

Thank you for joining KLOCS Webinar

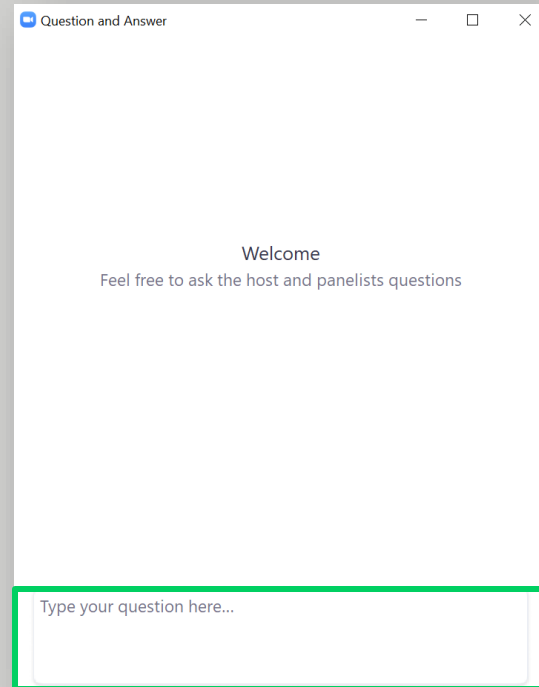
Part 2

Please review the Zoom Tips for Success while you wait:

Ask a Question in Q&A

If you would like to ask a question about the webinar content:

- Click the "**Q&A**" icon.
- Type your question and click "**Enter**" on your keyboard.



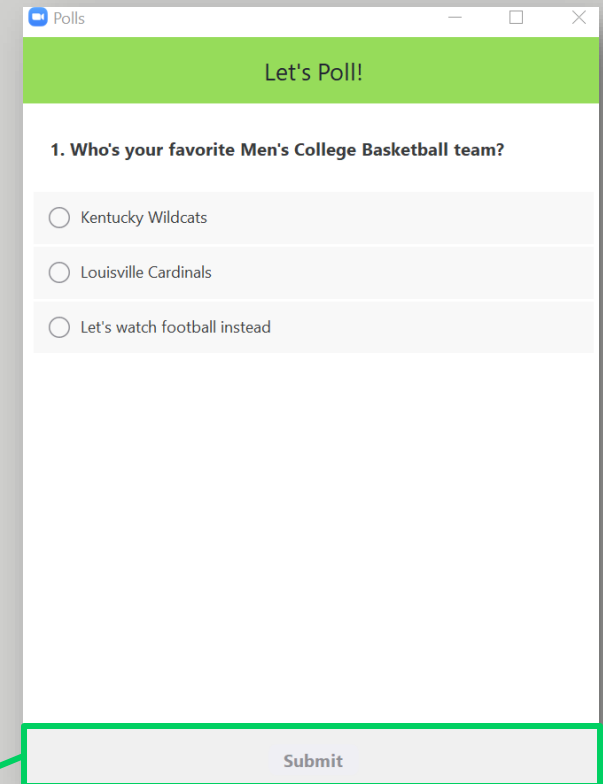
The screenshot shows a 'Question and Answer' window with a title bar. Inside, it says 'Welcome' and 'Feel free to ask the host and panelists questions'. At the bottom, there is a text input field with the placeholder 'Type your question here...'. A green box highlights this input field, and a green line connects it to the 'Q&A' icon in the bottom toolbar.

Let's Poll

We will be checking in by asking questions. To answer questions:

- Click the "**Polls**" icon, if the polls pop-up doesn't display automatically.
- Select the appropriate "**Answer**" and click **Submit**.

Please Note: The **Polls** icon only displays once the Host enables it.



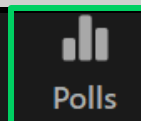
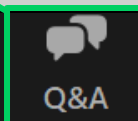
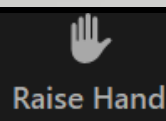
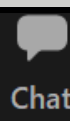
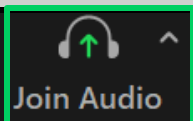
The screenshot shows a 'Polls' window with a title bar. The header is green and says 'Let's Poll!'. Below, it asks '1. Who's your favorite Men's College Basketball team?'. There are three radio button options: 'Kentucky Wildcats', 'Louisville Cardinals', and 'Let's watch football instead'. At the bottom, there is a 'Submit' button. A green box highlights the 'Submit' button, and a green line connects it to the 'Polls' icon in the bottom toolbar.

Audio

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Please Note: This is a recorded webinar, all attendees are muted automatically.



