Presumptive Eligibility (PE) Quick Reference Guide for Qualified Entities

This Presumptive Eligibility (PE) Quick Reference Guide is designed to assist employees of Qualified Entities understand PE in kynect, including the benefits and features, eligibility requirements, and how to enroll citizens for PE using kynect.

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1. General Presumptive Eligibility Information

A. Purpose

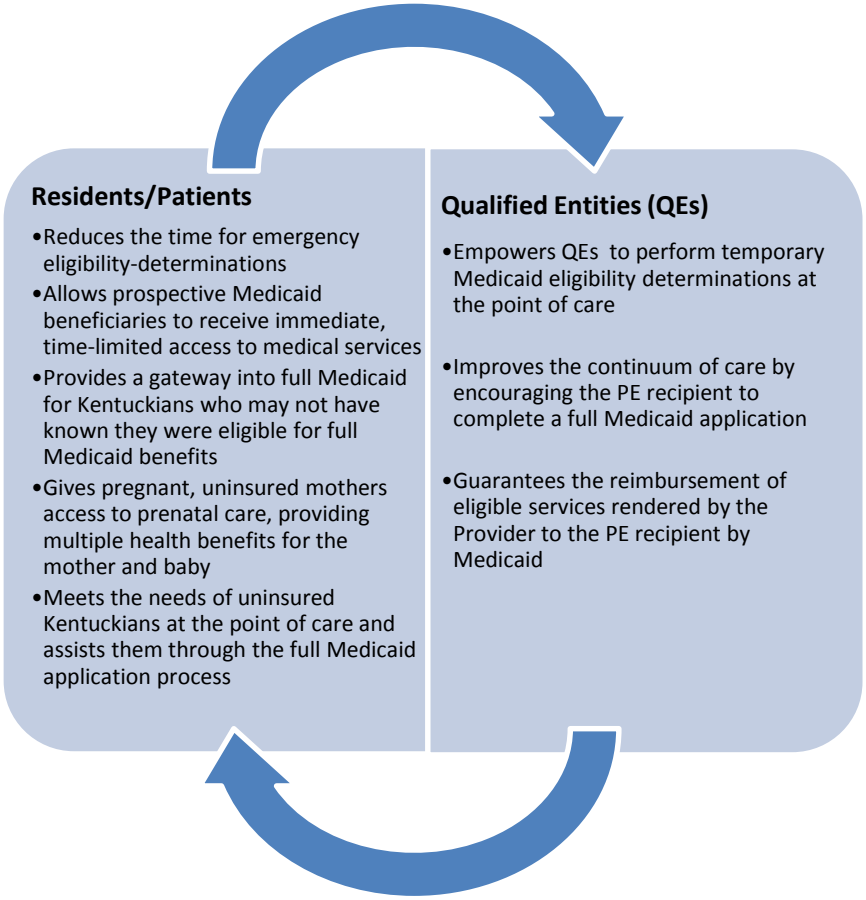
i. Presumptive Eligibility is a process in Kentucky which expedites an individual's ability to receive temporary coverage for Medicaid services

ii. Employees of qualified entities are able to run a simplified eligibility review for Kentuckians, which will grant immediate medical assistance to residents at the time that they require medical coverage (or CHIP, if applicable)

   a. Residents must provide: Name, household size, and estimated monthly income

iii. Residents who are approved for Presumptive Eligibility are encouraged to complete the full Medicaid application process before their presumptive eligibility coverage ends

B. Benefits and Expected Results



C. Authorization to Conduct PE Evaluation

i. To be authorized to conduct a patient PE evaluation, employees must work at qualified entities that:

- Currently participate in the Medicaid program
- Have access to the internet
- Have completed the PE certification/training program
- Abide by the standards of the Department of Medicaid Services

D. Services and Coverage Available

i. PE covers Medicaid services, including:

All groups (Except pregnant women)	Pregnant women Pregnant women are only eligible for ambulatory prenatal care services delivered in an outpatient setting; birthing expenses are not covered under PE
Hospital	Services furnished by a primary care provider, a rural health clinic, a primary care center, or a federally qualified health care center
Pharmacy	Laboratory services
Emergency room services	X-ray services
Physician	Dental services, excludes orthodontics
Dental	Emergency room services
Lab	Emergency and nonemergency transportation
X-ray services	Pharmacy services

2. PE Eligibility Requirements

A. Who Is Eligible

Individuals who are not currently receiving Medicaid benefits

Pregnant women (eligible once per pregnancy)

Individuals who are in a family with the gross family income meeting the following criteria:
≤138% for children and adults 6 through 64 years old
≤200% for pregnant women
≤200% for children under 1 year old
≤147% for children 1-5 years old

Cannot be an inmate of a public institution

Must be a U.S. citizen or qualified alien

Individuals who have not been approved for PE benefits during the current calendar year (unless a pregnant woman)

Residents of the commonwealth of Kentucky
(Facilities may use a driver's license or a utility bill with the patient's address as proof of residency

B. Categories of Assistance

i. Adults: Individuals age 18 through 64
ii. Pregnant women: The number of expected children count in the household size for income eligibility
iii. Children: Under the age of 19. Income limits are determined by the age of the child
iv. Former foster care: Individuals 19 through 26 who received Medicaid due to foster care status until they aged out of the program. There is no income limit for this group

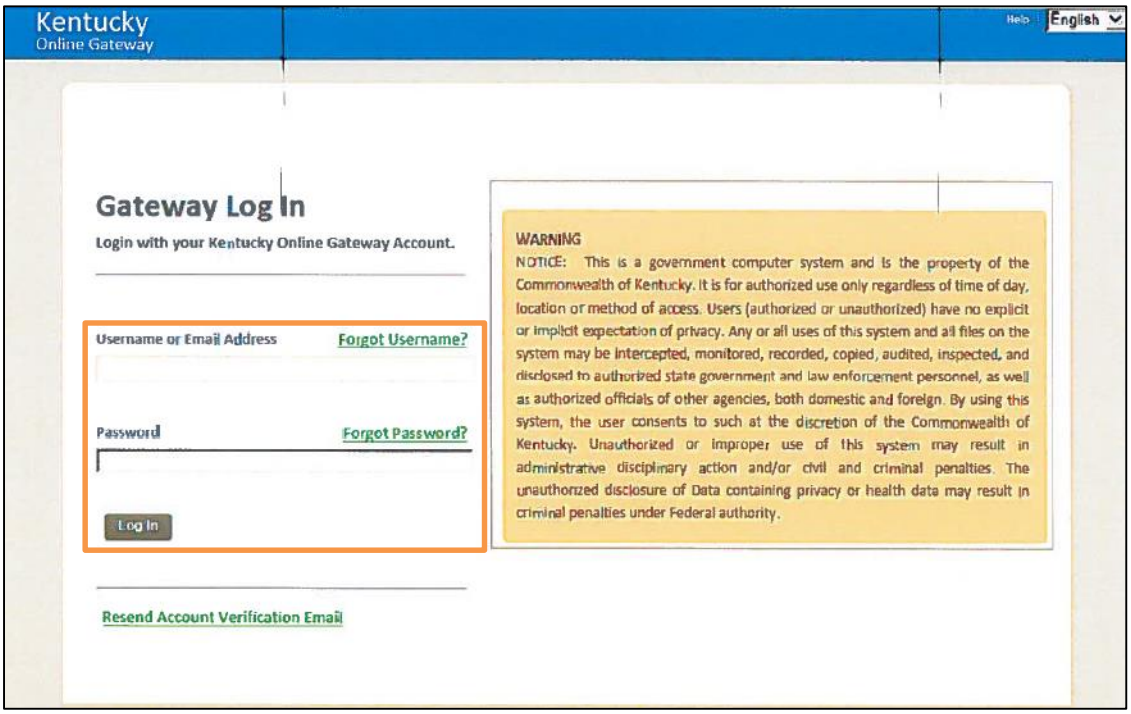
C. Duration of Coverage

i. Coverage is effective immediately upon receipt of a PE ID card and continues until:
   a. A Medicaid application is filed and either approved or denied; or
   b. The last day of the second month after PE determination, if no Medicaid application is filed
ii. Individuals can apply for full Medicaid coverage:
   a. Online at https://kyenroll.ky.gov
   b. In person at a Department for Community Based Services county office
   c. By mail or fax using a paper application
   d. By phone calling the Benefits Line at **1-855-637-6576**

3. Logging Into kynect

1) Go to the URL provided in your Qualified Entity on-boarding information or https://kynect.ky.gov.

2) Enter your Username or Email address and Password. Click **Log In**.

