# MFEI Software Training

WICHITA STATE UNIVERSITY

TRAINING AND TECHNOLOGY TEAM (T3)

# Training Overview

- Software Overview
- The MFEI Online Tool
- The MFEI Offline Tool
- Questions

# Software Overview

MFEI Software tools have been developed to support assessors in various settings as they complete the MFEI Assessment.

## MFEI Online Tool

The MFEI Online Tool allows the user to administer the MFEI assessment within the current KAMIS online system.

It is a browser-based application that works when connected to the internet.

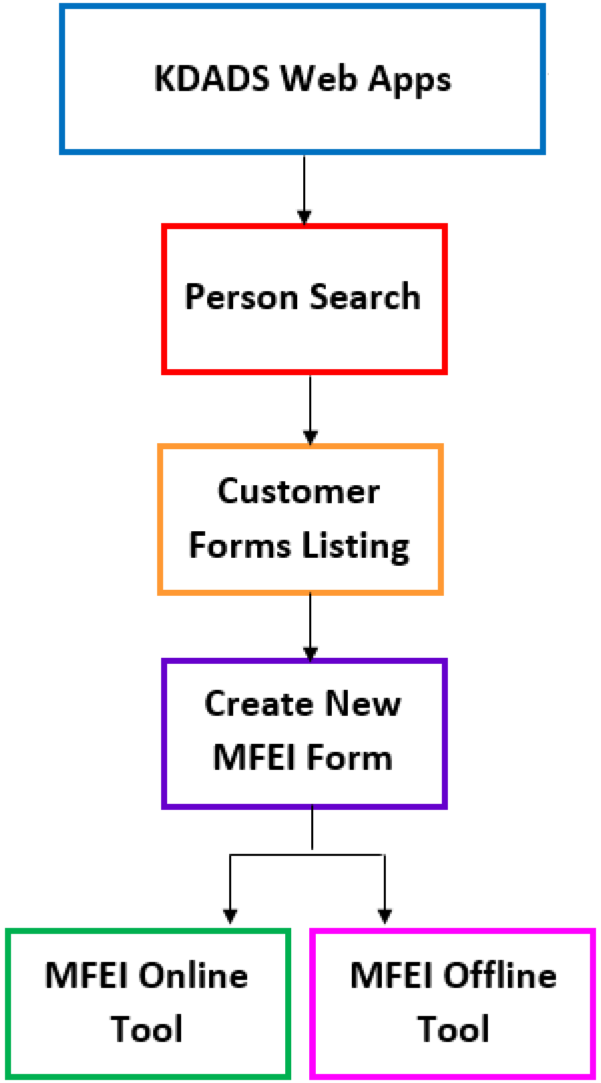
## MFEI Offline Tool

The MFEI Offline Tool allows the assessor to administer the MFEI assessment in the field.

It is a desktop-based application that works with or without internet connection.

# MFEI Process Overview

- MFEI tools are integrated with the current KAMIS (Kansas Assessment Management Information System) system.
- The diagram shows the interrelated components and we'll go into details in the next few sections.


KDADS Web Apps
Person Search
Customer Forms Listing
Create New MFEI Form
MFEI Online Tool
MFEI Offline Tool

# MFEI Tools Common Features

1. Skip Patterns / Logic
2. Informational Icons
3. Guided Messages & Alerts
4. Partial Save
5. Data Validation
6. Document Upload
7. Integrated Algorithm to determine Functional Eligibility

# Skip Patterns / Logic

- The software responds to the type of assessment chosen; the questions that appear are specific to the type of assessment.

- The software will respond adaptively based on the answers provided. For example, instead of seeing “if no, skip to section 4” the software will take the user to the appropriate section.

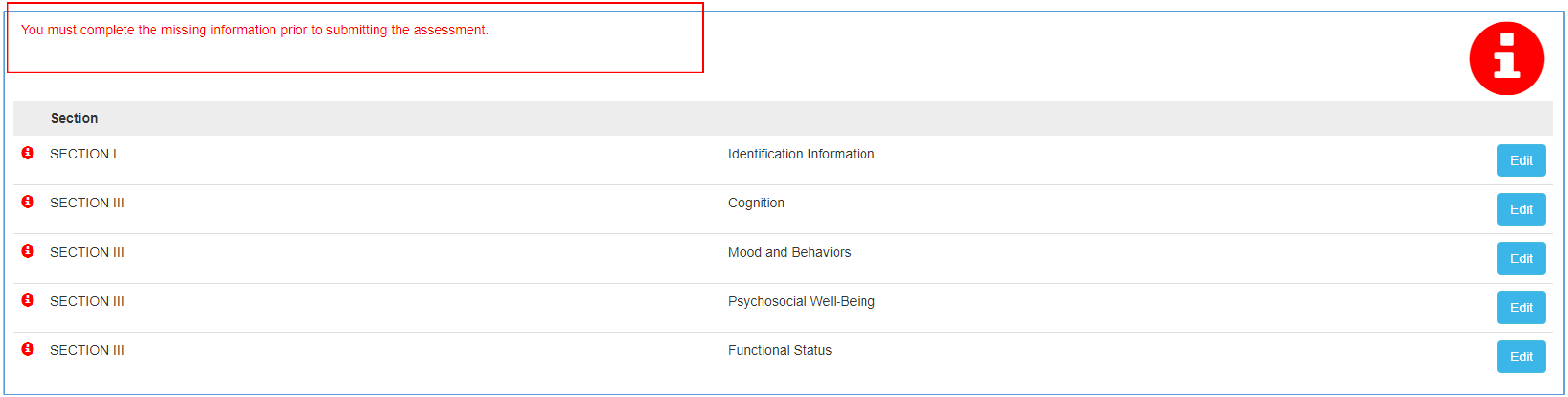
# Informational Icons

Icons are included throughout the software.

| 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 | Online | There is internet connection. |
| Offline | Offline | There is no internet connection. |
| ✓ | Complete | Information is correctly and completely entered. |
| i | 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. |

# Alert Messages

Additional clarifying messages are provided.

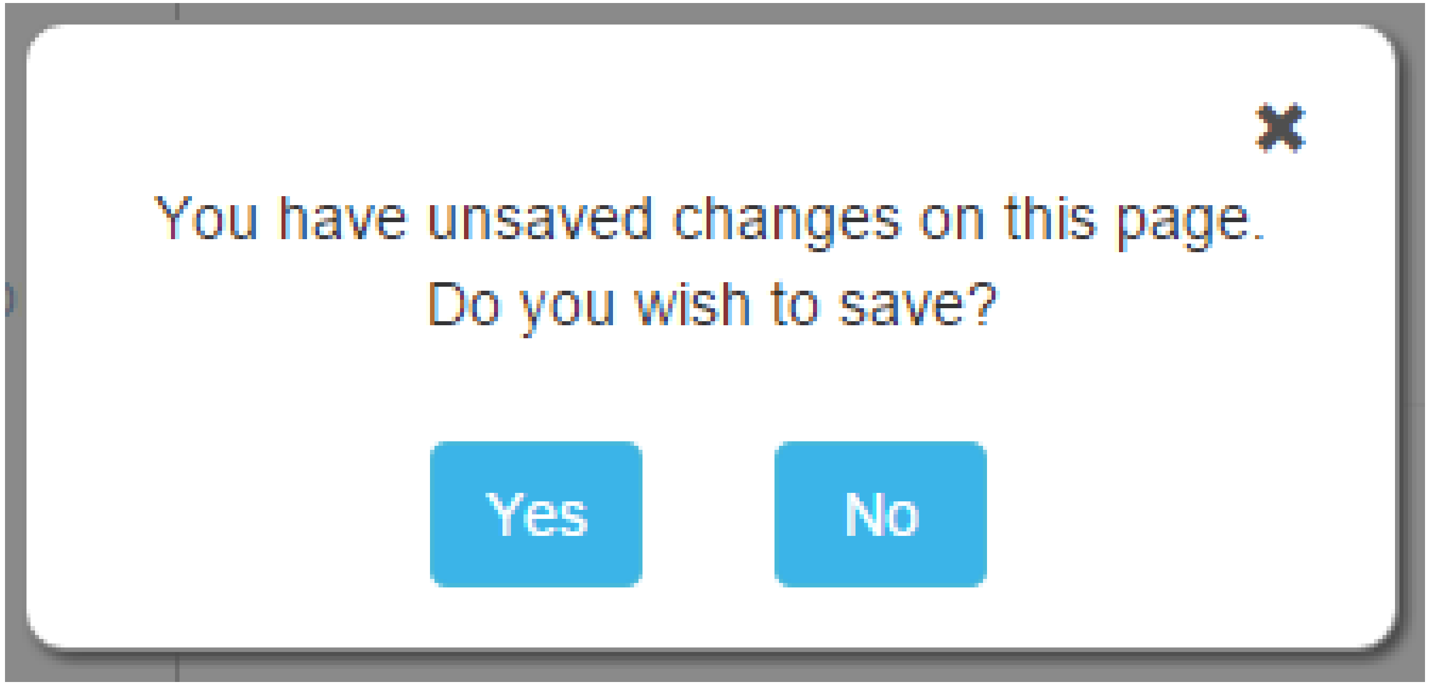


You must complete the missing information prior to submitting the assessment.

| | Section | | |
|---|---|---|---|
| ❗ | SECTION I | Identification Information | Edit |
| ❗ | SECTION III | Cognition | Edit |
| ❗ | SECTION III | Mood and Behaviors | Edit |
| ❗ | SECTION III | Psychosocial Well-Being | Edit |
| ❗ | SECTION III | Functional Status | Edit |

# Alert Messages

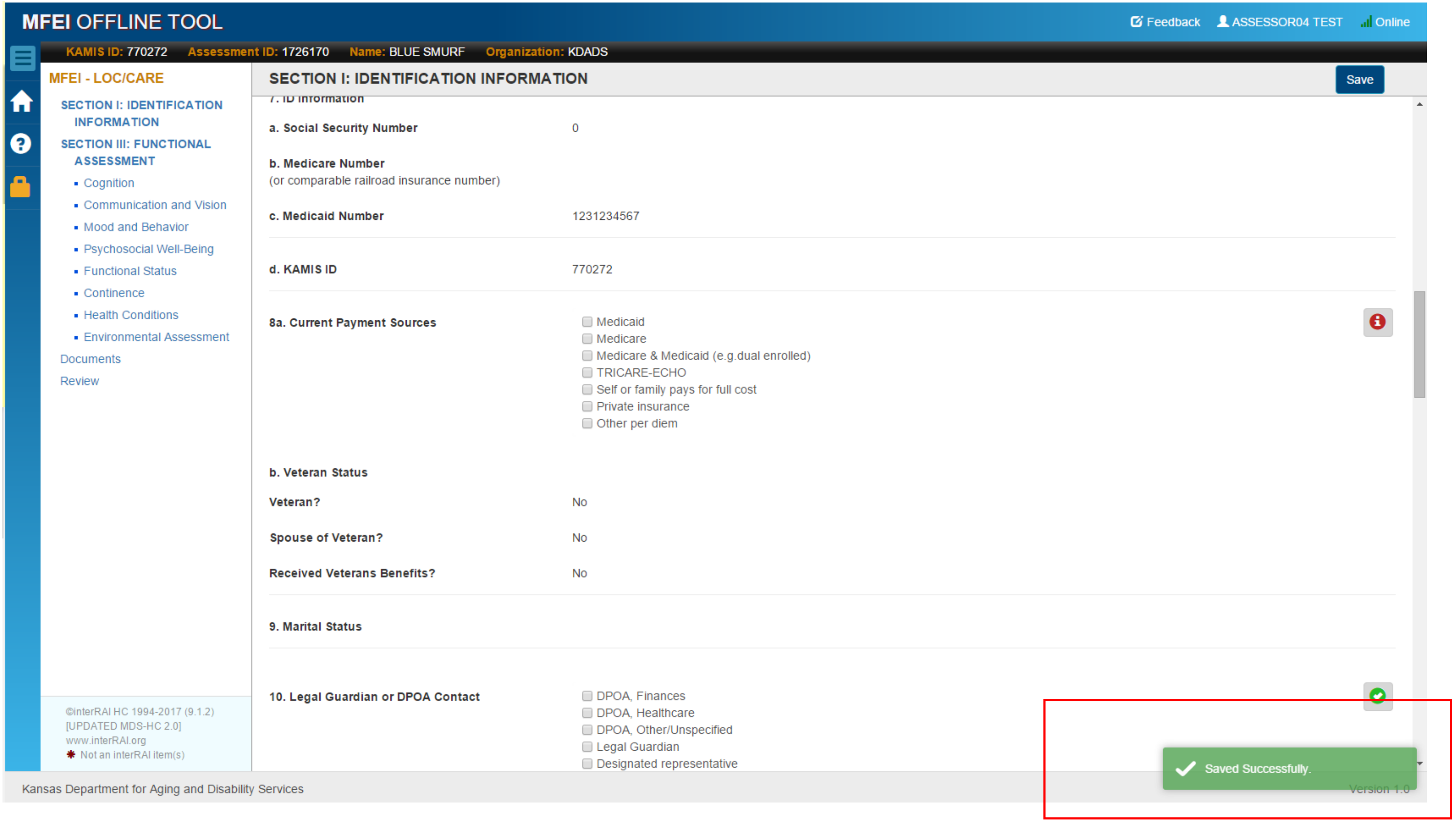
Message appears when trying to leave a page without saving information.



You have unsaved changes on this page.
Do you wish to save?

# Confirmation Messages

Success of actions are communicated.



**MFEI** OFFLINE TOOL

Feedback
ASSESSOR04 TEST
Online

KAMIS ID: 770272 Assessment ID: 1726170 Name: BLUE SMURF Organization: KDADS

MFEI - LOC/CARE
SECTION I: IDENTIFICATION INFORMATION
SECTION III: FUNCTIONAL ASSESSMENT
Cognition
Communication and Vision
Mood and Behavior
Psychosocial Well-Being
Functional Status
Continence
Health Conditions
Environmental Assessment
Documents
Review
Save

**SECTION I: IDENTIFICATION INFORMATION**

7. ID Information

**a. Social Security Number** 0

**b. Medicare Number**
(or comparable railroad insurance number)

**c. Medicaid Number** 1231234567

**d. KAMIS ID** 770272

**8a. Current Payment Sources**
- ☐ Medicaid
- ☐ Medicare
- ☐ Medicare & Medicaid (e.g.dual enrolled)
- ☐ TRICARE-ECHO
- ☐ Self or family pays for full cost
- ☐ Private insurance
- ☐ Other per diem

**b. Veteran Status**

**Veteran?** No

**Spouse of Veteran?** No

**Received Veterans Benefits?** No

**9. Marital Status**

**10. Legal Guardian or DPOA Contact**
- ☐ DPOA, Finances
- ☐ DPOA, Healthcare
- ☐ DPOA, Other/Unspecified
- ☐ Legal Guardian
- ☐ Designated representative

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[UPDATED MDS-HC 2.0]
www.interRAI.org
✱ Not an interRAI item(s)

✓ Saved Successfully.

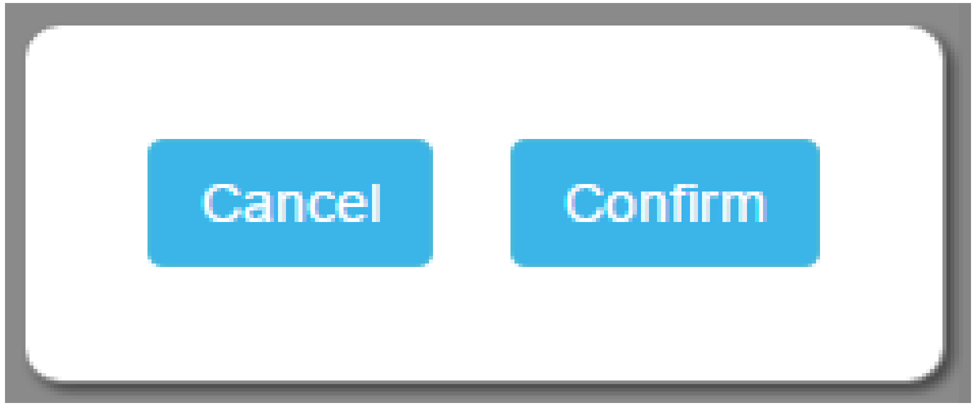
Kansas Department for Aging and Disability Services

Version 1.0

# Partial Save

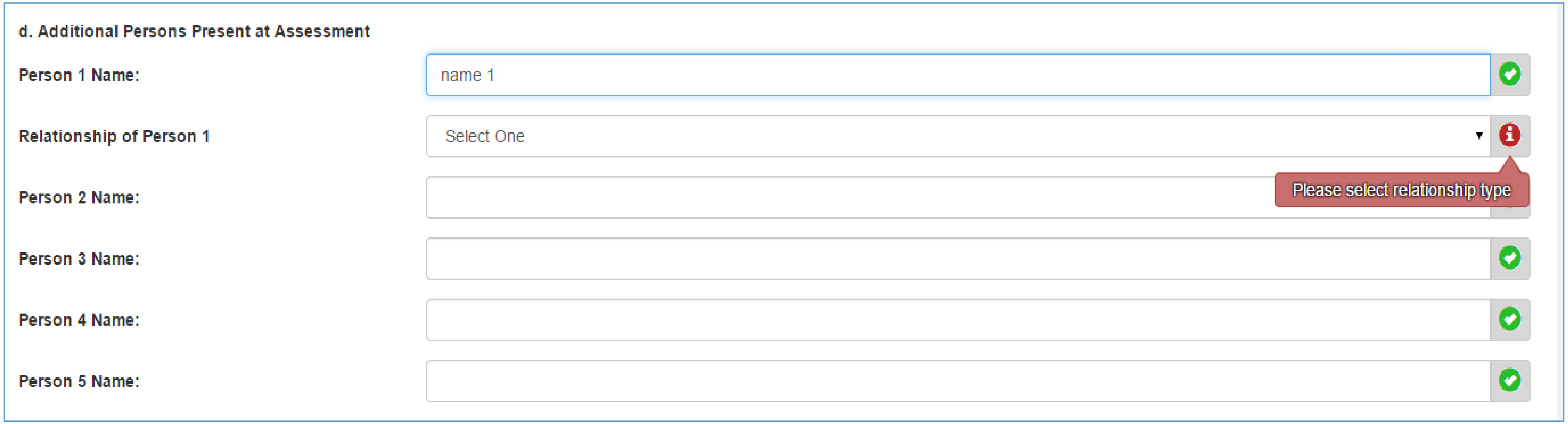
The software will allow to partially save information. When you click save on a partially completed screen, you will need to confirm the action.

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.



# Data Validation

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



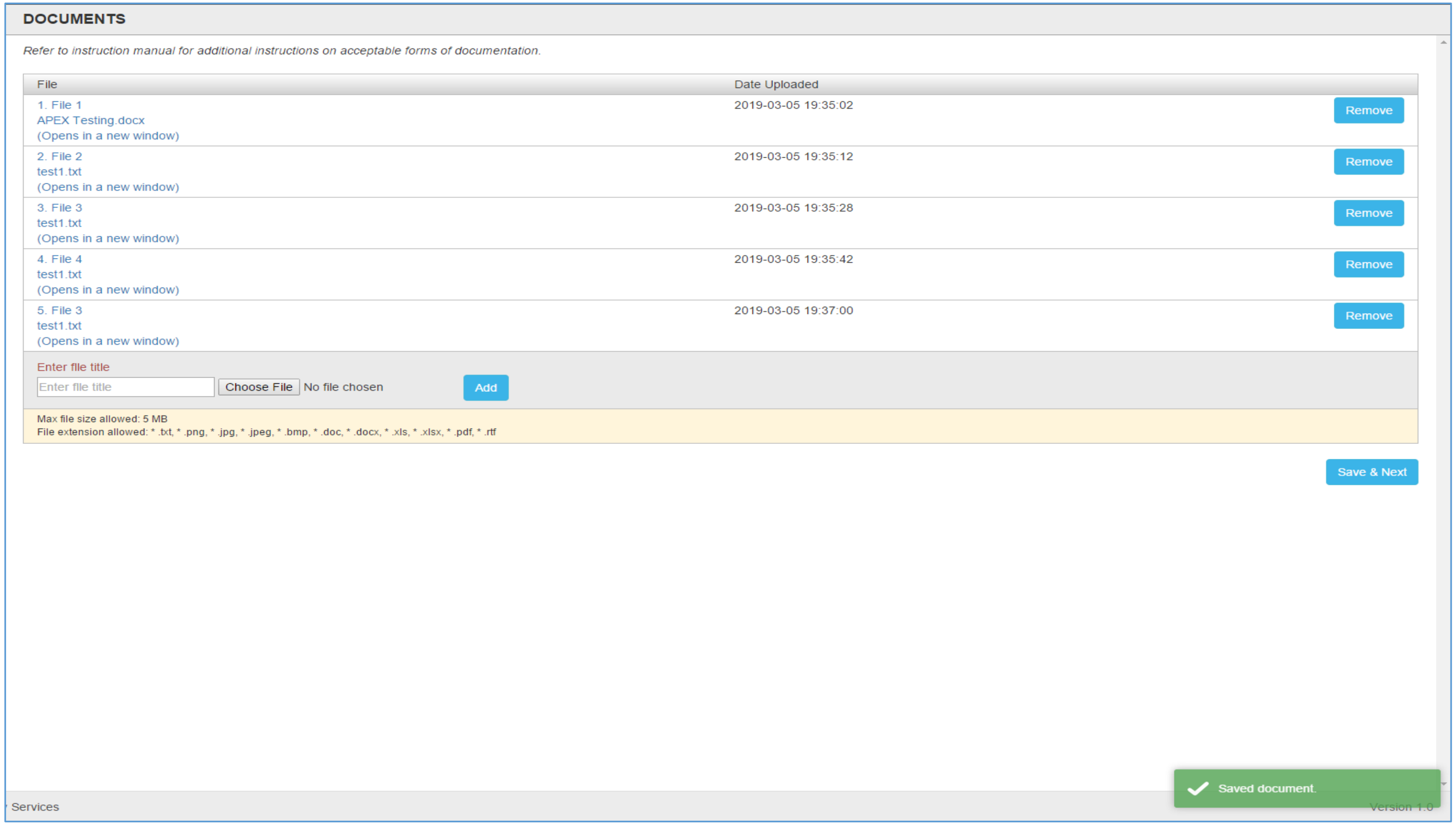
d. Additional Persons Present at Assessment

| | |
|---|---|
| Person 1 Name: | name 1 ✓ |
| Relationship of Person 1 | Select One ▾ ℹ |
| Person 2 Name: | |
| Person 3 Name: | ✓ |
| Person 4 Name: | ✓ |
| Person 5 Name: | ✓ |

Please select relationship type

# Document Upload

Upload any supporting documents.



**DOCUMENTS**

*Refer to instruction manual for additional instructions on acceptable forms of documentation.*

| File | Date Uploaded |
|---|---|
| 1. File 1<br>APEX Testing.docx<br>(Opens in a new window) | 2019-03-05 19:35:02 |
| 2. File 2<br>test1.txt<br>(Opens in a new window) | 2019-03-05 19:35:12 |
| 3. File 3<br>test1.txt<br>(Opens in a new window) | 2019-03-05 19:35:28 |
| 4. File 4<br>test1.txt<br>(Opens in a new window) | 2019-03-05 19:35:42 |
| 5. File 3<br>test1.txt<br>(Opens in a new window) | 2019-03-05 19:37:00 |

Enter file title

Max file size allowed: 5 MB
File extension allowed: * .txt, * .png, * .jpg, * .jpeg, * .bmp, * .doc, * .docx, * .xls, * .xlsx, * .pdf, * .rtf

Saved document.

Remove
Remove
Remove
Remove
Remove
Enter file title
Choose File
No file chosen
Add
Save & Next
Services
Version 1.0

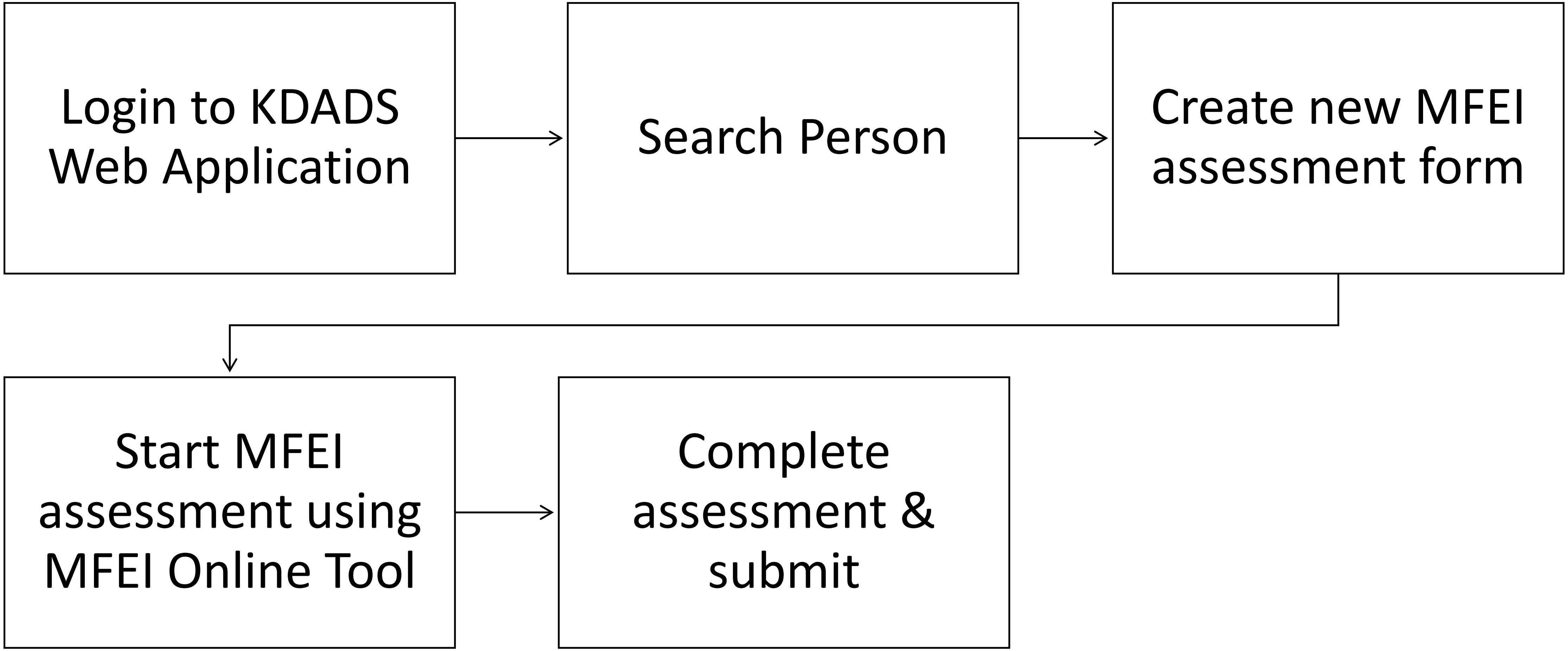
# Integrated Algorithm

Upon successful data collection and assessment submission, the Functional Eligibility status will be communicated.

This is possible due to the algorithm that supports the responses with the data collection process.

# MFEI Online Tool

# Workflow Using MFEI Online Tool



Login to KDADS Web Application

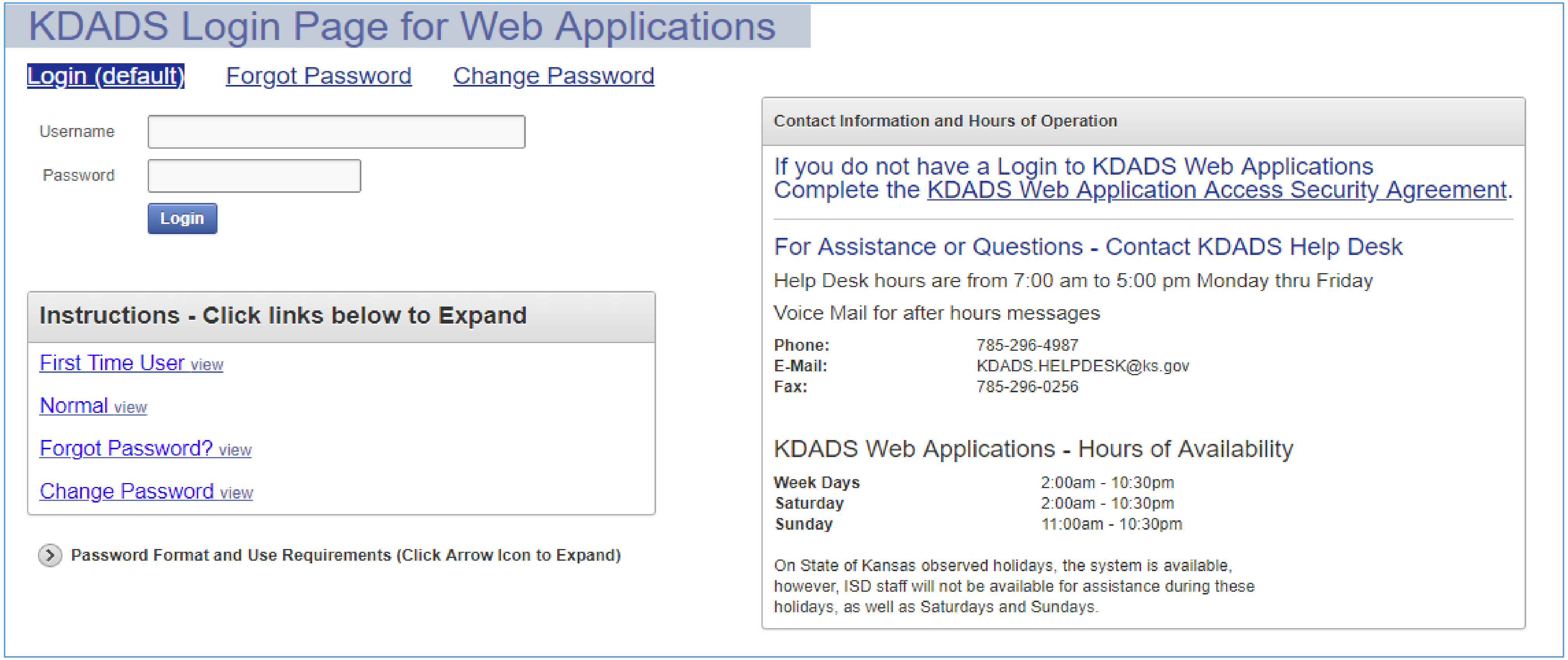
Search Person

Create new MFEI assessment form

Start MFEI assessment using MFEI Online Tool

Complete assessment & submit

# Login to KDADS Web Application



KDADS Login Page for Web Applications

Login (default) | Forgot Password | Change Password

Username ☐

Password ☐

Login

**Instructions - Click links below to Expand**

- First Time User view
- Normal view
- Forgot Password? view
- Change Password view

Password Format and Use Requirements (Click Arrow Icon to Expand)

**Contact Information and Hours of Operation**

If you do not have a Login to KDADS Web Applications
Complete the KDADS Web Application Access Security Agreement.