Leave

Kentucky Level of Care System (KLOCS) Part 2



July 2020

KLOCS Part 2 Training Agenda

TOPIC	DESCRIPTIONS	TIME	DURATION
Tasks in KLOCS	<ul style="list-style-type: none">• Tasks Overview• Lack of Information Task• Existing LOC Task• Hospice PASRR Level I• Hospice MAP-726	2:30 PM – 3:20 PM	50 Minutes
Ongoing LOC Management	<ul style="list-style-type: none">• Discharges in KLOCS Overview• Request PASRR Level II	3:20 PM – 3:40 PM	20 Minutes
Wrap-Up	<ul style="list-style-type: none">• Recap KLOCS Roles and Functionalities• Questions and Answers	3:40 PM – 4:00 PM	20 Minutes



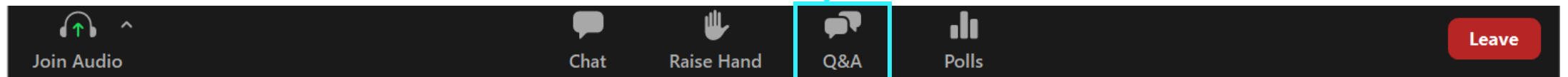
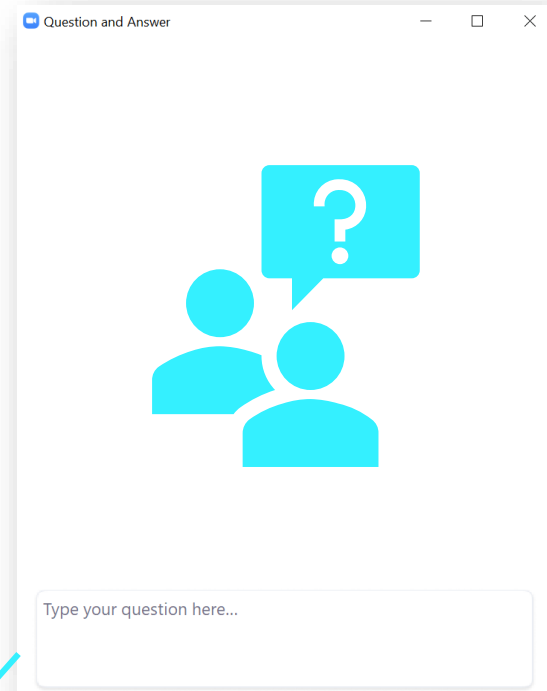
Check-In from Part 1

I walked away from Part 1 yesterday feeling confident in basic system navigation and application intake in KLOCS?

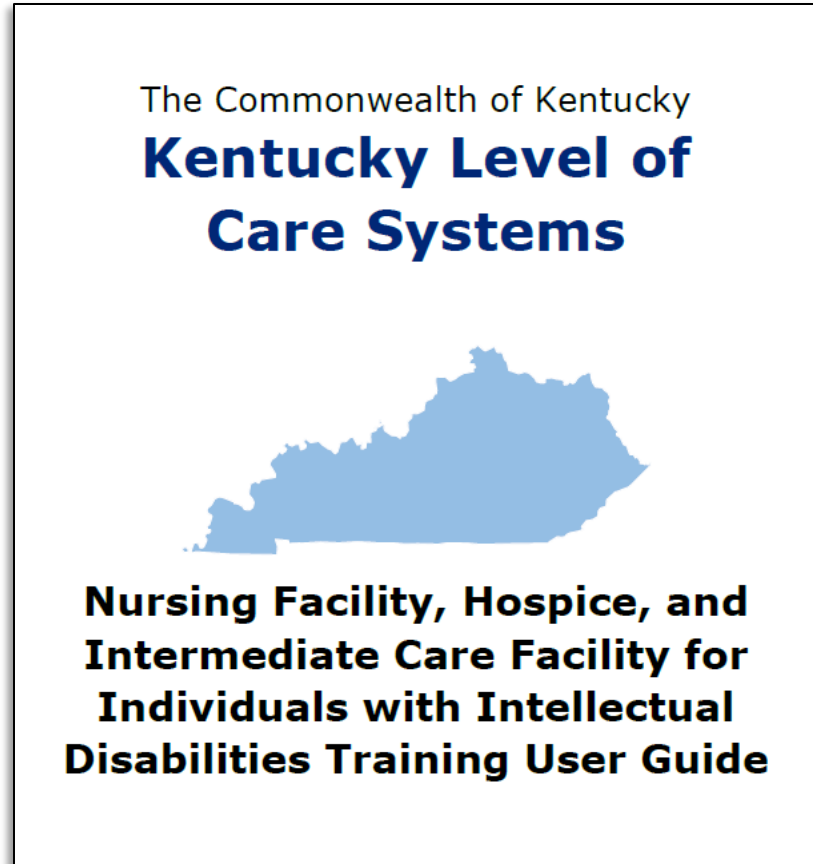
Answer using the Polls box!