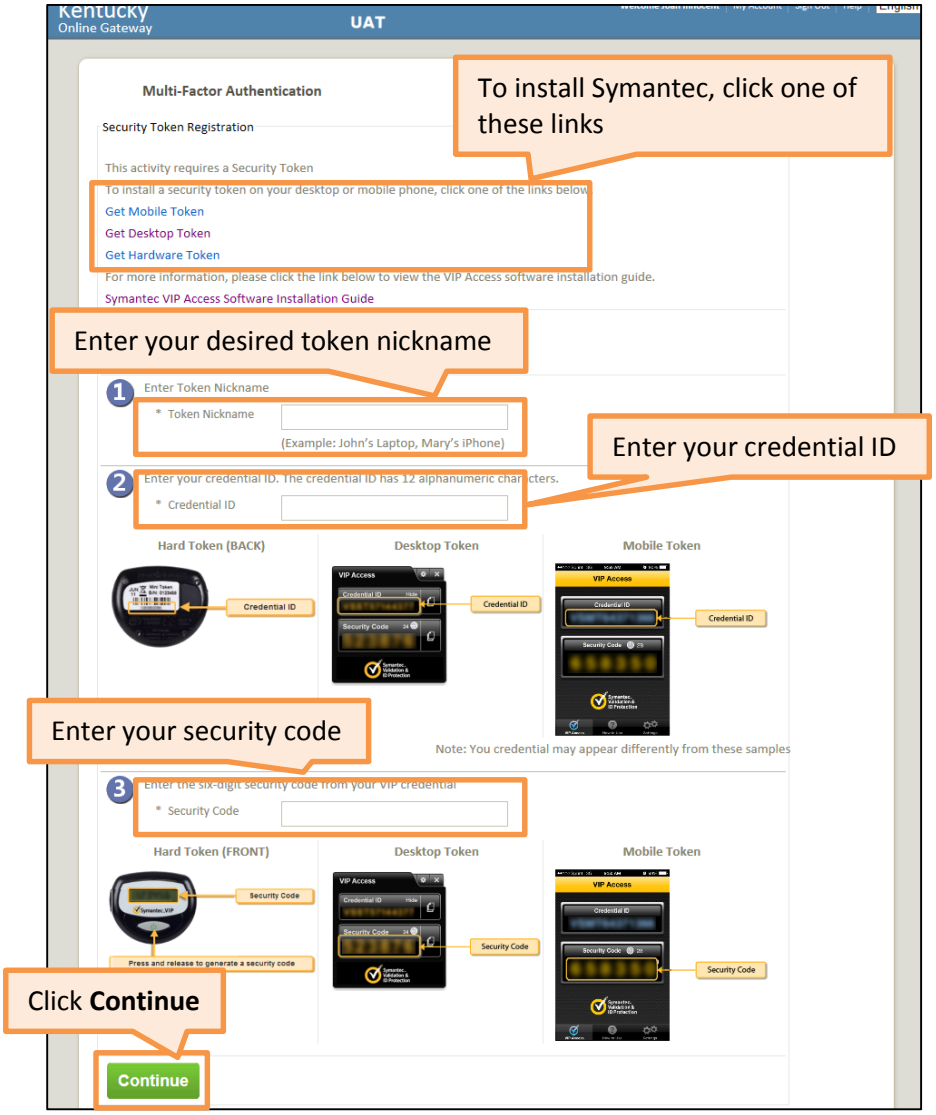


3) In the next step you will need to enter Multi Factor Authentication information using Symantec software to verify you are an authorized user.
   a. If you do not have the Symantec software on your computer follow steps 4 through 8.
   b. If you already have the software jump to step 9 and enter the nickname, credential ID and Security code provided on your Symantec soft token.

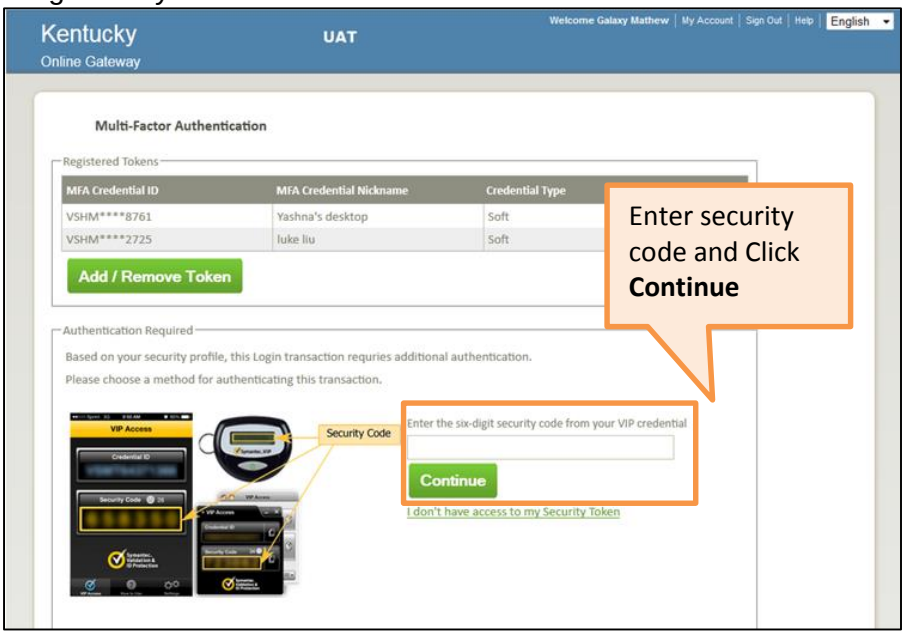
4) To download the Symantec software on your computer, click on one of the links provided.
5) Enter your token nickname (for example, Joe's computer).
6) From your desktop, open Symantec VIP access and enter the credential ID.
7) Enter the security code. Please note that this code will automatically be regenerated every 30 seconds.

*Note: If you have questions logging in to the Partner Portal call **1(**800**)**-635-2570, for questions logging in to kynect call 1(855)-459-6328.*

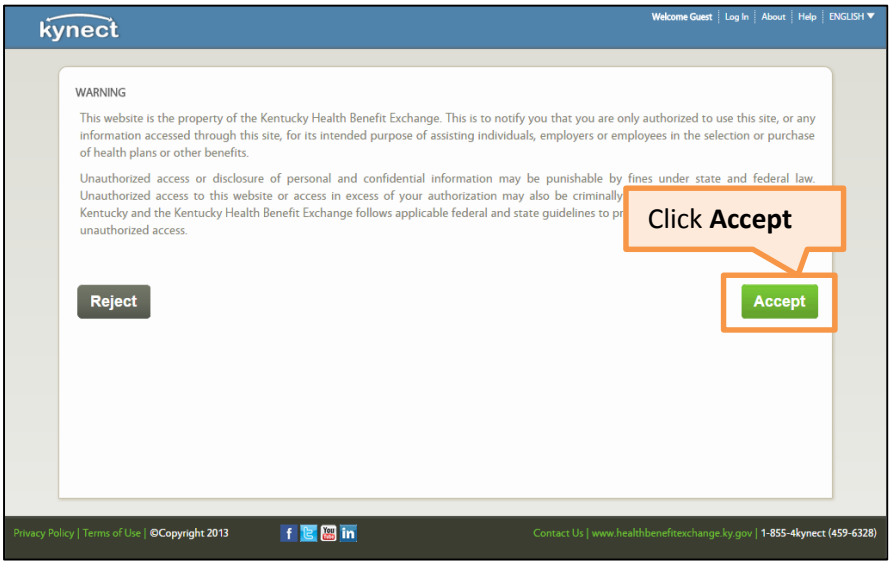
8) Click **Continue**.



9) Enter the six-digit form your VIP credential.



10) The Consent page displays. Click **Accept**.



4. Exploring the Qualified Entity Dashboard

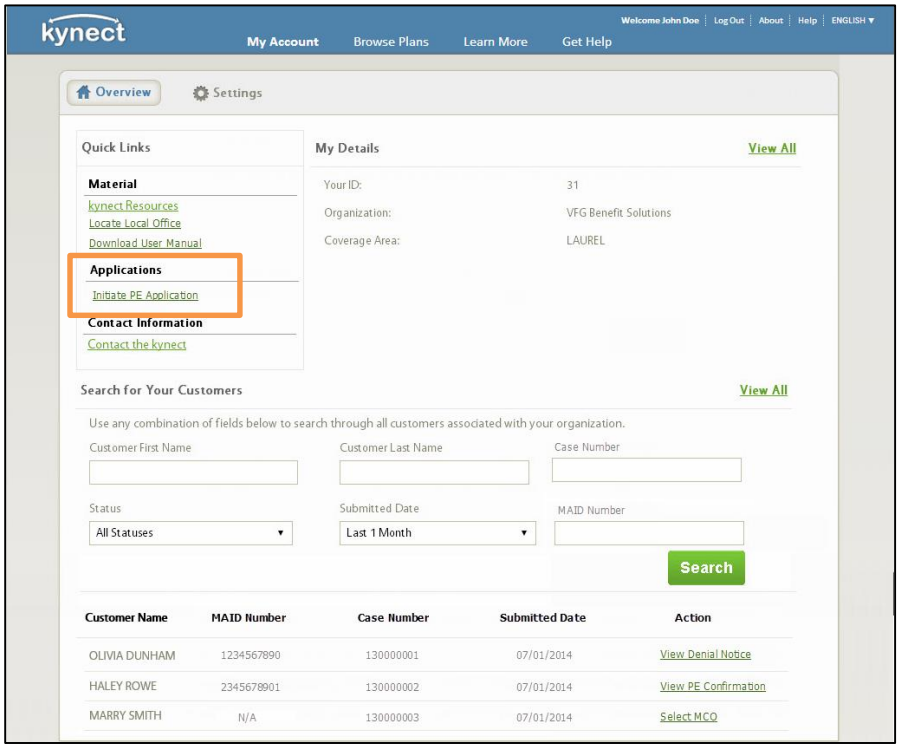
A. **My Details** provides a summary of the logged-in employee's personal information, including their ID, their organization, and their coverage area

