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1. MFEI Tools Overview

The MFEI Online Tools allows the user to administer the MFEI assessment with software that responds to data inputs. This user guide will provide information on software features, navigation and the overall workflow of the software. There are many benefits and advantages to the MFEI software, including:

- The software is available only online.
- The software uses skip patterns to ensure that only required items are assessed.
- The software ensures that no required items are skipped.
- The software allows the assessor to move around to different parts of the assessment (i.e., the assessment does not need to be completed in front-to-back order, however, changes made to previous screens may impact the data as it feeds into other sections.).
- The software allows for notes.
- The software allows documents to be attached.
- The software calculates and displays the functional eligibility result. It also determines the appropriate PASRR referral for CARE participants.
- The software eliminates the need for manual data entry into KAMIS.

The software system is HIPAA compliant.

2. Features of the MFEI Online and Offline Tools

The following section will highlight some of the features of the software.

a) Navigation

Guided messages will appear as you move through the software.
Messages appear to confirm actions.

b) Menu
The menu appears on the left side of the screen. The menu will populate with the sections associated with the type of assessment selected.
c) **Icons & Messages**

Icons offer information. Mouse over for expanded information.

![Icons example]

Additional clarifying messages are provided.

![Message example]

Assessment completion is clearly indicated.

![Completion example]

**d) Skip patterns / logic**

The software will respond based on the answers provided. Examples below:

- The software responds to the type of assessment chosen; the questions that appear are specific to the type of assessment.
- If the assessor is doing a CARE assessment, they will see the PASRR in the left menu. Other assessments do not require the PASRR and that section will not show.
- The software will respond adaptively based on the answers provided. For example, instead of seeing “if no, skip to section 4” the software will take the user to the appropriate section.
e) Save
Save your work as you move through the assessment.

As previously communicated, the software responds to the type of assessment chosen and the questions that appear are specific to the type of assessment. If the type of assessment is changed after data has been entered, the software will provide information that previously entered data may not apply to the new assessment type and will be deleted.

f) Partial Save
The software will allow the user to partially save information. When you click save on a partially completed screen, you will need to confirm the action. In addition, when you move to another section before the current section is completed you will see the screen below and need to confirm the action.

g) Skip sections
Some sections may not appear based on the assessment type that is selected. If you make changes to the assessment type or assessor type, you will see a screen alerting you to potentially deleting information based on the new selection.
h) Data validation

The software will communicate when fields have not been completed.
i) **Section Comments**

Software will capture text in comment boxes. Text entered in the comment boxes need to pertain to the assessment. Character limitations are clearly communicated.

j) **Eligibility status**

Results of the assessment is clearly communicated on the review screen.
3. Creating New MFEI Assessment Using the MFEI Online Tool

Creating a new MFEI Assessment must be done through MFEI APEX application.

a) Signing-In to KDADS website

Sign in to the KDADS Website.

![KDADS Login Page for Web Applications]

![KDADS Web Applications Home Page]

b) KDADS Web Applications Home Page

Click on KAMIS II icon.
c) **Perform person search**

Enter information and click ‘search’. If person doesn’t exist, the user must create the person.

![Person Search Form]

Results for person search. Select person and verify person’s information.

**NOTE:** this screen contains HIPAA informations and should not be viewed by others.

![Search Results]

Click on Update Person to update identification information.

Click on View Forms to go to Forms Listing.
d) Creating MFEI form
Click on Create New Form. Select Medicaid Functional Eligibility Instrument (MFEI) form.

![Create New Form](image1)

Select Start Assessment Now Using MFEI Online Tool
Click on “Start Assessment Now Using Online Tool” button.

![Start Assessment](image2)

f) Section I – Identification
Identification information is auto-populated from KAMIS. If this information needs to be updated, put notes in comments and update the information in KAMIS - Person Administration.
Move through the assessment and complete the sections required. As you move through the tool, immediate confirmation is received as the fields are completed accurately. Click Next to move to the next section.
g) Section III – Functional Assessment

Section III contains several sub sections. You must complete all parts of Section III.

h) Documents

Upload any necessary documents to support assessment. Example of required documents include supporting medical documentation, certification information, etc.

Click Choose File to initiate the process.

Name the file.

File parameters (max file size, file extension) allowed are communicated.

Click Submit to upload the file.

Uploaded files are listed with date.
Delete files by clicking Remove.

i) Review

Review screen identifies sections that need to be completed. Click Edit to go directly to that section.

Review screen with all sections completed. Click submit.
Confirmation message appears.
j) Results Screen
The Results screen will contain the Functional Eligibility Status.

![Results Screen Image]

k) Viewing Assessment
To view assessment, find the person in the assessments listing. Once you have the person selected, click on Customer Forms list.

![Viewing Assessment Image]

On Customer Forms listing, click on MFEI Assessment to view the assessment.
I) **Printing Assessments**

There are two ways to print the assessment from KAMIS. You can print while you are in the assessment by clicking the 'Print Assessment' button.

Or you can print the assessment from the Customer Forms Listing page.

**Customer Forms Listing**

<table>
<thead>
<tr>
<th>Form Type</th>
<th>Form Date</th>
<th>Form Status</th>
<th>Organization</th>
<th>Unmet Needs</th>
<th>Plan of Care or Service Authorization</th>
</tr>
</thead>
<tbody>
<tr>
<td>MFEI CARE - Care</td>
<td>03/29/2019</td>
<td>WORK IN PROGRESS</td>
<td>1</td>
<td></td>
<td>CREATE</td>
</tr>
<tr>
<td>MFEI - PHYSICALLY DISABLED</td>
<td>03/28/2019</td>
<td>APPROVED</td>
<td>1</td>
<td></td>
<td>CREATE</td>
</tr>
<tr>
<td>MFEI - PHYSICALLY DISABLED</td>
<td>03/26/2019</td>
<td>APPROVED</td>
<td>1</td>
<td></td>
<td>CREATE</td>
</tr>
<tr>
<td>MFEI - TBI rehabilitation facility</td>
<td>03/27/2019</td>
<td>WORK IN PROGRESS</td>
<td>1</td>
<td></td>
<td>CREATE</td>
</tr>
</tbody>
</table>
Printing from any of the above options will open print view. You can click on the print button to view the layout.

View the layout, select the printer and print.

m) Signing Out of MFEI Online Tool

Click on ‘logout’ to sign out of the software.