What if I have Questions During the Webinar?

Please ask questions about the webinar content using the **Q&A Icon** located at the bottom of your Zoom screen. A FAQ will be developed and distributed to all attendees after the webinar.



KLOCS User Guide



The KLOCS User Guide includes:

Overview of **Level of Care (LOC) Policy Updates** and **Regulation Changes**

Glossary of Key Terms and **Key Stakeholder Groups** involved in Level of Care processes

Functionality Guides outlining the functions on **each screen in KLOCS**

Step-by-step directions for completing LOC applications, tasks, and ongoing LOC management in KLOCS

Detailed guidance and picture examples for navigating KLOCS

KLOCS Training Materials will be available online: <https://chfs.ky.gov/agencies/dms/provider/Pages/klocs.aspx>



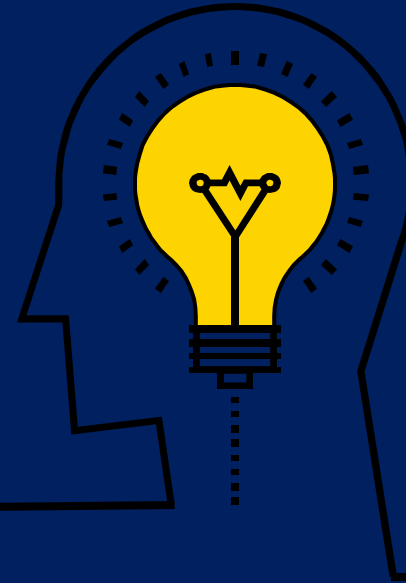
Training Knowledge Checks

HEADS UP!

There are **Knowledge Checks** with review questions at the end of each module.

Answer using the Polls box!

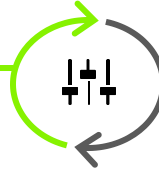
Nursing Facility Tasks in KLOCS



Nursing Facility Tasks and Functionalities

In addition to submitting LOC applications on behalf of Individuals, there are five possible tasks generated for the Nursing Facility (NF) Provider in KLOCS after application submission.

TASKS IN KLOCS



ONGOING MANAGEMENT IN KLOCS

1. ★ Lack of Information (LOI) Task

2. ★ Existing LOC Overlap Task

3. Request Level II - LOI Task

4. Hospice (HS) PASRR Level I Task

5. Approve Transfer Task

Request Discharge

- NFs have the capability to discharge an Individual from their ongoing LOC admission.
- The request discharge function may also be used for transfers and cancellations.
- Only an Individual with a status of "LOC Met" or "LOC Not Met" may be searched and discharged.

Request Level II

- NFs may request Level II evaluations for Individuals based on a "Significant Change" to their mental or physical condition or if they requested an exemption at time of admission.
- NFs may request Level II evaluations for Level II-approved Individuals with a "Significant Change" that impacts their LOC or specialized services.

Refer To: The Nursing Facility Chapter for detailed information and guidance for NF tasks and ongoing management.

NF Lack of Information Task

LOI: Lack of Information Task

A LACK OF INFORMATION (LOI) TASK IS CREATED WHEN THE REVIEWER IS UNABLE TO FINALIZE THE LOC DETERMINATION BECAUSE THERE IS NOT ENOUGH INFORMATION OR INFORMATION PROVIDED IS INACCURATE. PROVIDERS MUST CORRECT THE APPLICATION AND RESUBMIT FOR REVIEW WITHIN **14 BUSINESS DAYS** OF THE LOI TASK GENERATION DATE.

