



**Medicaid EHR  
Incentive Program  
(Promoting  
Interoperability)**

**Requesting KCHIP Report**

**Version 1.0**

**Updated June 2018**



### Revision History

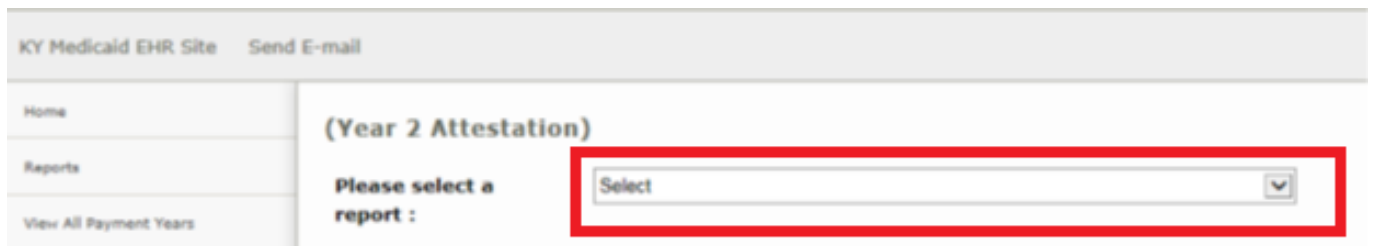
Version Number	Date	Reviewer	Comments
1.0	6/6/18	EHR Team	Updated instructions to reflect enhancement of functionality moved from Provider Eligibility details screen to the Home screen.

To request a KCHIP Report, the provider will need to log into the attestation website at <https://prd.chfs.ky.gov/kyslr/>.

Click on the Reports link in the navigation menu and follow the instructions below to complete your request. Once the report is processed, an email will be sent to the email address provided at CMS registration.



Step 1: Click the down arrow to select a report.



Step 2: Select 'SLR018-KCHIP'.



Step 3: Enter the providers individual NPI, if attesting to individual patient volume. If attesting to group volume, enter the group NPI.

NPI:


Step 4: Enter the patient volume reporting period start date

Reporting Period Start Date:   
(mm/dd/yy)

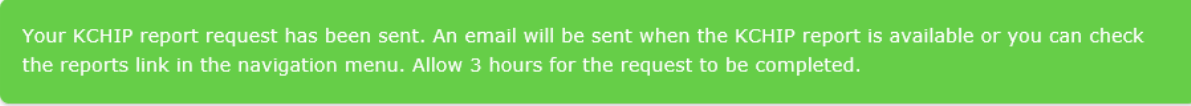
Step 5: Click 'Request for KCHIP' button

If the report was generated correctly, you will receive a pop up message confirming your KCHIP report request has been sent: Click 'OK'

Message from webpage ×

 Your KCHIP report request has been sent. An email will be sent when the KCHIP report is available or you can check the reports link in the navigation menu. Allow 3 hours for the request to be completed.

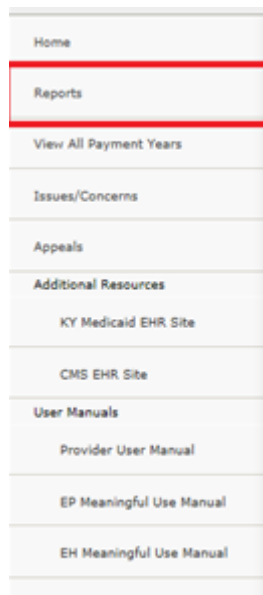
Once you have clicked 'OK', a notification will display in a green banner indicating your KCHIP report request has been sent and an email will be sent when the KCHIP report is available.

 Your KCHIP report request has been sent. An email will be sent when the KCHIP report is available or you can check the reports link in the navigation menu. Allow 3 hours for the request to be completed.

Please select a report :

The KCHIP report will take approximately 3 hours to complete. Once the report is ready to be viewed, an email will be sent to the email address on file within the attestation. This email address can be verified on the 'Registration Data' screen of the attestation. If this email address is not correct, please go to the CMS Registration website at: <https://www.cms.gov/Regulations-and-Guidance/Legislation/EHRIncentivePrograms/RegistrationandAttestation.html> to update this information. Email is our main form of communication with providers, please verify this information. Also, be aware this update takes 24 hours to complete.

Once you have received email notification the KCHIP report is ready to be viewed, you will need to sign back into the attestation site. Click on the 'Reports' link located within the menu options located on the left hand side of the 'Home' screen and complete the following steps:



Step 1: Click the down arrow to select a report

KY Medicaid EHR Site    Send E-mail	
Home	<b>(Year 2 Attestation)</b> <b>Please select a report :</b> <input type="text" value="Select"/> <input type="button" value="v"/>
Reports	
View All Payment Years	

Step 2: Select 'SLR018-KCHIP'.

KY Medicaid EHR Site    Send E-mail

Home

Reports

View All Payment Years

**(Year 2 Attestation)**

Please select a report :

Select  
SLR018-KCHIP

Step 3: Scroll down and locate the 'Report Request Information' heading. Click the 'Select' button next to the date you requested the report – also please confirm that the 'Start Date and End Date' are correct dates you will be attesting to for your 90 day patient volume.

**REPORT REQUEST INFORMATION :**

	Date Requested	Report Name	NPI	Start Date	End Date	Status
<a href="#">Select</a>	5/24/2018 9:26:04 AM	SLR018-KCHIP	2020202020	4/1/2017 12:00:00 AM	6/29/2017 12:00:00 AM	Completed - Successful

Once you have clicked the 'Select' button, you will receive an additional table titled 'SCHIP Member List by Provider'. If no data was found during your 90 day reporting period, 'No Information Found' will be displayed.

**SCHIP MEMBER LIST BY PROVIDER:**

No Information Found

If KCHIP data is returned, subtract this total from the numerator value of your 90 day patient volume data which is your total 'Medicaid Encounters'. This adjusted total is what will be reported on line 6 on the 'Eligibility Details' page of the attestation. If 'No Information Found' is displayed, report your total Medicaid patients as you have calculated with no adjustments to line 6 on the 'Eligibility Details' page of the attestation and continue the completion of your attestation for review.

Eligibility Details:

To request a KCHIP report, please complete questions 1-5, click Save Data For KCHIP button, then click Reports link in the navigation menu.

All \* fields are required fields.

**Patient Volume:** 1. Please indicate if your patient volume was calculated at a clinic or practice level for all Eligible professionals:

2. If yes, please enter the NPI of the clinic or group:

3. For which program year are you applying? \*

4. What is the time frame used for patient volume calculation? \*

5. Select the starting date of the 90-day period to calculate Medicaid encounter volume percentage: \*   
(mm/dd/yy)

Save Data For KCHIP

6. Medicaid patient encounters during this period (FQHCs/RHCs do NOT include uncompensated care volume in this count. Uncomp care volume needs to be included on the patient volume report.): \*

7. Total patient encounters during this period: \*

8. Medicaid patient volume percentage: **66.67%**

**EHR Details:** 9. Enter the CMS EHR Certification ID of your EHR: \*   
[What is this?](#)

10. Indicate the status of your EHR: \*     
Adopt Implement Upgrade  
  
Meaningful User

Please be sure to complete the 90 day patient volume report. Document any KCHIP encounters returned on line 2 of the volume report and upload the completed volume report to the attestation as supporting documentation. A link to our volume report can be found at:

<https://chfs.ky.gov/agencies/dms/Documents/PatientVolumeReport07272015.pdf>