KAMIS SED Frequently Asked Questions
July 7, 2015

Introduction   This document is to address several frequently asked questions regarding the KAMIS SED process regarding the Assessments, Service Authorizations and Reports.

Are there terminology changes?

Yes, there is terminology changes as follows:

Was (Lucidity)	Now (KAMIS)
Budget	Service Authorization
Note: Please do not reference "Budget" when referring to the Service Authorization as KAMIS has a complete budget and payment module that is functional and used by other organizational users. Using the term Budget can be confusing when troubleshooting issues.	
EPOC	Service Authorization
EPOC Closure	Discharging the Service Lines closes the Service Authorization
Crisis Budget	Service Authorization

What does the Customer Status represent?

The customer status represents the status of the customer within KAMIS, **not** waiver eligibility.

One of our Customers is now under a different CMHC, what do we do?

During the migration of the information from Lucidity, if the person was not already in KAMIS, the customer was created and assigned to the CMHC area according to the County listed in the address.

If no address existed or no county was available then the customer was assigned to Organization "12" which is KDADS.

Use the Share-Transfer module to request a customer **transfer** to your organization as needed.

How do I update a service line(s) that is now in the History Report?

Any service that needs to be updated that is now on the "Service History Report" or the "Crisis Service History Report" will need to be entered on the SED Service Authorization. Use the most recent assessment listed on the Customers forms List.

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How do I close a Service Authorization?
> To close a Service Authorization do the following:
> 1. Create a New Version of the Service Authorization.
> 2. Change the service lines end date to the appropriate closure date.
> 3. Select the Discharge Reason.
> 4. Make a note in the Customer Case Log as appropriate to document any other reasons for the closure if the Discharge Reason is not descriptive.
> 5. Submit for Approval to the MCO.
> 6. After MCO action, select the Review button.
> 7. Change the customer status if appropriate to "Inactive" or "Deceased". See KAMIS Chapter 6 for detailed instructions.

How do I update a service line(s) that is now on one of the History Reports?
> Any service that needs to be updated that is now on the "Service History Report" or the "Crisis Service History Report" will need to be entered on the SED Service Authorization. Use the most recent assessment listed on the Customers forms List.

The "Budget" in Lucidity was in pending status or waiting to be approved, how does it get approved now in KAMIS?
> Any service that needs to be approved that is now on the "Service History Report" or the "Crisis Service History Report" will need to be entered on the SED Service Authorization. Then saved with the "Submit for Approval" status as per current process.
>
> Use the most recent assessment listed on the Customers forms List.

When do I create a new version of the Service Authorization?
> Create a new version of the Service Authorization when services need to be modified or added. Service lines can be deleted if the line has not been approved by the MCO.

When do I make a customer inactive?
> The HCBS waiver eligibility will be closed (termination date added) automatically through the MMIS/DCF information update.
>
> If needed, the customer status (KAMIS status only) can be changed to "Inactive" or "Deceased", as appropriate. See KAMIS Chapter 6 for detailed instructions. Changing the customer status will remove the customer from some reports.
>
> **Note**: Be sure to close the Service Authorization prior to changing the customer status.

When do I re-activate a customer?

If the customer status (KAMIS status only) is currently "Inactive" or "Deceased", it can be placed back to "Active". See KAMIS Chapter 6 for detailed instructions.

What happened during the migration of information from the old system of Lucidity?

The following areas were affected by the migration of information:

- Person Administration Information
- SED Assessment
- Services (Lucidity Budgets)
- Reports
- Customer Case Log (Client Notes)

See below for the details of how each of these areas were affected.

Migration - Person Administration	<u>Please Note:</u> Person Information was limited within the Lucidity Application. There were two types of customers that were affected by the migration: • Persons within Lucidity that **were** currently within KAMIS. • Persons within Lucidity that **were not** currently within KAMIS.
Migration - Persons IN KAMIS	• Any person information that was not currently within KAMIS was added. • Addresses within Lucidity were added as a "Converted Address" type.
Migration - Persons NOT IN KAMIS	• Person was added as customer with any information that was available. • Addresses were added as a "Converted Address" and "Residential" address types. • Person was assigned to the CMHC area according to the County listed in the address. • If no address existed or no county was available then the customer was assigned to Organization "12" which is KDADS. Use the Share-Transfer module to request a customer **transfer** to your organization as needed. • HCBS Waiver Eligibility Information was added as SED and the Effective and Termination dates were entered as listed within Lucidity. • Family Choice Date, Clinical Eligibility Date, SED Compliance Date was added as listed within Lucidity.

Migration - SED Service Authorizations

The following items will be displayed on the SED Assessment form within KAMIS:

- Two new buttons:
    - SED Services History Prior to 07-1-2015
    - SED Crisis Services History Prior to 07-1-2015

These buttons will display on ANY of the SED Assessments (Initial, Annual Reassessment, or Converted).

- SED Service Authorization link will display only if the Assessment Date is after 06/01/2014. This is so that any additional SED review information can be added. See the Services section below for further explanation.