For Assistance or Questions - Contact KDADS Help Desk

Help Desk hours are from 7:00 am to 5:00 pm Monday thru Friday

Voice Mail for after hours messages

| | |
|---|---|
| **Phone:** | 785-296-4987 |
| **E-Mail:** | KDADS.HELPDESK@ks.gov |
| **Fax:** | 785-296-0256 |

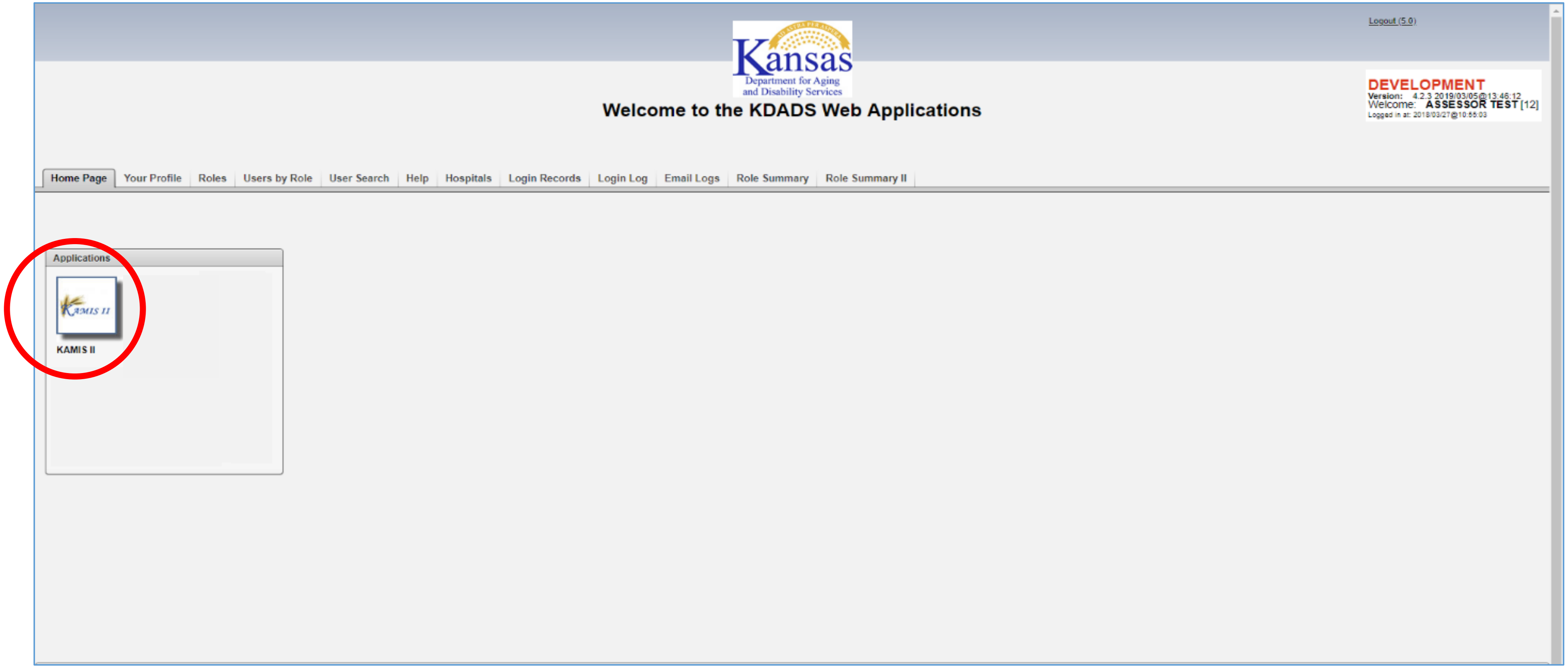
KDADS Web Applications - Hours of Availability

| | |
|---|---|
| **Week Days** | 2:00am - 10:30pm |
| **Saturday** | 2:00am - 10:30pm |
| **Sunday** | 11:00am - 10:30pm |

On State of Kansas observed holidays, the system is available, however, ISD staff will not be available for assistance during these holidays, as well as Saturdays and Sundays.

- Login to KDADS Web Application
- Person Search
- Create new MFEI assessment form
- Start MFEI assessment using MFEI Online Tool
- Complete assessment & submit

# Click on KAMIS II Icon



Logout (5.0)
Kansas
Department for Aging and Disability Services

DEVELOPMENT
Version: 4.2.3 2019/03/05@13:46:12
Welcome: ASSESSOR TEST [12]
Logged in at: 2018/03/27@10:55:03

Welcome to the KDADS Web Applications

Home Page
Your Profile
Roles
Users by Role
User Search
Help
Hospitals
Login Records
Login Log
Email Logs
Role Summary
Role Summary II
Applications
KAMIS II
KAMIS II

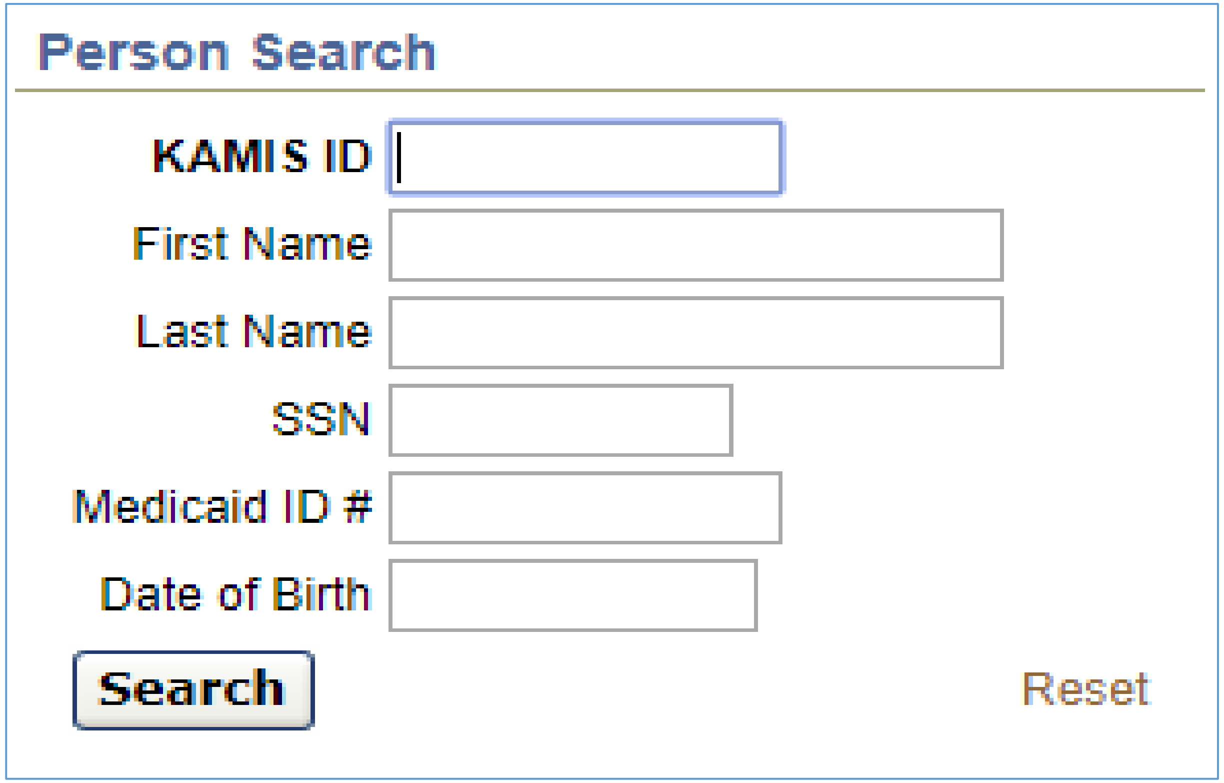
Login to KDADS Web Application
↓
Person Search
↓
Create new MFEI assessment form
↓
Start MFEI assessment using MFEI Online Tool
↓
Complete assessment & submit

# Person Search

Search for the person for whom you will be doing the assessment

Enter information and click 'search.'

If the person doesn't exist, create the person.



## Person Search

KAMIS ID

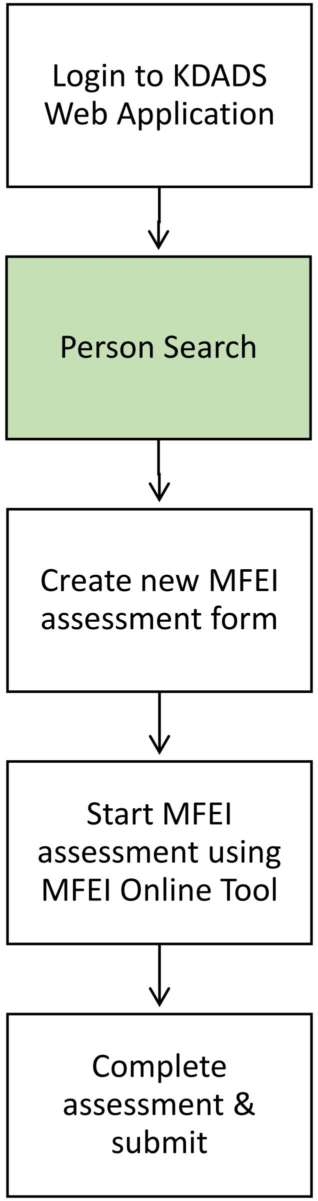
First Name

Last Name

SSN

Medicaid ID #

Date of Birth



Login to KDADS Web Application

Person Search

Create new MFEI assessment form

Start MFEI assessment using MFEI Online Tool

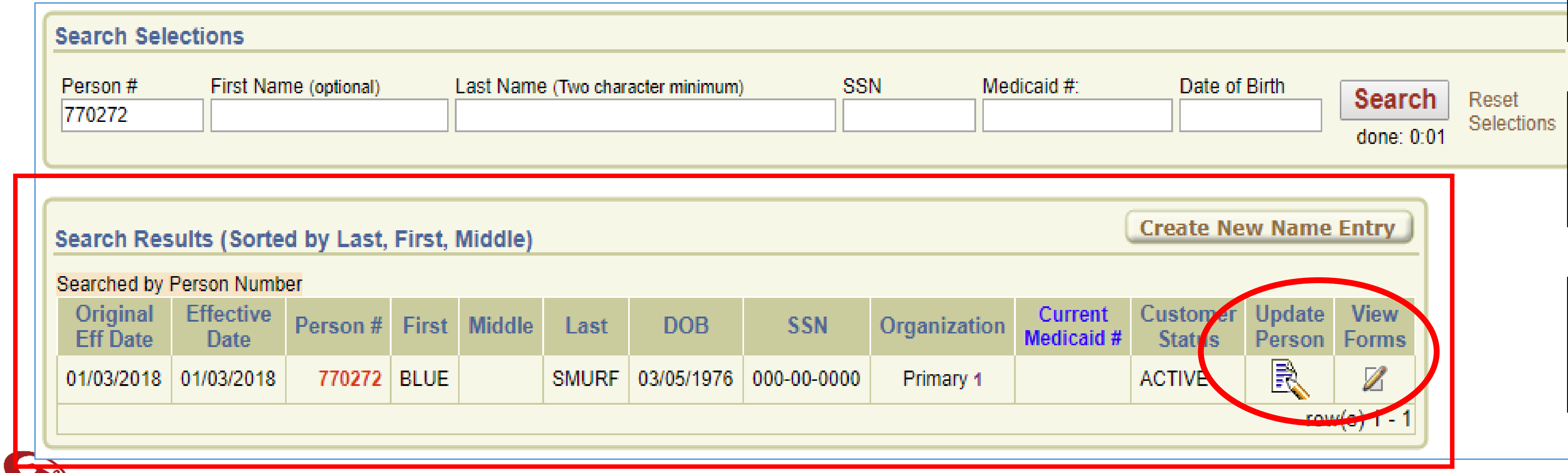
Complete assessment & submit

# Person Search Results Screen

Select person and verify person’s information.

If the person’s information needs to be updated, click Update Person.

Then, click View Forms.



**Search Selections**

Person #: 770272

First Name (optional):

Last Name (Two character minimum):

SSN:

Medicaid #:

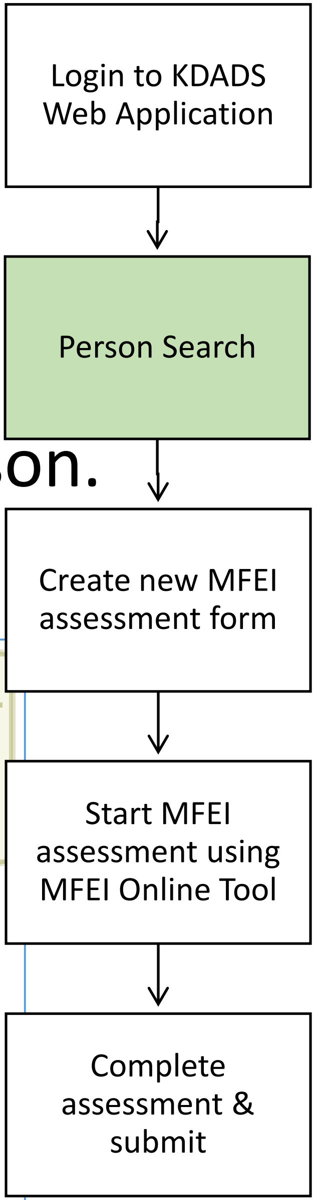
Date of Birth:

**Search Results (Sorted by Last, First, Middle)**

Searched by Person Number

| Original Eff Date | Effective Date | Person # | First | Middle | Last | DOB | SSN | Organization | Current Medicaid # | Customer Status | Update Person | View Forms |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 01/03/2018 | 01/03/2018 | 770272 | BLUE | | SMURF | 03/05/1976 | 000-00-0000 | Primary 1 | | ACTIVE | | |

row(s) 1 - 1



Login to KDADS Web Application

Person Search

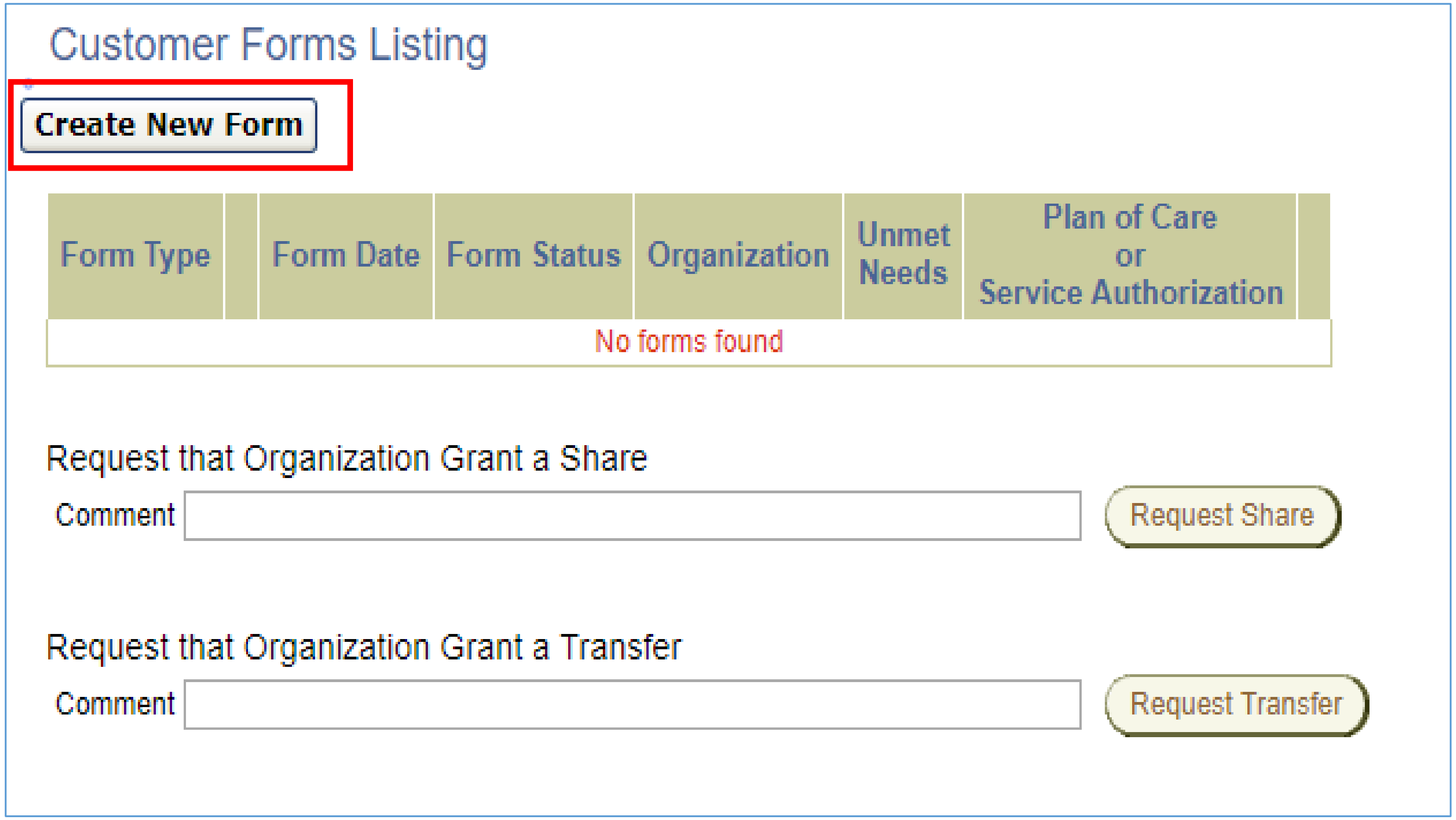
Create new MFEI assessment form

Start MFEI assessment using MFEI Online Tool

Complete assessment & submit

# Create MFEI Form

Click on Create New Form.



Customer Forms Listing

Create New Form

| Form Type | | Form Date | Form Status | Organization | Unmet Needs | Plan of Care or Service Authorization | |
|---|---|---|---|---|---|---|---|
| No forms found | | | | | | | |

Request that Organization Grant a Share

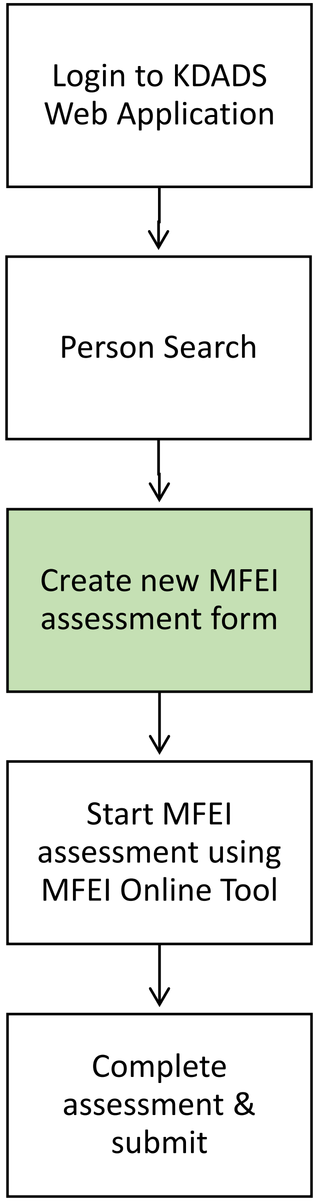
Comment

Request Share

Request that Organization Grant a Transfer

Comment

Request Transfer



Login to KDADS Web Application

Person Search

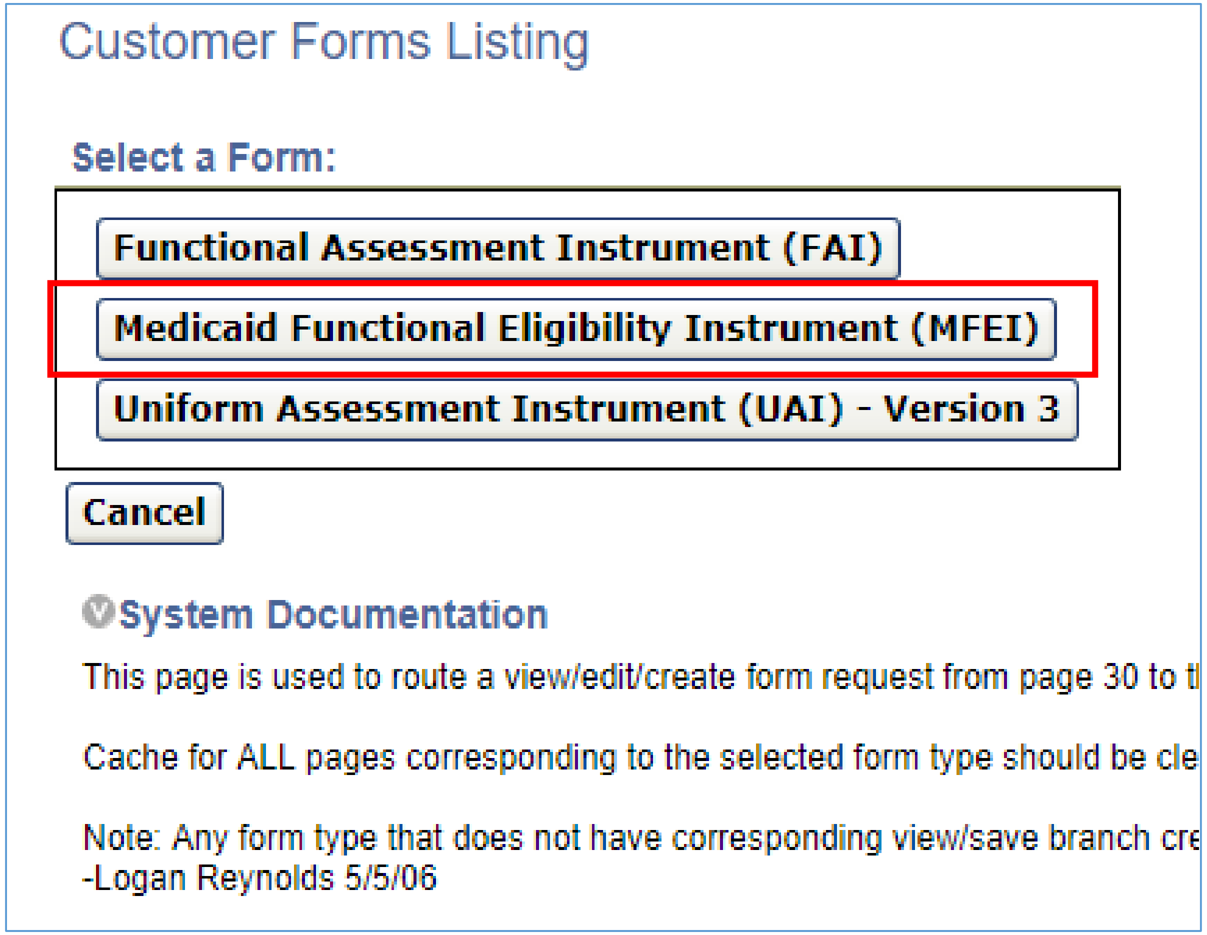
Create new MFEI assessment form

Start MFEI assessment using MFEI Online Tool

Complete assessment & submit

# Create MFEI Form

Select MFEI.



Customer Forms Listing

Select a Form:

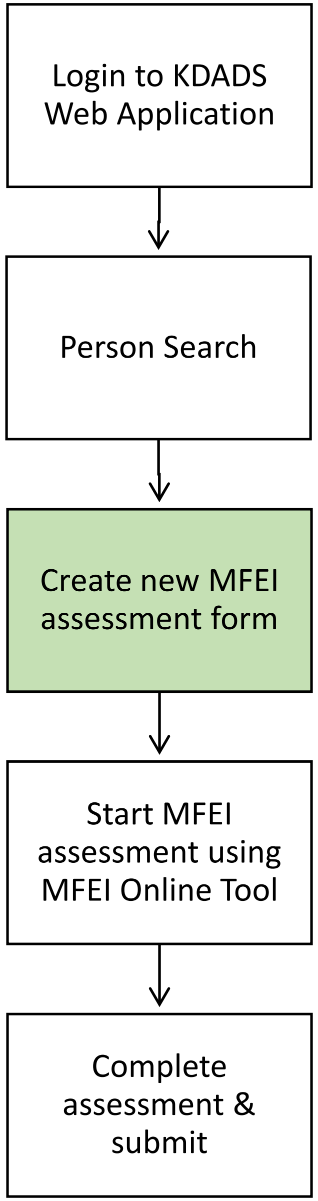
Functional Assessment Instrument (FAI)
Medicaid Functional Eligibility Instrument (MFEI)
Uniform Assessment Instrument (UAI) - Version 3
Cancel

System Documentation

This page is used to route a view/edit/create form request from page 30 to t

Cache for ALL pages corresponding to the selected form type should be cle

Note: Any form type that does not have corresponding view/save branch cre
-Logan Reynolds 5/5/06



Login to KDADS Web Application

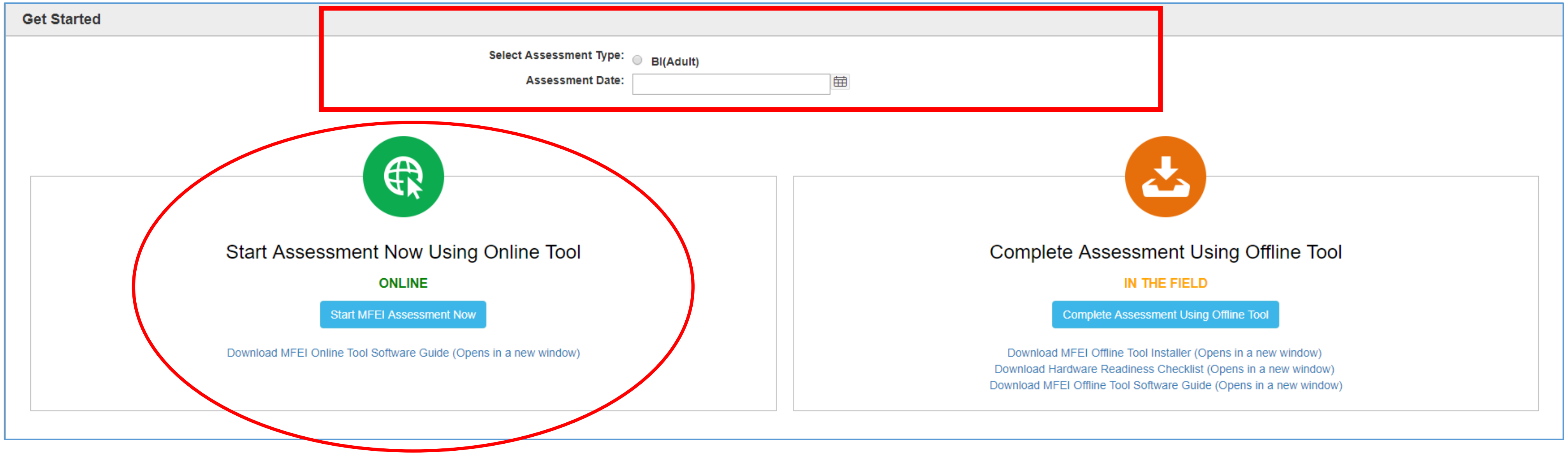
Person Search

Create new MFEI assessment form

Start MFEI assessment using MFEI Online Tool

Complete assessment & submit

# Select Start Assessment Now Using MFEI Online Tool



**Get Started**

Select Assessment Type: ○ BI(Adult)

Assessment Date:

Start Assessment Now Using Online Tool

ONLINE

Start MFEI Assessment Now

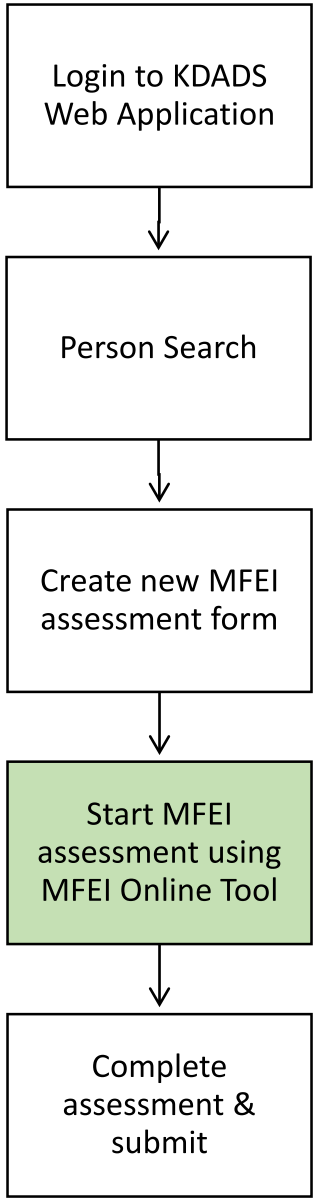
Download MFEI Online Tool Software Guide (Opens in a new window)

Complete Assessment Using Offline Tool

IN THE FIELD

Complete Assessment Using Offline Tool

Download MFEI Offline Tool Installer (Opens in a new window)
Download Hardware Readiness Checklist (Opens in a new window)
Download MFEI Offline Tool Software Guide (Opens in a new window)



Login to KDADS Web Application

Person Search

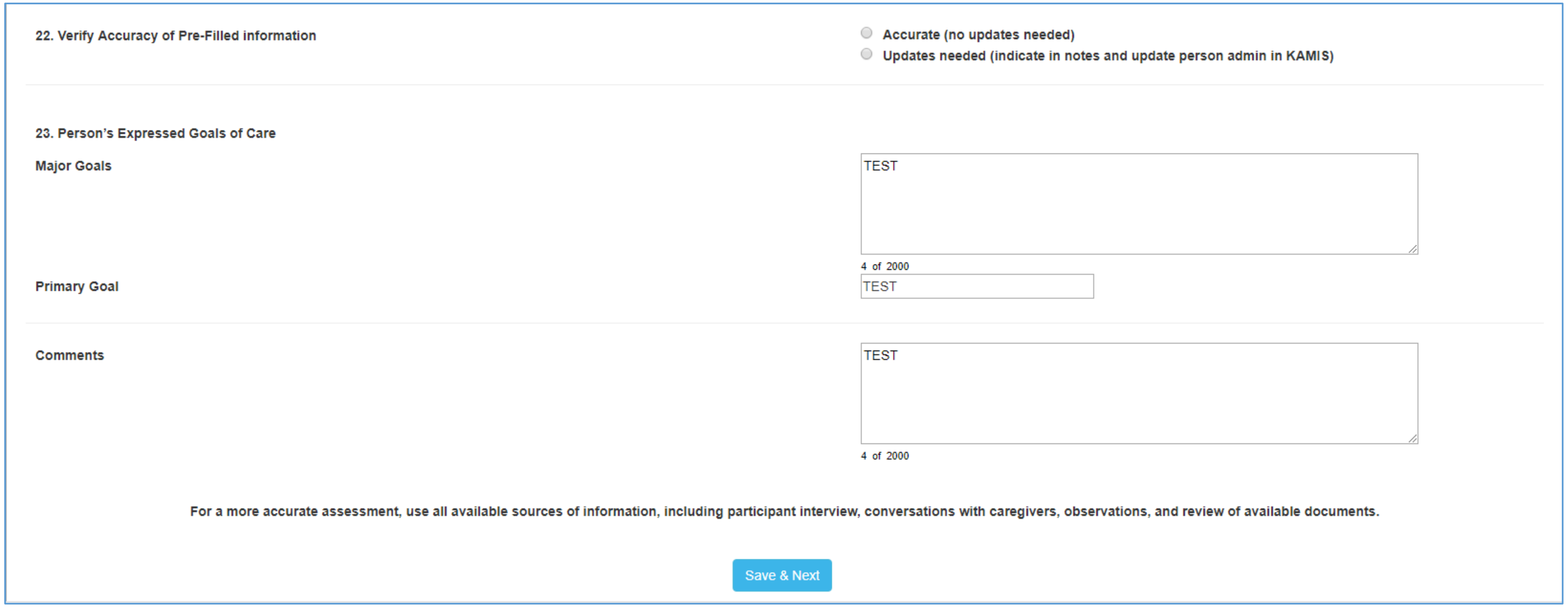
Create new MFEI assessment form

Start MFEI assessment using MFEI Online Tool

Complete assessment & submit

# Begin the Assessment

You will be taken to the Identification Section. 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.



