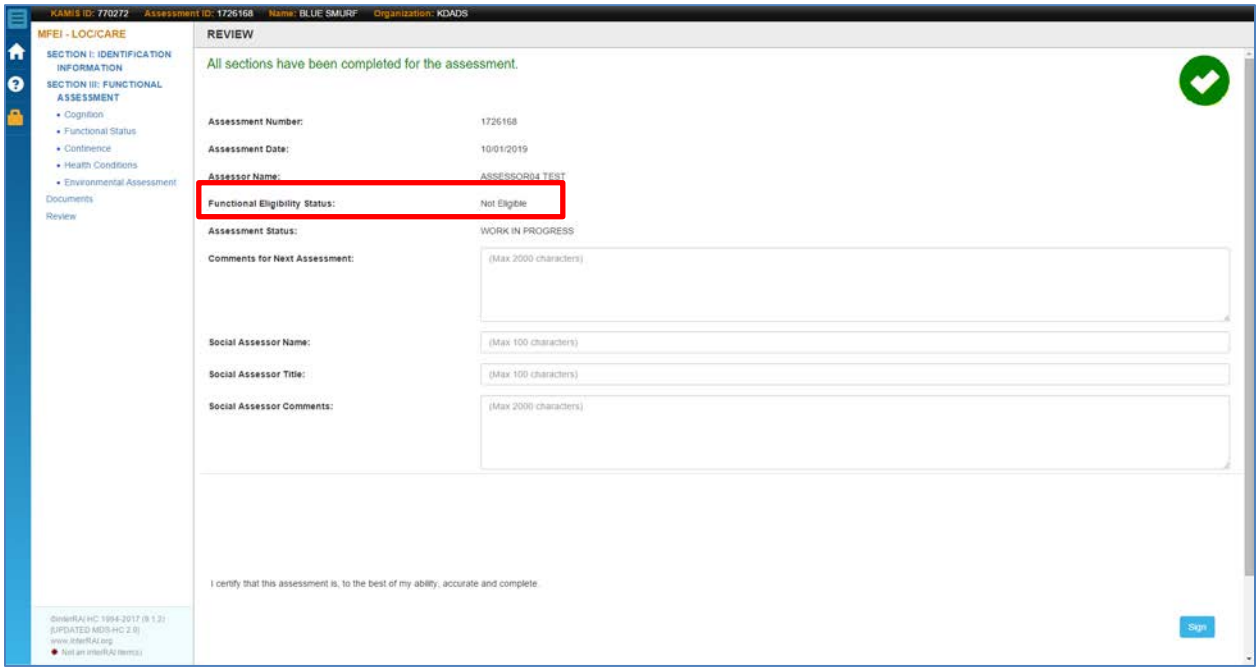
Delete files by clicking 'remove.'

e) Assessment Section: Review

Review screen identifies sections that need to be completed. Click Edit to go directly to that section.

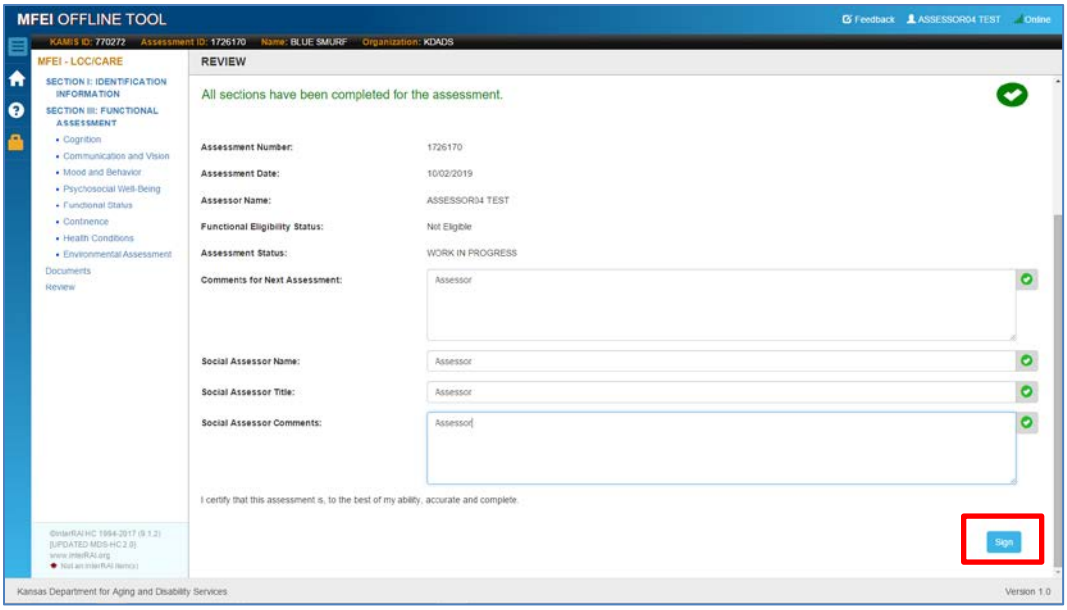


When all sections are completed, assessment status will show.