B. **Search for Customers** allows the Qualified Entity employee to search for individuals/employees who are associated to their user ID or organization, depending on how the QE has set up the access privileges for their users

   i. For example, based on a QE's settings, QE employees may or may not be able to search for any client who is associated with the QE as a whole

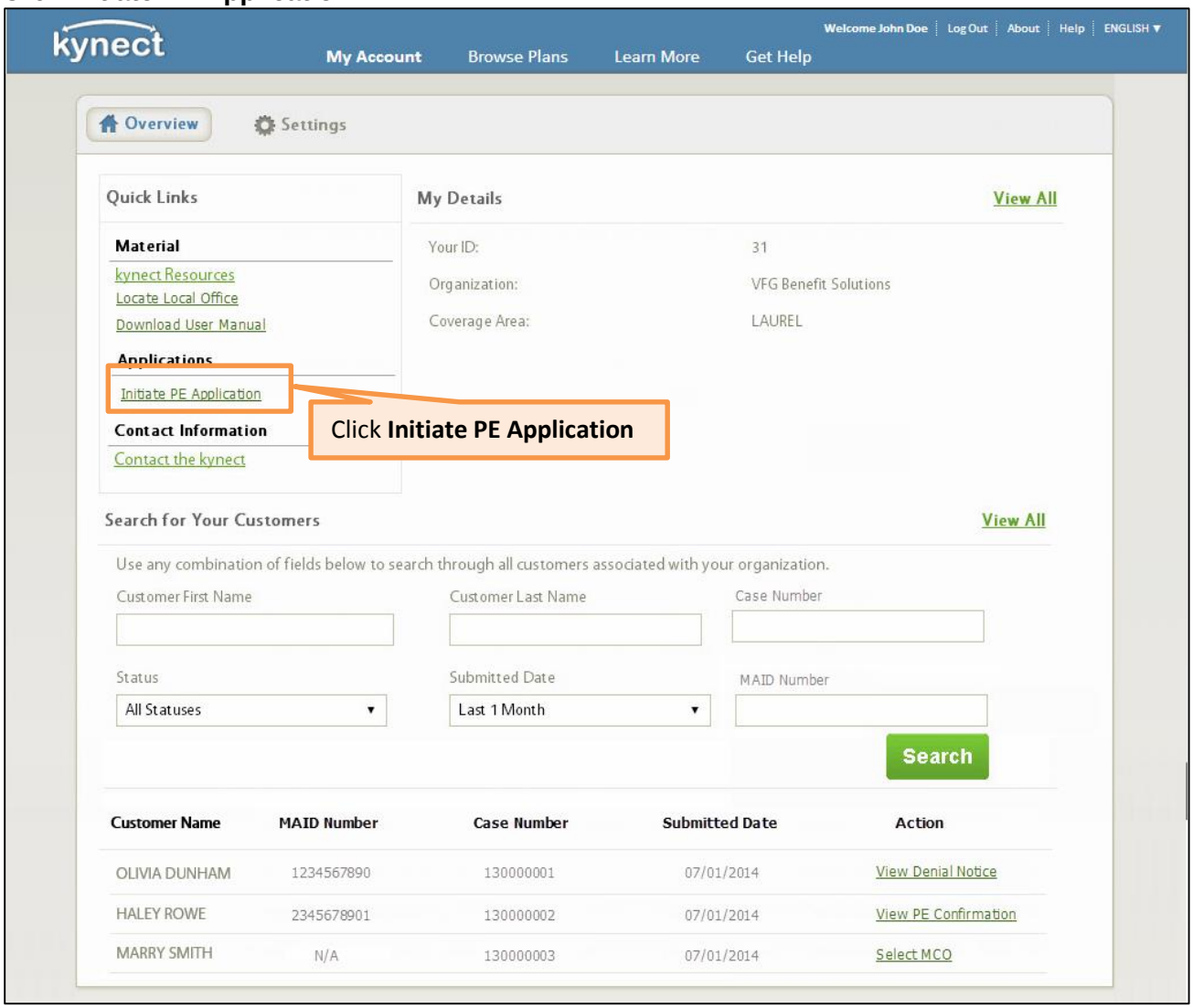
C. **Quick Links** provides access to links to other helpful content

D. **Initiate PE Application** begins the process for a PE application by taking the representative to the screen to perform the client search and determine if the patient is eligible to apply for PE benefits