22. Verify Accuracy of Pre-Filled information
○ Accurate (no updates needed)
○ Updates needed (indicate in notes and update person admin in KAMIS)

23. Person's Expressed Goals of Care

Major Goals: TEST
4 of 2000

Primary Goal: TEST

Comments: TEST
4 of 2000

For a more accurate assessment, use all available sources of information, including participant interview, conversations with caregivers, observations, and review of available documents.

Login to KDADS Web Application

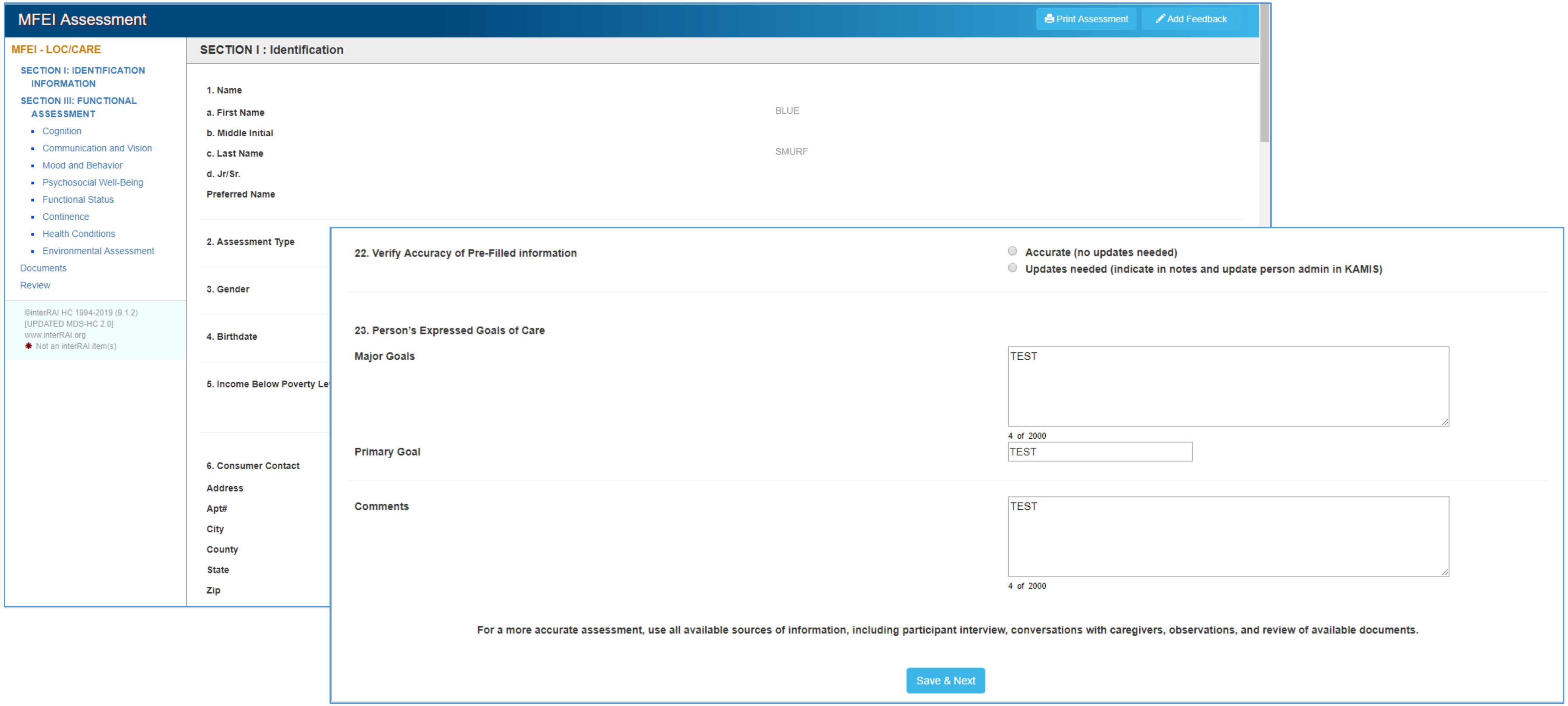
Person Search

Create new MFEI assessment form

Start MFEI assessment using MFEI Online Tool

Complete assessment & submit

# Section I - Identification


MFEI Assessment
Print Assessment
Add Feedback
MFEI - LOC/CARE
SECTION I: IDENTIFICATION INFORMATION
SECTION III: FUNCTIONAL ASSESSMENT
Cognition
Communication and Vision
Mood and Behavior
Psychosocial Well-Being
Functional Status
Continence
Health Conditions
Environmental Assessment
Documents
Review
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[UPDATED MDS-HC 2.0]
www.interRAI.org
Not an interRAI item(s)
Save & Next

**SECTION I : Identification**

**1. Name**

**a. First Name** BLUE

**b. Middle Initial**

**c. Last Name** SMURF

**d. Jr/Sr.**

**Preferred Name**

**2. Assessment Type**

**3. Gender**

**4. Birthdate**

**5. Income Below Poverty Le**

**6. Consumer Contact**

**Address**

**Apt#**

**City**

**County**

**State**

**Zip**

**22. Verify Accuracy of Pre-Filled information**

○ Accurate (no updates needed)
○ Updates needed (indicate in notes and update person admin in KAMIS)

**23. Person's Expressed Goals of Care**

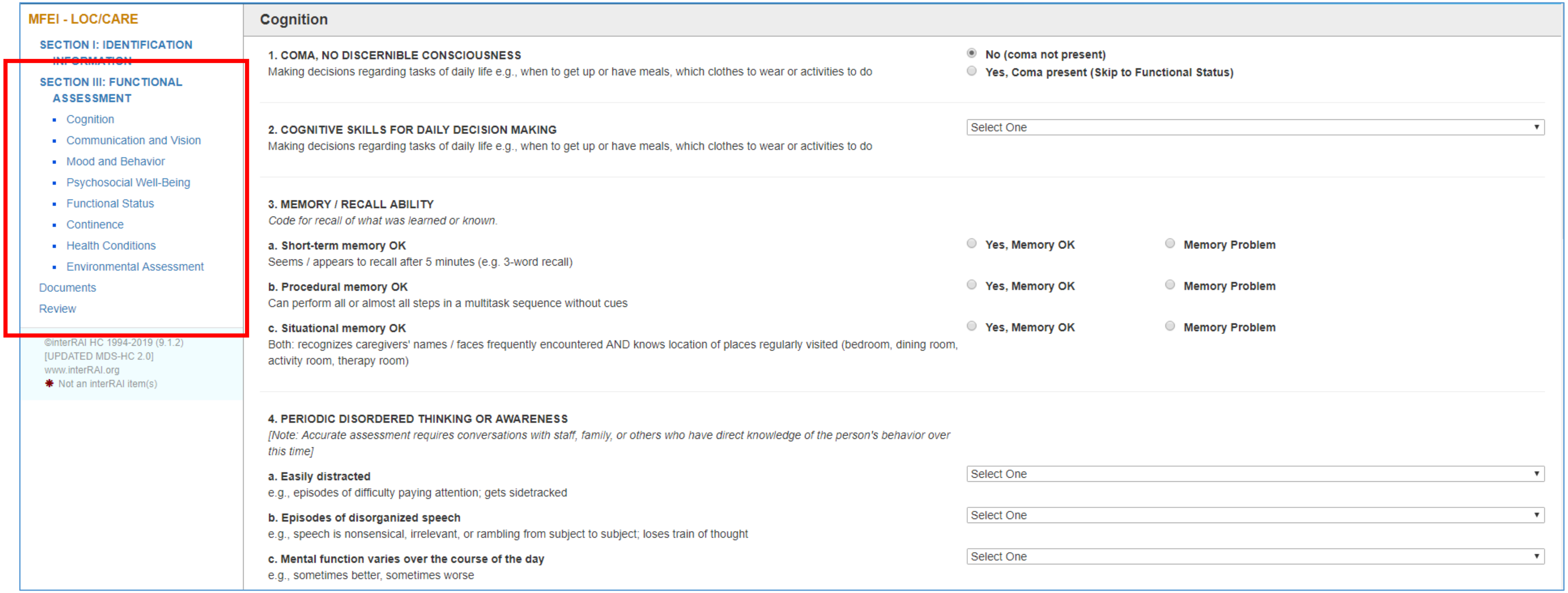
**Major Goals** TEST
4 of 2000

**Primary Goal** TEST

**Comments** TEST
4 of 2000

For a more accurate assessment, use all available sources of information, including participant interview, conversations with caregivers, observations, and review of available documents.

# Section III – Functional Assessment



**MFEI - LOC/CARE**

- SECTION I: IDENTIFICATION INFORMATION
- SECTION III: FUNCTIONAL ASSESSMENT
  - Cognition
  - Communication and Vision
  - Mood and Behavior
  - Psychosocial Well-Being
  - Functional Status
  - Continence
  - Health Conditions
  - Environmental Assessment
- Documents
- Review

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[UPDATED MDS-HC 2.0]
www.interRAI.org
✱ Not an interRAI item(s)

## Cognition

**1. COMA, NO DISCERNIBLE CONSCIOUSNESS**
Making decisions regarding tasks of daily life e.g., when to get up or have meals, which clothes to wear or activities to do

● No (coma not present)
○ Yes, Coma present (Skip to Functional Status)

**2. COGNITIVE SKILLS FOR DAILY DECISION MAKING**
Making decisions regarding tasks of daily life e.g., when to get up or have meals, which clothes to wear or activities to do

Select One ▾

**3. MEMORY / RECALL ABILITY**
*Code for recall of what was learned or known.*

**a. Short-term memory OK**
Seems / appears to recall after 5 minutes (e.g. 3-word recall)
○ Yes, Memory OK ○ Memory Problem

**b. Procedural memory OK**
Can perform all or almost all steps in a multitask sequence without cues
○ Yes, Memory OK ○ Memory Problem

**c. Situational memory OK**
Both: recognizes caregivers' names / faces frequently encountered AND knows location of places regularly visited (bedroom, dining room, activity room, therapy room)
○ Yes, Memory OK ○ Memory Problem

**4. PERIODIC DISORDERED THINKING OR AWARENESS**
*[Note: Accurate assessment requires conversations with staff, family, or others who have direct knowledge of the person's behavior over this time]*

**a. Easily distracted**
e.g., episodes of difficulty paying attention; gets sidetracked
Select One ▾

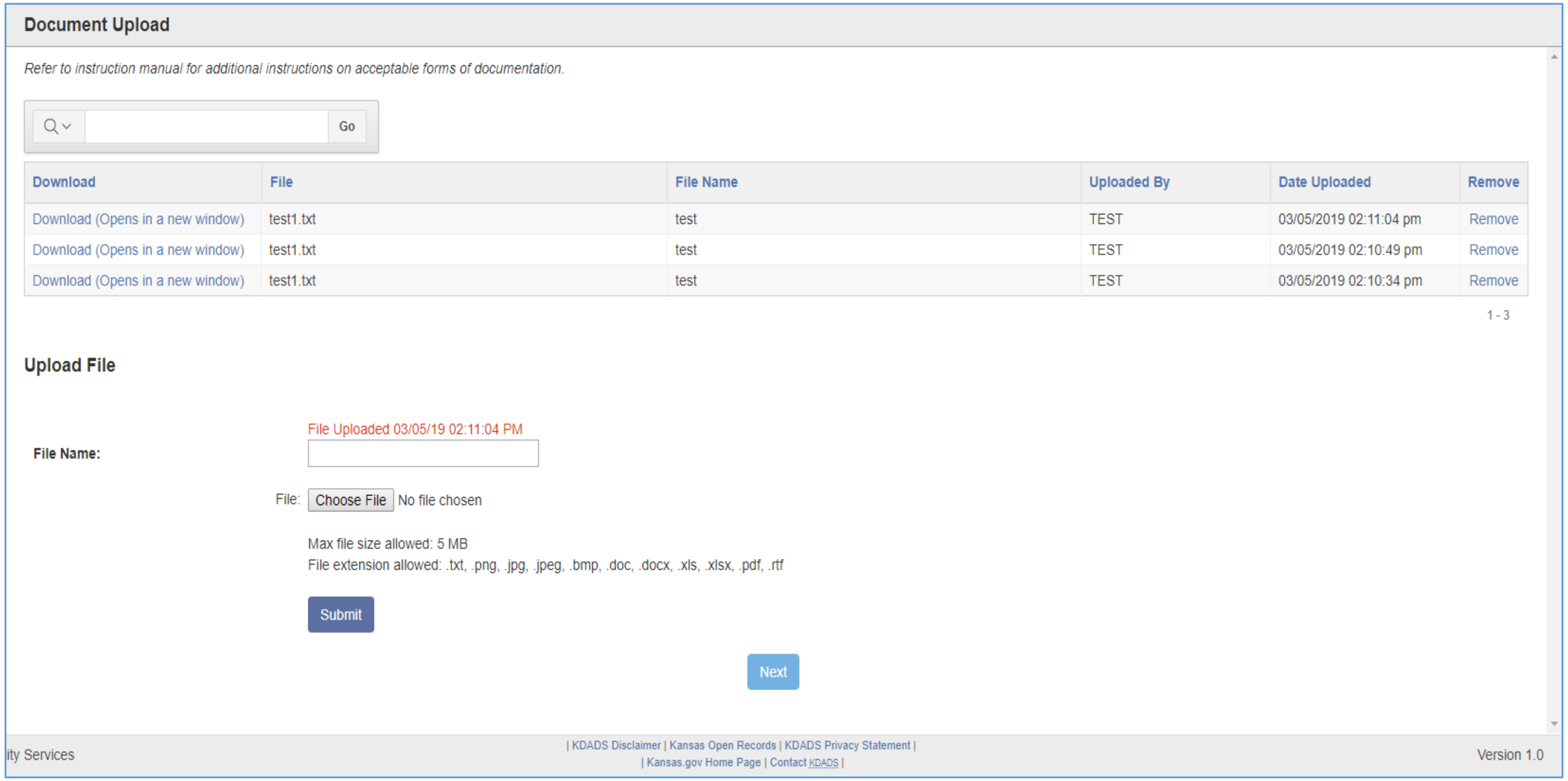
**b. Episodes of disorganized speech**
e.g., speech is nonsensical, irrelevant, or rambling from subject to subject; loses train of thought
Select One ▾

**c. Mental function varies over the course of the day**
e.g., sometimes better, sometimes worse
Select One ▾

# Documents

Upload any supporting documents.

Please note you can upload documents after the assessment has been submitted and approved.



**Document Upload**

*Refer to instruction manual for additional instructions on acceptable forms of documentation.*

| Download | File | File Name | Uploaded By | Date Uploaded | Remove |
|---|---|---|---|---|---|
| Download (Opens in a new window) | test1.txt | test | TEST | 03/05/2019 02:11:04 pm | Remove |
| Download (Opens in a new window) | test1.txt | test | TEST | 03/05/2019 02:10:49 pm | Remove |
| Download (Opens in a new window) | test1.txt | test | TEST | 03/05/2019 02:10:34 pm | Remove |

1 - 3

**Upload File**

File Uploaded 03/05/19 02:11:04 PM

**File Name:**

File: Choose File No file chosen

Max file size allowed: 5 MB

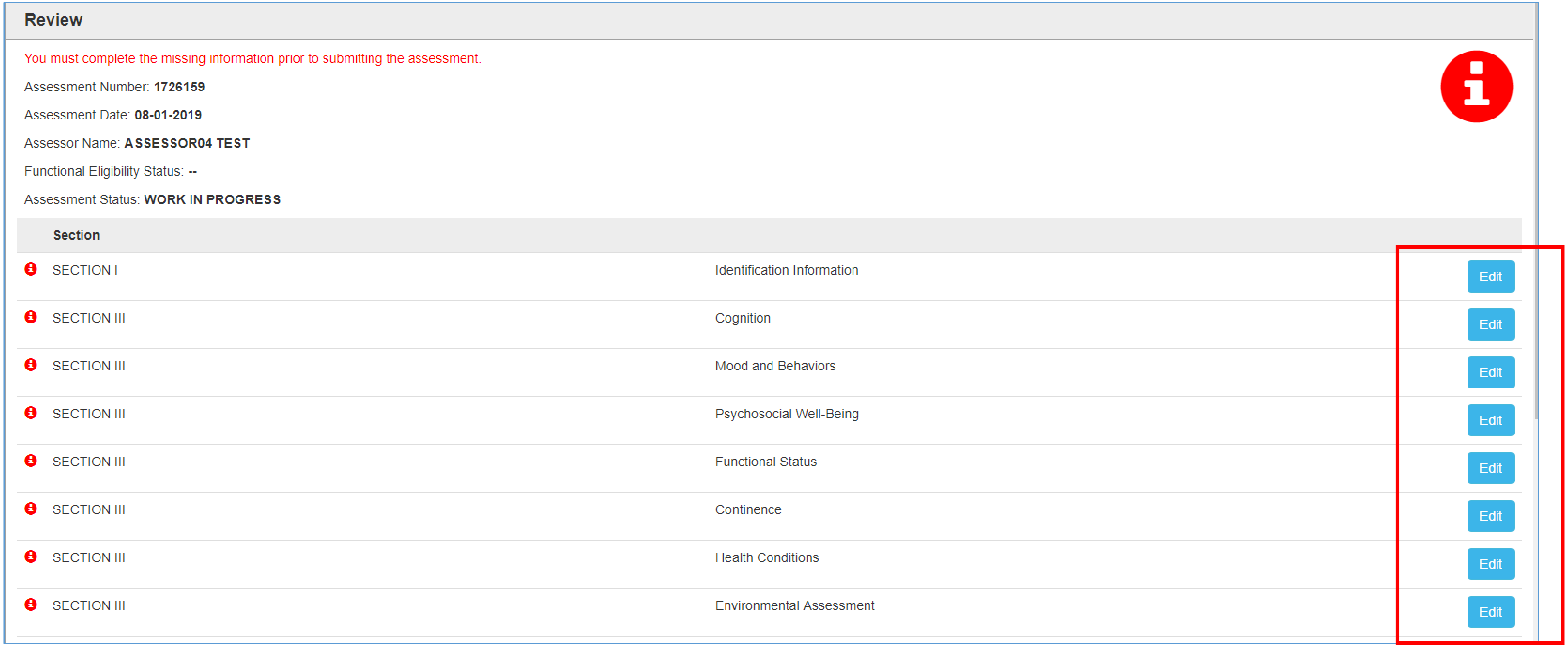
File extension allowed: .txt, .png, .jpg, .jpeg, .bmp, .doc, .docx, .xls, .xlsx, .pdf, .rtf

ity Services

| KDADS Disclaimer | Kansas Open Records | KDADS Privacy Statement |
| Kansas.gov Home Page | Contact KDADS |

Version 1.0

# Review – Incomplete Sections



**Review**

You must complete the missing information prior to submitting the assessment.

Assessment Number: **1726159**

Assessment Date: **08-01-2019**

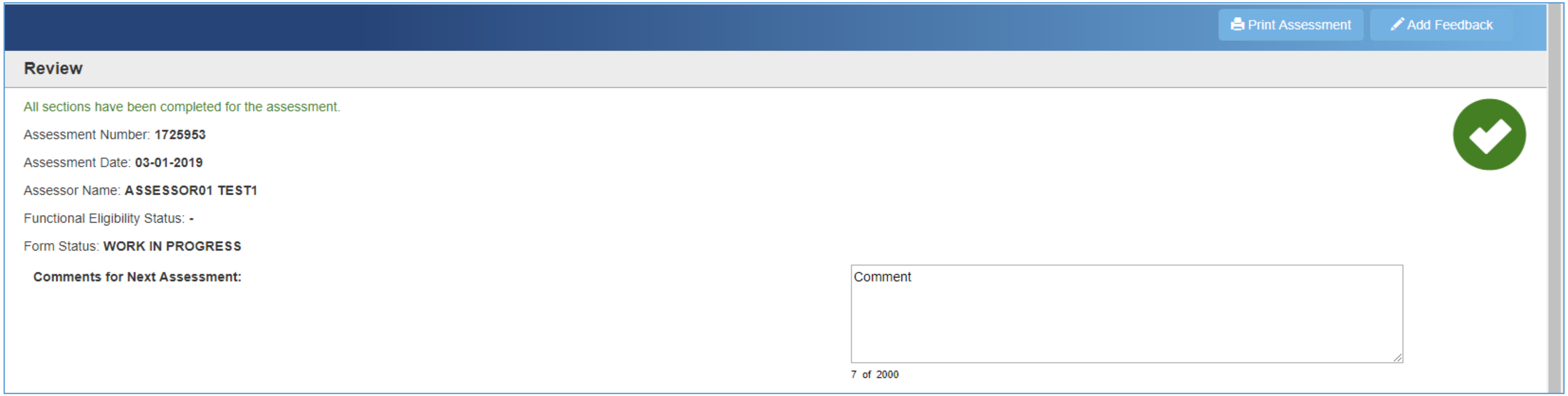
Assessor Name: **ASSESSOR04 TEST**

Functional Eligibility Status: **--**

Assessment Status: **WORK IN PROGRESS**

| **Section** | | |
|---|---|---|
| SECTION I | Identification Information | Edit |
| SECTION III | Cognition | Edit |
| SECTION III | Mood and Behaviors | Edit |
| SECTION III | Psychosocial Well-Being | Edit |
| SECTION III | Functional Status | Edit |
| SECTION III | Continence | Edit |
| SECTION III | Health Conditions | Edit |
| SECTION III | Environmental Assessment | Edit |

# Review – Completed Sections



**Review**

All sections have been completed for the assessment.

Assessment Number: **1725953**

Assessment Date: **03-01-2019**

Assessor Name: **ASSESSOR01 TEST1**

Functional Eligibility Status: **-**

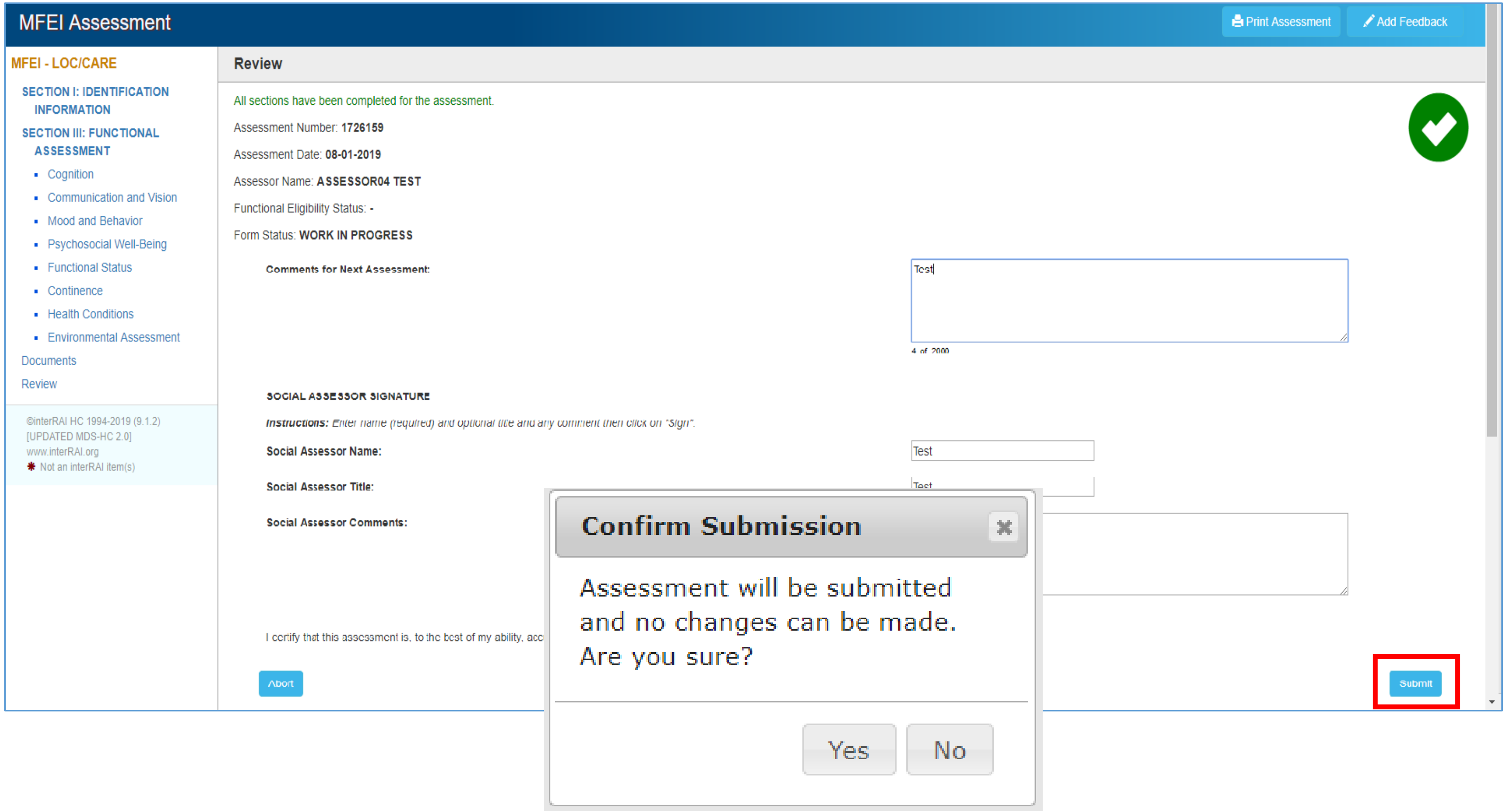
Form Status: **WORK IN PROGRESS**

**Comments for Next Assessment:**

Comment

7 of 2000

# Submit



MFEI Assessment
Print Assessment
Add Feedback
MFEI - LOC/CARE
SECTION I: IDENTIFICATION INFORMATION
SECTION III: FUNCTIONAL ASSESSMENT
Cognition
Communication and Vision
Mood and Behavior
Psychosocial Well-Being
Functional Status
Continence
Health Conditions
Environmental Assessment
Documents
Review

©interRAI HC 1994-2019 (9.1.2)
[UPDATED MDS-HC 2.0]
www.interRAI.org
✱ Not an interRAI item(s)

**Review**

All sections have been completed for the assessment.

