

The Commonwealth of Kentucky  
**Kentucky Level of  
Care System**



**Medicaid Renewal Report for  
KLOCS Providers**

## **Introduction**

This document provides step-by-step guidance and screenshots for how nursing facility providers, Program of All-Inclusive Care for the Elderly (PACE) providers, and intermediate care facility providers generate the Medicaid Renewal Report in KLOCS.

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## Medicaid Renewal Report

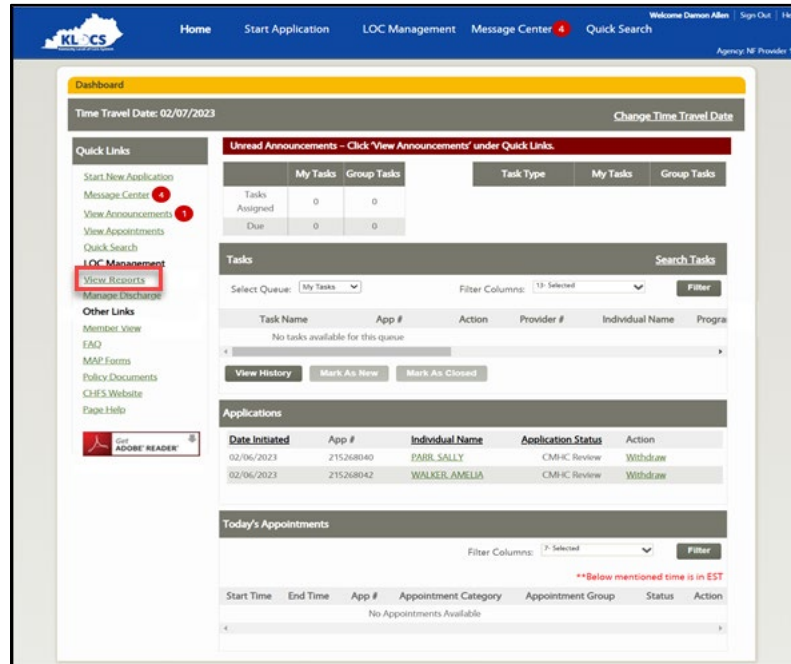
The Medicaid Renewal Report allows nursing facilities, PACE providers, and intermediate care facilities to generate a report of Medicaid Eligible Individuals who are due for Medicaid Renewals within a selected date range. This enables providers to proactively track upcoming Renewals and begin planning for Renewals by notifying the resident's family or representative, assisting the resident with the renewal, or completing the renewal on the resident's behalf.

Criteria found within the report includes:

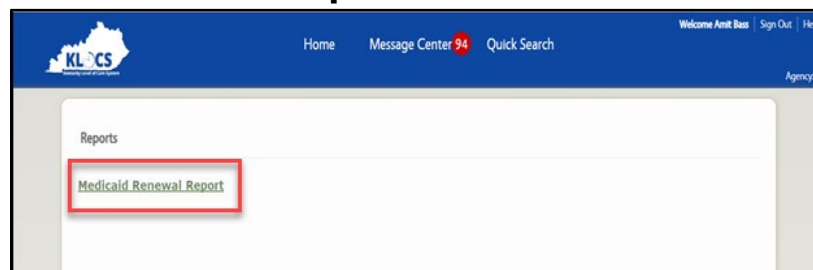
Medicaid Renewal Report	
Data Element	Description
<b>Provider Organization</b>	Name of the Provider Organization
<b>Provider ID</b>	Provider ID
<b>Individual ID</b>	Individual ID of the person due for Medicaid Renewal
<b>Social Security Number (SSN)</b>	SSN of the person due for Medicaid Renewal
<b>Medicaid (MA) Case Number</b>	MA Case Number associated with the Individual
<b>Medicaid ID</b>	Medicaid ID associated with the Individual
<b>Individual First Name</b>	First name of the Individual
<b>Individual Middle Name</b>	Middle Name of the Individual
<b>Date of Birth (DOB)</b>	Individual's DOB
<b>LTC Program</b>	Displays the LTC Program
<b>LOC Start Date</b>	Start Date for the LOC
<b>NF Resident Medicaid Termination Date</b>	The Individual's Medicaid termination date
<b>Residing Facility Organization</b>	Name of the residing facility organization

## Providers should follow the steps below to generate the Medicaid Renewal Report:

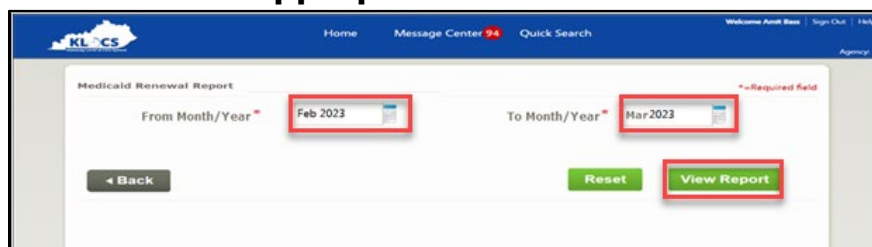
1. On the **Dashboard** screen, under the *Quick Links* section on the left navigation panel, click **View Reports** to navigate to the **Reports** screen.



2. On the **Reports** screen, click **Medicaid Renewal Report** to navigate to the **Medicaid Renewal Report** screen.



3. For *Start Date* enter the **appropriate start date**.
4. For *End Date* enter the **appropriate end date**.



5. Click **View Report** to generate the Medicaid Renewal Report.