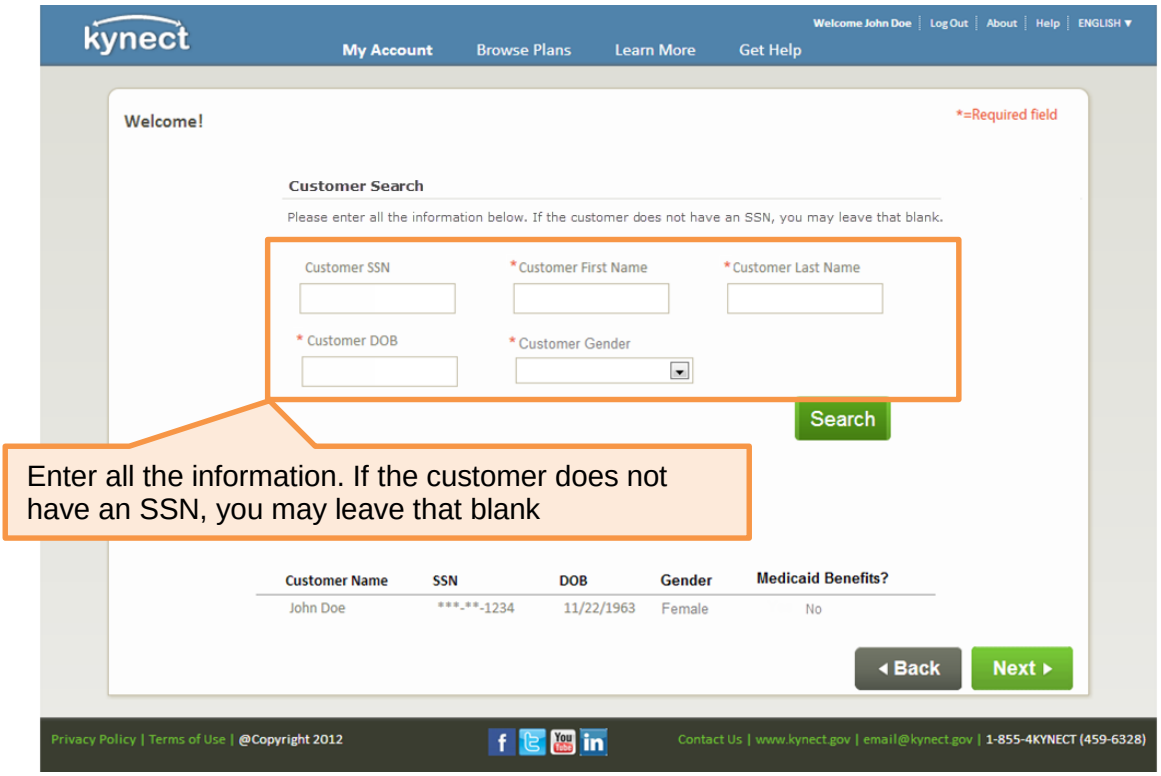


5. Presumptive Eligibility Application Process

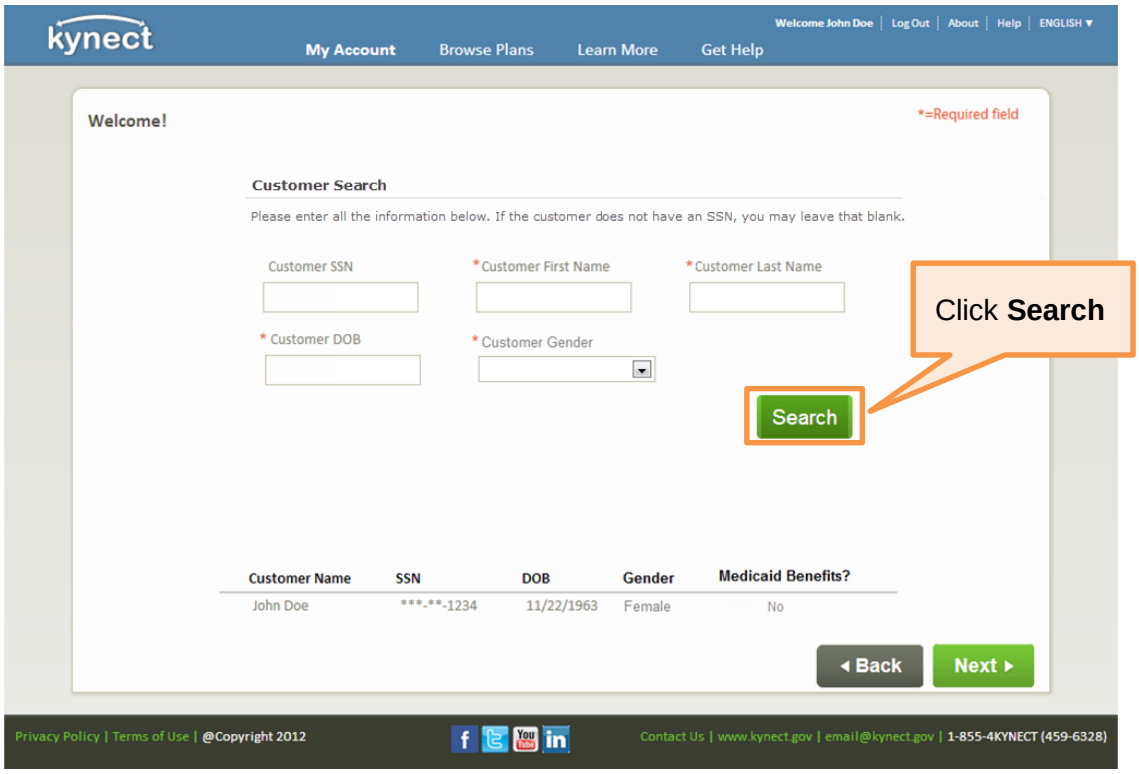
1) Click **Initiate PE Application**



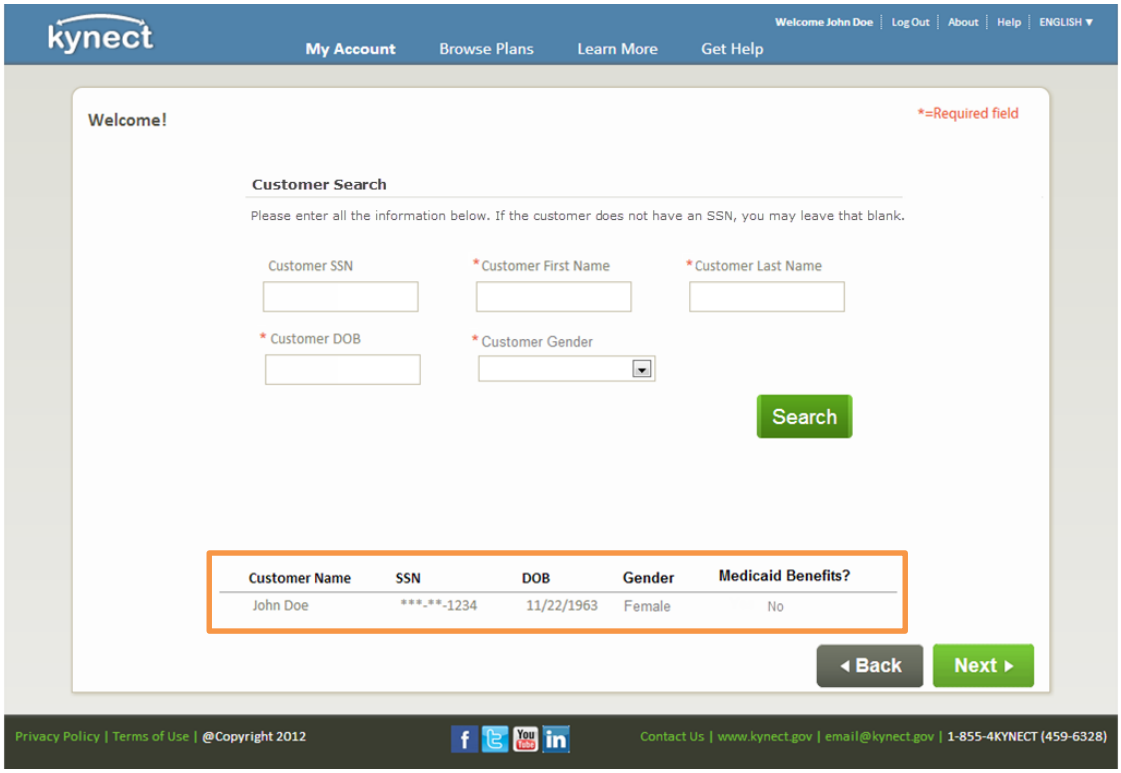
2) The **Client Search** screen appears. Before starting a PE application, search for the applicant's information to see if the individual is known to the kynect system. This tells you if they are actively receiving Medicaid Benefits or have pending for Medicaid Benefits



3) Click **Search**



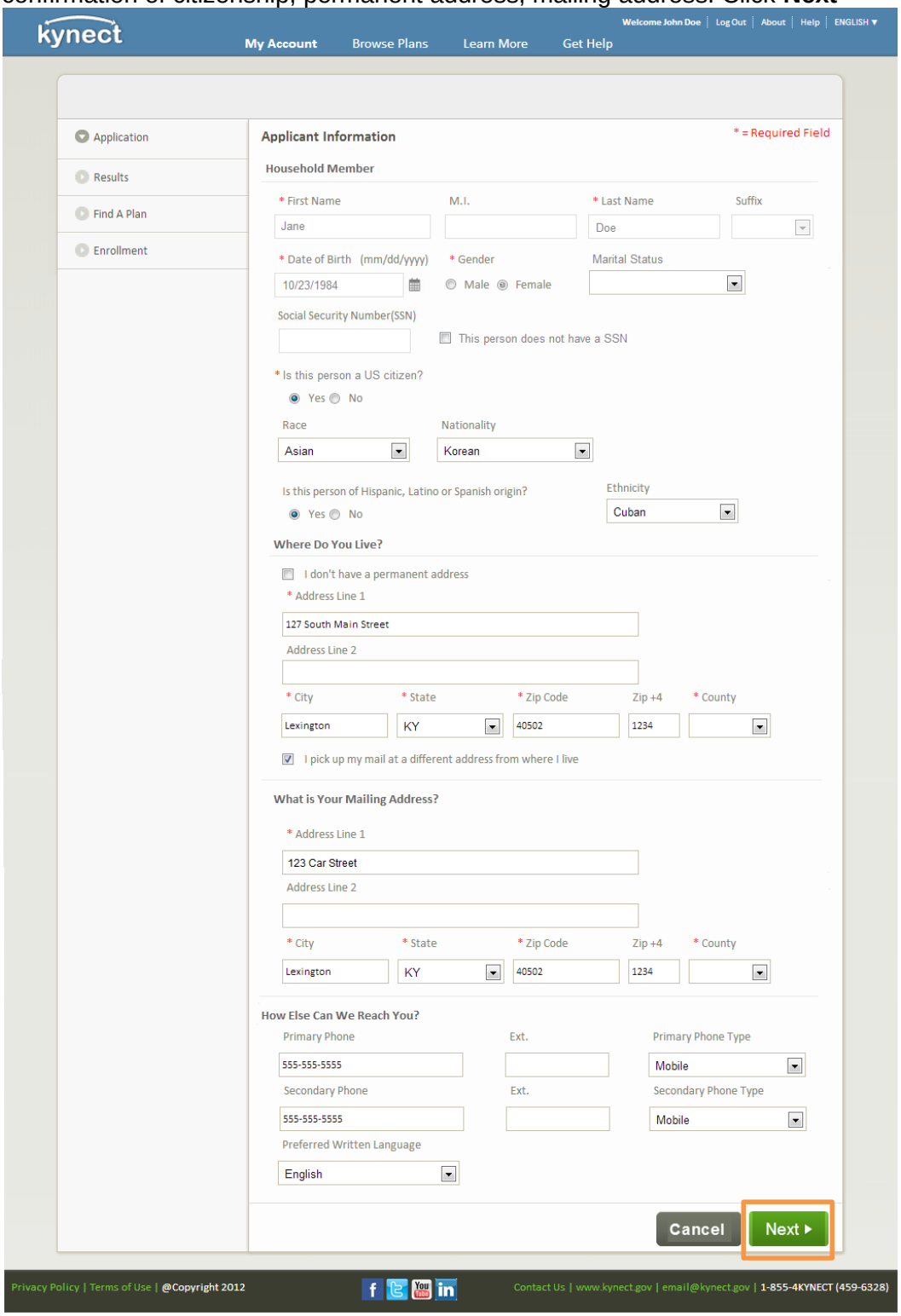
4) The **Customer Name, SSN, DOB, Gender,** and **Medicaid Benefits?** columns appear if there is a match to the search terms