Assessment Number: **1726159**

Assessment Date: **08-01-2019**

Assessor Name: **ASSESSOR04 TEST**

Functional Eligibility Status: **-**

Form Status: **WORK IN PROGRESS**

**Comments for Next Assessment:** Test

4 of 2000

**SOCIAL ASSESSOR SIGNATURE**

***Instructions:*** *Enter name (required) and optional title and any comment then click on "Sign".*

**Social Assessor Name:** Test

**Social Assessor Title:** Test

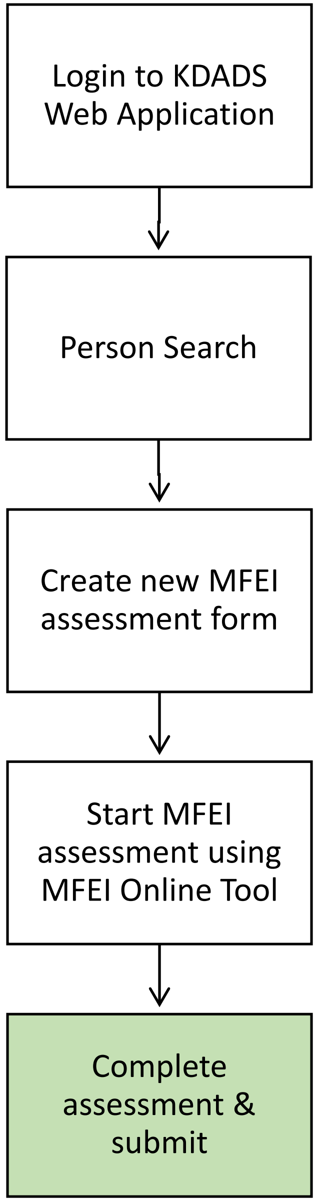
**Social Assessor Comments:**

I certify that this assessment is, to the best of my ability, acc

Abort
Submit

**Confirm Submission**

Assessment will be submitted and no changes can be made. Are you sure?



Login to KDADS Web Application

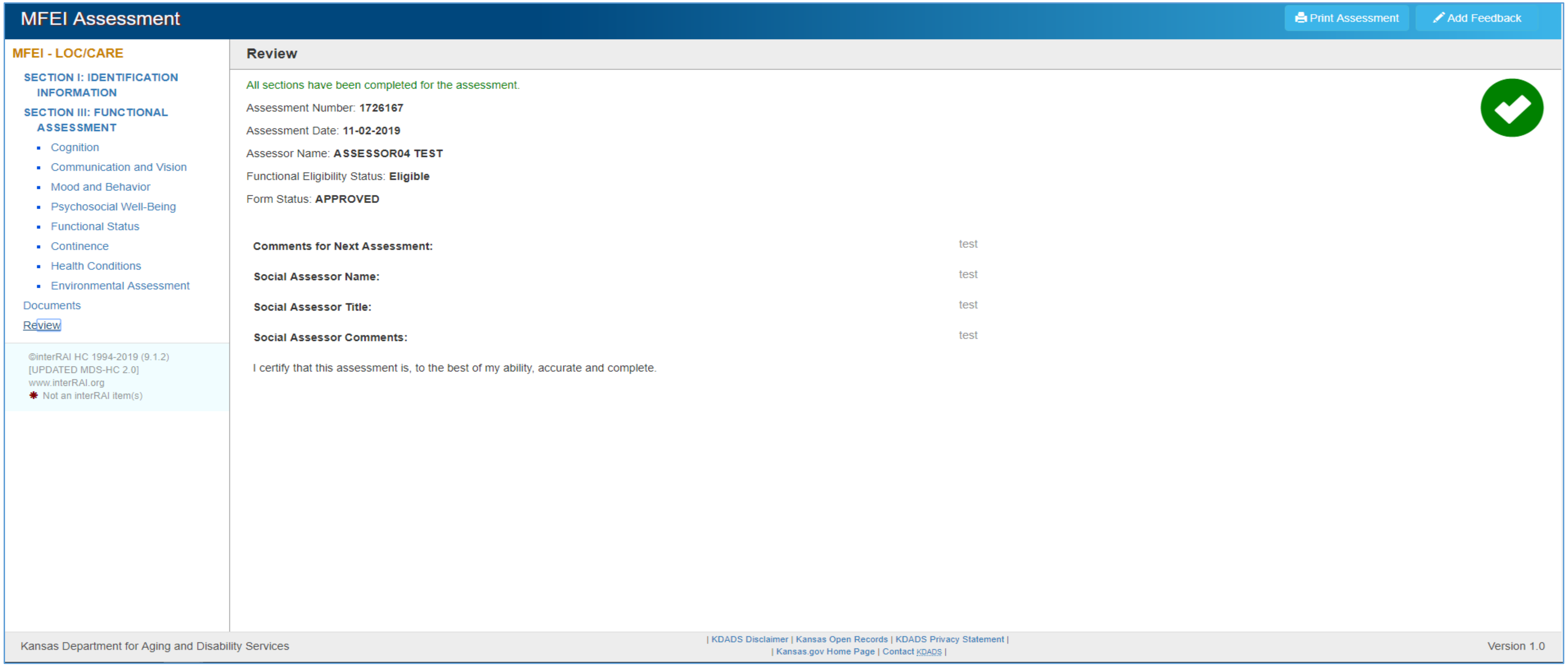
Person Search

Create new MFEI assessment form

Start MFEI assessment using MFEI Online Tool

Complete assessment & submit

# Results Screen


MFEI Assessment
Print Assessment
Add Feedback
MFEI - LOC/CARE
SECTION I: IDENTIFICATION INFORMATION
SECTION III: FUNCTIONAL ASSESSMENT
Cognition
Communication and Vision
Mood and Behavior
Psychosocial Well-Being
Functional Status
Continence
Health Conditions
Environmental Assessment
Documents
Review
©interRAI HC 1994-2019 (9.1.2)
[UPDATED MDS-HC 2.0]
www.interRAI.org
✱ Not an interRAI item(s)
Kansas Department for Aging and Disability Services
| KDADS Disclaimer | Kansas Open Records | KDADS Privacy Statement |
| Kansas.gov Home Page | Contact KDADS |
Version 1.0

**Review**

All sections have been completed for the assessment.

Assessment Number: **1726167**

Assessment Date: **11-02-2019**

Assessor Name: **ASSESSOR04 TEST**

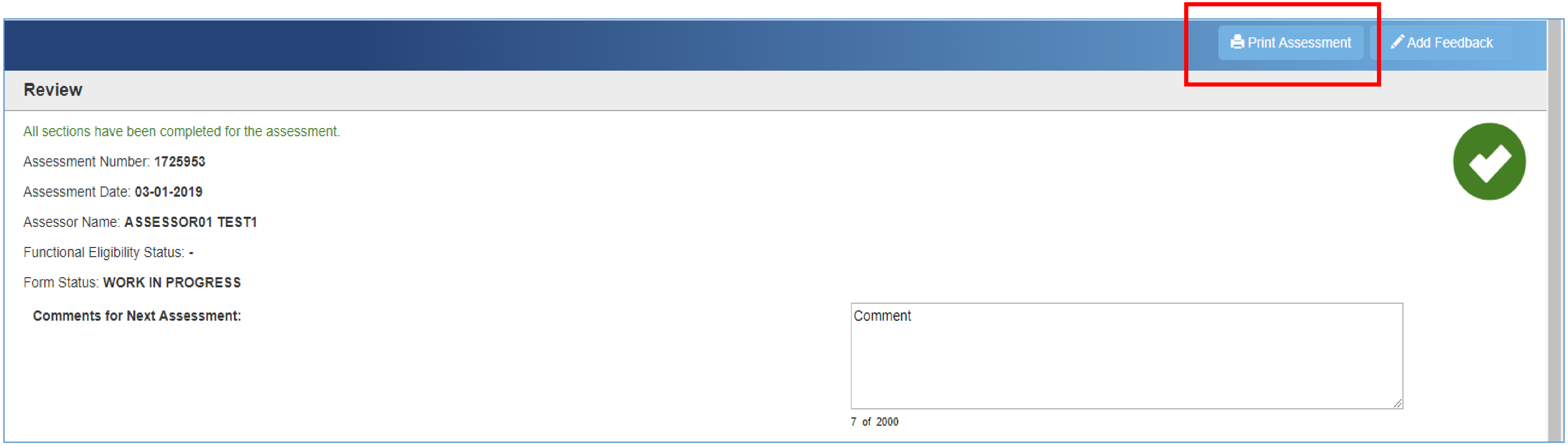
Functional Eligibility Status: **Eligible**

Form Status: **APPROVED**

| | |
|---|---|
| **Comments for Next Assessment:** | test |
| **Social Assessor Name:** | test |
| **Social Assessor Title:** | test |
| **Social Assessor Comments:** | test |

I certify that this assessment is, to the best of my ability, accurate and complete.

# Print



Print Assessment
Add Feedback

**Review**

All sections have been completed for the assessment.

Assessment Number: **1725953**

Assessment Date: **03-01-2019**

Assessor Name: **ASSESSOR01 TEST1**

Functional Eligibility Status: **-**

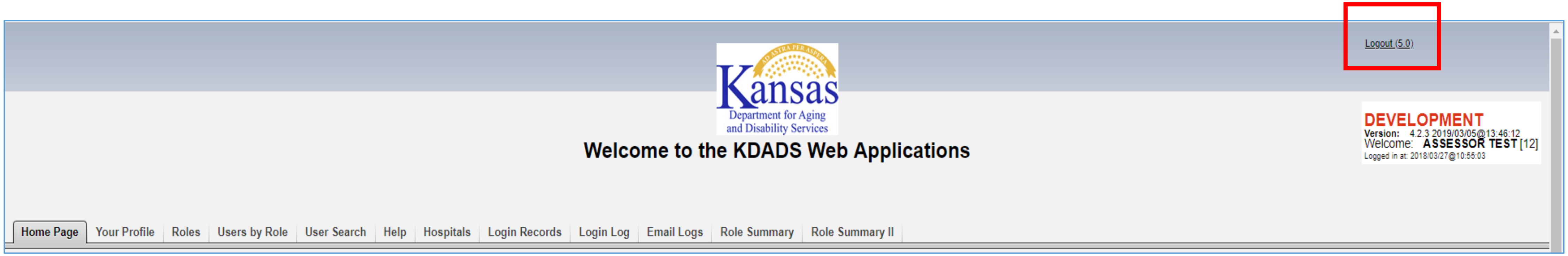
Form Status: **WORK IN PROGRESS**

**Comments for Next Assessment:**

Comment

7 of 2000

# Signing Out of MFEI Online Tool


Logout (5.0)
Kansas
Department for Aging
and Disability Services
Home Page
Your Profile
Roles
Users by Role
User Search
Help
Hospitals
Login Records
Login Log
Email Logs
Role Summary
Role Summary II

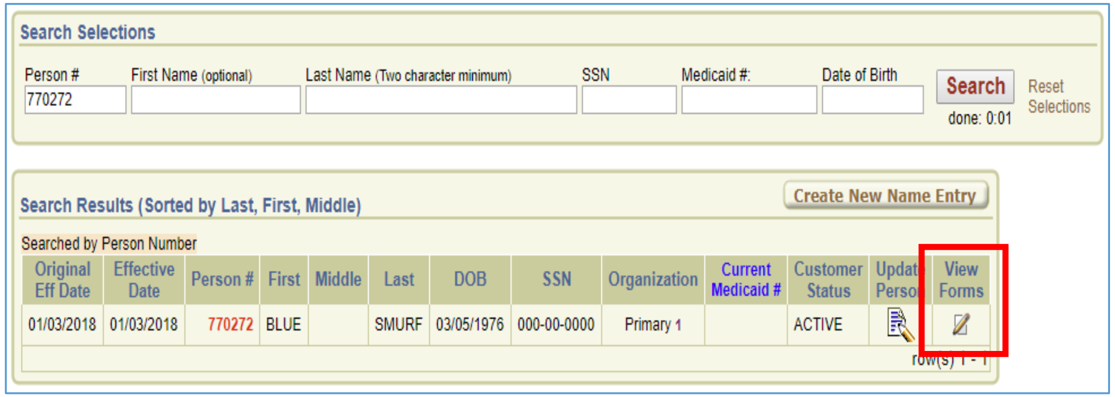
Welcome to the KDADS Web Applications

DEVELOPMENT
**Version:** 4.2.3 2019/03/05@13:46:12
Welcome: **ASSESSOR TEST** [12]
Logged in at: 2018/03/27@10:55:03

# Returning to the assessment prior to completion

You can return to an assessment that is in progress by accessing it through the assessment listing.

- Log in to KDADS Web Apps
- Perform Person Search
- Locate assessment in listing / click on assessment
- Continue completing the sections



Search Selections

Person #: 770272

First Name (optional)
Last Name (Two character minimum)
SSN
Medicaid #:
Date of Birth
Search
Reset Selections

done: 0:01

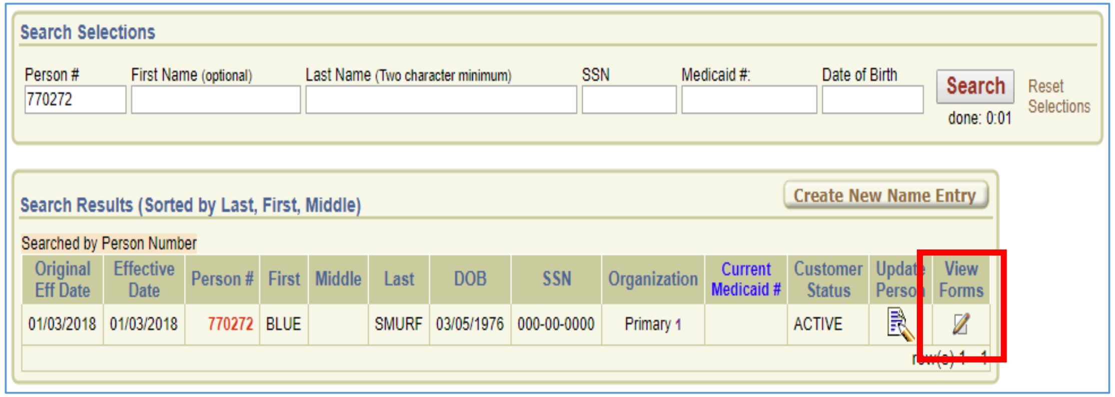
Search Results (Sorted by Last, First, Middle)
Create New Name Entry

Searched by Person Number

| Original Eff Date | Effective Date | Person # | First | Middle | Last | DOB | SSN | Organization | Current Medicaid # | Customer Status | Updat Perso | View Forms |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 01/03/2018 | 01/03/2018 | 770272 | BLUE | | SMURF | 03/05/1976 | 000-00-0000 | Primary 1 | | ACTIVE | | |

row(s) 1 - 1

# Document upload after assessment has been submitted


Search Selections
Search
Reset Selections
Search Results (Sorted by Last, First, Middle)
Create New Name Entry

Person #: 770272
First Name (optional):
Last Name (Two character minimum):
SSN:
Medicaid #:
Date of Birth:

done: 0:01

Searched by Person Number

| Original Eff Date | Effective Date | Person # | First | Middle | Last | DOB | SSN | Organization | Current Medicaid # | Customer Status | Updat Perso | View Forms |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 01/03/2018 | 01/03/2018 | 770272 | BLUE |  | SMURF | 03/05/1976 | 000-00-0000 | Primary 1 |  | ACTIVE | 🖉 | ✎ |

row(s) 1 - 1

- Log in to KDADS Web Apps
- Perform Person Search
- Locate assessment in listing / click on assessment
- Jump to the Documents left menu
- Upload documents
- Sign out of KDADS Web Application web page

# MFEI Offline Tool

The Offline Tool is utilized in the field to collect the assessment when there is no internet.

# Offline Tool Installation Process

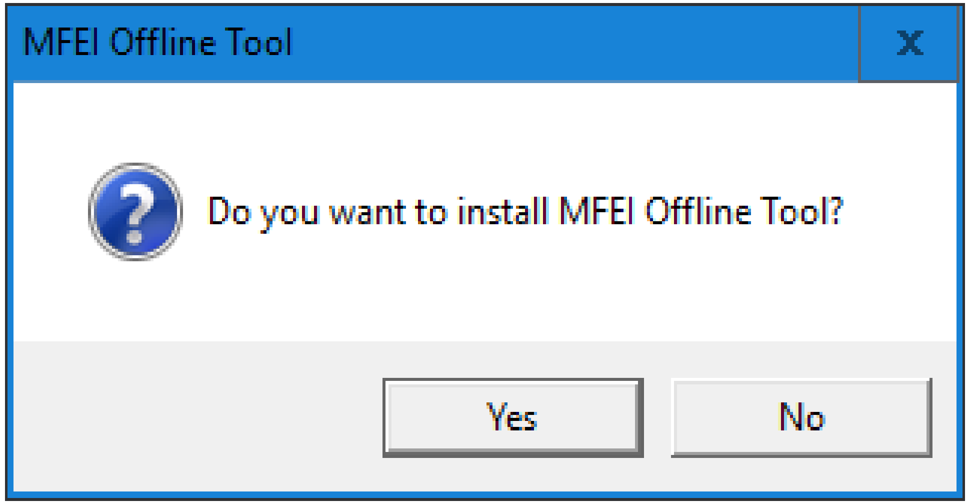
- This is a one time process per machine.
- Must be installed on each machine to be used.
- Hardware readiness checklist requirements must be met.
- The Offline Tool must be downloaded in advance when there is internet access.
- Access the software download package on the KDADS website.

# Hardware Readiness Checklist

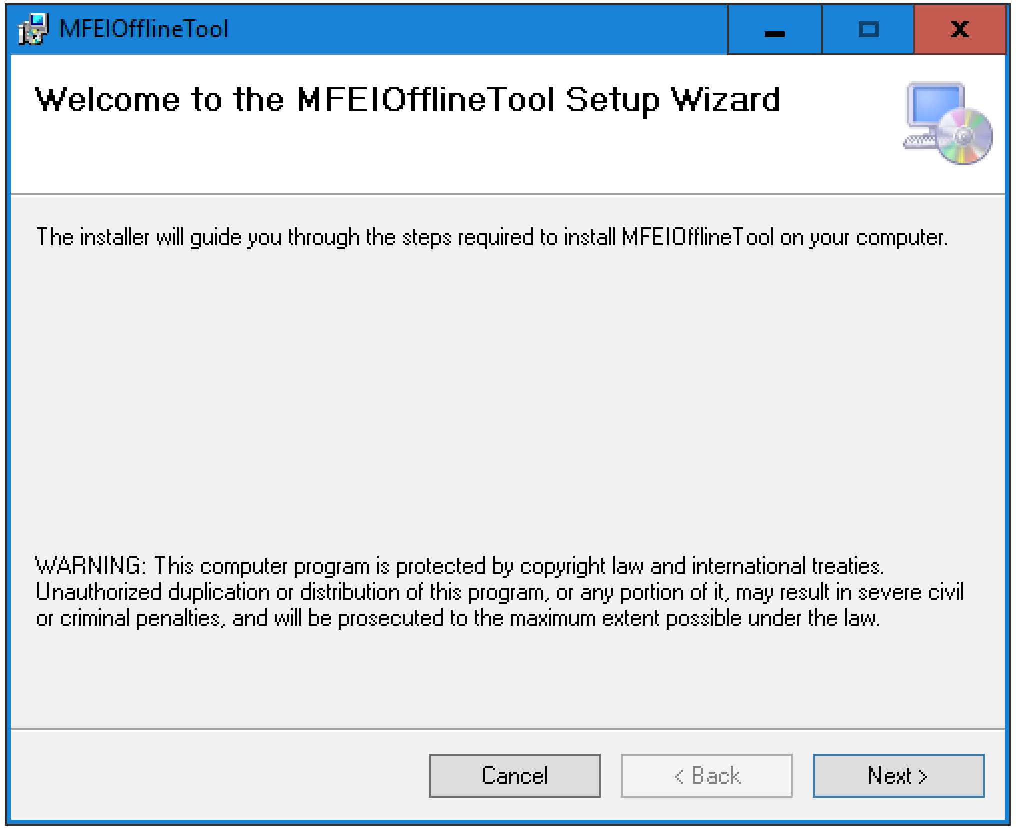
| Component | Requirement |
|---|---|
| Operating System | Windows 7 or above |
| Processor | 1 GHz or faster, x86-bit or x64-bit processor |
| Memory | 1 GB or above |
| Hard disk | 1 GB available disk space |
| Display | 1024 x 768 screen resolution |
| Browser | Internet Explorer 11, latest version of Microsoft Edge & Chrome |
| PDF Reader | Adobe Acrobat Reader DC or 11.0 |
| JavaScript | Enabled |
| .NET Framework | Version 4.5 is required and already included in the installer |

# Installation – One Time Process

The installer guides the user through the installation process.



Do you want to install MFEI Offline Tool?



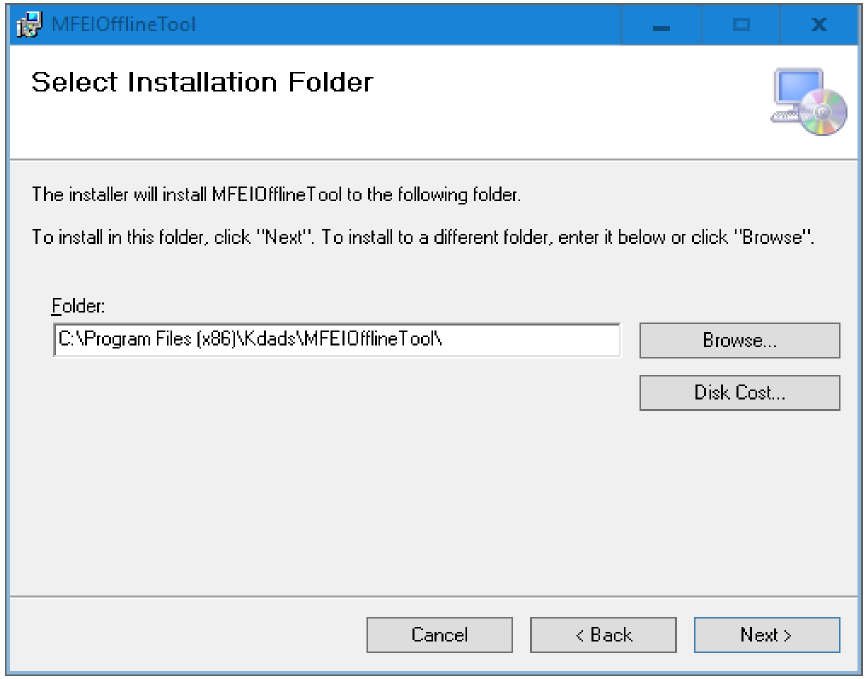
Welcome to the MFEIOfflineTool Setup Wizard

The installer will guide you through the steps required to install MFEIOfflineTool on your computer.

WARNING: This computer program is protected by copyright law and international treaties. Unauthorized duplication or distribution of this program, or any portion of it, may result in severe civil or criminal penalties, and will be prosecuted to the maximum extent possible under the law.

# Follow Instructions Provided

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


MFEIOfflineTool
Browse...
Disk Cost...
Cancel
< Back
Next >

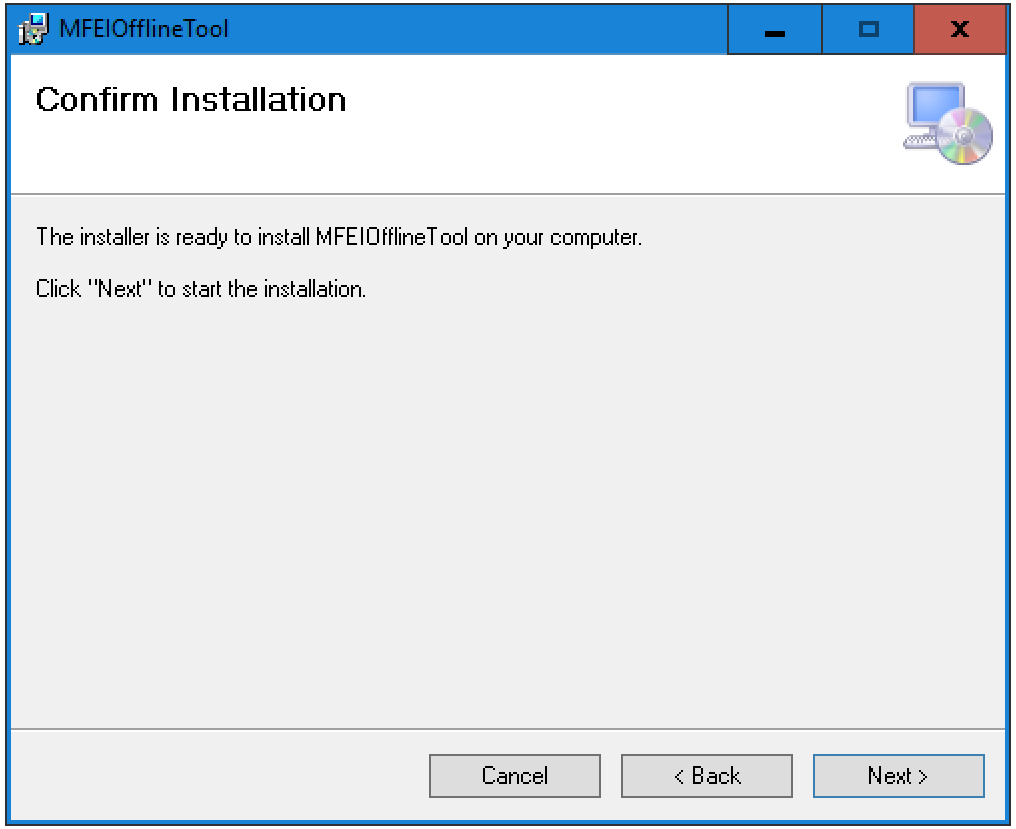
Select Installation Folder

The installer will install MFEIOfflineTool to the following folder.

To install in this folder, click "Next". To install to a different folder, enter it below or click "Browse".

Folder: C:\Program Files (x86)\Kdads\MFEIOfflineTool\

Confirm action by clicking Next.


MFEIOfflineTool
Cancel
< Back
Next >

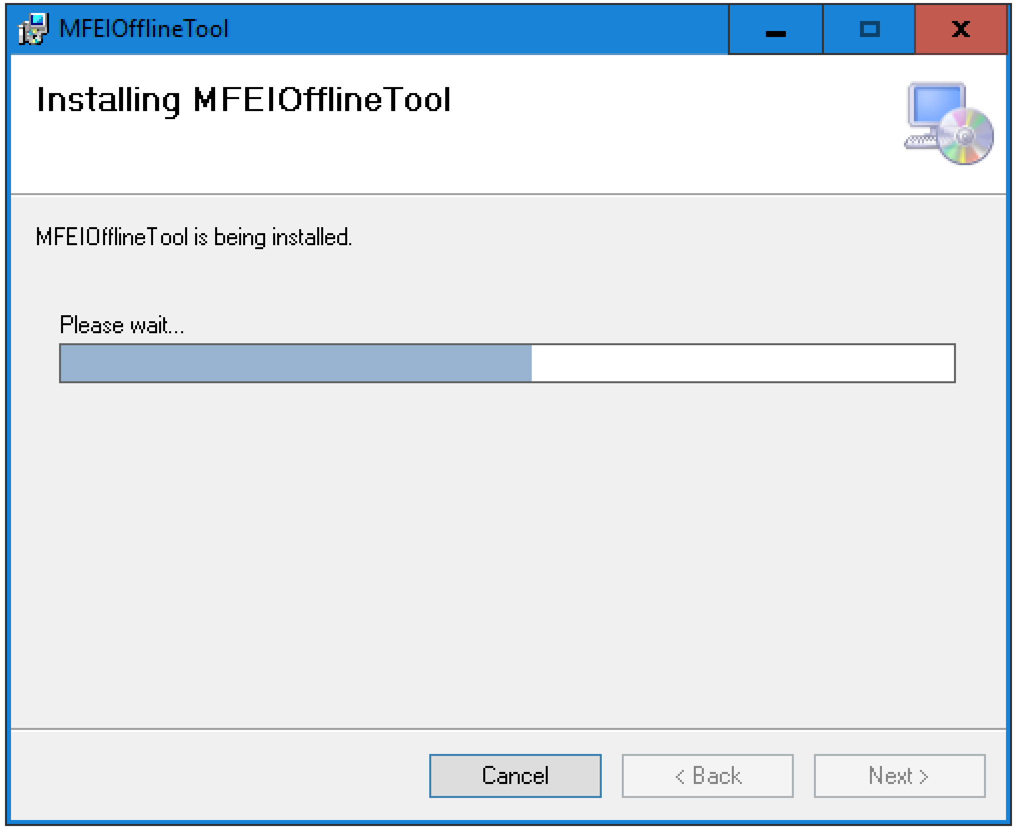
Confirm Installation

The installer is ready to install MFEIOfflineTool on your computer.

Click "Next" to start the installation.

# Installation Progression & Completion

Progress screen will show.

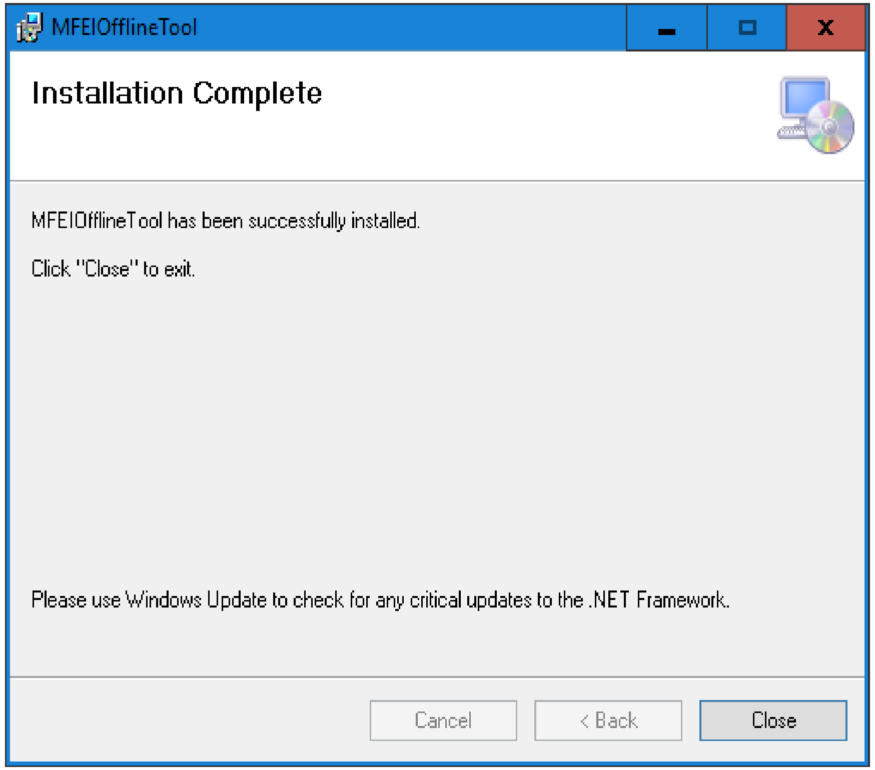

MFEIOfflineTool

Installing MFEIOfflineTool

MFEIOfflineTool is being installed.