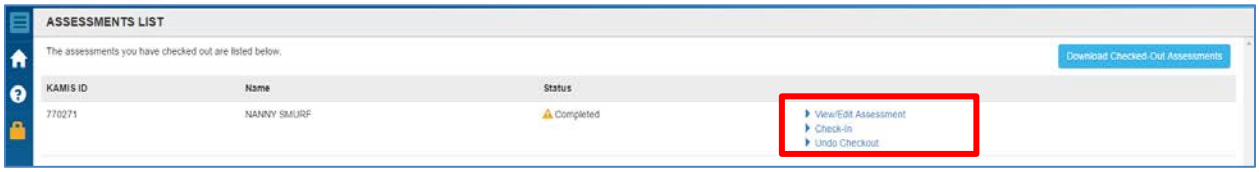
f) Sign and Finalize

Enter any significant information in the comments sections. When you have determined that all information is accurately entered, click the Sign button. This indicates that you are confirming the information.

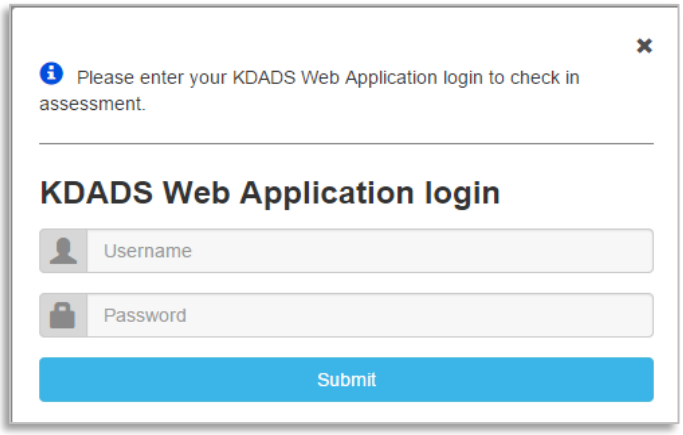


6. Check-In Assessment to KAMIS – you need to be connected to the internet for this step.

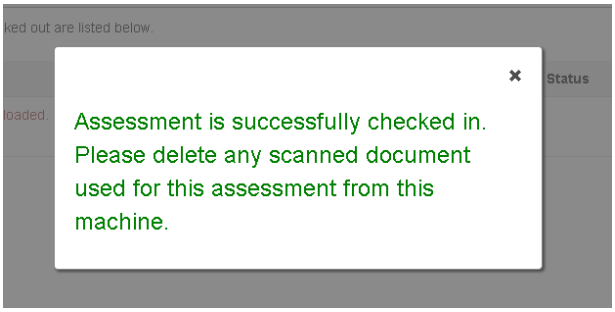
Submitting the assessment is the final step. Incomplete assessments cannot be submitted. Click Check-In Assessment to initiate the process.



Enter your KDADS Web Application Login information for user authentication purposes.

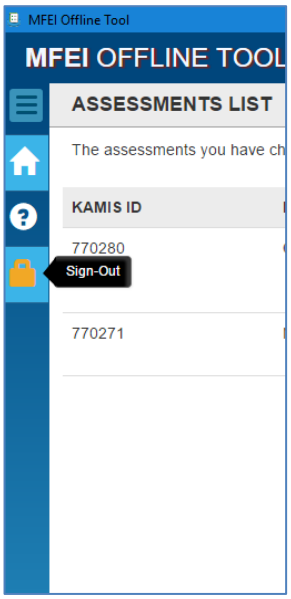


Status of submission is clearly indicated. Upon successful submission, the assessment data is removed from the device. Assessor will need to delete any documents used in the assessment from the device.



a) Signing Out of MFEI Offline Tool

Click the lock icon to sign out of the software.