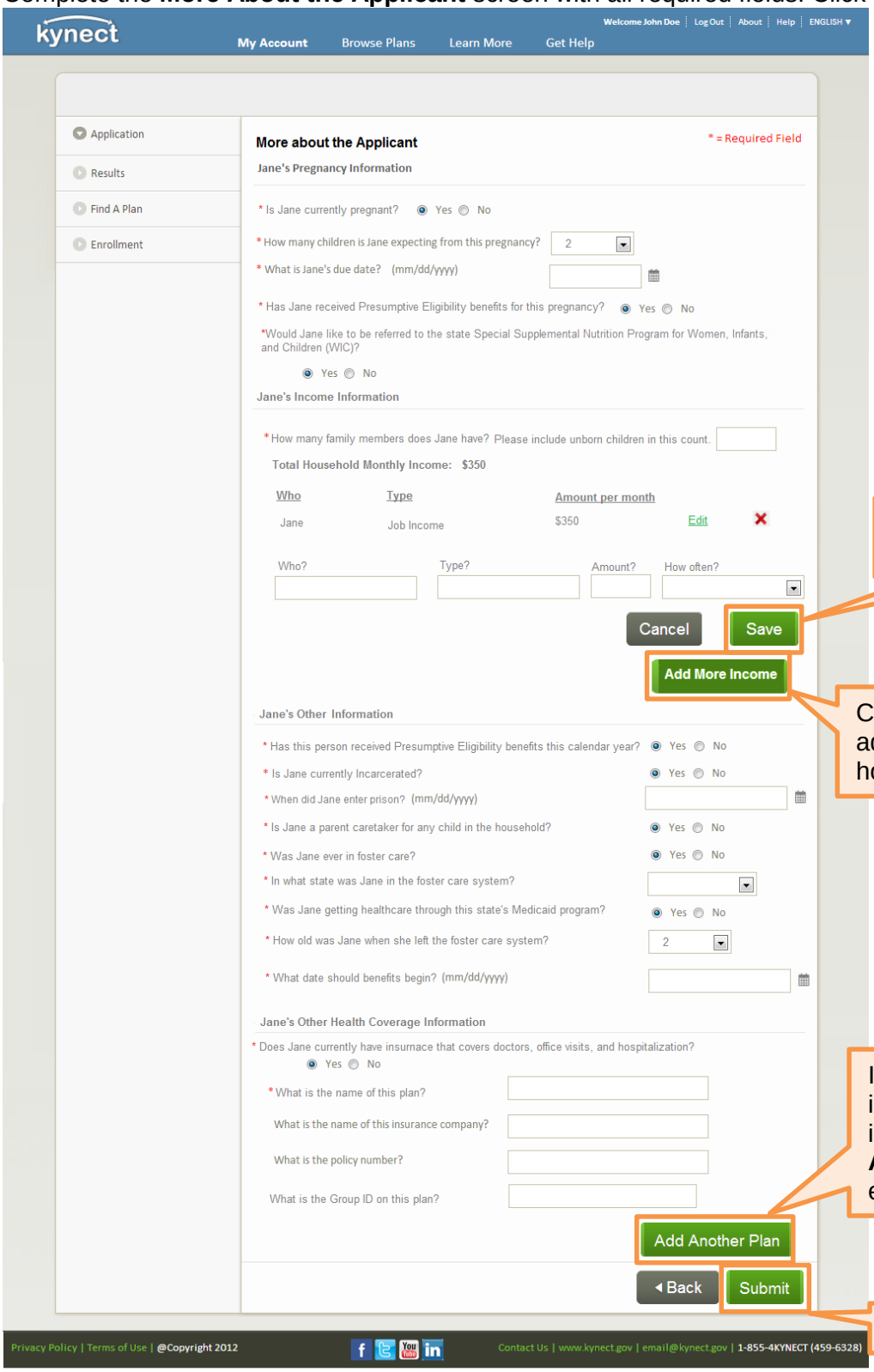
5) If **Medicaid Benefits?** indicates the customer is **Active** or **Pending** the PE application process is over, as a PE application for the patient is unnecessary

6) If **Medicaid Benefits?** indicates **No**, you are directed to the **Applicant Information** screen

7) Complete all required patient information fields, indicated with red asterisk: Name, DOB, confirmation of citizenship, permanent address, mailing address. Click **Next**



8) Complete the **More About the Applicant** screen with all required fields. Click **Submit**



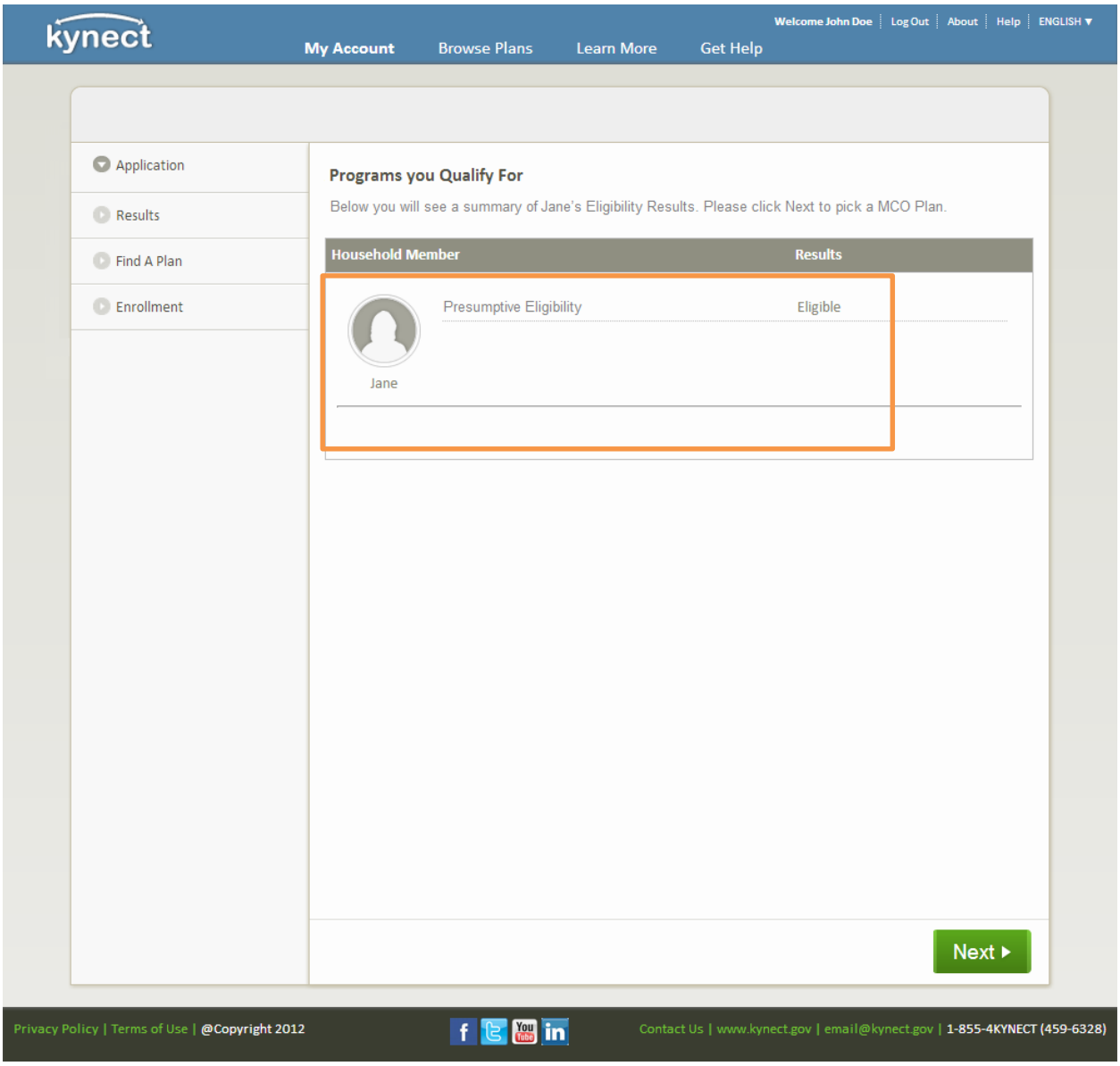
Click **Save** after entering each income

Click **Add More Income** to add the income of other household members

If patient currently has insurance coverage, including Medicare, click **Add Another Plan** to enter coverage details

