

# KYMPPA NEWSLETTER

## Kentucky Medicaid Partner Portal Application

This edition contains information regarding new system updates that will impact Partner Portal users. The following scheduled system changes will be implemented after business hours on Wednesday, 9/18. These changes will begin to impact users starting on Thursday, 9/19.

### Changes Necessary for PT 45 EPSDT Approval Email

On the 8.0 Document Upload screen, there will be a new document type named 'EPSDT Approval Email'. EPSDT Providers will be required to select and upload their approval email under this document type. If the EPSDT Approval Email is not uploaded under this document type, the application will be incomplete and the user will receive an error message.



### OIG Letter Requirement Removed from Provider Types that Require an AODE License

For PT 03 & 66, when an AODE license is listed on the 2.2 License Information screen, there will no longer be a requirement listed for an OIG Letter to be uploaded on the 8.0 Document Upload screen.

### 90-day Restriction on Provisional License Removed

Currently, a license record entered as Provisional type in KYMPPA has a restriction of 90 days. The 90 day restriction has been removed to allow Providers to enter an expiration date up to 365 days in the future.

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## Changes Made for Maintenance Applications for DO 3 Q6

### **Name, New User, DOB Updates**

For Individual Provider Types, name changes made on the 1.1 Basic Information screen will be automatically updated on the 3.0 Disclosure of Ownership Question 6 (DO 3 Q 6) screen. For Group/Entity Provider Types on DO 3 Question 6, if an Individual, Group/Entity, or Trust is no longer active, users must Edit to End Date the record. For Individual, Group/Entity, or Trust Provider Types, if a new Individual, Group/Entity, or Trust is needed, users must select Add to create a new record. If changes need to be made to the DOB of Individual(s) listed in the grid, users must Edit to change the DOB field – for Active records only.

### **Address Updates**

For Individual Provider Types, if changes are needed for Address, users must proceed to the 1.7 Address Information screen, select Edit then End Date to end date the old address. Users can then add a new address record dated for the next day, select Add to Grid then Save & Next; the program will update with the new Address on DO 3 Question 6. For Group/Entity Provider Types, if address changes are needed, users must select Edit to change an address field – for Active records only.

### **SSN, FEIN or ITIN Updates**

For Individual Provider Types, when changes are needed for SSN, users must return to the 1.1 Basic Information and make changes before selecting Save & Next. If changes are needed for SSN/FEIN, users must proceed to the 1.2 Tax Information screen to Edit the End Date on the incorrect SSN with today's date, then select Add to create the new record with the correct SSN, effective the next day. For Group/Entity Provider Types, users are not permitted to make changes to SSN, FEIN, or ITIN. If changes are needed, users must call the KYMPPA Contact Center at 877-838-5085 – option 1, option 2 to make the change.

### **Need Help?**

**Navigation and Technical Support:** Call 877-838-5085 – Option 1, Option 1.

**Provider Enrollment Policies or Procedures:** Call 877-838-5085 – Option 1, Option 2.