Please wait...

Once installation is competed, click close.


MFEIOfflineTool

Installation Complete

MFEIOfflineTool has been successfully installed.

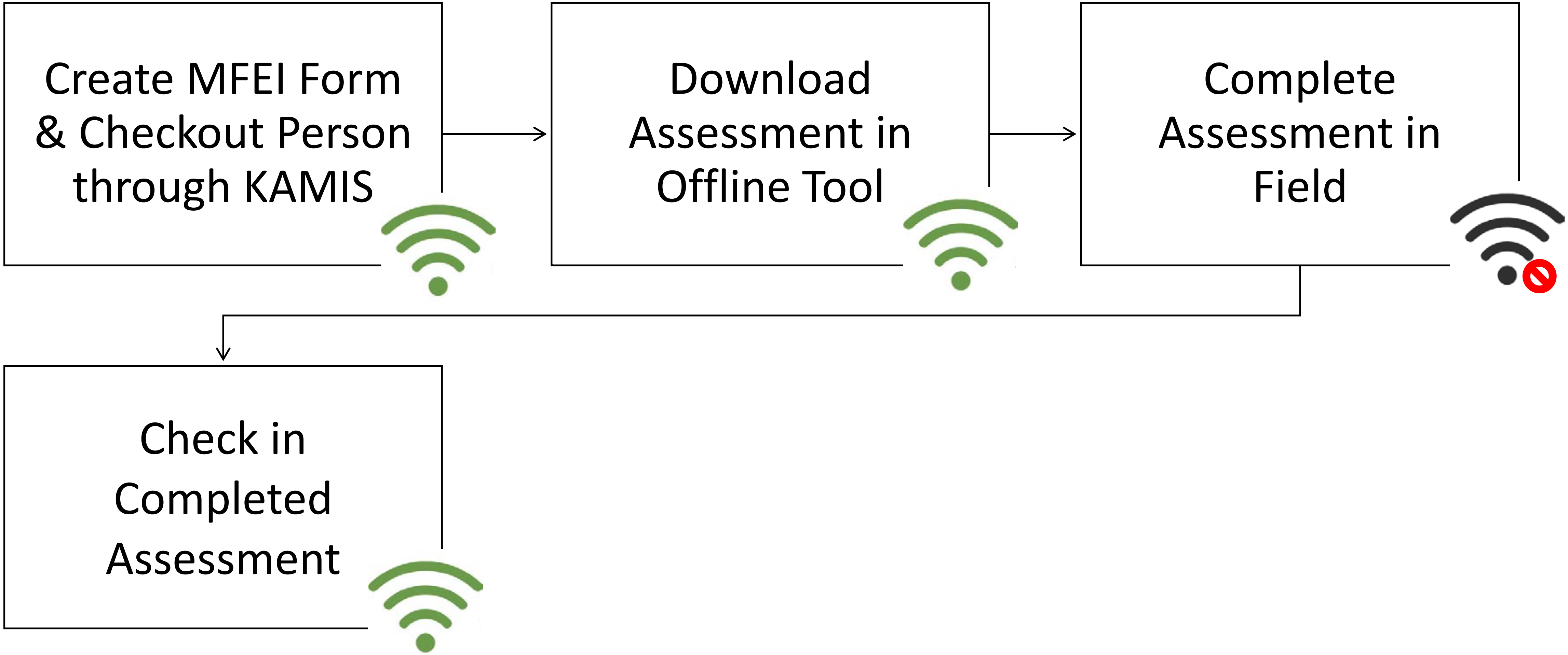
Click "Close" to exit.

Please use Windows Update to check for any critical updates to the .NET Framework.

# Workflow using MFEI Offline Tool

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).

# Workflow using MFEI Offline Tool



Create MFEI Form & Checkout Person through KAMIS

Download Assessment in Offline Tool

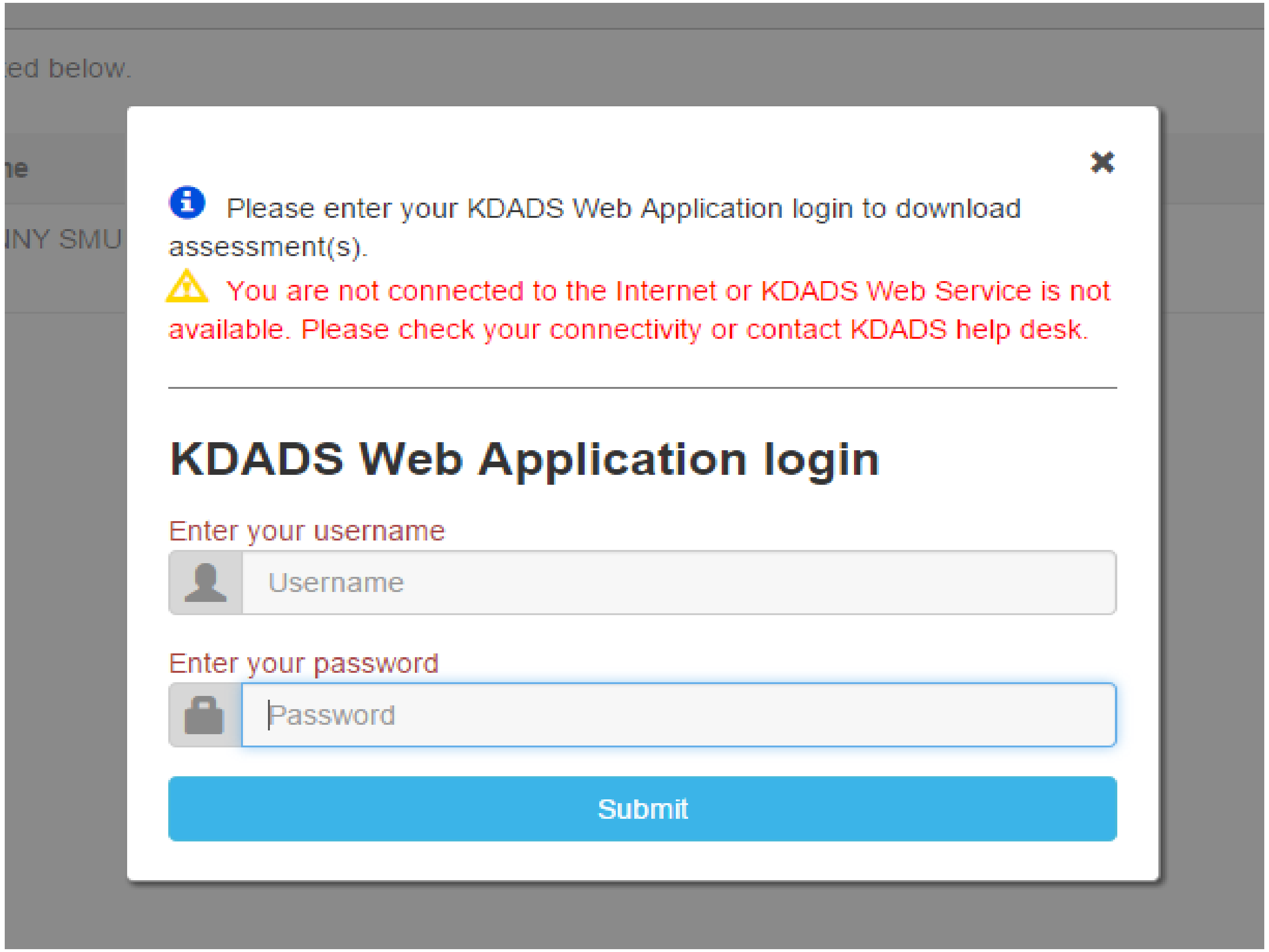
Complete Assessment in Field

Check in Completed Assessment

# When using MFEI Offline Tool

Internet is required for some of the steps when using the MFEI Offline Tool.

The system will inform you that internet is required when you initiate a step.



ed below.

ne

NY SMU

Please enter your KDADS Web Application login to download assessment(s).

⚠ You are not connected to the Internet or KDADS Web Service is not available. Please check your connectivity or contact KDADS help desk.

## KDADS Web Application login

Enter your username

Username

Enter your password

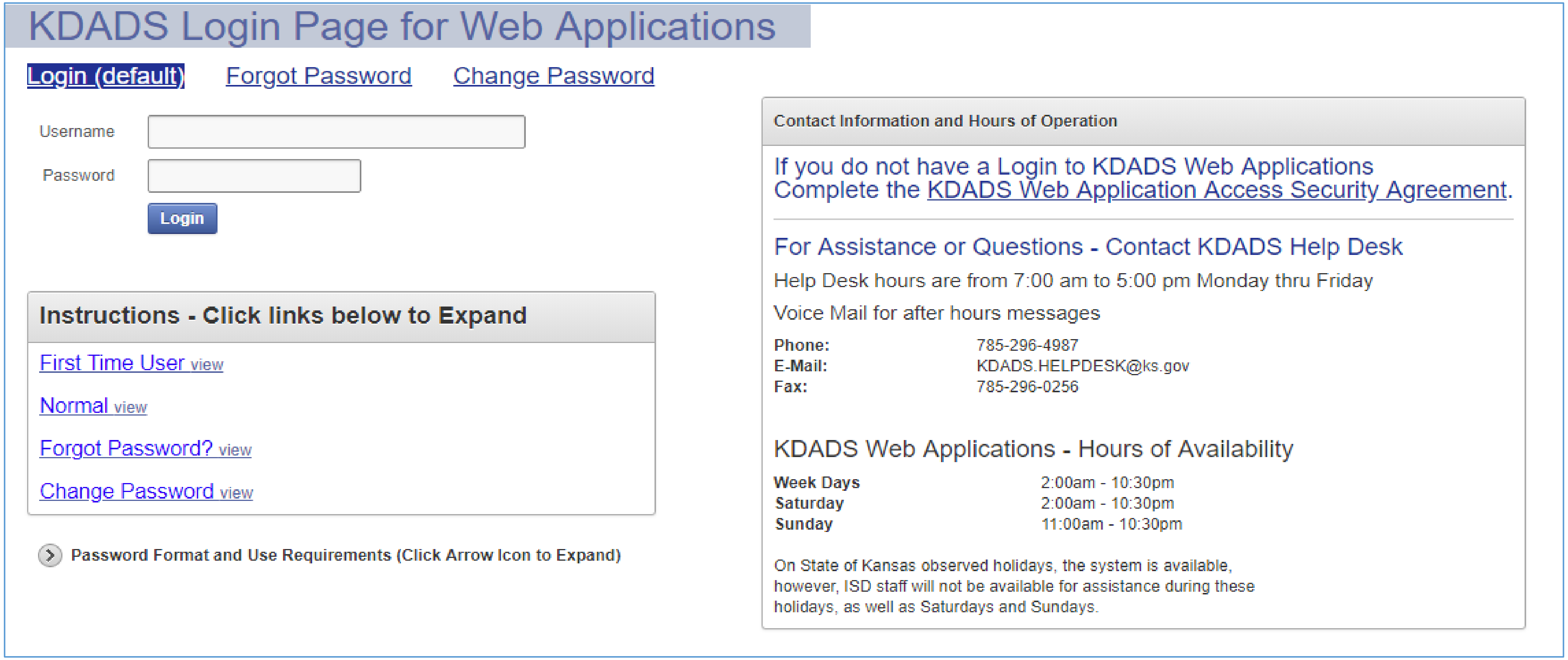
Password

# Step 1

# Check-out Assessment through KAMIS

Internet Required

# Login to KDADS Web Application



## KDADS Login Page for Web Applications

**Instructions - Click links below to Expand**

First Time User view

Normal view

Forgot Password? view

Change Password view

Password Format and Use Requirements (Click Arrow Icon to Expand)

**Contact Information and Hours of Operation**

If you do not have a Login to KDADS Web Applications
Complete the KDADS Web Application Access Security Agreement.

For Assistance or Questions - Contact KDADS Help Desk

Help Desk hours are from 7:00 am to 5:00 pm Monday thru Friday

Voice Mail for after hours messages

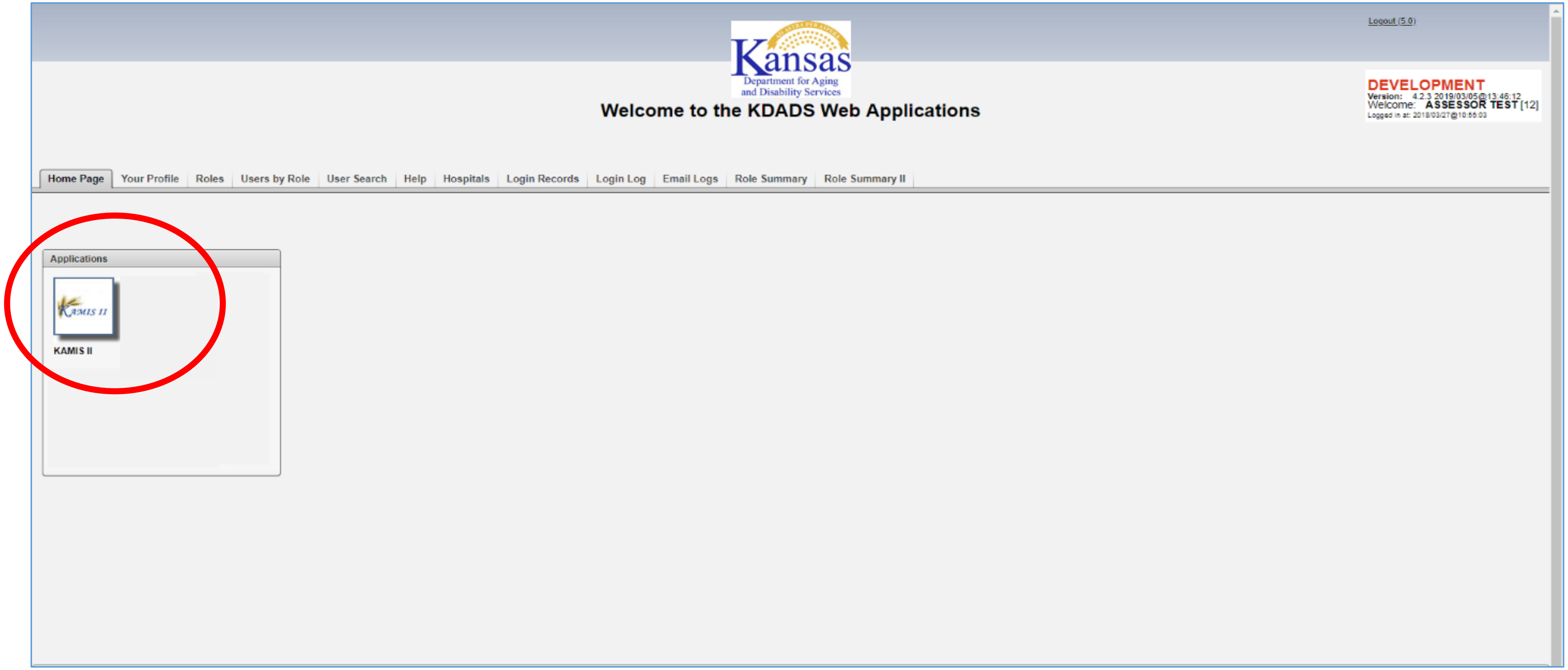
**Phone:** 785-296-4987
**E-Mail:** KDADS.HELPDESK@ks.gov
**Fax:** 785-296-0256

KDADS Web Applications - Hours of Availability

| | |
|---|---|
| **Week Days** | 2:00am - 10:30pm |
| **Saturday** | 2:00am - 10:30pm |
| **Sunday** | 11:00am - 10:30pm |

On State of Kansas observed holidays, the system is available, however, ISD staff will not be available for assistance during these holidays, as well as Saturdays and Sundays.

# Click on KAMIS II Icon



Welcome to the KDADS Web Applications

DEVELOPMENT
Version: 4.2.3 2019/03/05@13:46:12
Welcome: ASSESSOR TEST [12]
Logged in at: 2018/03/27@10:55:03

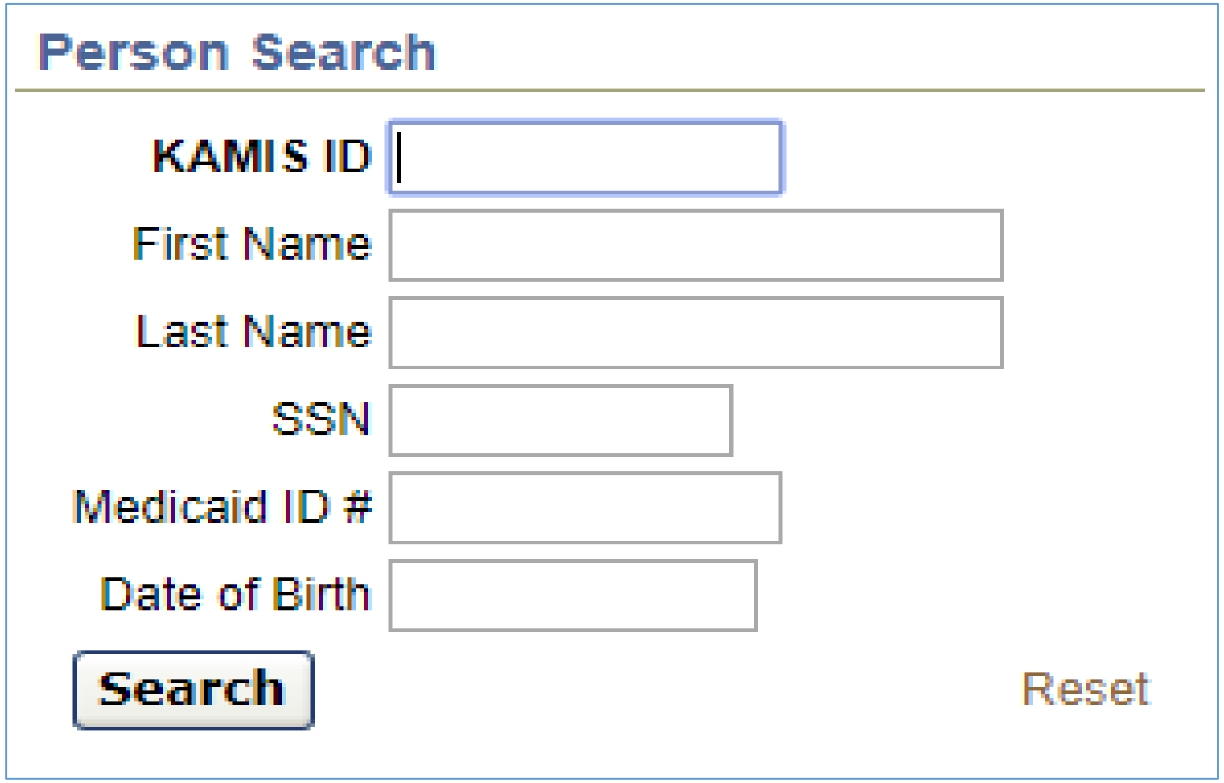
Logout (5.0)
Kansas
Department for Aging
and Disability Services
Home Page
Your Profile
Roles
Users by Role
User Search
Help
Hospitals
Login Records
Login Log
Email Logs
Role Summary
Role Summary II
Applications
KAMIS II
KAMIS II

# Person Search

Search for the person for whom you will be doing the assessment

Enter information and click 'search.'

If the person doesn't exist, create the person.



Person Search

KAMIS ID

First Name

Last Name

SSN

Medicaid ID #

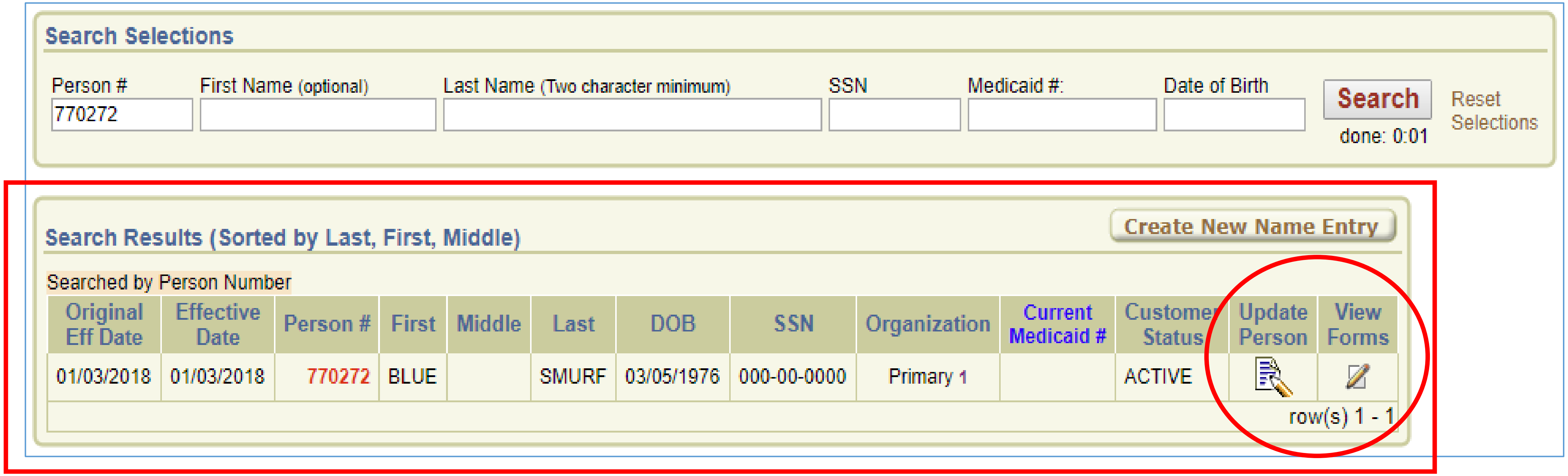
Date of Birth

# Person Search Results Screen

Select person and verify person’s information.

If the person’s information needs to be updated, click Update Person.

Then, click View Forms.



**Search Selections**

Person #: 770272

First Name (optional):

Last Name (Two character minimum):

SSN:

Medicaid #:

Date of Birth:

**Search Results (Sorted by Last, First, Middle)**

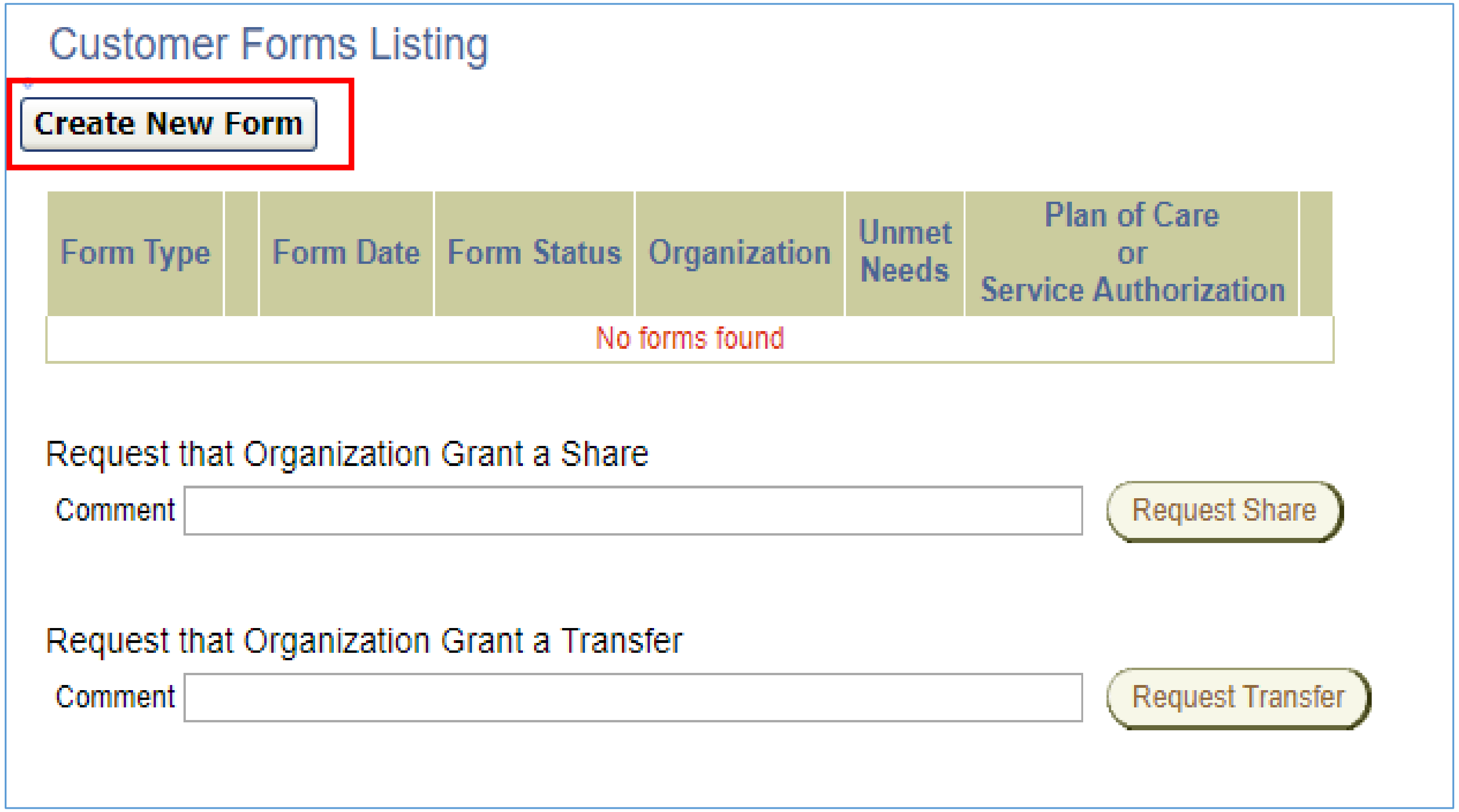
Searched by Person Number

| Original Eff Date | Effective Date | Person # | First | Middle | Last | DOB | SSN | Organization | Current Medicaid # | Customer Status | Update Person | View Forms |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 01/03/2018 | 01/03/2018 | 770272 | BLUE | | SMURF | 03/05/1976 | 000-00-0000 | Primary 1 | | ACTIVE | 📄 | ✎ |

row(s) 1 - 1

# Create MFEI Form

Click on Create New Form.



Customer Forms Listing

Create New Form

| Form Type | | Form Date | Form Status | Organization | Unmet Needs | Plan of Care or Service Authorization | |
|---|---|---|---|---|---|---|---|
| No forms found | | | | | | | |

Request that Organization Grant a Share

Comment

Request Share

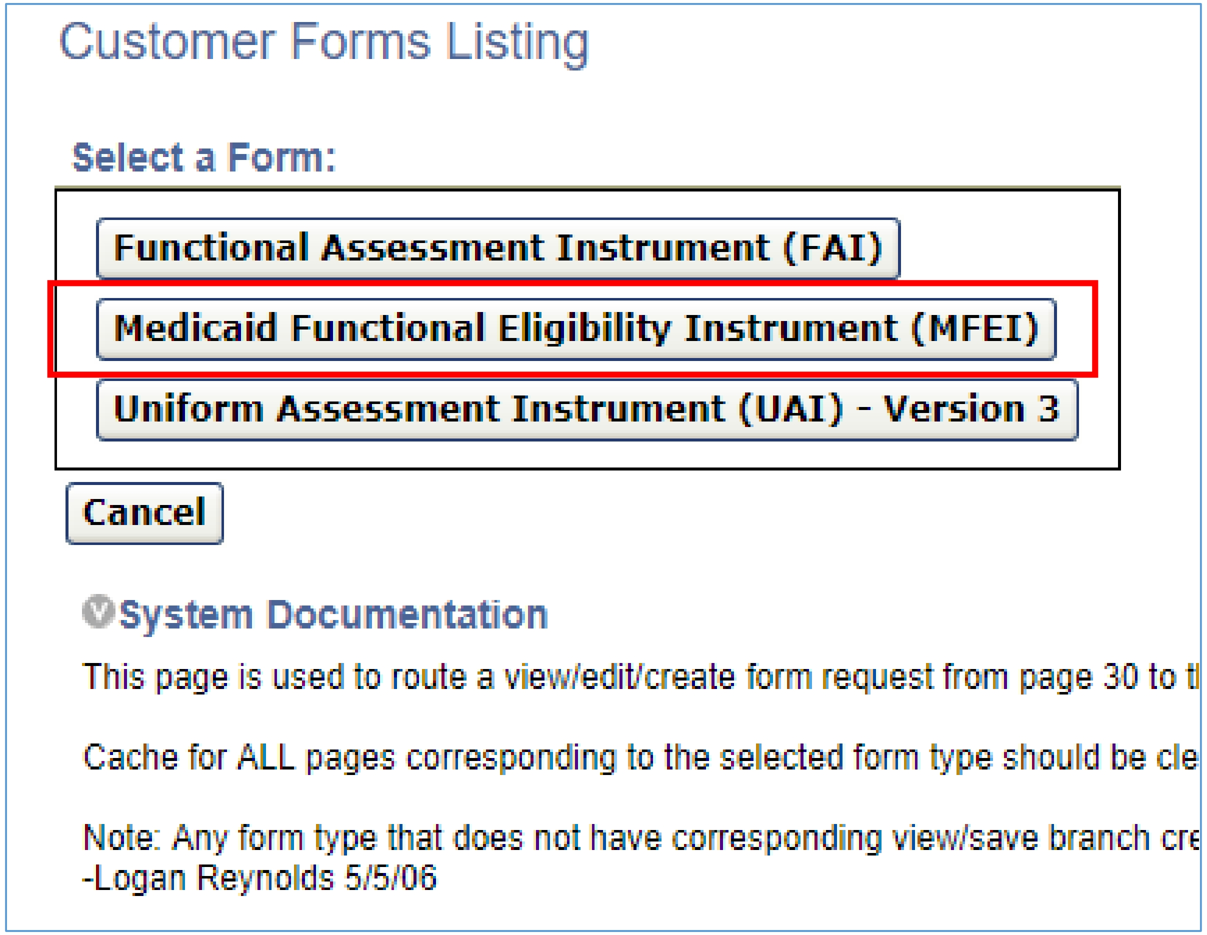
Request that Organization Grant a Transfer

Comment

Request Transfer

# Create MFEI Form

Select MFEI.