Click **Submit**

9) After submitting all applicant information, you are directed to the **Eligibility Results** screen



10) If patient is **Not Eligible** for Presumptive Eligibility, the **Print** button will display to provide **Denial Notice. Print** the Denial Notice and provide to the patient

HBE-052 02/14

kynect
Kentucky's Healthcare Connection

Steven L. Beshear
Governor

Carrie Banahan
Executive Director

Audrey Tayse Haynes
Secretary

Cabinet for Health and Family Services
Office of the Kentucky Health Benefit Exchange

12 Mill Creek Park, Frankfort, KY 40601-9230
1-855-4kynect (459-6328)
kynect.ky.gov

DATE: April 02, 2015
CASE NUMBER: 100015519

JUDY SMITH
123 FRANKLIN AVE
FRANKFORT, KY 40601

Notice About Your Coverage

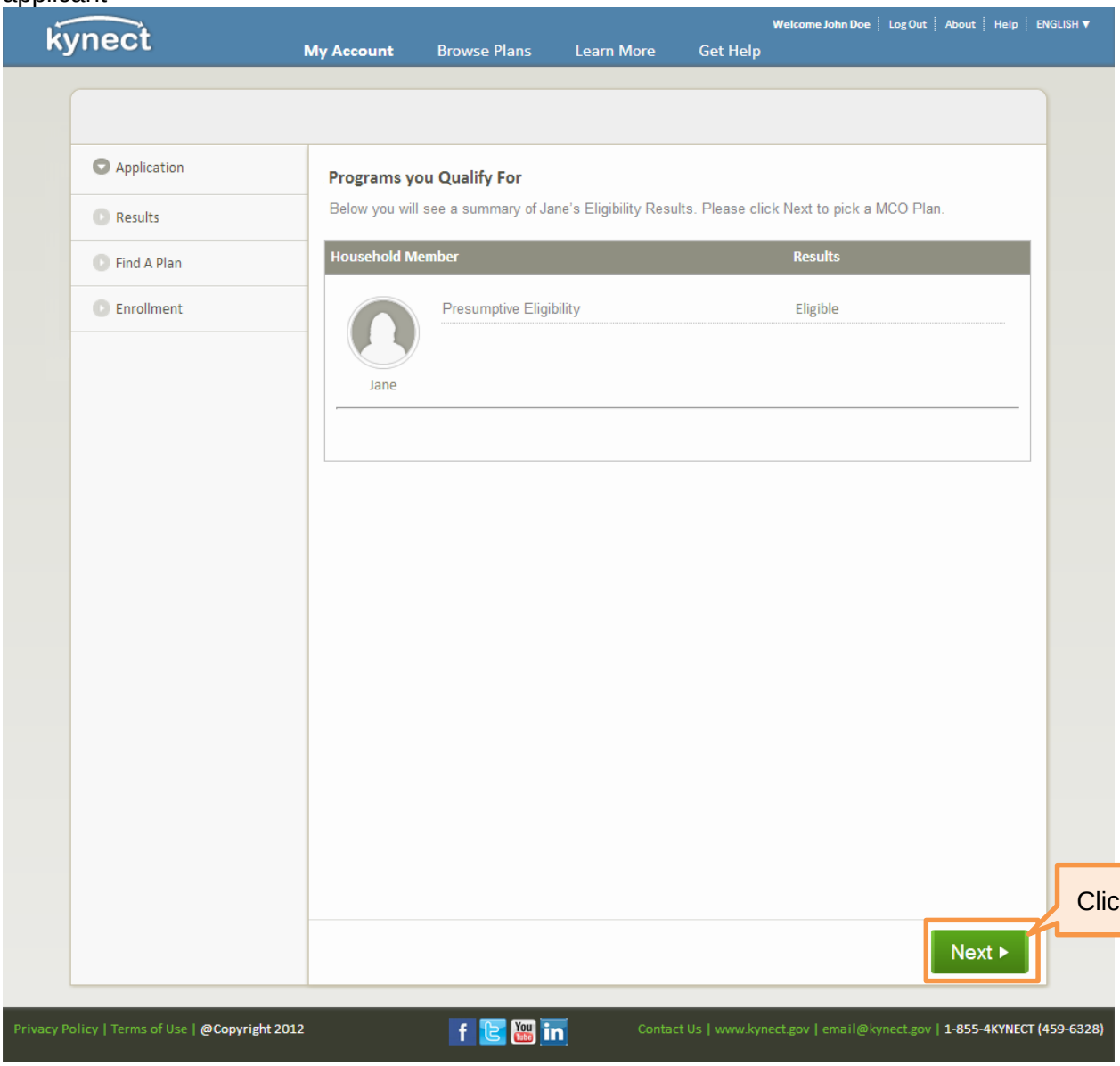
Who was denied coverage

Name	Program	Application Date
JUDY SMITH	Presumptive Eligibility	04/02/2015
Reason: Income Exceeds Limit; Your monthly income is more than $$$$$$$. Eligibility is denied.		

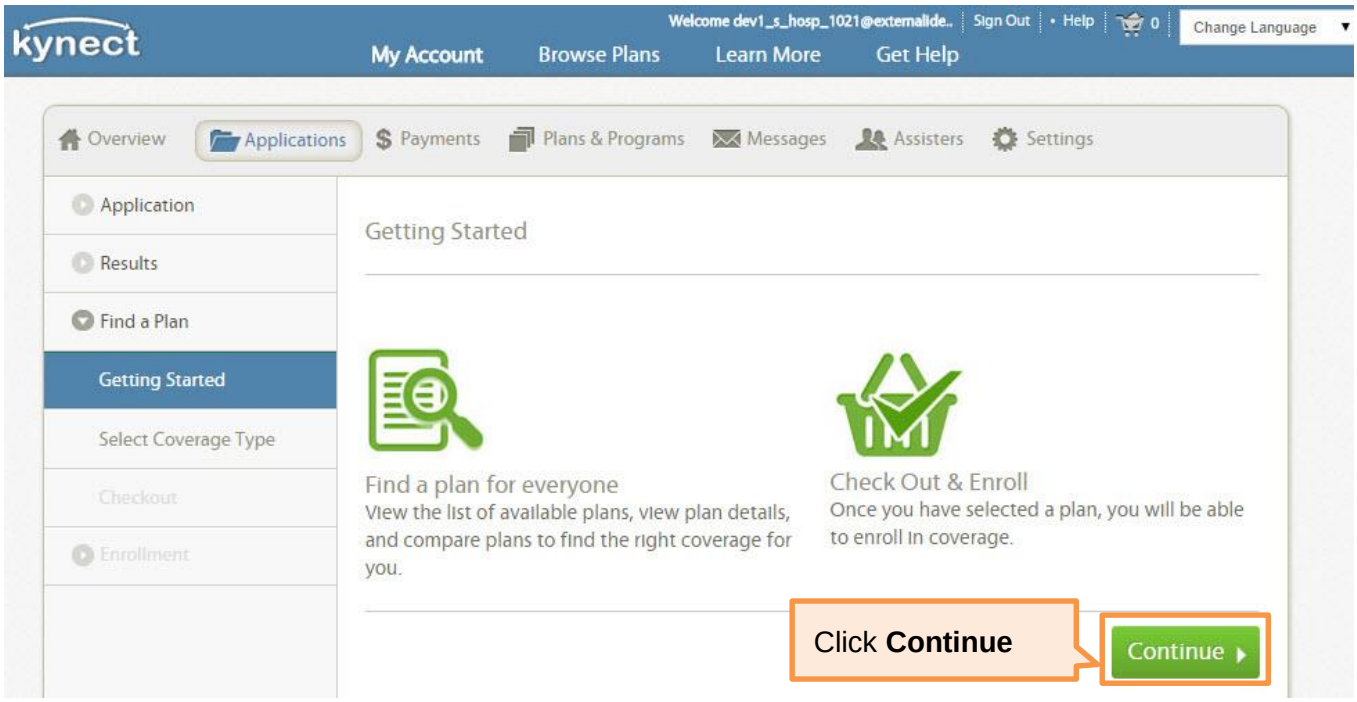
If you have any questions, go to kynect.ky.gov or call us at 1-855-4kynect (459-6328).

If you want legal help, call a lawyer. You may be able to get free legal help from your local legal aid office at (111) 111-1111.