NF Provider submits LOC application which triggers an application review task for the appropriate review organization

Non PASRR Referral triggers an Initial Review Task for PRO

PASRR Level II referral triggers LOC Determination Task for CMHC

A "Pended-LOI" application status triggers the Lack of Information (LOI) Task for NF Provider

- Reviewer (PRO or CMHC) marks the application status as "Pended – LOI" which triggers the LOI Task for the NF Provider
- In the LOI Task, the Reviewer requests more information from the NF Provider in order to complete the LOC determination

NF Provider must complete LOI Task within 14 business days of receiving LOI Task

LOI Task is completed within 14 days:

- System triggers new review task for appropriate Reviewer (PRO or CMHC) to review the application again with the updated information

LOI Task is NOT completed within 14 days:

- System closes the application and marks the LOC Determination as "Not Met"
- Provider must complete and submit a new application

System Demonstration: LOI Task



NF Request Level II – LOI Task

Request Level II – LOI Task

A LACK OF INFORMATION (LOI) TASK IS CREATED WHEN THE CMHC IS UNABLE TO FINALIZE THE LOC DETERMINATION BECAUSE THERE IS NOT ENOUGH INFORMATION OR THERE IS INACCURATE INFORMATION ON THE PASRR LEVEL II REQUEST (SIGNIFICANT CHANGE). PROVIDERS MUST CORRECT THE APPLICATION AND RESUBMIT FOR CMHC REVIEW WITHIN THE 9 BUSINESS DAYS OF THE PASRR LEVEL II EVALUATION TIMELINE.

NF Provider submits PASRR Level II Request which triggers a review task for the CMHC

The Provider's PASRR Level II Request triggers the LOC Determination Task for CMHC



CMHC creates Request Level II-Lack of Information (LOI) Task for NF Provider

- CMHC marks the application status as "Pended – LOI" which triggers the LOI Task for the Provider
- In the LOI Task, CMHC requests more information from the Provider to complete the PASRR Level II LOC determination



NF Provider must complete Request Level II-LOI Task within the 9-business day PASRR Level II Timeline

Request Level II - LOI Task is completed:

- System triggers new review task for CMHC to review the application again with the updated information

Request Level II - LOI Task is NOT completed :

- The system closes the application and marks the LOC as "Not Met"
- Provider must complete and submit a new application



Knowledge Check: LOI Task

Which of the following circumstances result in an LOI Task being generated?

Answer using the Polls box!

NF Existing LOC Overlap Task

Existing LOC Overlap Task

AN EXISTING LOC OVERLAP TASK IS CREATED WHEN DMS RESOLVES A PARTIAL MATCH TASK AND THE SYSTEM DETERMINES THAT THE INDIVIDUAL ALREADY HAS AN ACTIVE LOC WITH ANOTHER PROVIDER OR THAT THEY HAVE AN APPLICATION THAT IS UNDER REVIEW. THIS TASK IS ASSIGNED TO THE PROVIDER WHO SUBMITTED THE NEW APPLICATION.

Provider "A" submits a LOC application for an Individual which creates a Partial Match Task for DMS

- Provider "A" submits a LOC application for an Individual and the system cannot determine if this Individual already exists in the system or is a new Individual. This triggers a Partial Match Task for DMS.
- DMS resolves the Partial Match Task and the system determines the Individual has an active LOC or there is already an application in review with Provider "B"



System triggers the Existing LOC Overlap Task for Provider "A" to resolve the LOC Overlap

- Provider "A" must contact the Provider "B" regarding the existing LOC application, then update the application accordingly
- If Provider "B" cannot be reached, Provider "A" should contact the PRO regarding the LOC Overlap
- Provider A must resolve the Existing LOC Overlap Task within **3 business days** of the Admission date

Please Note: This task is not triggered when an Institutionalized Hospice Provider submits an LOC application for an Individual with an active LOC.

NF Approve Transfer Task

Approve Transfer Task

AN APPROVE TRANSFER TASK IS CREATED WHEN AN INDIVIDUAL'S CURRENT PROVIDER SUBMITS A TRANSFER REQUEST ON THE INDIVIDUAL'S BEHALF. THE APPROVE TRANSFER TASK IS ASSIGNED TO THE PROVIDER WHERE THE INDIVIDUAL IS TRANSFERRING TO.

Current Provider submits a Transfer Request and triggers Approve Transfer Task for New Provider

- Once the Provider submits the transfer request, the new Provider (Provider that the the Individual is transferring to) receives the Approve Transfer Task for the Individual



New Provider must approve or reject the transfer request to complete the Approve Transfer Task

New Provider *Approves* Transfer Request:

- LOC Start Date for new Provider is one day after the Discharge Date for the previous Provider
- System creates a new application number for the transferred PASRR data
- Existing PASRR number is linked to the new Provider

New Provider Rejects Transfer:

- An electronic notification is sent to notify the requesting Provider that the transfer request has been denied
- The LOC Start Date, PASRR number, and application number stays the same for the requesting Provider

Please Note: The Admit Date is system-calculated to prevent a gap in coverage between the previous Provider's Discharge Date and the new Provider's Admission Date.