Customer Forms Listing

Select a Form:

Functional Assessment Instrument (FAI)
Medicaid Functional Eligibility Instrument (MFEI)
Uniform Assessment Instrument (UAI) - Version 3
Cancel

System Documentation

This page is used to route a view/edit/create form request from page 30 to t

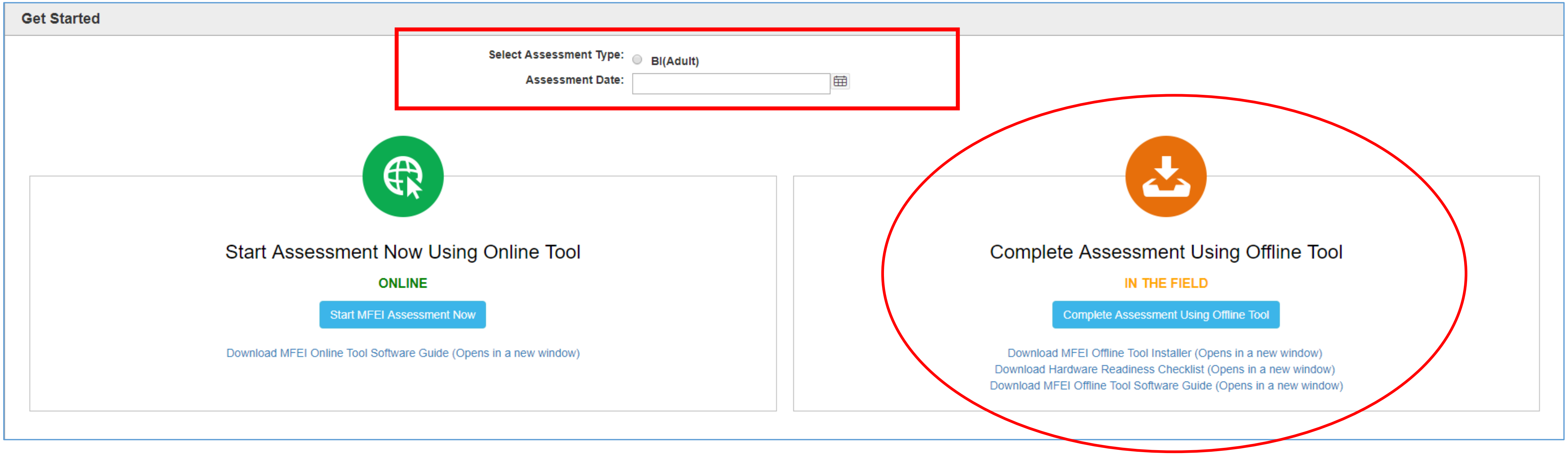
Cache for ALL pages corresponding to the selected form type should be cle

Note: Any form type that does not have corresponding view/save branch cre
-Logan Reynolds 5/5/06

# Checkout MFEI Assessment

Select the assessment type.

Click on ‘Complete Assessment Using Offline Tool’



**Get Started**

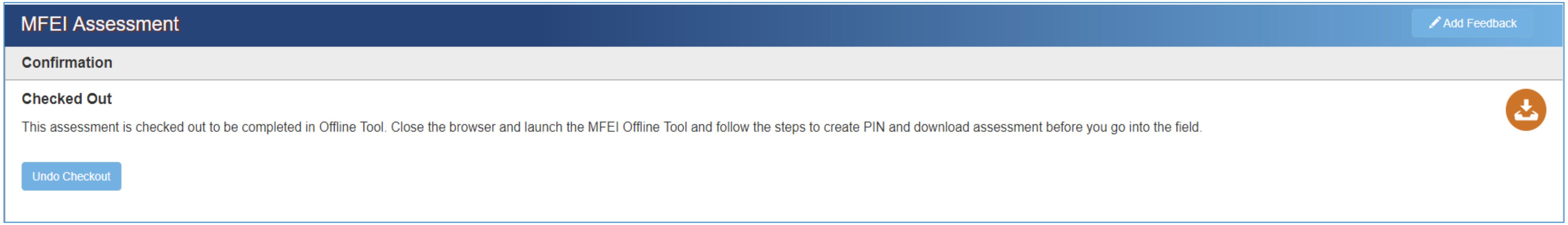
Select Assessment Type: ○ BI(Adult)

Assessment Date:

Start Assessment Now Using Online Tool
ONLINE
Start MFEI Assessment Now
Download MFEI Online Tool Software Guide (Opens in a new window)
Complete Assessment Using Offline Tool
IN THE FIELD
Complete Assessment Using Offline Tool
Download MFEI Offline Tool Installer (Opens in a new window)
Download Hardware Readiness Checklist (Opens in a new window)
Download MFEI Offline Tool Software Guide (Opens in a new window)

# Checked out

Confirmation that the assessment has been checked out.



MFEI Assessment
Add Feedback
Undo Checkout

**Confirmation**

**Checked Out**

This assessment is checked out to be completed in Offline Tool. Close the browser and launch the MFEI Offline Tool and follow the steps to create PIN and download assessment before you go into the field.

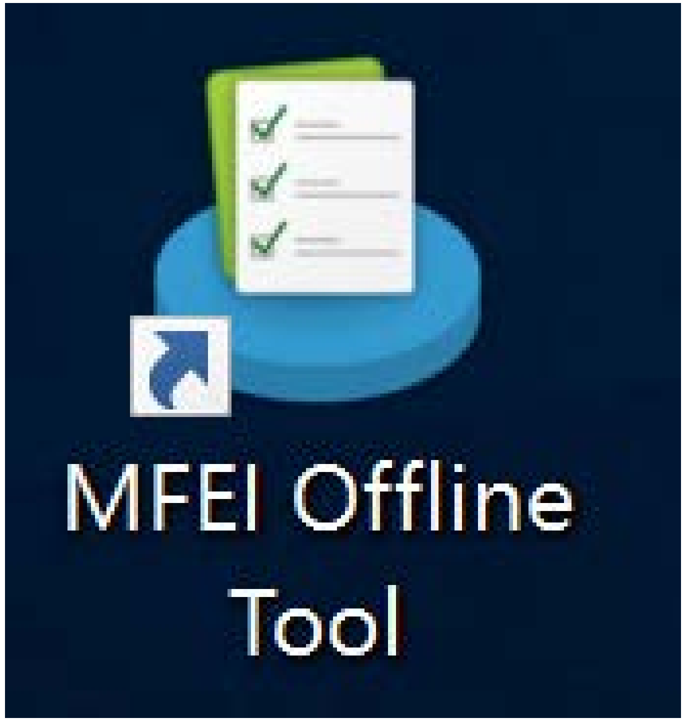
# Step 2

# Download Assessment Using MFEI Offline Tool

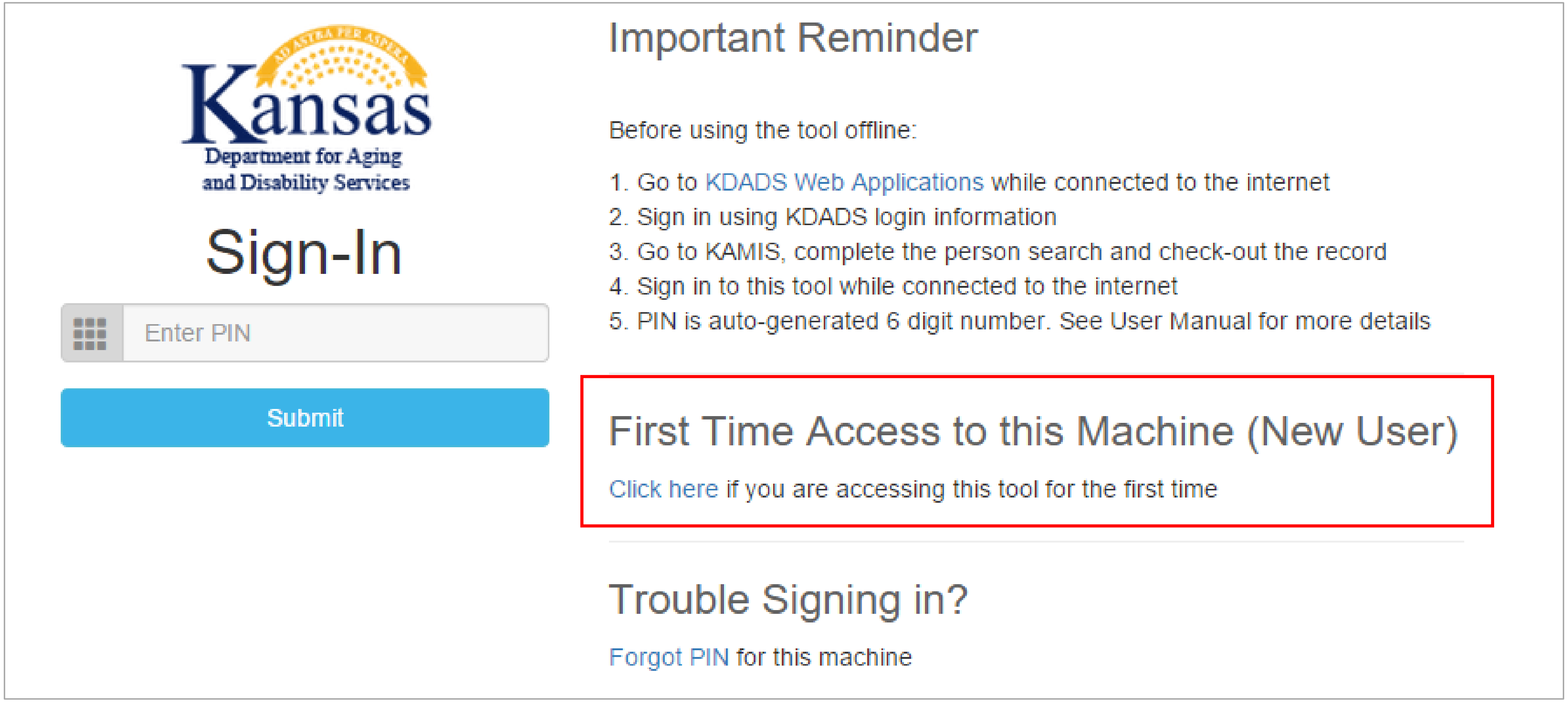
Internet Required

# Launch MFEI Offline Tool

On the machine that you'll be using in the field, double click on the icon to launch MFEI Offline Tool.


MFEI Offline Tool

# PIN



Kansas
Department for Aging and Disability Services

## Sign-In

Enter PIN
Submit

## Important Reminder

Before using the tool offline:

1. Go to KDADS Web Applications while connected to the internet
2. Sign in using KDADS login information
3. Go to KAMIS, complete the person search and check-out the record
4. Sign in to this tool while connected to the internet
5. PIN is auto-generated 6 digit number. See User Manual for more details

## First Time Access to this Machine (New User)

Click here if you are accessing this tool for the first time

## Trouble Signing in?

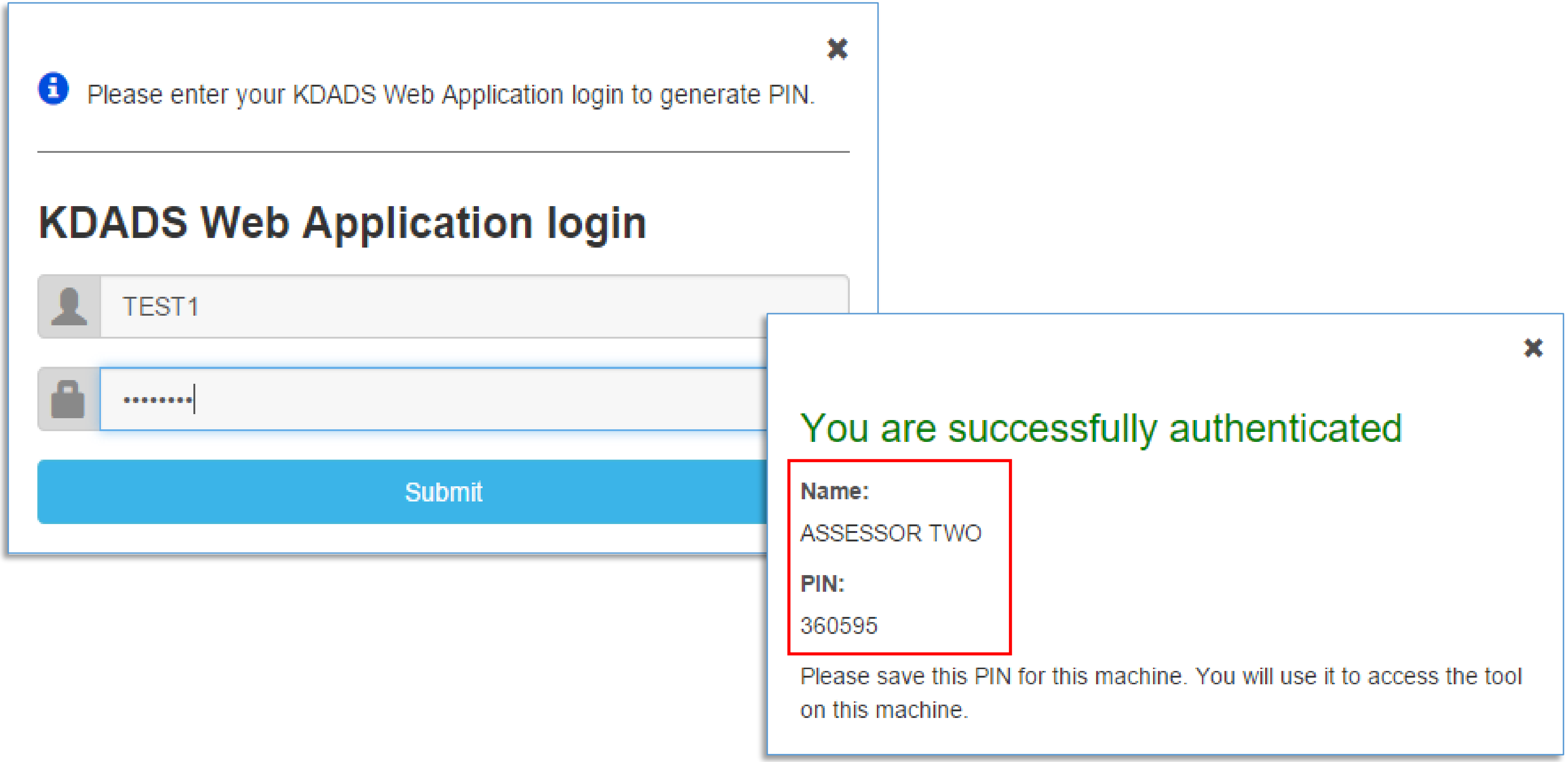
Forgot PIN for this machine

# PIN

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

- First-time Access
    - 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.

# PIN



Please enter your KDADS Web Application login to generate PIN.

KDADS Web Application login

TEST1

••••••••

You are successfully authenticated

**Name:**

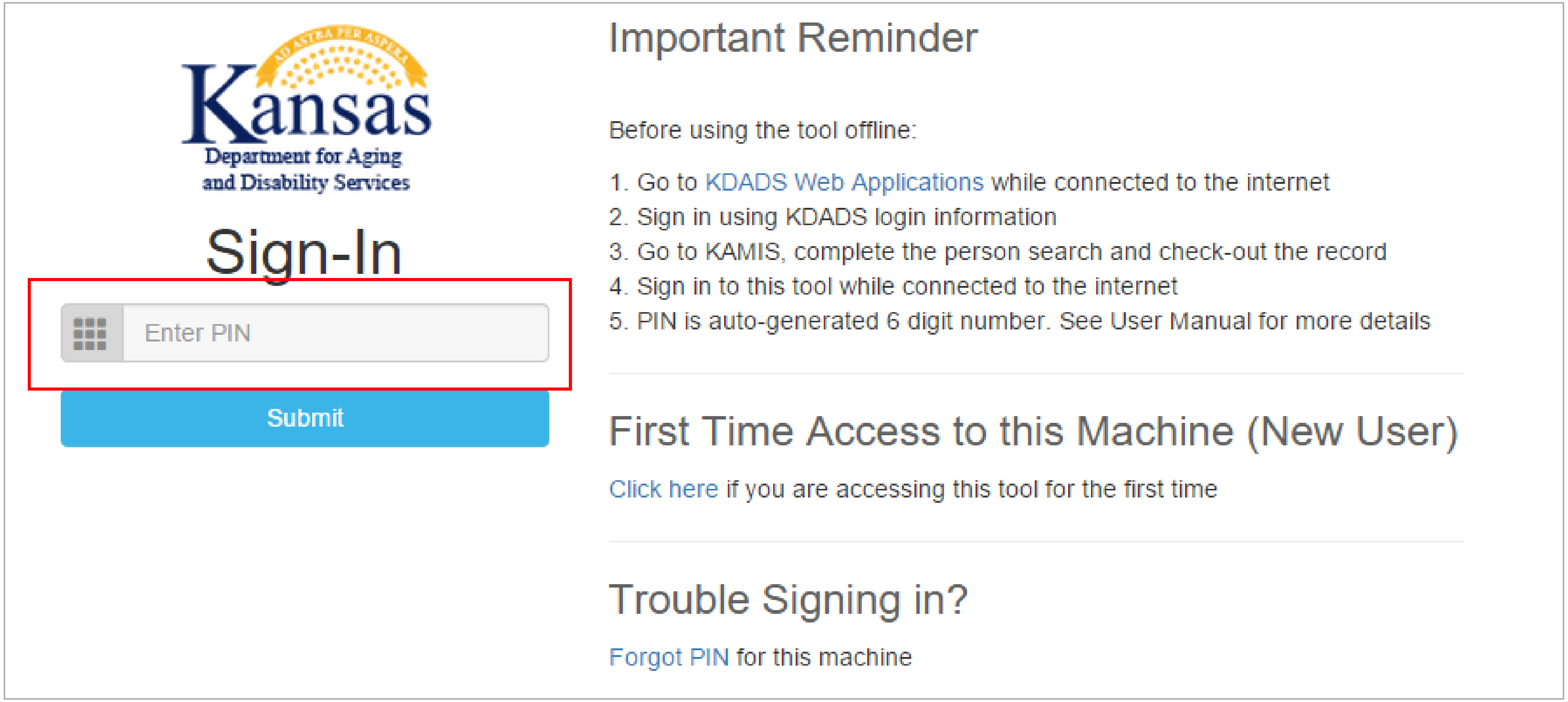
ASSESSOR TWO

**PIN:**

360595

Please save this PIN for this machine. You will use it to access the tool on this machine.

# Enter PIN



Kansas Department for Aging and Disability Services

## Sign-In

### Important Reminder

Before using the tool offline:

1. Go to KDADS Web Applications while connected to the internet
2. Sign in using KDADS login information
3. Go to KAMIS, complete the person search and check-out the record
4. Sign in to this tool while connected to the internet
5. PIN is auto-generated 6 digit number. See User Manual for more details

### First Time Access to this Machine (New User)

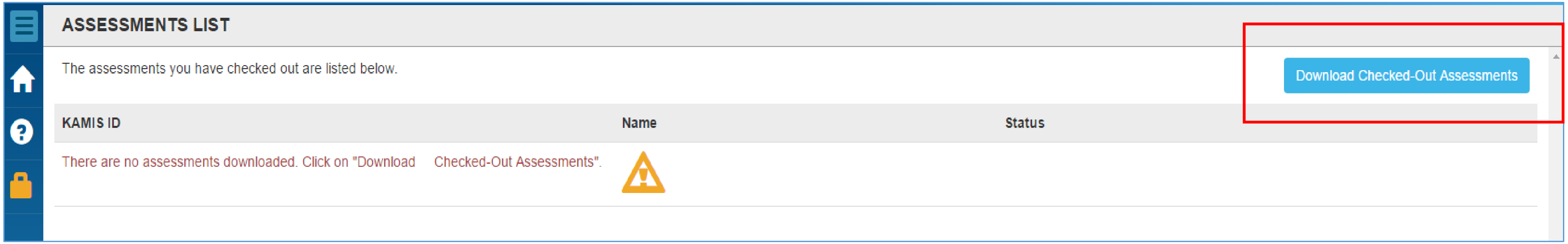
Click here if you are accessing this tool for the first time

### Trouble Signing in?

Forgot PIN for this machine

# Download Assessments

Click Download Checked-Out Assessments.



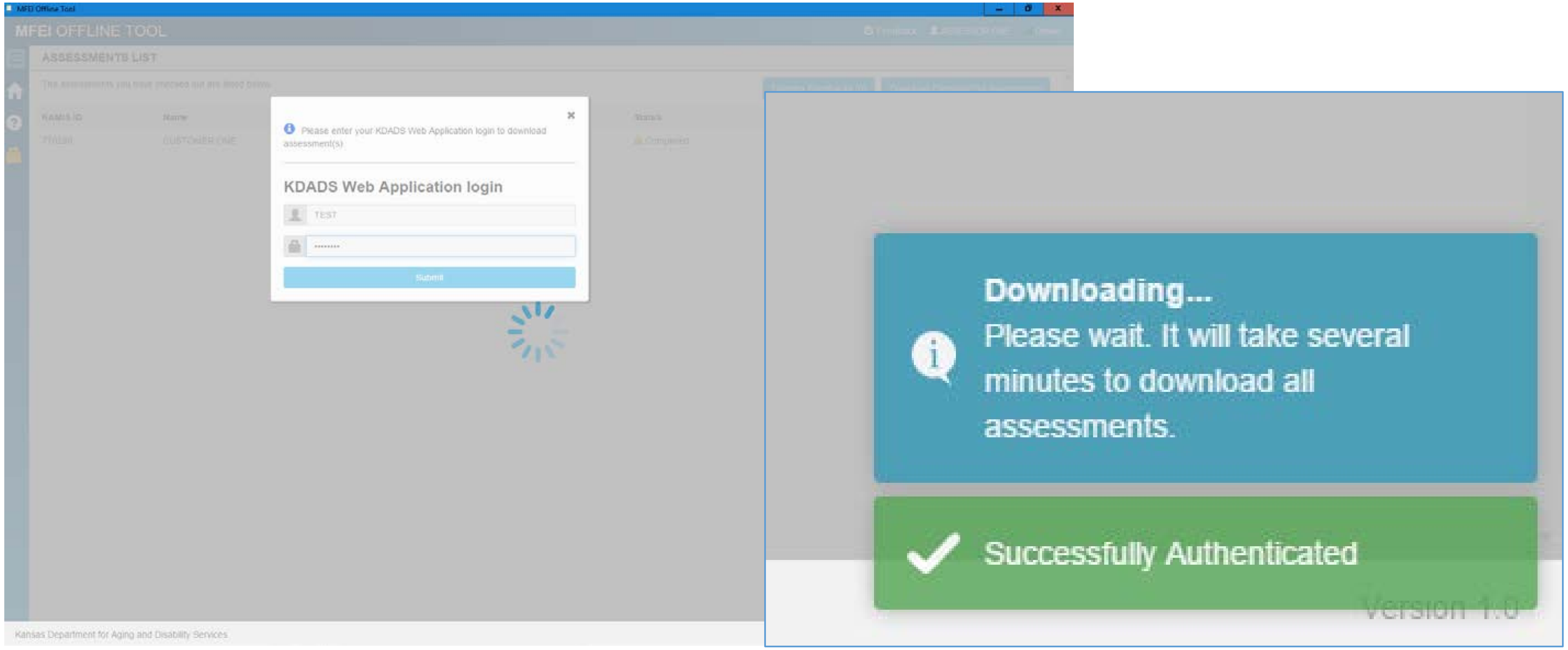
ASSESSMENTS LIST
Download Checked-Out Assessments

The assessments you have checked out are listed below.

| KAMIS ID | Name | Status |
|---|---|---|
| There are no assessments downloaded. Click on "Download Checked-Out Assessments". | | |

# Downloading Assessments
## Complete Before Going into the Field

The software will authenticate user's credentials and the tool will automatically download the checked-out assessments.


MFEI Offline Tool
MFEI OFFLINE TOOL
ASSESSMENTS LIST
KAMIS ID
Name
Status
CUSTOMER ONE
Completed
Submit
Kansas Department for Aging and Disability Services
Version 1.0

Please enter your KDADS Web Application login to download assessment(s)

**KDADS Web Application login**

TEST

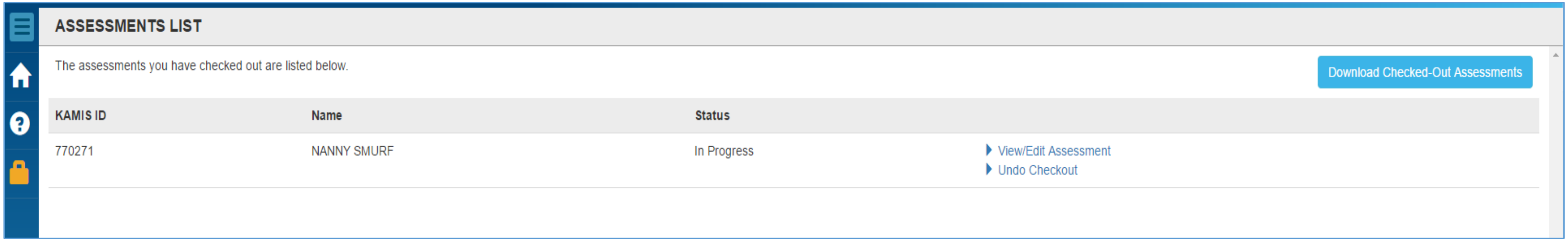
•••••••••

**Downloading...**
Please wait. It will take several minutes to download all assessments.

✓ Successfully Authenticated

# Assessments Listing

Checked out assessments are listed. Now you’re ready to go into the field.



ASSESSMENTS LIST

The assessments you have checked out are listed below.

Download Checked-Out Assessments

| KAMIS ID | Name | Status | |
|---|---|---|---|
| 770271 | NANNY SMURF | In Progress | View/Edit Assessment<br>Undo Checkout |

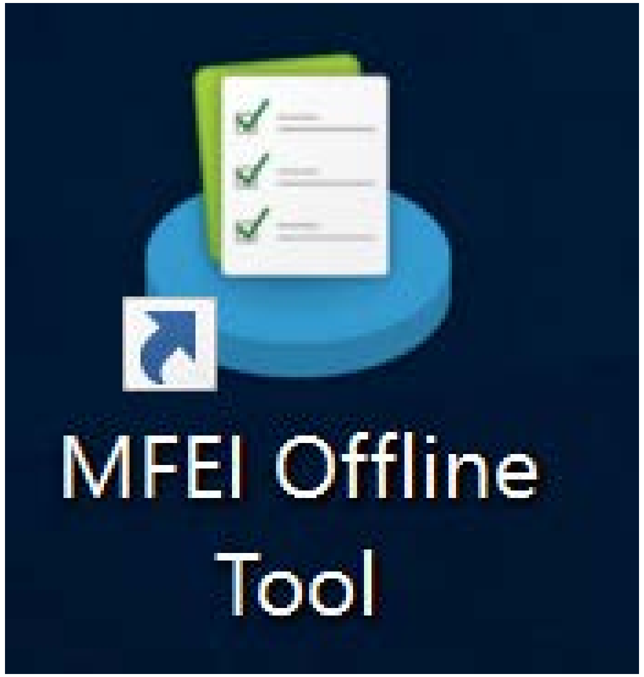
# Step 3

# Complete Assessment Using MFEI Offline Tool

Internet NOT Required

# Doing the Assessment in the Field

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

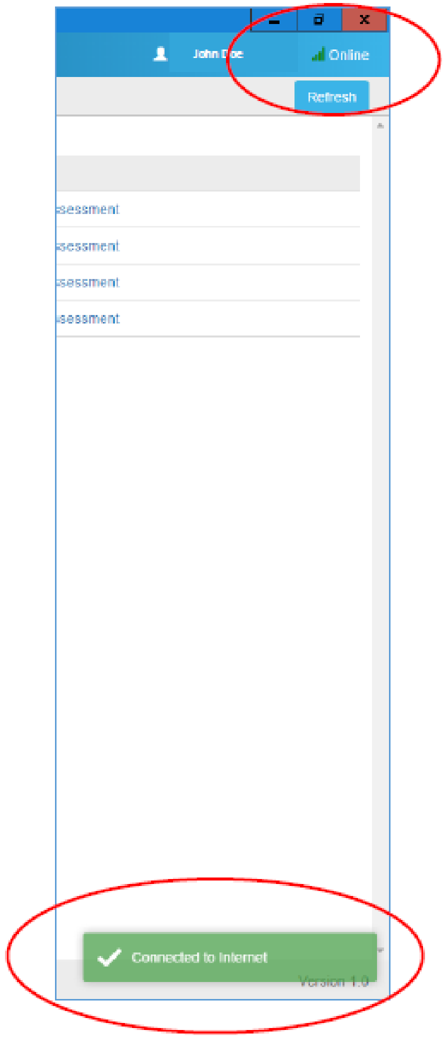

MFEI Offline Tool

# Online / Offline Mode

The MFEI Offline Tool was developed to support efforts in the field when internet is not available (offline).

