The Commonwealth of Kentucky Kentucky Level of Care System



Medicaid Renewal Report for KLOCS Providers

Last Updated: May 18, 2023

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.

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Criteria found within the report includes:

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

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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**.

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