NF Hospice (HS) PASRR Level I Task

Hospice (HS) PASRR Level I Task

THE HS PASRR LEVEL I TASK IS CREATED WHEN AN INDIVIDUAL APPLIES FOR INSTITUTIONALIZED HOSPICE AS LONG AS THE INDIVIDUAL DOES NOT HAVE AN APPROVED NF LOC. THIS TASK IS ASSIGNED TO THE NF WHERE THE INDIVIDUAL IS RESIDING TO COMPLETE AND SUBMIT THE PASRR LEVEL I ON THE INDIVIDUAL'S BEHALF.

Individual applies for Institutionalized Hospice which triggers HS PASRR Level I Task for the Residing NF Provider

- Individual applies for Institutionalized Hospice on the **same day** that they are being **admitted to a Nursing Facility (NF)**
- Once Hospice submits the Hospice application, the NF has **3 business days** to complete the PASRR Level I Task



Residing Nursing Facility Provider completes HS PASRR Level I Task and triggers a review task for Hospice PRO

- Upon HS PASRR Level I Task closure, an electronic notification is sent to both the NF and Hospice Providers confirming the PASRR Level I Submission
- Hospice LOC Review Task is triggered for the Hospice PRO once HS PASRR Level I Task is completed by the NF



Hospice PRO must complete the Hospice LOC Review Task for the Individual

Based on the PASRR Level I information entered, the Hospice PRO determines the Hospice LOC for the Individual

Please Note: The Hospice (HS) PASRR Level I Task will not be triggered if the Individual elects Institutionalized Hospice Services while having an active LOC with a Nursing Facility.



Knowledge Check: HR PASRR Level I Task

True/False: The Nursing Facility Provider is responsible for completing the HS PASRR Level I task?

Answer using the Polls box!

Institutionalized Hospice Tasks in KLOCS



Institutionalized Hospice Tasks and Functionalities

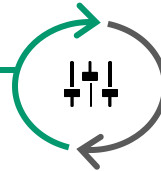
In addition to submitting LOC applications on behalf of Individuals, there are three possible tasks generated for the Institutionalized Hospice (HS) Provider in KLOCS after application submission.

TASKS IN KLOCS

1. ★ HS Lack of Information (LOI) Task

2. ★ HS Existing LOC Task

3. HS Reassessment Task



ONGOING MANAGEMENT IN KLOCS

Request Discharge

- Providers have the capability to discharge an Individual from their ongoing LOC admission.
- The request discharge function may be used for transfers and cancellations.
- Only an Individual with a status of "LOC Met" or "LOC Not Met" may be searched and discharged.

Refer To: The Institutionalized Hospice Chapter for detailed information and guidance for tasks and ongoing LOC management functionalities.

IHP Lack of Information Task

Hospice (HS) Lack of Information Task

A HOSPICE LACK OF INFORMATION (LOI) TASK IS CREATED WHEN THE HOSPICE PRO IS UNABLE TO FINALIZE A LOC DETERMINATION BECAUSE THERE IS NOT ENOUGH INFORMATION OR THERE IS INACCURATE INFORMATION ON THE APPLICATION. INSTITUTIONALIZED HOSPICE PROVIDERS MUST CORRECT THE LOC APPLICATION AND RESUBMIT FOR REVIEW.

Hospice Provider submits LOC application which triggers an application review task for the Hospice PRO

Institutionalized Hospice LOC applications trigger review task for the Hospice PRO



Hospice PRO creates the Hospice (HS) Lack of Information (LOI) Task for Hospice Provider

- Hospice PRO marks the application status as "Pended – LOI" which triggers the LOI Task for the Hospice Provider
- In the LOI Task, the Hospice PRO requests more information from the Provider in order to complete the LOC determination



Hospice Provider must complete the Hospice (HS) Lack of Information (LOI) Task within 14 business days

- Once the Hospice Provider updates the LOC application and complete the LOI task, the system triggers new review task for Hospice PRO to review the application again with the updated information

IHP Existing LOC Overlap Task

Existing LOC Overlap Task

AN EXISTING LOC OVERLAP TASK IS CREATED WHEN DMS RESOLVES A PARTIAL MATCH TASK AND THE SYSTEM DETERMINES THAT THE INDIVIDUAL ALREADY HAS AN ACTIVE HOSPICE LOC WITH ANOTHER PROVIDER OR THAT THEY HAVE AN APPLICATION THAT IS UNDER REVIEW. THIS TASK IS ASSIGNED TO THE PROVIDER WHO SUBMITTED THE NEW APPLICATION.