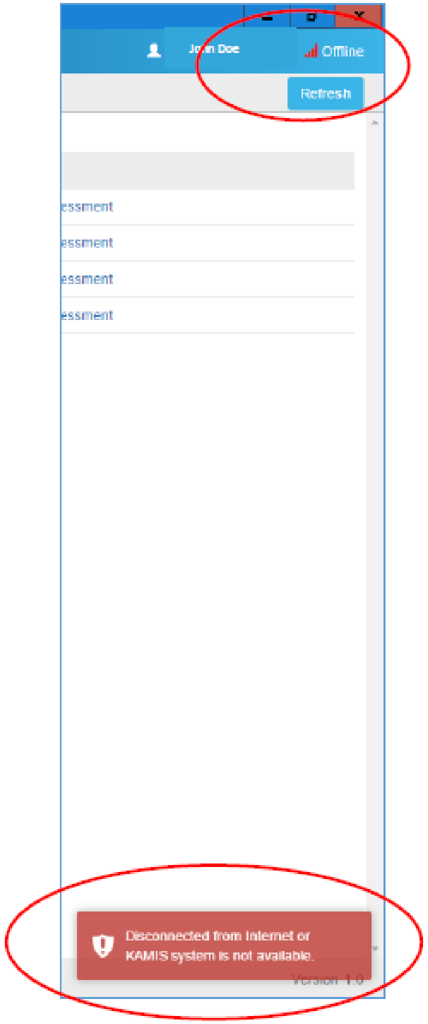
The tool clearly indicates whether internet is available to the machine. It does not automatically connect.

Online Mode


John Doe
Online
Refresh
sessment
sessment
sessment
sessment
Version 1.0

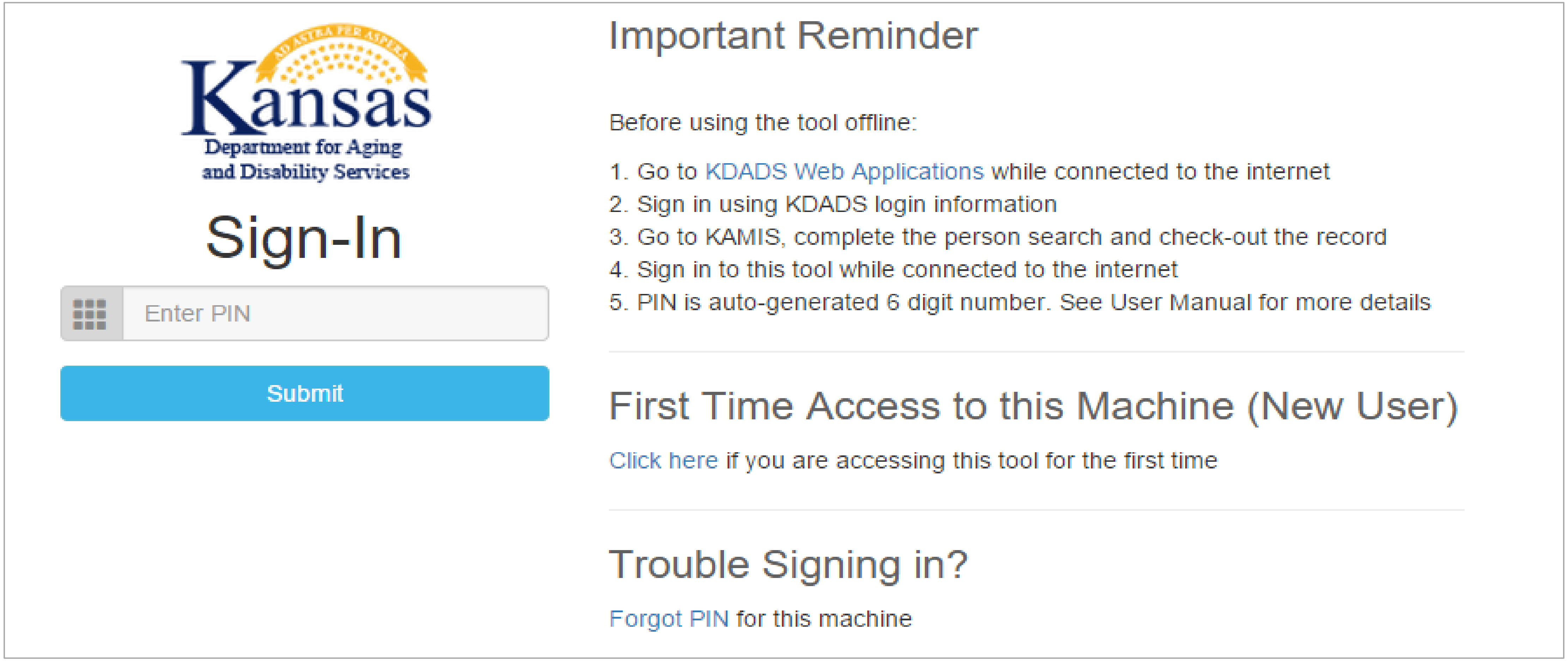
Connected to Internet

Offline Mode


John Doe
Offline
Refresh
essment
essment
essment
essment
Version 1.0

Disconnected from Internet or KAMIS system is not available.

# Login using your PIN



Kansas Department for Aging and Disability Services
Sign-In
Enter PIN
Submit

## Important Reminder

Before using the tool offline:

1. Go to KDADS Web Applications while connected to the internet
2. Sign in using KDADS login information
3. Go to KAMIS, complete the person search and check-out the record
4. Sign in to this tool while connected to the internet
5. PIN is auto-generated 6 digit number. See User Manual for more details

## First Time Access to this Machine (New User)

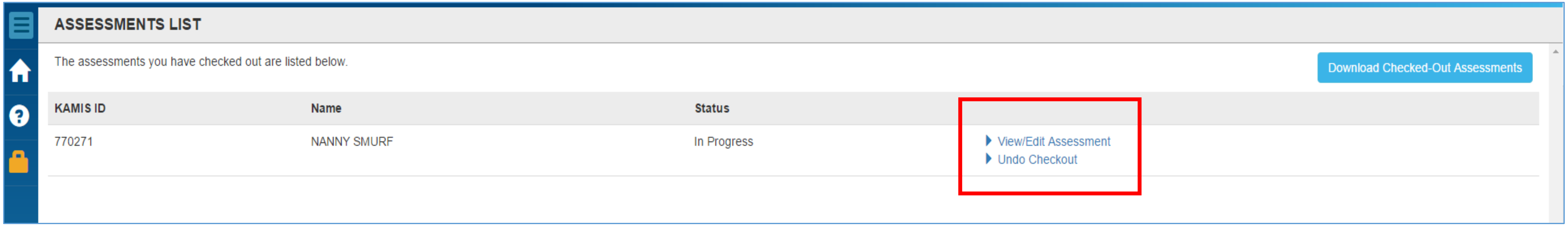
Click here if you are accessing this tool for the first time

## Trouble Signing in?

Forgot PIN for this machine

# Starting the Assessment

Click View/Edit to get started.



ASSESSMENTS LIST

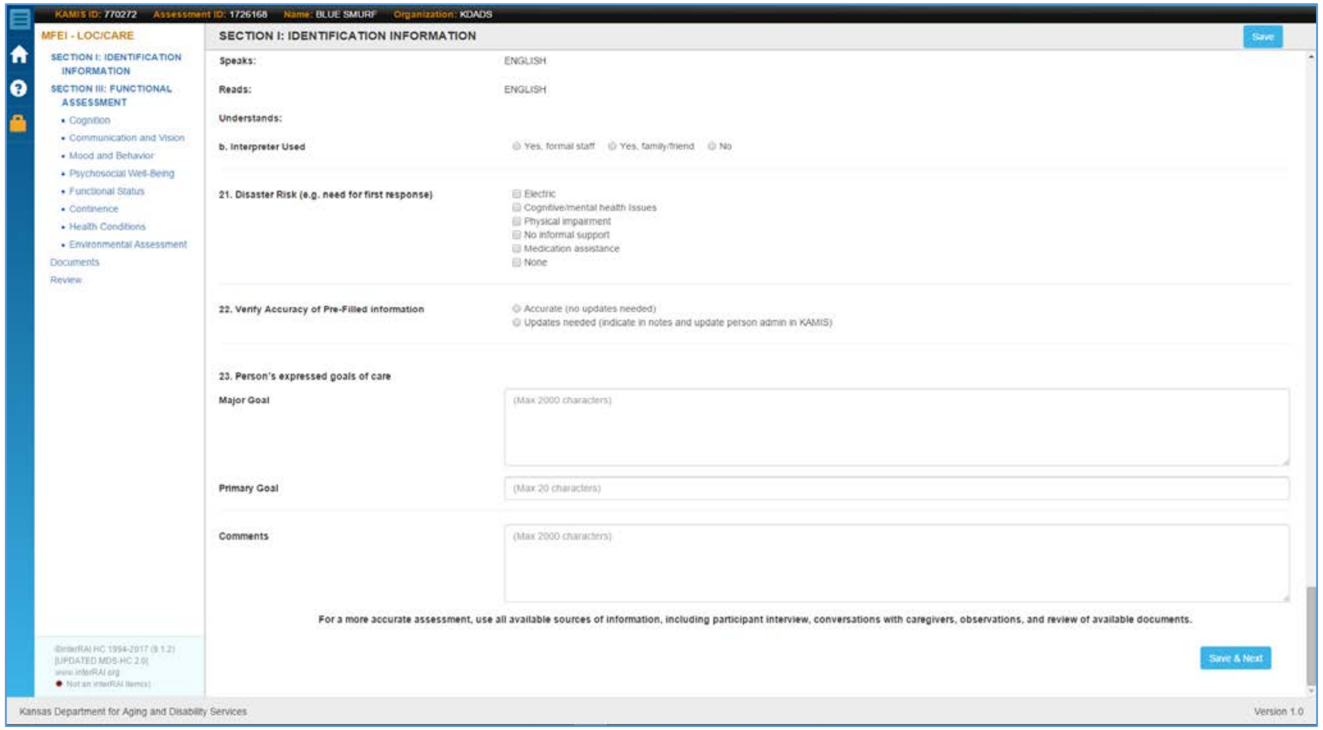
The assessments you have checked out are listed below.

Download Checked-Out Assessments

| KAMIS ID | Name | Status | |
|---|---|---|---|
| 770271 | NANNY SMURF | In Progress | ▸ View/Edit Assessment<br>▸ Undo Checkout |

# Section I - Identification

Consistent with MFEI Online Tool, the 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.


KAMIS ID: 770272 Assessment ID: 1726168 Name: BLUE SMURF Organization: KDADS
MFEI - LOC/CARE
SECTION I: IDENTIFICATION INFORMATION
SECTION III: FUNCTIONAL ASSESSMENT
• Cognition
• Communication and Vision
• Mood and Behavior
• Psychosocial Well-Being
• Functional Status
• Continence
• Health Conditions
• Environmental Assessment
Documents
Review
Save
Save & Next
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Kansas Department for Aging and Disability Services
Version 1.0

**SECTION I: IDENTIFICATION INFORMATION**

Speaks: ENGLISH

Reads: ENGLISH

Understands:

b. Interpreter Used ○ Yes, formal staff ○ Yes, family/friend ○ No

21. Disaster Risk (e.g. need for first response)
☐ Electric
☐ Cognitive/mental health issues
☐ Physical impairment
☐ No informal support
☐ Medication assistance
☐ None

22. Verify Accuracy of Pre-Filled information
○ Accurate (no updates needed)
○ Updates needed (indicate in notes and update person admin in KAMIS)

23. Person's expressed goals of care

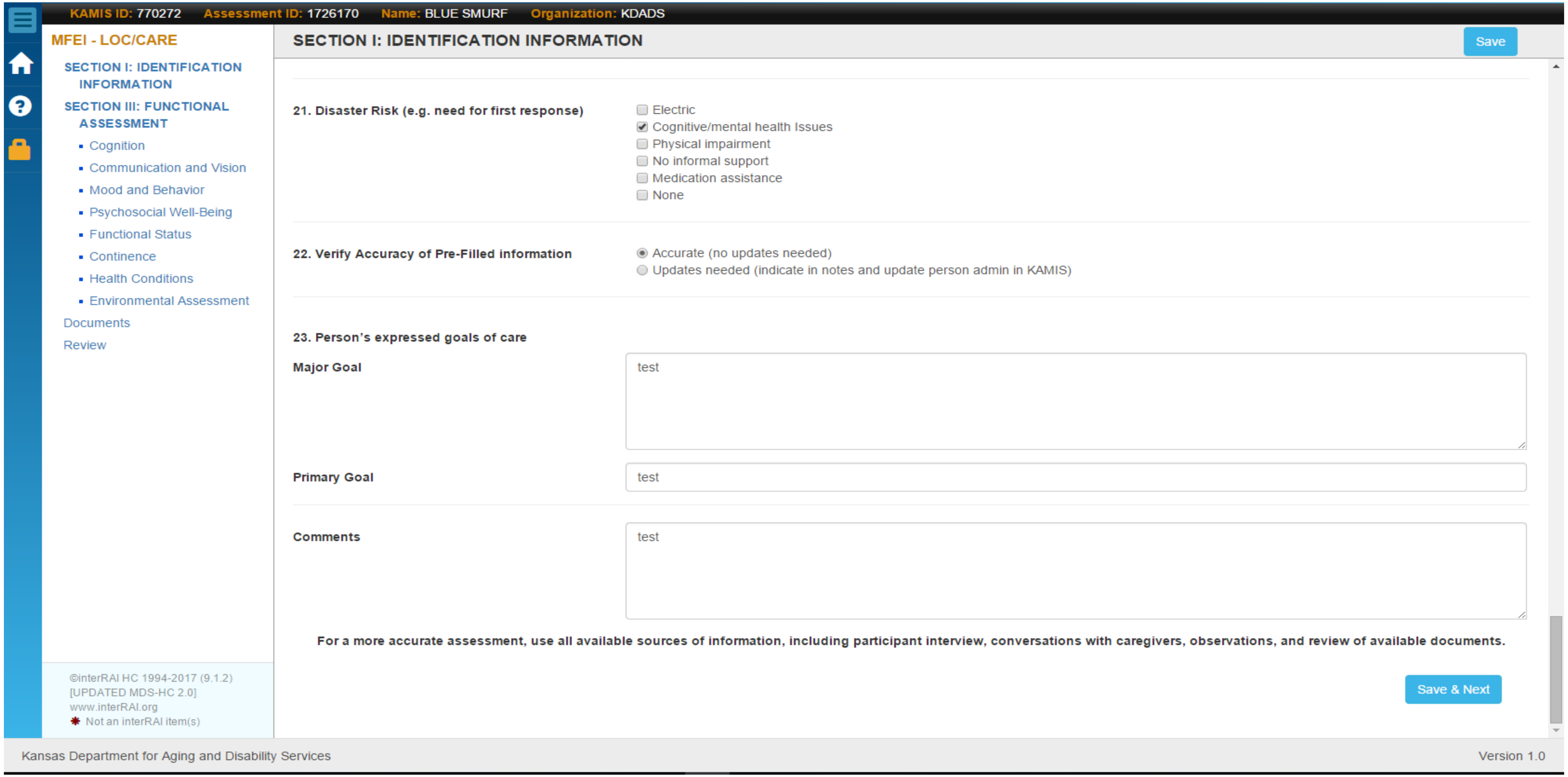
Major Goal (Max 2000 characters)

Primary Goal (Max 20 characters)

Comments (Max 2000 characters)

For a more accurate assessment, use all available sources of information, including participant interview, conversations with caregivers, observations, and review of available documents.

# Section III – Functional Assessment



MFEI - LOC/CARE
SECTION I: IDENTIFICATION INFORMATION
SECTION III: FUNCTIONAL ASSESSMENT
Cognition
Communication and Vision
Mood and Behavior
Psychosocial Well-Being
Functional Status
Continence
Health Conditions
Environmental Assessment
Documents
Review
Save
Save & Next

**KAMIS ID:** 770272 **Assessment ID:** 1726170 **Name:** BLUE SMURF **Organization:** KDADS

**SECTION I: IDENTIFICATION INFORMATION**

**21. Disaster Risk (e.g. need for first response)**

- ☐ Electric
- ☑ Cognitive/mental health Issues
- ☐ Physical impairment
- ☐ No informal support
- ☐ Medication assistance
- ☐ None

**22. Verify Accuracy of Pre-Filled information**

- ● Accurate (no updates needed)
- ○ Updates needed (indicate in notes and update person admin in KAMIS)

**23. Person's expressed goals of care**

**Major Goal** test

**Primary Goal** test

**Comments** test

**For a more accurate assessment, use all available sources of information, including participant interview, conversations with caregivers, observations, and review of available documents.**

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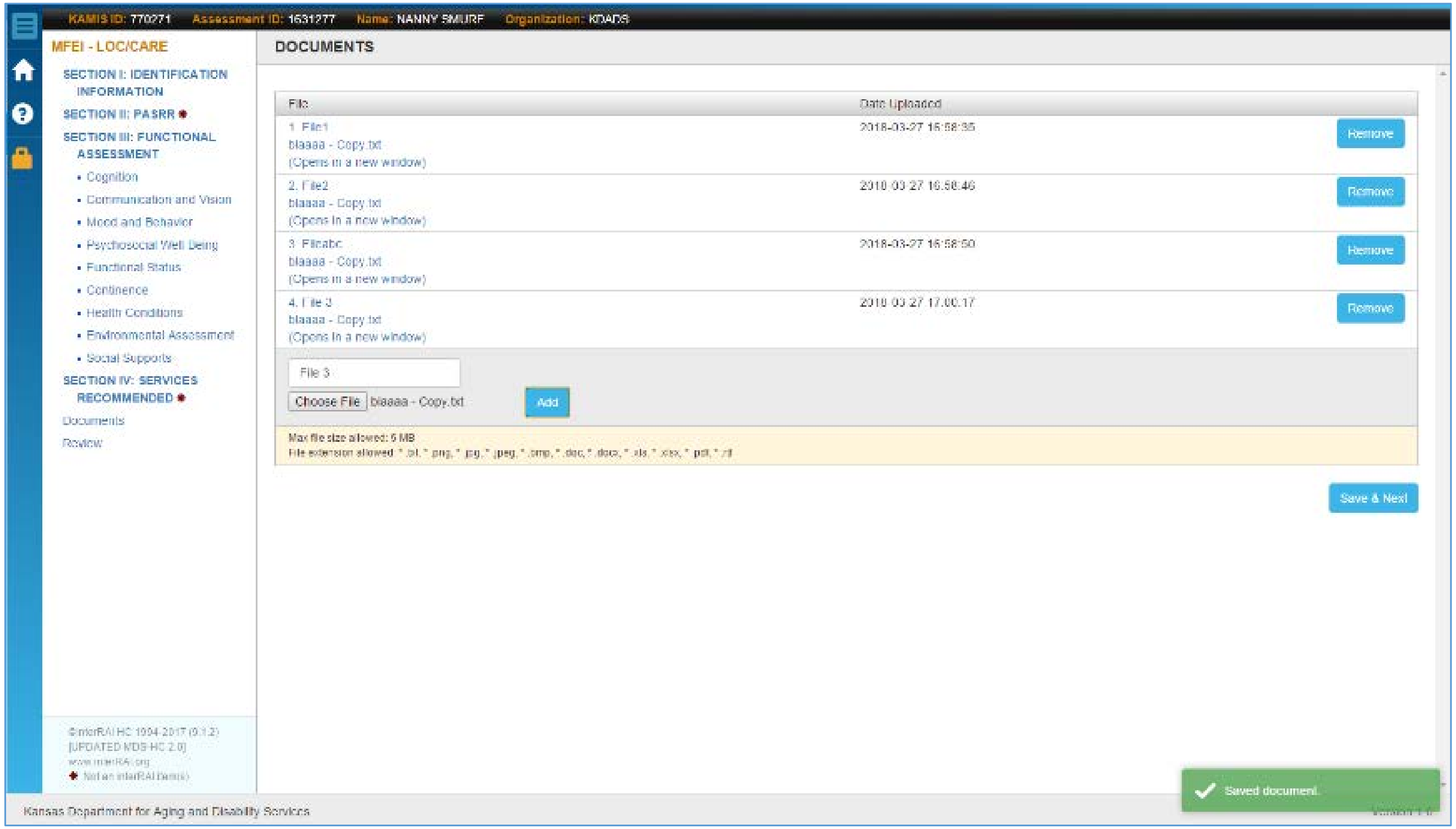
# Documents

Upload any supporting documents.

Please note you can upload documents after the assessment has been submitted and approved.



KAMIS ID: 770271 Assessment ID: 1631277 Name: NANNY SMURF Organization: KDADS

MFEI - LOC/CARE
SECTION I: IDENTIFICATION INFORMATION
SECTION II: PASRR ✱
SECTION III: FUNCTIONAL ASSESSMENT
• Cognition
• Communication and Vision
• Mood and Behavior
• Psychosocial Well Being
• Functional Status
• Continence
• Health Conditions
• Environmental Assessment
• Social Supports
SECTION IV: SERVICES RECOMMENDED ✱
Documents
Review

DOCUMENTS

| File | Date Uploaded | |
|---|---|---|
| 1. File1<br>blaaaa - Copy.txt<br>(Opens in a new window) | 2018-03-27 16:58:35 | Remove |
| 2. File2<br>blaaaa - Copy.txt<br>(Opens in a new window) | 2018-03-27 16:58:46 | Remove |
| 3. Fileabc<br>blaaaa - Copy.txt<br>(Opens in a new window) | 2018-03-27 16:58:50 | Remove |
| 4. File 3<br>blaaaa - Copy.txt<br>(Opens in a new window) | 2018-03-27 17:00:17 | Remove |

File 3

Choose File blaaaa - Copy.txt

Max file size allowed: 5 MB
File extension allowed: *.txt, *.png, *.jpg, *.jpeg, *.bmp, *.doc, *.docx, *.xls, *.xlsx, *.pdf, *.rtf

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✓ Saved document.

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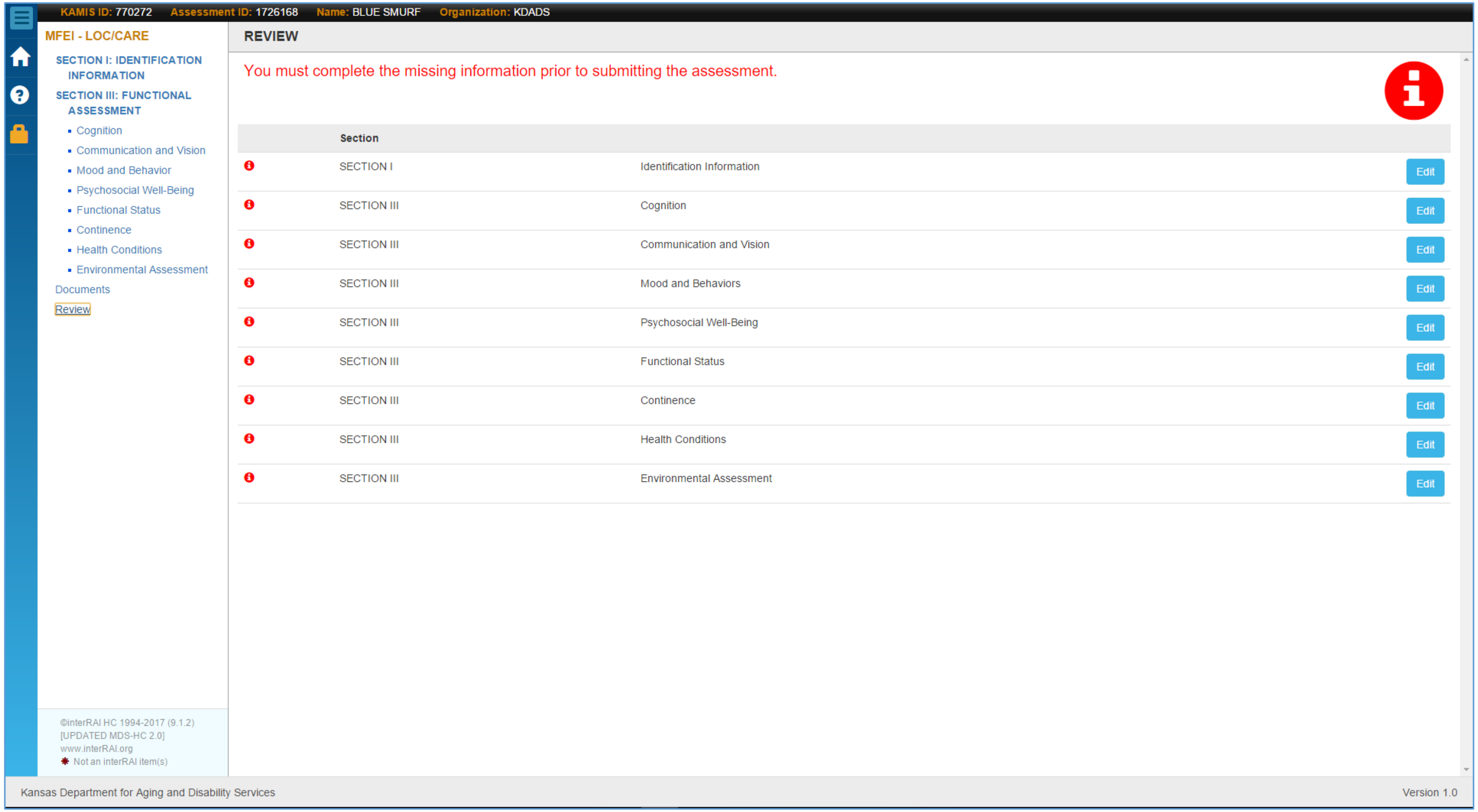
Version 1.0

# Review



**KAMIS ID:** 770272 **Assessment ID:** 1726168 **Name:** BLUE SMURF **Organization:** KDADS

**MFEI - LOC/CARE**

- SECTION I: IDENTIFICATION INFORMATION
- SECTION III: FUNCTIONAL ASSESSMENT
  - Cognition
  - Communication and Vision
  - Mood and Behavior
  - Psychosocial Well-Being
  - Functional Status
  - Continence
  - Health Conditions
  - Environmental Assessment
- Documents
- Review

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[UPDATED MDS-HC 2.0]
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✱ Not an interRAI item(s)

## REVIEW

You must complete the missing information prior to submitting the assessment.

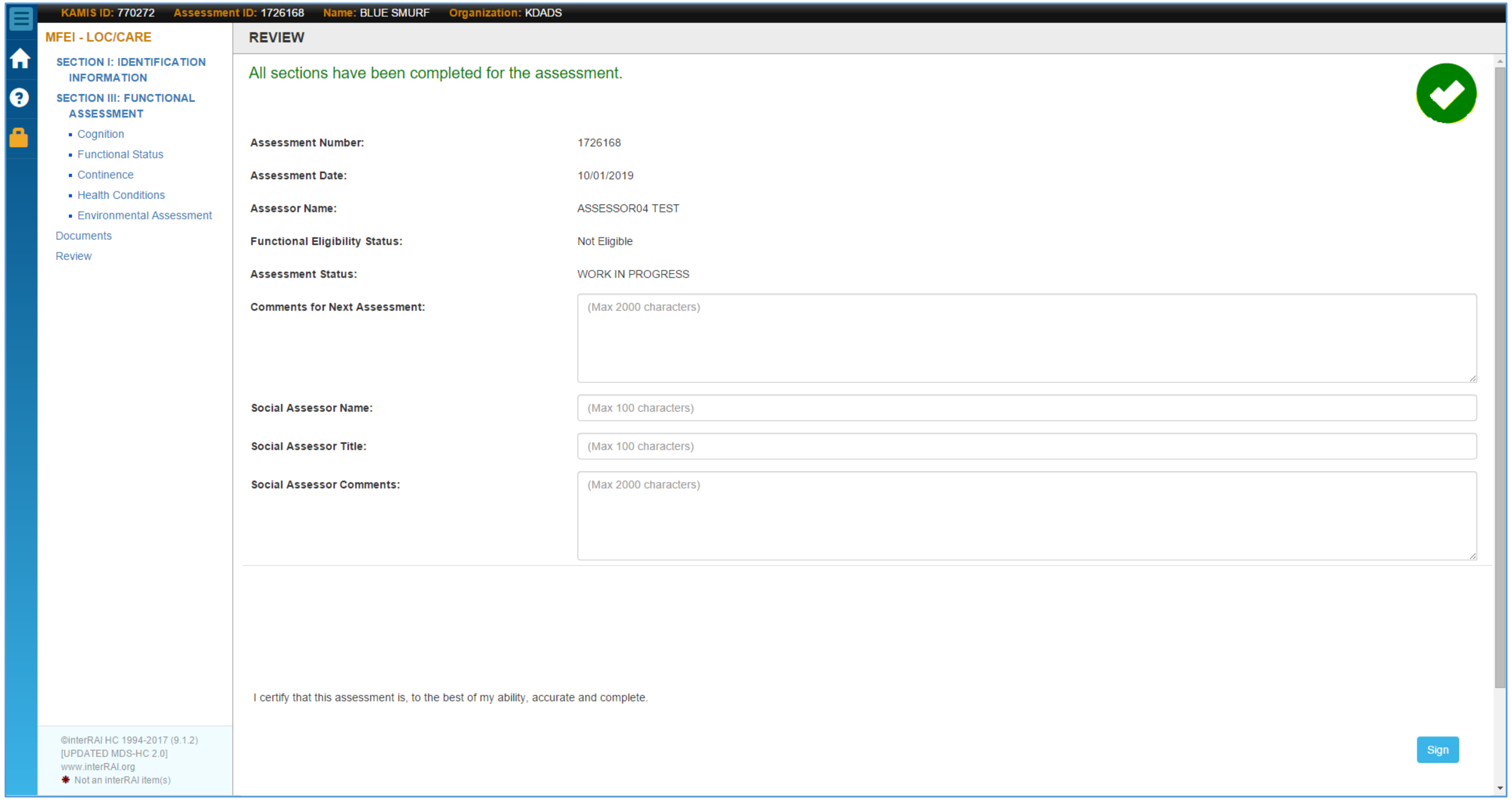
| | Section | | |
|---|---|---|---|
| ℹ | SECTION I | Identification Information | Edit |
| ℹ | SECTION III | Cognition | Edit |
| ℹ | SECTION III | Communication and Vision | Edit |
| ℹ | SECTION III | Mood and Behaviors | Edit |
| ℹ | SECTION III | Psychosocial Well-Being | Edit |
| ℹ | SECTION III | Functional Status | Edit |
| ℹ | SECTION III | Continence | Edit |
| ℹ | SECTION III | Health Conditions | Edit |
| ℹ | SECTION III | Environmental Assessment | Edit |

Kansas Department for Aging and Disability Services

Version 1.0

# Results Screen

Software will provide the Functional Eligibility Requirement status.