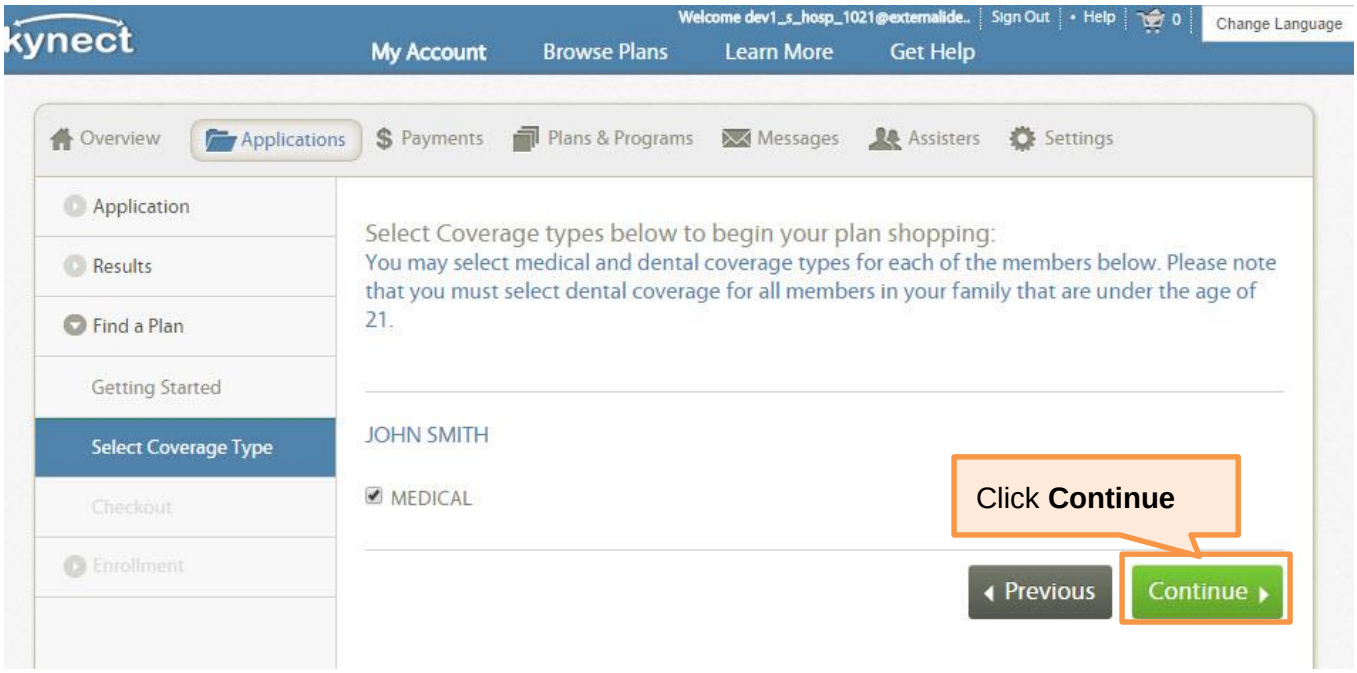
11) If deemed **Eligible,** click **Next** to be redirected to **Shopping** for a health insurance plan through a Managed Care Organization. You are able to pick a preferred MCO or PCP on behalf of the applicant



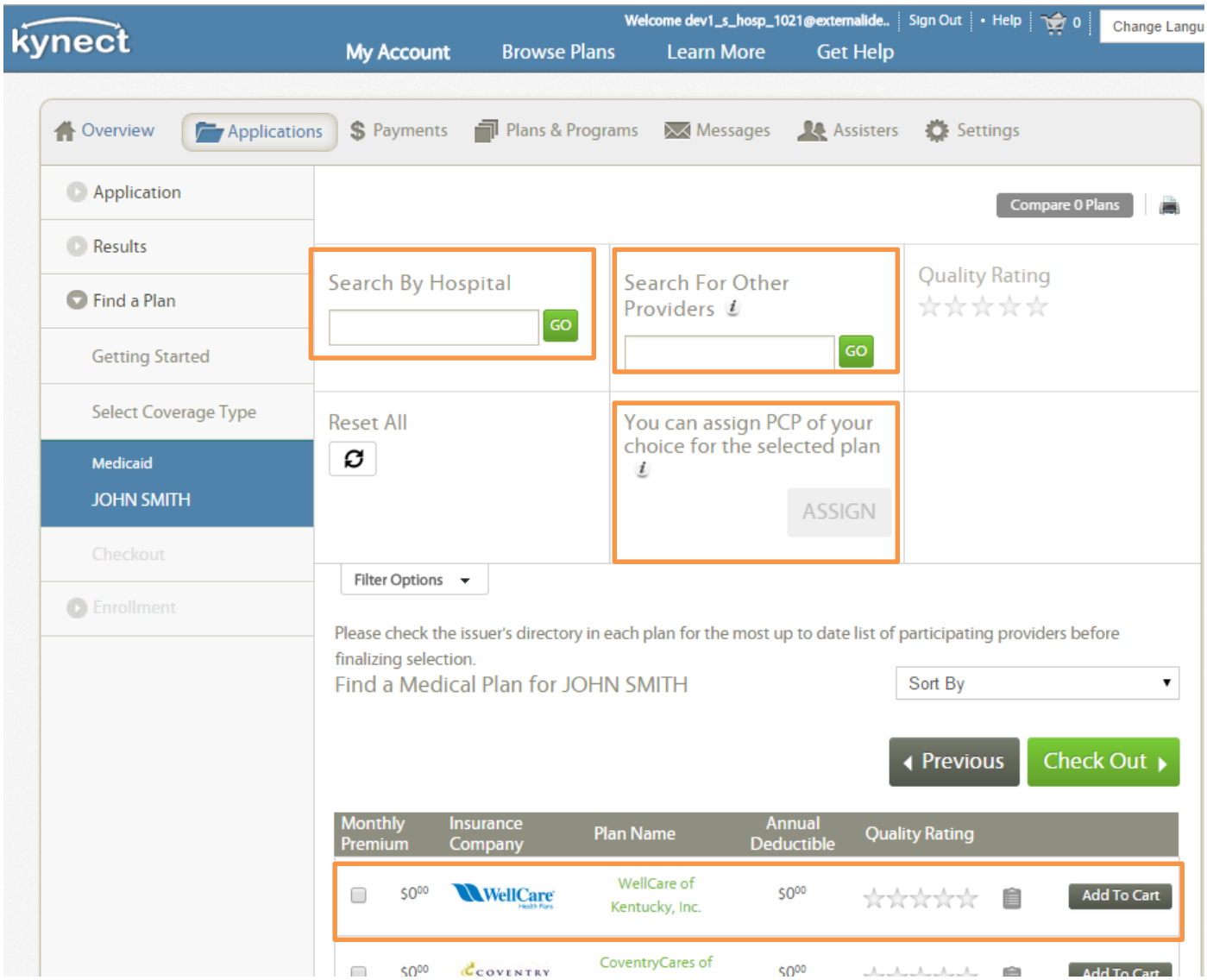
12) On the Getting Started screen for Shopping, click Continue to view the list of available plans and providers



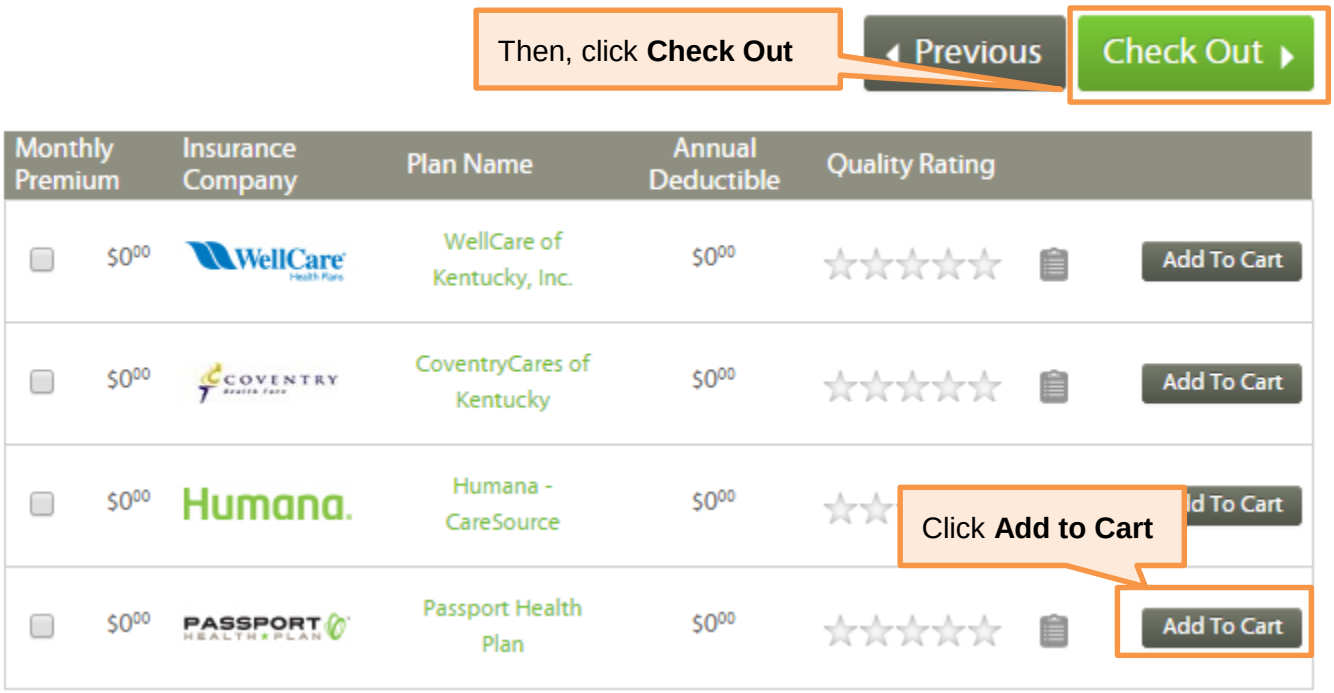
13) On the Select Coverage screen, leave the checkbox for "Medical" selected and click **Continue**