Hospice Provider "A" submits a LOC application for an Individual which creates a Partial Match Task for DMS

- Hospice Provider "A" submits a LOC application for an Individual and the system cannot determine if this Individual already exists in the system or is a new Individual. This triggers a Partial Match Task for DMS.
- DMS resolves the Partial Match Task and the system determines the Individual has an active LOC or there is already an application in review with Hospice Provider "B"



System triggers the Existing LOC Overlap Task for Hospice Provider "A" to resolve the LOC Overlap

- Hospice Provider "A" must contact Hospice Provider "B" regarding the existing LOC application, then update the application accordingly
- If Hospice Provider "B" cannot be reached, Hospice Provider "A" should contact the PRO regarding the LOC Overlap
- Hospice Provider A must resolve the Existing LOC Overlap Task within **3 business days** of the Admission date

Please Note: This task is not triggered when an Institutionalized Hospice Provider submits an LOC application for an Individual with an active LOC.

IHP Reassessment Task

Hospice (HS) Reassessment Task

DURING INITIAL REVIEW, THE HOSPICE PRO (DMS) APPROVES A HOSPICE LOC FOR A PERIOD OF 90 DAYS. INDIVIDUALS MUST BE REVIEWED AT THE END OF THE 90-DAYS. THE HS REASSESSMENT TASK IS GENERATED 15 BUSINESS DAYS BEFORE THE ASSESSMENT END DATE. THE HOSPICE PROVIDER MUST UPDATE ANY DIAGNOSIS CODES AND DOCUMENTS AND RESUBMIT THE APPLICATION FOR REASSESSMENT.

Hospice PRO approves Hospice LOC for 90-days during initial review task

- If the Individual still meets medical criteria during the review at the end of 90 days, the LOC is extended for another 90-day period (called the Reassessment period)
- After the Reassessment period, the Individual is reviewed every 60-day period (called the Extension period)



Hospice Provider receives HS Reassessment Task 15 business days before the Assessment End Date

- Hospice Provider must add any updated diagnosis codes, upload additional documents, and resubmit the application for reassessment by the Hospice PRO

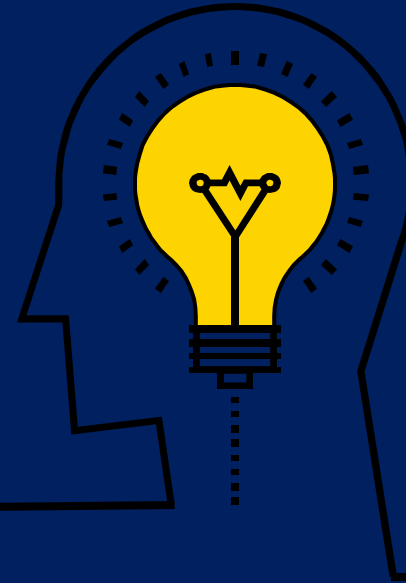


Knowledge Check: IHP Reassessment

What does the Institutionalized Hospice Provider need to do to complete the Reassessment Task?

Answer using the Polls box!

ICF-IID Tasks in KLOCS



ICF-IID Tasks and Functionalities

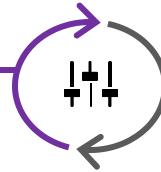
In addition to submitting LOC applications on behalf of Individuals, there are three possible tasks generated for the Intermediate Care Facilities for Individuals with Intellectual Disability (ICF-IID) Provider in KLOCS after application submission.

TASKS IN KLOCS

1. ★ Lack of Information (LOI) Task

2. ★ Existing LOC Overlap Task

3. HS MAP-726 Task



ONGOING MANAGEMENT IN KLOCS

Request Discharge

- ICF-IIDs have the capability to discharge an Individual from their ongoing LOC admission.
- The request discharge function may be used for transfers and cancellations.
- Only an Individual with a status of "LOC Met" or "LOC Not Met" may be searched and discharged.

Refer To: The Intermediate Care Facility for Individuals with Intellectual Disability (ICF-IID) Chapter for detailed information and guidance for tasks and ongoing LOC management functionalities.

ICF-IID Lack of Information Task

LOI: Lack of Information Task

A LACK OF INFORMATION (LOI) TASK IS CREATED WHEN THE REVIEWER IS UNABLE TO FINALIZE THE LOC DETERMINATION BECAUSE THERE IS NOT ENOUGH INFORMATION OR THERE IS INACCURATE INFORMATION ON THE APPLICATION. PROVIDERS MUST CORRECT THE APPLICATION AND RESUBMIT FOR REVIEW WITHIN **14 BUSINESS DAYS** OF THE LOI TASK GENERATION DATE.

