



Policy Memo	
KDHE-DHCF POLICY NO: 2018-06-01	From: Jeanine Schieferecke, Senior Manager
Date: June 1, 2018	MKEESM/KFMAM Reference:
RE: Implementation of the New ES-3160 and ES-3161 Forms	Program(s): Elderly & Disabled Medical Programs

The purpose of this memo is to provide implementation instructions for the revised ES-3160, Notification of KanCare HCBS Services, and ES-3161, Notification of KanCare, HCBS/MFP Changes and Updates. Both forms have been revised to capture additional information as outlined below. Both forms are effective June 1, 2018 but a transition period to the new forms is also implemented as noted in item 4 below.

1. PURPOSE/BACKGROUND

The ES-3160, Notification of KanCare HCBS Services, and ES-3161, Notification of KanCare, HCBS/MFP Changes and Updates, are forms used to communicate between the agency and agency partners, such as the MCO. The ES-3160 shall be completed for each individual initially requesting HCBS. The ES-3161 is used to communicate ongoing changes such as a change in client obligation, change of address or living arrangement, or case closure.

There have been no changes to the policy surrounding the use of the ES-3160 and ES-3161 or the method in which these forms are transmitted.

2. SUMMARY OF CHANGES AFFECTING THE ES-3160

The ES-3160 title has been revised to include KanCare in place of Medicaid.

In Section I, Consumer Information, the “Form Initiated By” dropdown field has been updated to include the values Clearinghouse, KDHE, and KDHE-Intake.

References to Money Follows the Person (MFP) have been removed and replaced by Institutional Transition throughout the form.

IDD Crisis and PD Crisis were added to the “HCBS Program Type” dropdown field in Section III, KDADS Program Manager Approval/Denial, and the “Approval Type” dropdown field in Section V, Eligibility Information.

Checkboxes were added to Section V, Eligibility Information, to indicate which agency the completed ES-3160 is being returned to upon completion of the eligibility determination.

3. SUMMARY OF CHANGES AFFECTING THE ES-3161

Fields have been added to Section I, Customer Information, to capture the consumer's date of birth and Social Security Number (SSN).

The "Reason for closure" field in Section II, KanCare Information Changes, has been modified to allow free-format text entry instead of a dropdown field.

A field has been added to Section II, KanCare Information Changes, to capture the email address of the individual submitting the form. Incorporating this information allows contact to occur between the agency and partner entity should additional information be required.

Section II, KanCare Information Changes, and Section III, HCBS/MFP Change, both now have an "Individual Completing Agency Type" dropdown field which contains the following values: DCF, Functional Assessor, KDADS, KDHE, MCO, and TCM.

A field has been added to, Section II, KanCare Information Changes, and Section III, HCBS/MFP Change, to capture the Organization Name. This field helps to further identify the individual submitting the form.

4. TRANSITION TO THE NEW ES-3160 AND ES-3161

The revised ES-3160 and ES-3161 are to be used immediately. The new forms are attached to this memo and can also be found on the KDHE Eligibility Policy website:

<http://kancare.ks.gov/policies-and-reports/kdhe-eligibility-policy>

The previous form is eliminated from the KDHE Eligibility Policy website with this implementation.

In order to allow ample time to transition to the new forms, KDHE will continue to accept the old version of the form through July 31, 2018. Previous versions of the form will no longer be accepted after that date.

5. CONCLUSION

For questions or concerns related to this document, please contact one of the KDHE Medical Policy Staff listed below.

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Questions regarding any KEES issues are directed to the KEES Help Desk at KEES.HelpDesk@ks.gov