7. A few additional things to keep in mind while using the MFEI Offline Tool

Timeframe for Assessment Completion

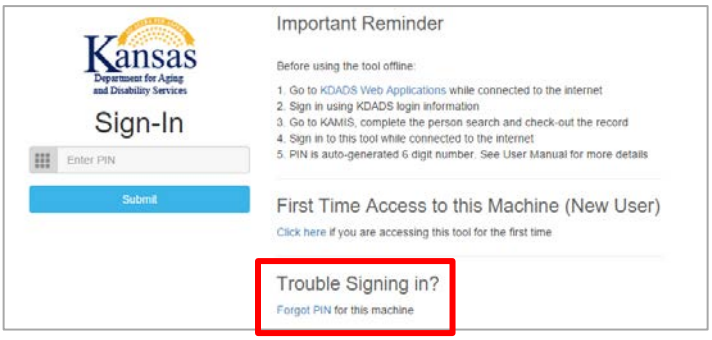
You will have 7 business days after downloading to complete and submit the assessment.

On the 5th business day, you will see a warning indicating that you have 2 business days to complete.

On the end of the 7th business day, the software will automatically delete the stale data and remove it from the device.

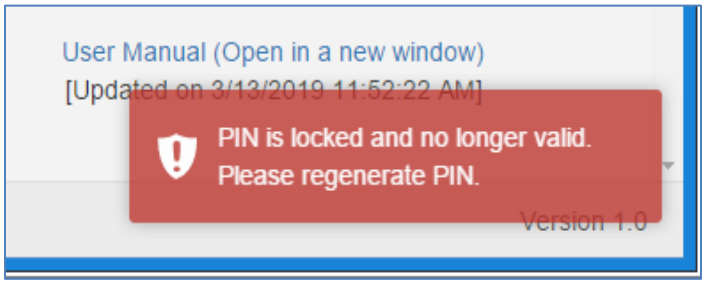
a) Forgot PIN

- PIN can be auto-generated by clicking Forgot PIN link.
- User must be connected to internet and will be required to supply their KDADS Web Application Login information.



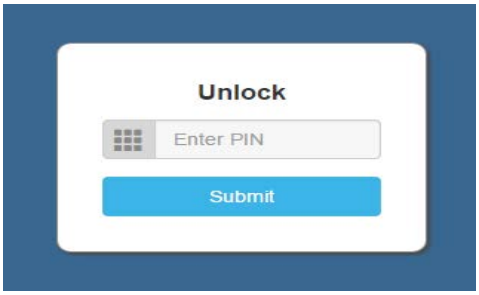
b) PIN Lock

- After 5 unsuccessful attempts to unlock, all PINs associated with the machine are locked. At this point, you must generate new PIN.
- Once new PIN is generated and entered, all PINs will be unlocked.



c) Screen Lock

- Assessment will lock if inactive for 5 minutes.
- To unlock, enter PIN.
- Screen will open on same page prior to lock.



8. Offline Tool Installation Process

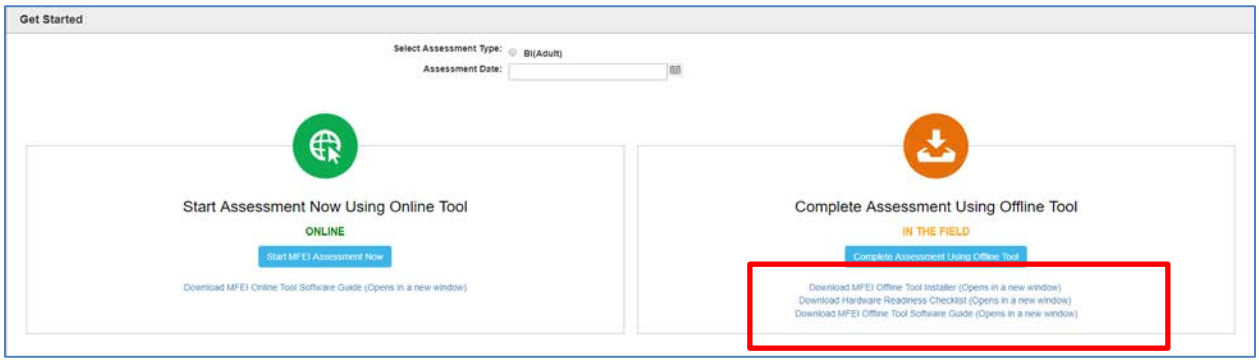
a) Installing the MFEI Offline Tool

- This is a onetime process per machine.
- Must be installed on each machine to be used.
- The Offline Tool must be downloaded in advance when there is internet access.
- Access the software download package on the KDADS website.
- Download MFEI Offline Assessment Tool

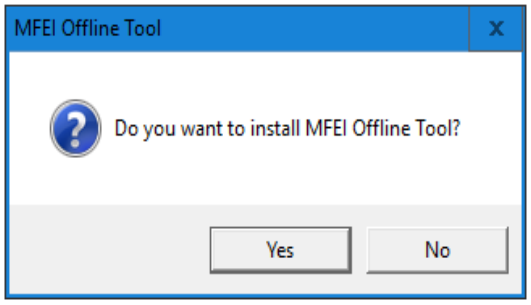
b) Installation requirements

To see the technical requirements associated with installation, please see the Hardware Readiness Checklist provided on the KDADS website in the same location as shown in the following screenshot.

