KACT SYSTEM SCREEN INSTRUCTIONS

Iowa
Department
of
Human Services

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INTRODUCTION

The KACT system is the automated system for rehabilitative treatment services authorized by the clinical assessment and consultation teams (CACT).

The KACT system is designed to automate:

♦ The registration of the determination of service necessity for rehabilitative treatment services;

♦ The grouping of children by authorization for specific rehabilitative treatment services;

♦ The approval/denial of rehabilitative treatment services;

♦ The amount of rehabilitative treatment service approved or denied;

♦ The duration of approved services, and;

♦ Invoice processing, resulting in the reduction of available units as payments are made through the POSS system.

The CACT coordinator and CACT members use the KACT system to enter authorization related information into the system. Referring workers and other staff can access the system verify authorization information for service billings for Rehabilitative Treatment Services.

SECURITY ACCESS

Security access to KACT is controlled through two levels of security clearance. The security restrictions are to prevent unauthorized access and to maintain of data integrity of KACT files.

♦ Inquiry (view only) access is available to anyone who has CICS access. These individuals may view the current information contained in the KACT files on-line from any terminal with mainframe access.

♦ Update Entry access is available to CACT coordinators and their designees. The coordinators are responsible for the entry of data in the system to record the CACT's determination of service necessity. To obtain entry access submit a request to the CACT program manager in the Division of Adult Children's and Family Services.

ACCESSING KACT

To access the KACT system:

♦ Obtain the proper system security authorization.

♦ At the NES screen type your USERID, tab once to password, type your password and press <ENTER>.

♦ At the APPLICATION SELECTION MENU screen:

  • Press the function key corresponding to production CICS (F key, e.g.: <F1>) under the description of application,

  • Or type the letter "S" in the selection column directly to the left of the desired selection and press the <ENTER> key,

  • Or place the screen cursor on the selection column immediately to the left of the desired selection and press the <ENTER> key.

♦ At the CICS PRODUCTION SYSTEM screen, press <ENTER> or <CLEAR>, and you will see a message "SIGNON IS COMPLETE."

♦ At the message "TYPE A TRANSACTION-ID OR HELP AND PRESS ENTER," type "KACT" and press the <ENTER> key.

You have accessed KACT and will now be viewing the CACT IDENTIFICATION MENU screen. Your security access level will be reflected in the lower left hand corner of this screen, as having either inquiry or update access to the CACT system.

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GENERAL USE OF KACT SCREENS

The CLIENT IDENTIFICATION MENU (MENU) is the main menu for the KACT system, and the point all KACT screens are accessed. It lists the following choices:

♦ The CLIENT SEARCH (SRCH) screen allows you to search KACT for a particular child by authorization number, by state identification number, or by name.

♦ The CLIENT INFORMATION (SCLI) screen is for entry and maintenance of client demographic and diagnostic information.

♦ The AUTHORIZATION (AUTH) screen records information identifying a particular authorization. This screen includes information about the referral source, authorization number, status of the authorization, billing child information, and narrative relating to the authorization.

♦ The TREATMENT SERVICES -- FAMILY (TRE1) screen is used to record and maintain service information for Family Centered, Family Preservation, and Family Foster Care services.

♦ The TREATMENT SERVICES -- GROUP (TRE2) screen is used to record and maintain service information for group care services.

From any KACT screen, pressing <F12> will return you to the menu. Typing the four character "fast path" (e.g., AUTH) at PATH in the lower right corner of each screen and pressing the <ENTER> key will take you directly to the selected screen.

To exit KACT, press <F3>, and type "DISC" or type "logoff" and press <ENTER> to return to the Application Selection Menu.