ICF Provider submits LOC application which triggers an application review task for the appropriate review organization

Private ICF LOCs trigger Initial Review Task for PRO

State ICF LOCs trigger LOC Determination Task for DBHDID

Reviewer creates Lack of Information (LOI) Task for ICF Provider

- Reviewer (PRO or DBHDID) marks the application status as "Pended – LOI" which triggers the LOI Task for the ICF Provider
- In the LOI Task, the Reviewer requests more information from the ICF Provider in order to complete the LOC determination

ICF Provider must complete LOI Task within 14 business days of receiving LOI Task

LOI Task is completed within 14 days:

- System triggers new review task for appropriate Reviewer (PRO or DBHDID) to review the application again with the updated information

LOI Task is NOT completed within 14 days:

- System closes the application and marks the LOC Determination as "Not Met"
- Provider must complete and submit a new application

ICF-IID Existing LOC Overlap Task

Existing LOC Overlap Task

AN EXISTING LOC OVERLAP TASK IS CREATED WHEN DMS RESOLVES A PARTIAL MATCH TASK AND THE SYSTEM DETERMINES THAT THE INDIVIDUAL ALREADY HAS AN ACTIVE LOC WITH ANOTHER PROVIDER OR THAT THEY HAVE AN APPLICATION THAT IS UNDER REVIEW. THIS TASK IS ASSIGNED TO THE PROVIDER WHO SUBMITTED THE NEW APPLICATION.

Provider "A" submits a LOC application for an Individual which creates a Partial Match Task for DMS

- Provider "A" submits a LOC application for an Individual and the system cannot determine if this Individual already exists in the system or is a new Individual. This triggers a Partial Match Task for DMS.
- DMS resolves the Partial Match Task and the system determines the Individual has an active LOC or there is already an application in review with Provider "B"



System triggers the Existing LOC Overlap Task for Provider "A" to resolve the LOC Overlap

- Provider "A" must contact the Provider "B" regarding the existing LOC application, then update the application accordingly
- If Provider "B" cannot be reached, Provider "A" should contact the PRO regarding the LOC Overlap
- Provider A must resolve the Existing LOC Overlap Task within **3 business days** of the Admission date

Please Note: This task is not triggered when an Institutionalized Hospice Provider submits an LOC application for an Individual with an active LOC.

Hospice (HS) MAP-726 Task for the Elected ICF

Hospice (HS) MAP-726 Task for the Elected ICF

THE HOSPICE (HS) MAP-726 TASK IS ASSIGNED TO THE ELECTED ICF TO SUBMIT THE MAP-726A ON BEHALF OF THE INDIVIDUAL. THERE ARE TWO WAYS AN INSTITUTIONALIZED HOSPICE PROVIDER MAY TRIGGER THE HOSPICE (HS) MAP-726 TASK FOR THE ELECTED ICF.

Election

Individual with an existing LOC in State ICF "A" elects hospice **AND** decides to transfer to State ICF "B"



State ICF "B" completes the HS MAP-726 Task which triggers a review task for DBHDID

- Electronic notification is sent to both the State ICF and Hospice Providers confirming the MAP-726 submission
- Triggers the Hospice DBHDID Committee LOC Review Task for DBHDID



DBHDID must complete the Hospice DBHDID Committee LOC Review Task for the Individual

Based on the MAP-726 information entered, DBHDID determines the Hospice LOC for the Individual

Admission

Individual is being admitted to an ICF **AND** elects hospice on the same day



The elected ICF completes the HS MAP-726 Task which triggers a review task for appropriate reviewer

- Electronic notification is sent to both the State ICF and Hospice Providers confirming the MAP-726 submission
- Triggers the Review Task for appropriate reviewer



The appropriate reviewer must complete the review task for the Individual

Based on the MAP-726 information entered, the appropriate reviewer determines the Hospice LOC for the Individual



Knowledge Check: ICF Task

True/False: The ICF is responsible for completing the HS MAP-726 Task.

Answer using the Polls box!

Ongoing LOC Management



Request Discharge/Transfer

Providers may utilize the request discharge function in order to discharge or transfer an Individual, or cancel an Individual's LOC.

Providers have the capability to discharge an Individual from their ongoing LOC admission via Request Discharge.