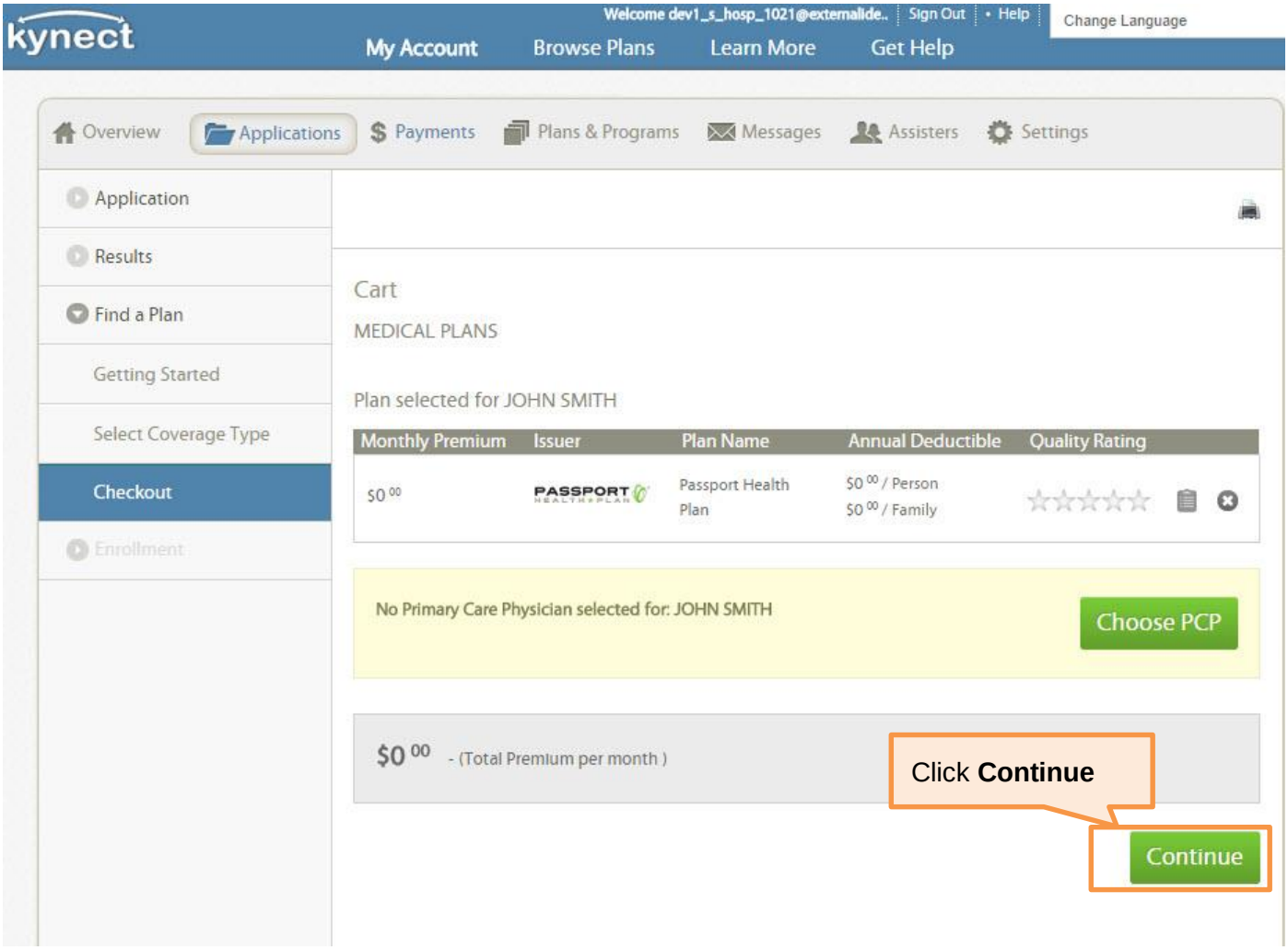
14) On the next screen a list of available plans populate in the bottom table. You can also search for coverage by hospital or by other providers. On this page, you also have the option to select a PCP for the applicant.



15) Check the box for the desired plan and click **Add to Cart**. Then click **Check Out**

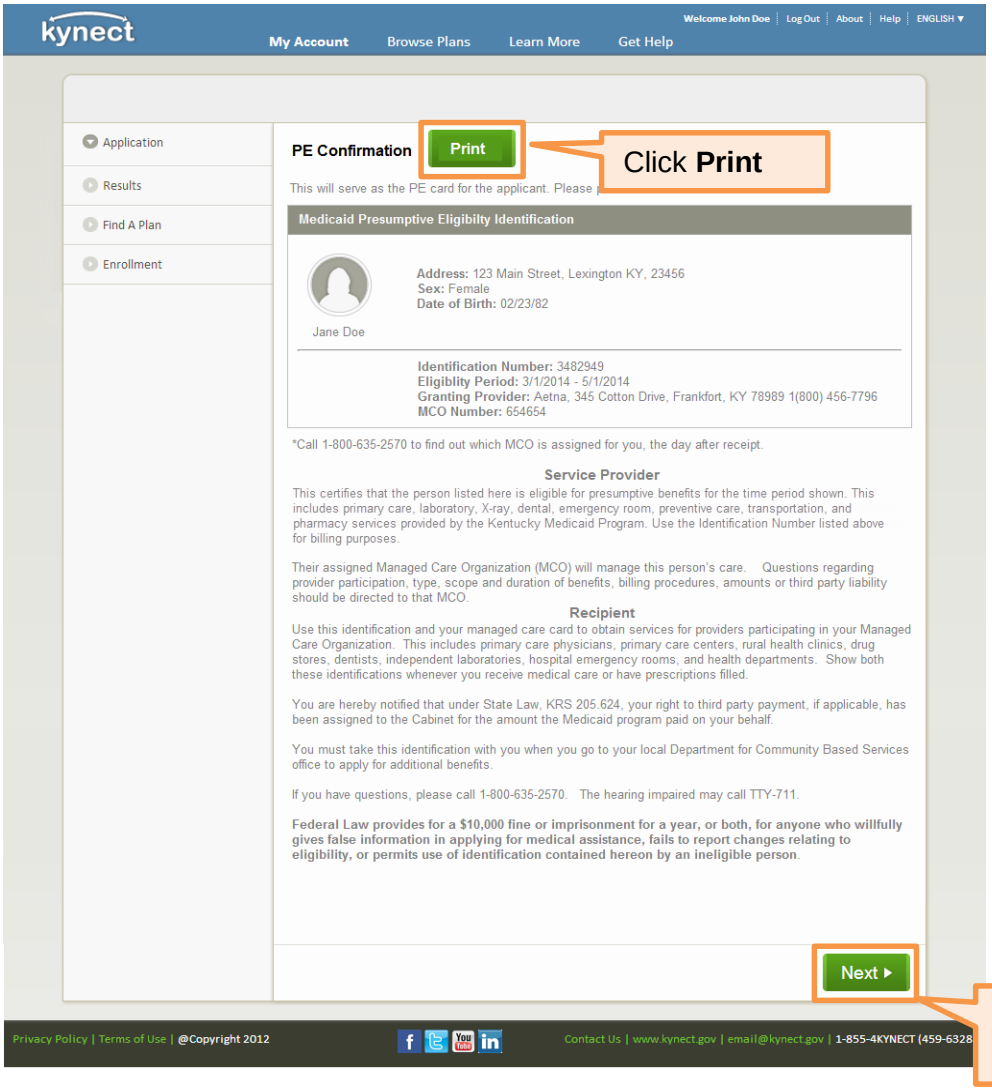


16) You are directed to the Check Out screen to review the applicant's selections, then click **Continue**



17) Once the plan is selected, you are redirected back to the **PE Confirmation** screen to complete the application process

18) **Print** the PE Confirmation for the applicant's records. The printed page serves as the PE ID card for the applicant. Click **Next** when finished to return to **Client Search** screen



For additional assistance with Presumptive Eligibility please contact the Benefits Line at **1-855-637-6576.**