CLIENT AUTHORIZATION SEARCH SCREEN

The client search screen allows searches by either an authorization number, a state identification number, or a client name.

```
M474SS02      REHABILITATIVE TREATMENT SERVICES AUTHORIZATION      DATE: 03/28/94
                    CLIENT AUTHORIZATION SEARCH SCREEN                TIME: 09:06:08


AUTHORIZATION NBR:                                    STATE ID:
          LAST NAME:
          FIRST NAME:
S        MIDDLE NAME:
E                                                                        DATES
L    STATE ID   NAME                    AUTH# SVC    AMT    USED    START    END




         P1              P3             P7            P8             P12
        HELP            EXIT           FRWD          BKWD            MAIN
PLEASE ENTER A VALUE IN AUTHORIZATION, STATE ID, OR NAME            PATH: SRCH
```

♦ To search for an **authorization**, tab to the authorization field. Type in the authorization number you wish to review and press <ENTER>. This pulls up information related to a specific authorization, reflecting the state identification number, client name, service, units authorized, units used, and start and end dates for the authorization.

♦ To search for a **state identification number**, tab to the STATE ID field. Type in the state identification number for the client you wish to review and press <ENTER>. This pulls up information related to a specific client, reflecting all services and units authorized, units used, and start and end dates for each authorization for the selected client.

♦ To search for **client name**, tab to the LAST NAME field. Type in one or more letters of the client's last name and press <ENTER>. The search will list case information starting with the first case which meets your search criteria, and continue to fill the screen with other case names listed in alphabetical order following the first case meeting your criteria.

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A specific search of a full last name will list that name in the first (top) position of the search list, and continue listing names alphabetically following that name. When searching for common names, using one or more letters of the first name in addition to the last name will help to define the search parameters.

♦ To view a selected record displayed on search, tab to the left column (SEL) and type an "X" immediately to the left of the record you wish to review. (Select only one record at a time.) Then tab to PATH in the lower right hand corner and type the "fast path" command for the screen you wish to view (e.g. AUTH) and press <ENTER>.

NOTE: When searching by either client name or authorization number, if the child is a "billing child" a "B" will be reflected on the line between state identification number and client name.

AUTHORIZATION MAINTENANCE SCREEN

```
M474SA01    REHABILITATIVE TREATMENT SERVICES AUTHORIZATION    DATE: 05/16/94
                       AUTHORIZATION MAINTENANCE SCREEN            TIME: 10:37:22
REFERRAL ENTITY    WRKR ID:        CNTY NBR:        DHS OR JCS (D OR J)?
AUTHORIZATION NBR:             STATE ID:
PERSON NAME:


TO SELECT, ENTER A=ADD, I=INQUIRE, OR M=MODIFY
APPROVAL                                COURT OVERRIDE
APPEAL                                  DENIAL
EXCEPTION                               EXCEPTION FLAG (F OR S):
AUTHORIZATION NUMBER:
ST ID 1         2            3            4            5            6
BILLING 1            2            3            4            5            6
NARRATIVE      MORE STATE IDS TO ADD?


                                                             PURGE FLAG:
   P1         P3         P5         P6                    P10         P12
  HELP       EXIT       RFSH       SIDS                   DUPS        MAIN
ENTER A SECTION CODE AND AUTHORIZATION NUMBER                    PATH:  AUTH
```

To add a new authorization:

♦ At DHS or JCS in the upper right corner, enter referral source: "D" for Department of Human Services, or "J" for Juvenile Court Services.

♦ Tab to "TO SELECT, ENTER A=ADD, I=INQUIRE, OR M=MODIFY," type "A" for adding a new authorization, "I" for inquiry on an existing authorization, or "M" to modify an existing authorization.

♦ Tab to the appropriate action (approval, appeal, etc.) and type in the date the authorization was done, in month/day/year format (e.g., 01/01/1994). Use two digits for month and day, four for year, and separate each with a slash (/).

♦ Tab to authorization number and type in the number assigned by the CACT. Or leave this blank and the system will generate an authorization number when you press <ENTER>.

♦ Tab to ST ID, and type the child's state identification number.

♦ If more than one child is entered on the authorization, tab to BILLING and designate which child will be the billing child by typing an "X" directly below the child you wish to designate as billing child.