Migration - Services / Lucidity Budgets

Since the services (Budgets) in the Lucidity application were not associated with a specific assessment, the services were migrated into KAMIS as a stand-alone report and associated with the customer. The report is interactive and can be filtered, sorted and has additional data columns available for an Adhoc type of report. See the Interactive Reports Manual under the KAMIS Reports Section on the Provider Information Resource website for detailed instruction on how to use interactive reports. It is located at:

http://www.aging.ks.gov/Manuals/Interactive_Reports_Instructions_stand-alone.pdf

Interactive Reports: Many KDADS Web Applications contain various types of reports that use the Interactive Report feature. Interactive Reports allows the user to create custom views of the report data. Some reports have pre-defined filters that can be selected without having to build custom filters.

If custom views are needed, Interactive Reports provides a variety of reporting tools to create these custom views of a report. This manual will cover the more commonly used reporting tools.

Migration - Regular Services History

Click the "SED Services History Prior to 07-1-2015" button and the following report displays.

To return back to the assessment click on the "Return to SED Assessment" button.

Migration - Crisis Services History

Click the "SED Crisis Services History Prior to 07-1-2015" button and the following report displays.

To return back to the assessment click on the "Return to SED Assessment" button.

Reports

SED Management Reports were deployed on July 7, 2015. All reports will be interactive and located under the KAMIS Reports button on the KAMIS Home Page.

MCO's will obtain the SED Data Extract Report under the MCO Management button.
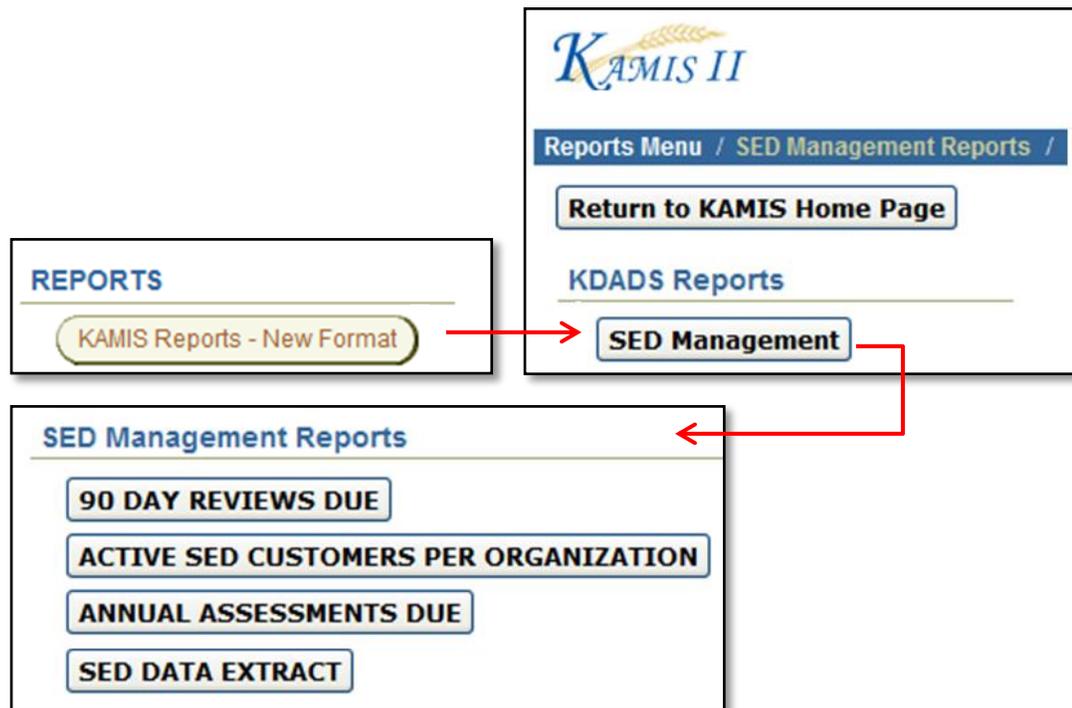
CMHC Released Reports	Changes to the current SED Workload have been made. The Workload is still located under the Workload Region on the KAMIS Home Page.

- Adding the following fields:
  - Review Reason
  - Service Type Indicators (Regular, Crisis, Post Crisis)
- Replaces Lucidity Reports: Incomplete Budgets Report, Updated Budgets / New Members, Change In Members Needs
- SED Active Customers Report
  - Replaces Lucidity Reports: Active Members Report, Active Members (Eligibility)
- SED Reassessment Due Report
- SED 90-Day Review Report
- SED Data Extract

MCO Released Reports	Changes to the current SED Workload have been made. The Workload is still located under the Workload Region on the KAMIS Home Page.

- Added the following fields:
  - Review Reason
  - Service Type Indicators (Regular, Crisis, Post Crisis)
- Replaces Lucidity Reports: Incomplete Budgets Report, Updated Budgets / New Members, Change In Members Needs
- SED Data Extract