MFEI - LOC/CARE
SECTION I: IDENTIFICATION INFORMATION
SECTION III: FUNCTIONAL ASSESSMENT
Cognition
Functional Status
Continence
Health Conditions
Environmental Assessment
Documents
Review
REVIEW
Sign

**KAMIS ID:** 770272 **Assessment ID:** 1726168 **Name:** BLUE SMURF **Organization:** KDADS

All sections have been completed for the assessment.

**Assessment Number:** 1726168

**Assessment Date:** 10/01/2019

**Assessor Name:** ASSESSOR04 TEST

**Functional Eligibility Status:** Not Eligible

**Assessment Status:** WORK IN PROGRESS

**Comments for Next Assessment:** (Max 2000 characters)

**Social Assessor Name:** (Max 100 characters)

**Social Assessor Title:** (Max 100 characters)

**Social Assessor Comments:** (Max 2000 characters)

I certify that this assessment is, to the best of my ability, accurate and complete.

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[UPDATED MDS-HC 2.0]
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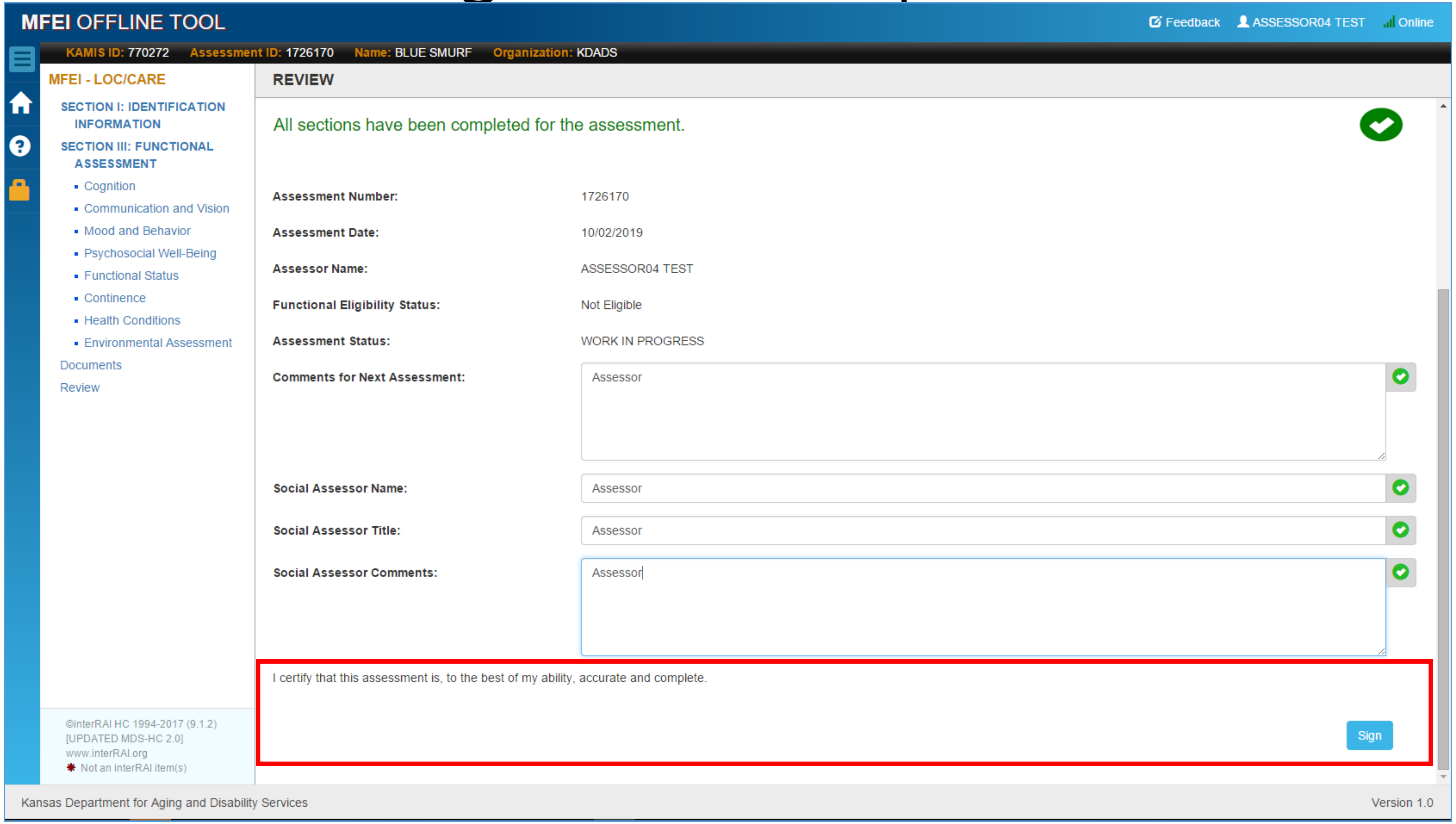
✱ Not an interRAI item(s)

# Finalize and Sign – Last Step in the Field


MFEI OFFLINE TOOL
Feedback
ASSESSOR04 TEST
Online
MFEI - LOC/CARE
SECTION I: IDENTIFICATION INFORMATION
SECTION III: FUNCTIONAL ASSESSMENT
Cognition
Communication and Vision
Mood and Behavior
Psychosocial Well-Being
Functional Status
Continence
Health Conditions
Environmental Assessment
Documents
Review
REVIEW
Sign

**KAMIS ID:** 770272 **Assessment ID:** 1726170 **Name:** BLUE SMURF **Organization:** KDADS

All sections have been completed for the assessment.

**Assessment Number:** 1726170

**Assessment Date:** 10/02/2019

**Assessor Name:** ASSESSOR04 TEST

**Functional Eligibility Status:** Not Eligible

**Assessment Status:** WORK IN PROGRESS

**Comments for Next Assessment:** Assessor

**Social Assessor Name:** Assessor

**Social Assessor Title:** Assessor

**Social Assessor Comments:** Assessor

I certify that this assessment is, to the best of my ability, accurate and complete.

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[UPDATED MDS-HC 2.0]
www.interRAI.org
✱ Not an interRAI item(s)

Kansas Department for Aging and Disability Services

Version 1.0

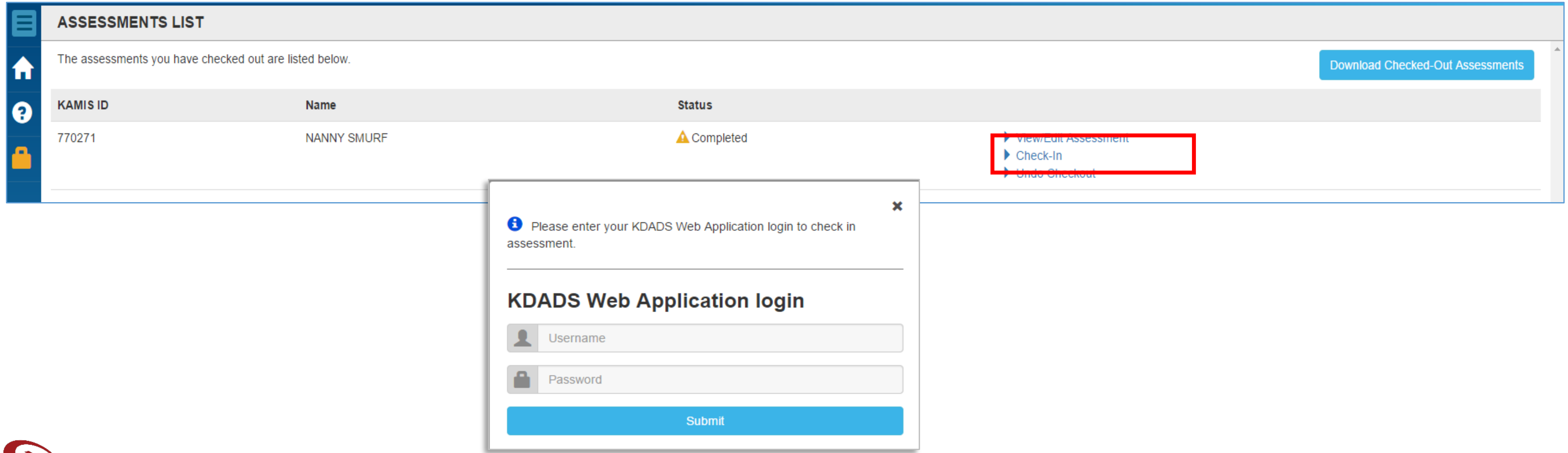
# Step 4

# Check-in Completed Assessment Using MFEI Offline Tool

Internet Required

# Check-In Assessment to KAMIS - Final Step

Internet is required for this step. Incomplete assessments cannot be submitted. Click Check-In Assessment to initiate the process.



ASSESSMENTS LIST

The assessments you have checked out are listed below.

Download Checked-Out Assessments

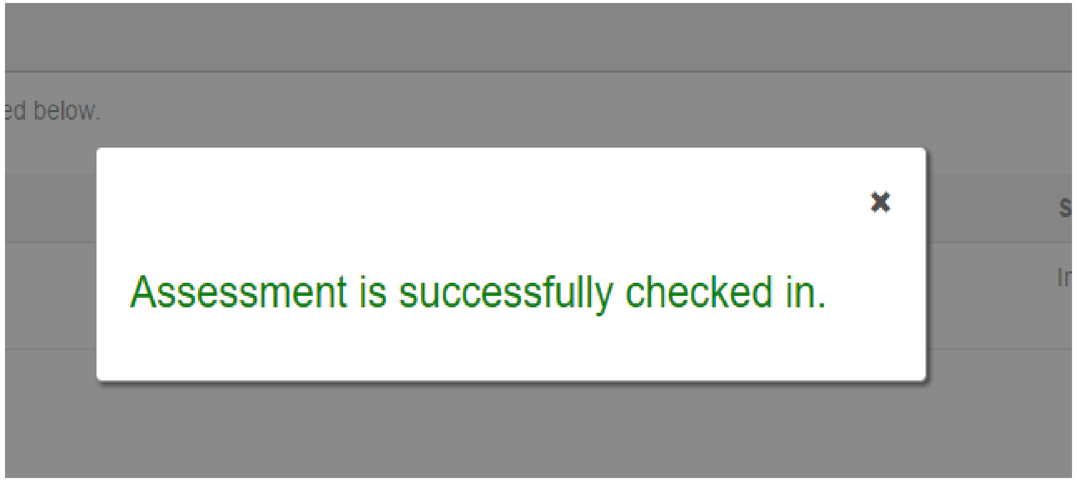
| KAMIS ID | Name | Status | |
|---|---|---|---|
| 770271 | NANNY SMURF | ⚠ Completed | View/Edit Assessment<br>Check-In<br>Undo Checkout |

Please enter your KDADS Web Application login to check in assessment.

KDADS Web Application login
Username
Password
Submit

# Confirmation

The software will communicate if the check-in process was successful.

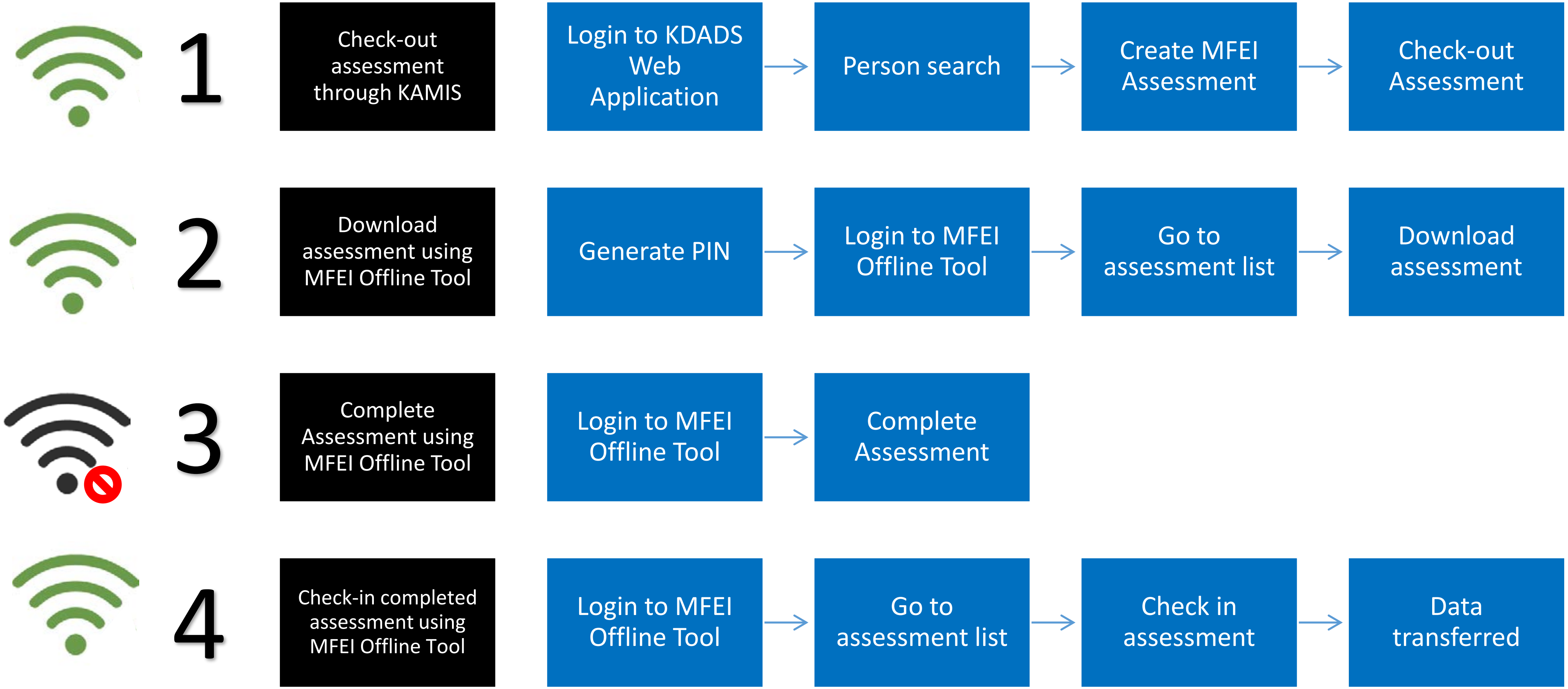


Assessment is successfully checked in.

# Delete Additional Files

- Upon successful submission, the software will automatically delete all entered data from the device.
- However, if you uploaded any additional documents that are residing locally on your device, you must delete those files from your device.

# In Summary



1 **Check-out assessment through KAMIS**: Login to KDADS Web Application → Person search → Create MFEI Assessment → Check-out Assessment

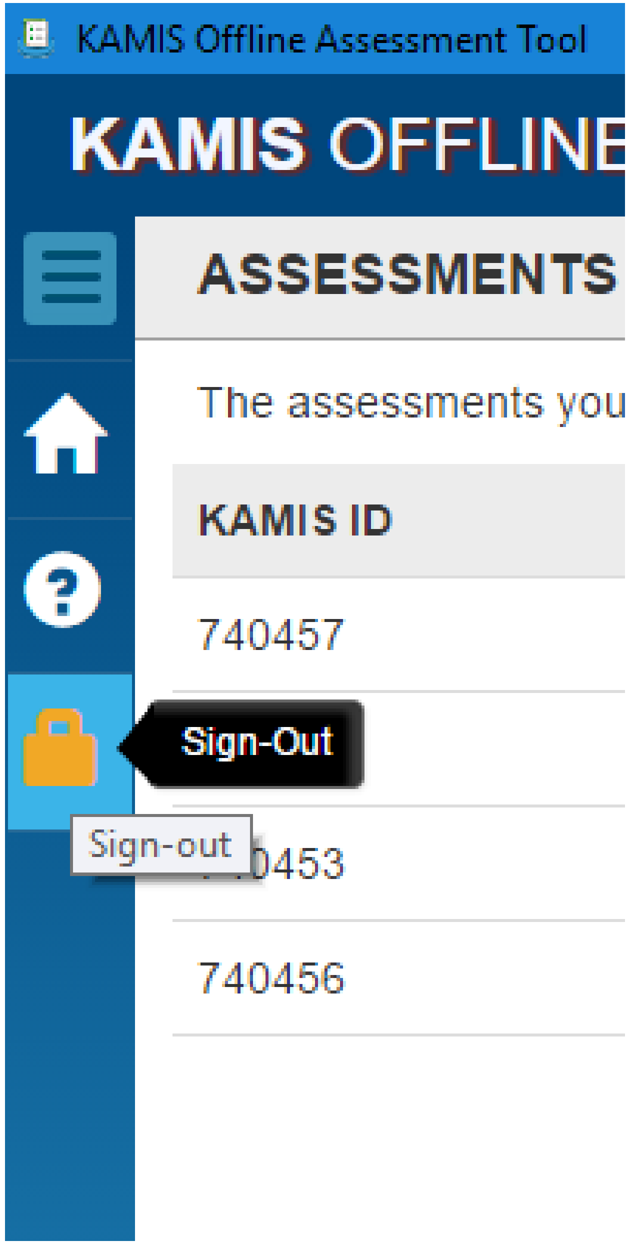
2 **Download assessment using MFEI Offline Tool**: Generate PIN → Login to MFEI Offline Tool → Go to assessment list → Download assessment

3 **Complete Assessment using MFEI Offline Tool**: Login to MFEI Offline Tool → Complete Assessment

4 **Check-in completed assessment using MFEI Offline Tool**: Login to MFEI Offline Tool → Go to assessment list → Check in assessment → Data transferred

# Signing Out of MFEI Offline Tool

Click the lock icon to sign out of the software.


KAMIS Offline Assessment Tool
KAMIS OFFLINE
ASSESSMENTS
The assessments you
KAMIS ID
740457
Sign-Out
Sign-out
0453
740456

# A few additional things to keep in mind while using the MFEI Offline Tool…

- Timeframe for assessment completion
- Returning to assessment before submission
- Document upload after submission
- Forgot PIN
- PIN Lock
- Screen Lock

# 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.**

# Returning to the assessment prior to submission

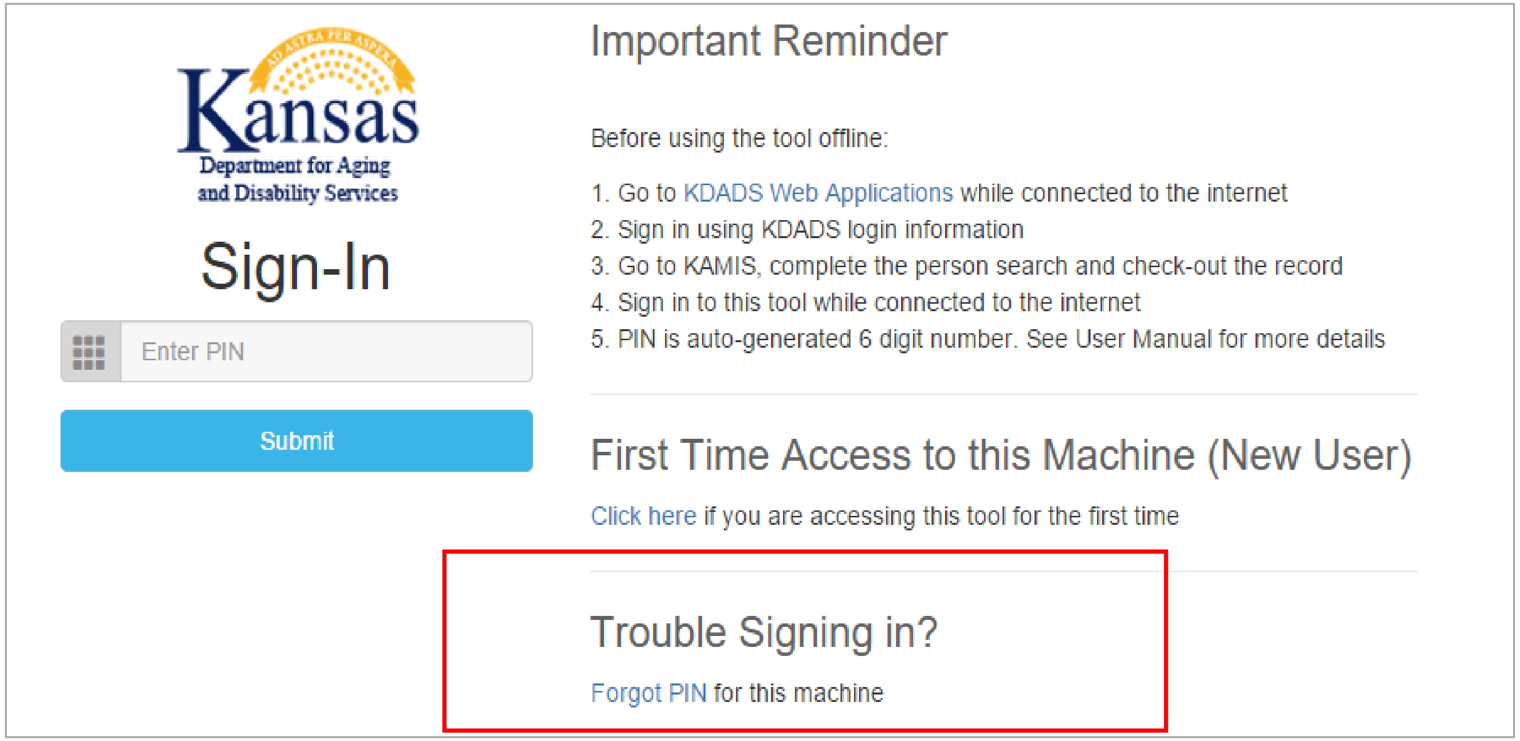
- Launch Offline Tool / enter PIN
- From assessment list, select the assessment to complete
- Complete sections
- Submit

# Document upload after assessment has been submitted

- Log in to KDADS Web Apps
- Perform Person Search
- Locate assessment in listing / click on assessment
- Jump to the Documents left menu
- Upload documents
- Sign out of KDADS Web Application web page

# 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.



Kansas
Department for Aging and Disability Services
Sign-In
Enter PIN
Submit

Important Reminder

Before using the tool offline:

1. Go to KDADS Web Applications while connected to the internet
2. Sign in using KDADS login information
3. Go to KAMIS, complete the person search and check-out the record
4. Sign in to this tool while connected to the internet
5. PIN is auto-generated 6 digit number. See User Manual for more details

First Time Access to this Machine (New User)

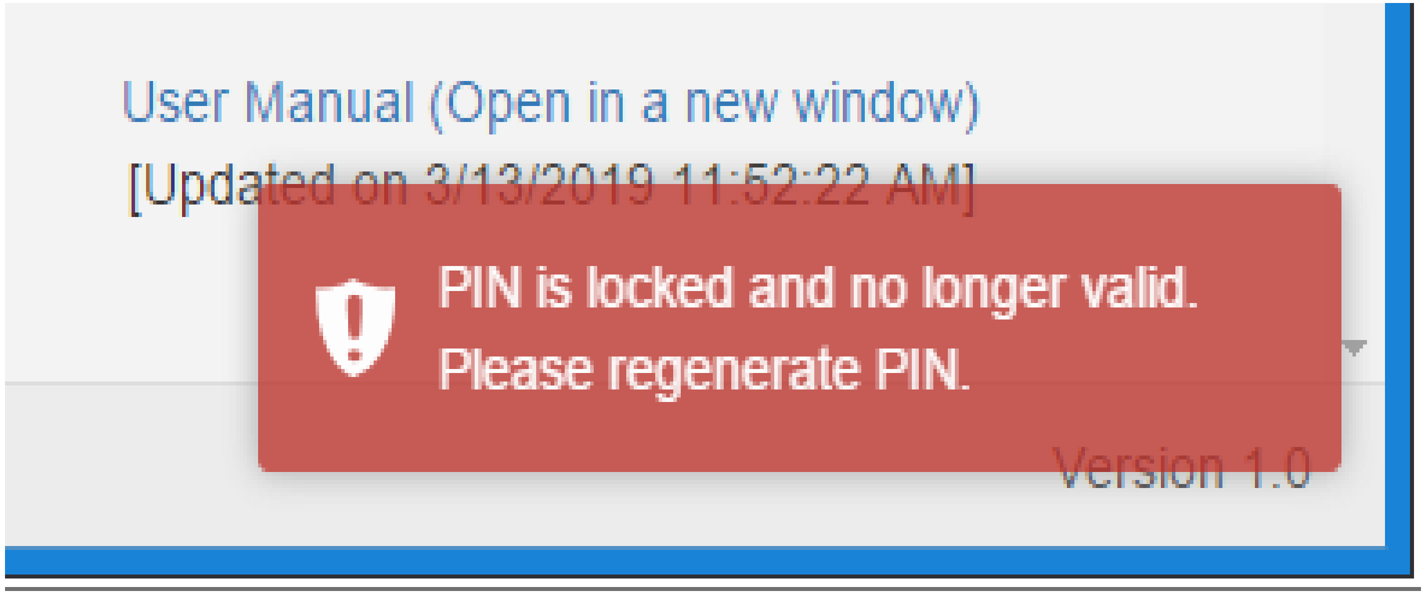
Click here if you are accessing this tool for the first time

Trouble Signing in?

Forgot PIN for this machine

# 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.



User Manual (Open in a new window)

[Updated on 3/13/2019 11:52:22 AM]

PIN is locked and no longer valid.
Please regenerate PIN.

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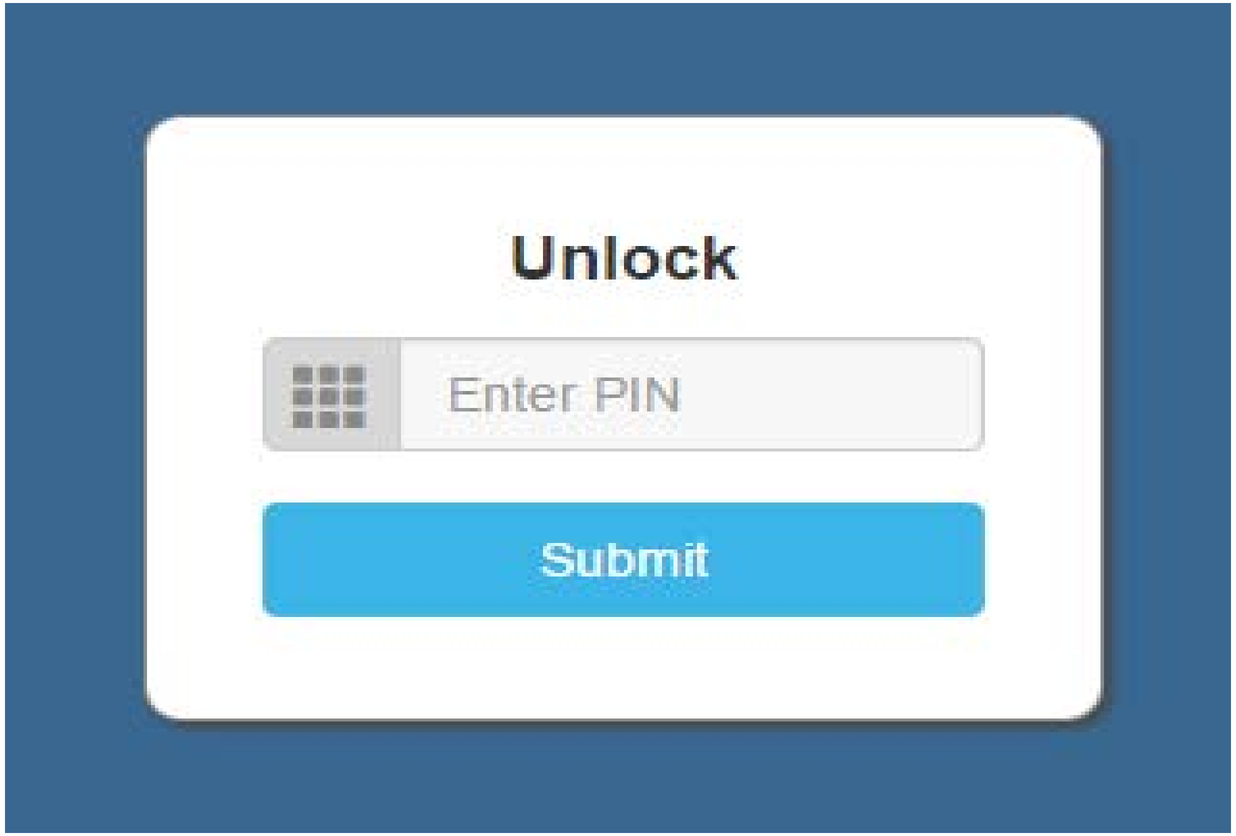
# Screen Lock

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


Unlock
Enter PIN
Submit

# This concludes MFEI Software Training

WICHITA STATE UNIVERSITY

TRAINING AND TECHNOLOGY TEAM (T3)