MEDICAL TO MEDICAL CLEARINGHOUSE & OUTSTATIONED WORKERS WITH DCF

The following outlines information is to be shared between DCF & the Clearinghouse or Outstationed Workers on Medical to Medical programs.

INFORMATION THAT DOES NOT NEED TO BE COMMUNICATED

Type of Information	When to Notify
Resources	Never
Expenses	Never
Personal Identifiers	Never
Citizenship and Identify	Never
Non-Citizenship	Never
Tax Household	Never
Medical Conditions	Never
Employer Information	Never
Verification	Never
Pregnancy Reported	Never

INFORMATION BEING COMMUNICATED FROM KDHE TO DCF

Type of Information	When to Notify	Method
Income	Starts, Changes, Ends	Create a Contact Log Entry **Agency** = DCF **Category** = Change Requests **Contact Reason** = Orange/Purple –Change or Purple—Change
Address	Out of State	Create a Contact Log Entry **Agency** = DCF **Categor**y = Change Requests **Contact Reason** = Orange/Purple –Change or Purple—Change
Relationship	Marriage, Divorce, or Adoption	Create a Contact Log Entry **Agency** = DCF

		Category = Change Requests **Contact Reason** = Orange/Purple –Change or Purple—Change
Death	Always	Create a Contact Log Entry **Agency** = DCF **Category** = Change Requests **Contact Reason** = Orange/Purple –Change or Purple—Change
Household Changes	Always (Add a person, remove a person, newborn)	Create a Contact Log Entry **Agency** = DCF **Category** = Change Requests **Contact Reason** = Orange/Purple –Change or Purple—Change

Information being communicated from DCF to KDHE

Type of Information	When to Notify	Method
Income	Starts, Changes, Ends	Create a Contact Log Entry **Agency** = KHDE **Category** = Change Requests **Contact Reason** = Income Change
Address	Out of State	Create a Contact Log Entry **Agency** = KDHE **Category** = Change Requests **Contact Reason** = Address Change
Relationship	Marriage, Divorce, or Adoption	Create a Contact Log Entry **Agency** = KDHE **Category** = Change Requests **Contact Reason** = Add new Person or Remove HH Member
Death	Always	Create a Contact Log Entry **Agency** = KDHE **Category** = Change Requests **Contact Reason** = Remove HH Member
Household Changes	Always (Add a person, remove a person, newborn)	Create a Contact Log Entry **Agency** = KDHE **Category** = Change Requests **Contact Reason** = Add New Person or Remove HH Member

INFORMATION BEING COMMUNICATED FROM DCF TO KDHE OUTSTATIONED WORKERS

Type of Information	When to Notify	Method
Income	Starts, Changes, Ends	Create Manual Task **Region** = KDHE Outstationed **Location** = Outstationed Site **Queue** = Outstationed **Task** = Income Change
Address	Out of State	Create Manual Task **Region** = KDHE Outstationed **Location** = Outstationed Site **Queue** = Outstationed **Task** = Address Change
Relationship	Marriage, Divorce, or Adoption	Create Manual Task **Region** = KDHE Outstationed **Location** = Outstationed Site **Queue** = Outstationed **Task** = Add New Person or Remove HH Member
Death	Always	Create Manual Task **Region** = KDHE Outstationed **Location** = Outstationed Site **Queue** = Outstationed **Task** = Add New Person or Remove HH Member
Household Changes	Always (Add a person, remove a person, newborn)	Create Manual Task **Region** = KDHE Outstationed **Location** = Outstationed Site **Queue** = Outstationed **Task** = Add New Person or Remove HH Member

COMMUNICATION: MEDICAL TO NON-MEDICAL PROGRAMS

The following outlines what information is to be shared between DCF and the Clearinghouse or Outstationed Workers on Medical to Non-Medical programs. See section 3 for help filling out the contact log.

INFORMATION NOT BEING COMMUNICATED

Type of Information	When to Notify
Address	Never
Pregnancy	Never
Household Changes	Never
Relationships	Never
Residency	Never
Income & Employers	Never
Expenses	Never

INFORMATION BEING COMMUNICATED FROM KDHE TO DCF

Type of Information	When to Notify	Method
Personal Identifying Information (Name, SS#, DOB, Citizenship, Identity, & Non-Citizenship)	Starts, Changes, Ends	Create a Contact Log Entry **Agency** = DCF **Category** = Change Requests **Contact Reason** = Orange/Purple –Change or Purple—Change

INFORMATION BEING COMMUNICATED FROM DCF TO KDHE

Type of Information	When to Notify	Method
Medical Condition	Changes	Create a Contact Log Entry **Agency** = KHDE **Category** = Change Requests **Contact Reason** = Customer Data Update
Personal Identifying Information (Name, SS#, DOB, Citizenship, Identity, & Non-Citizenship)	Starts, Changes, Ends	Create a Contact Log Entry **Agency** = KHDE **Category** = Change Requests **Contact Reason** = Customer Data Update

INFORMATION BEING COMMUNICATED FROM DCF TO KDHE OUTSTATIONED WORKERS

Type of Information	When to Notify	Method
Medical Condition	Changes	Create Manual Task **Region** = KDHE Outstationed **Location** = Outstationed Site **Queue** = Outstationed **Task** = Demographic Change
Personal Identifying Information (Name, SS#, DOB, Citizenship, Identity, & Non-Citizenship)	Starts, Changes, Ends	Create Manual Task **Region** = KDHE Outstationed **Location** = Outstationed Site **Queue** = Outstationed **Task** = Demographic Change

STANDARDIZED WAY DCF AND KDHE WILL FILL OUT CONTACT LOG FOR COMMUNICATION PURPOSES:

1. In the context of a case, click **Contact Log** in the Utility Navigation bar. The **Contact Log Entry** window will display with the case number entered.

2. Consumers associated with the case will be available for selection under the **Person** drop-down menu. Select the person making the contact.

3. Click the **Contact Type** drop-down menu and select the **E-Mail**.

4. Click the drop-down menu for **Contacted By** and select the value of **Agency**. This will tailor the Contact Log fields for the user's circumstances. The variable fields for the remainder of the **Contact Log** will display.

5. In the **First Name** field enter the first name of the person filling out the contact log entry.

6. In the **Last Name** field enter the last name of the person filling out the contact log entry.

7. In the Name of **Agency/Organization/Provider/Inquirer** enter the office that the person filling out the contact log entry works in.

8. See chart for **Agency**, **Category** & **Contact Reason**.

9. In the **Additional Notes** section include any information that is important to the case.