The Request Discharge functionality may be used to transfer Individuals

The Request Discharge functionality may be used for cancellations

Providers may only submit a discharge for an Individual in their facility

Individuals with a status of "LOC Met" or "LOC Not Met" may be searched and discharged



Discharge Types	
Voluntary Discharge	Involuntary Discharge
Transfer	(LOC) Admission Cancellation

Refer To: The Systematic Discharges Chapter for detailed information and scenarios outlining the systematic discharges that occur in KLOCS.

System Demonstration: Request Discharge/Transfer





Knowledge Check: Request Discharge/Transfer

**True/False: Providers may only discharge
Individuals in their facility.**

Answer using the Polls box!



Knowledge Check: Request Discharge/Transfer

What actions may KLOCS Discharge functionality be used for?

Answer using the Polls box!

Request Level II

Nursing Facilities may request PASRR Level II evaluations for Individuals in KLOCS.

Nursing Facilities may request PASRR Level II evaluations for:

- Individuals with a Nursing Facility (NF) LOC residing in their facility
- Individuals with an Institutionalized Hospice LOC residing in their facility

Request Level II is initiated under the following circumstances:

Individual previously did not meet PASRR criteria but now meets due to a new SMI/ID/RC diagnosis or validation

Individual previously met PASRR criteria but now has a significant change to their mental or physical condition

Individual was admitted on a provisional basis and requested an exemption at the time of admission

Please Note: Any Individual who is Provisionally admitted to a facility **cannot** Request Level II within five days of their LOC Start Date.

System Demonstration: Requesting Level II



Wrap-Up, Recap of Key Points



KLOCS Recap

KLOCS: Kentucky Level of Care System

THE NEW RECORD SYSTEM REPLACING PAPER-BASED PROCESSES IN ORDER TO STREAMLINE LEVEL OF CARE (LOC) PROCESSES ACROSS THE ENTIRE SPECTRUM OF LONG-TERM SERVICES AND SUPPORTS (LTSS).

Upcoming KLOCS Process Updates

LOC Application Intake

Change of Ownership (CHOW)

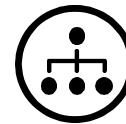
LOC Transfers

LOC Corrections

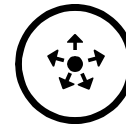
LOC Discharges



Stakeholders will **electronically** initiate LOC processes, increasing efficiency and saving time.



Data from is stored in a **single system**, reducing errors and delays. **KLOCS will be the source of truth.**



Multiple stakeholders **interact automatically** via tasks and notifications in KLOCS, improving communication and coordination.

Refer To: The KLOCS User Guide for detailed information on system navigation and upcoming changes.

KLOCS Tips for Success

Please review the KLOCS Tips for Success for a successful transition to KLOCS.

Provide DMS the Name of Your Facility's KOG Org Admin

- Facilities **MUST** provide DMS the name of the Individual who will hold the responsibility and role as the facility's KOG Org Admin
- Email this Individual's information to: **KLOCSOrgAdmin@ky.gov**

Create KOG Accounts

- All staff who administratively handle LOC intake may create their KOG accounts before August 3, 2020
- The KLOCS tile won't appear on the KOG My Apps page until August 3, 2020**

Verify LOCs Were Transitioned to KLOCS

- The **week of August 3rd**, verify that all active Medicaid Member LOCs AND non-active Medicaid Recipients with LOCs less than one year (365) days old are in KLOCS

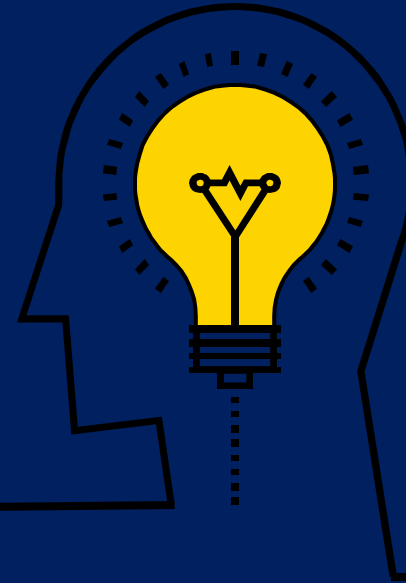
LOC Start Date in KLOCS

LOC Application Submission Scenarios	LOC Start Date
If the LOC application is submitted <u>less than</u> 3 calendar days after the Admission Date	Admission Date
If the LOC application is submitted <u>more than</u> 3 calendar days after the Admission Date	Application Date

KLOCS Training Materials

<https://chfs.ky.gov/agencies/dms/provider/Pages/klocs.aspx>

Q&A





Thank You!

For more information visit:

<https://chfs.ky.gov/agencies/dms/provider/Pages/klocs.aspx>