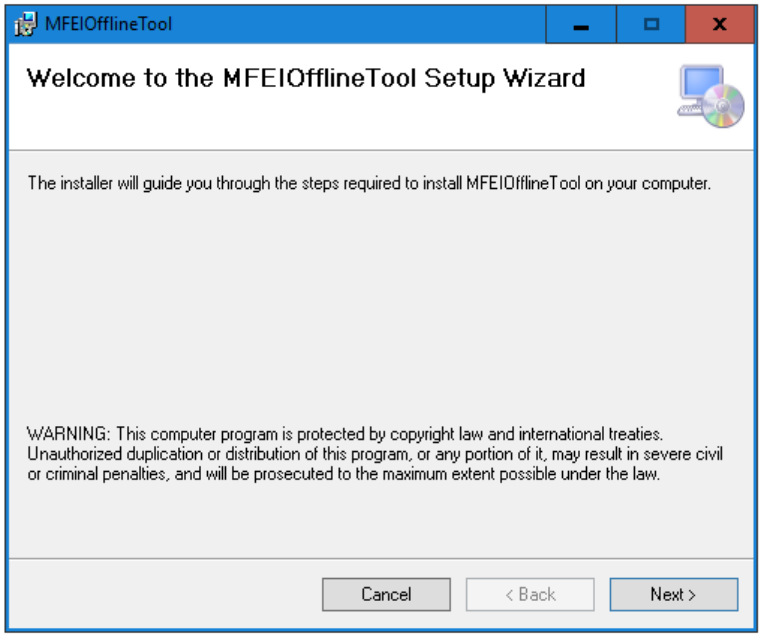
Click on the link to access the installer.



Confirm by clicking yes.

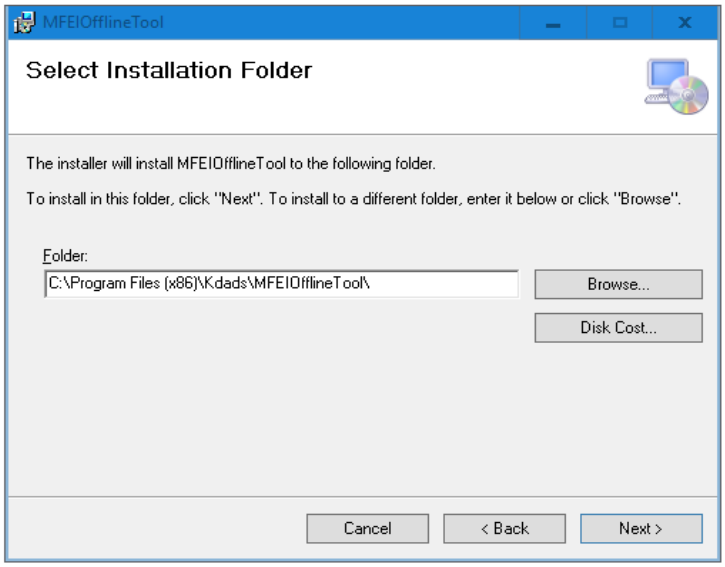


Click Next

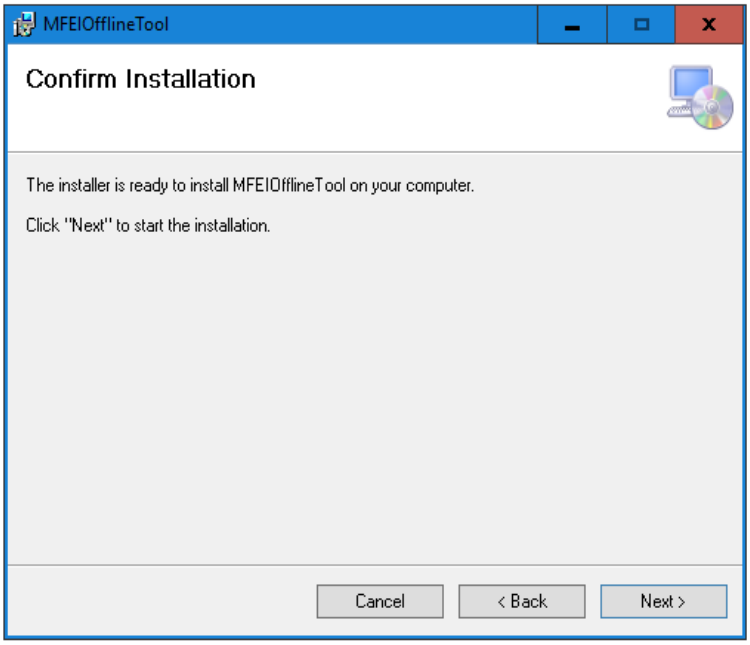


Follow the instructions provided in the installer.

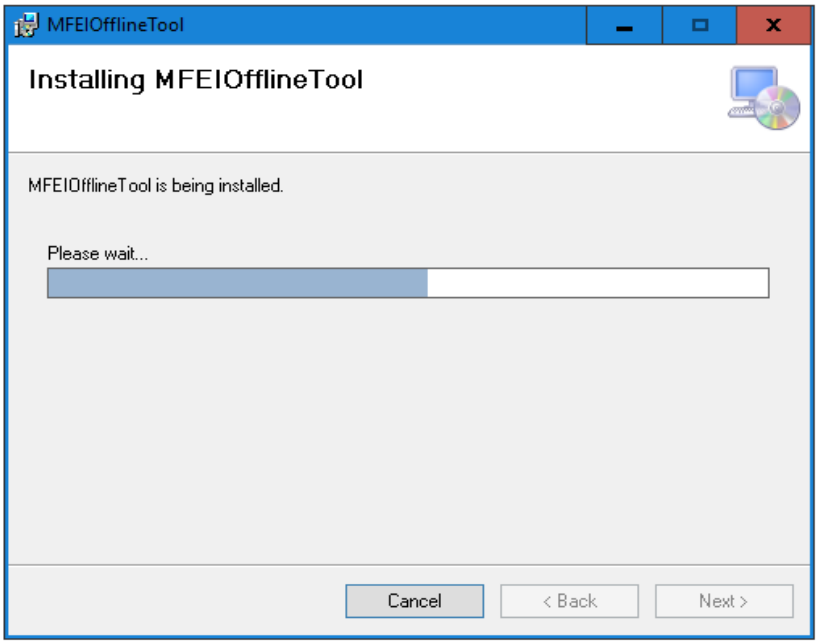
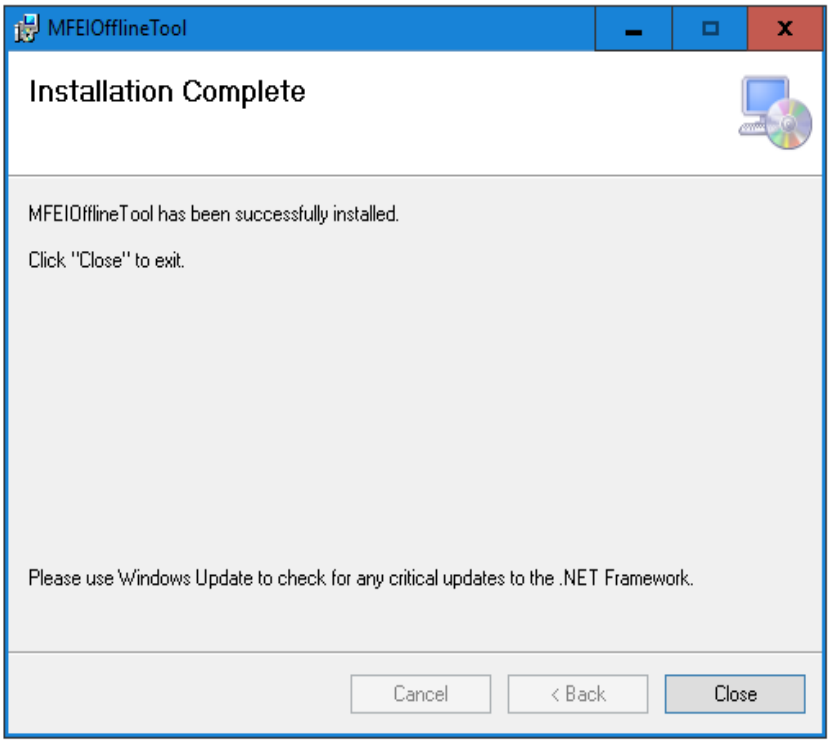
Identify where the software will be installed, then click Next.



Confirm action by clicking Next.



Progress screen will show.



Once installation is completed, click close.