♦ Tab to NARRATIVE, and enter any narrative relative to the authorization.

♦ Review and verify all information on the screen, including the child's name and worker information which is reflected as listed on the SRS system.

♦ Press <ENTER> when ready to leave the authorization screen and go to the Client Maintenance Screen.

*NOTE: Do not press <ENTER> until ready to leave this screen.

NOTE: If there is not an existing SRS on the person listed on the authorization, the KACT system will not accept the authorization. Follow local procedures to ensure the referring worker is notified.

CLIENT INFORMATION SCREEN

```
M474SC01      REHABILITATIVE TREATMENT SERVICES AUTHORIZATION    DATE: 03/28/94
                         CLIENT MAINTENANCE SCREEN               TIME: 09:02:16


AUTHORIZATION NUMBER:               STATE ID:
CLIENT NAME:


TO SELECT, ENTER A=ADD OR M=MODIFY


SEL       DIAGNOSIS CODE(S)


 M:        SERVICE CATEGORY:     FACTOR 1: 00    2: 00     3: 00    4: 00     5: 00
ICD9/DSM3  DIAG CODE:                              VCODE:
     CLIENT NAME:
      SOC SEC NBR:                    SEX:             DOB:
       ADDRESS 1:
       ADDRESS 2:
    CITY/STATE/ZIP:                             00000
           PHONE:


  P1        P3                                                      P12
  HELP      EXIT                                                    MAIN
ENTER A AUTHORIZATION NBR & STATE ID AND PRESS ENTER              PATH:  SCLI
```

Use this screen to add an authorization, or modify an existing authorization. This screen is used to enter service categories and factors, diagnosis codes. Client address information is reflected from the SRS. Tab between fields. Press enter when ready to leave this screen. (The top portion of this screen reflects authorization information from the authorization screen.)

♦ You must enter of one of the following service categories:

NFP   In need of foster family treatment services
NGP   In need of group care placement services
RP   At risk of placement
RA   At risk of abuse
NSN   No service necessity (used when services are not authorized)

♦ Entry of one to five of the following service factors to describe situational and
   environmental conditions is <u>optional</u>:

   01   Caretaker's absence
   02   Caretaker's physical abuse
   03   Caretaker's mental abuse
   04   Caretaker's sexual abuse
   05   Caretaker's substance abuse
   06   Caretaker's denial of critical care
   07   Caretaker's physical problems
   08   Caretaker's lack of parenting skills
   09   Caretaker unwilling to provide care
   10   Caretaker's mental health problem
   11   Child's physical problems
   12   Child's mental health problems
   13   Child's behavioral problems
   14   Child's substance abuse
   15   Child's sexual abuse perpetration
   16   Child has been sexually abused
   17   Community lacks needed resources
   18   Community is not safe from the child
   19   Community resources unsuccessful
   20   Less restrictive care is inappropriate

You may enter information on this screen while adding an authorization without selecting
Add, Modify, or Inquire. To modify or inquire authorization information, type "M" or "I" at:
TO SELECT A=ADD, OR M=MODIFY. Whenever modifying an existing authorization,
you must first inquire to view the desired authorization then, enter "M" to modify any
information on the Client Information screen.

♦ To enter diagnostic information, tab to the field marked ICD9/DSM3 DIAG CODE: and
   type in the numeric code reference of the specified diagnosis. Any valid code from 290 to
   316 will be accepted by the system. **NOTE:** You must have copy of diagnostic infor-
   mation in CACT file to enter a diagnosis.

♦ To enter diagnostic information with a V code, tab to the field marked VCODE, and type
   in the numeric code reference of the specified diagnosis. **NOTE:** You must have copy of
   diagnostic information in the CACT file to enter a V code.

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Valid V codes accepted by the system are:

11.3	Alcoholism
15.4	Psychological trauma (excludes 290-316 classifications)
40.0	Problems with learning
40.2	Other learning problems
40.3	Other behavioral problems
40.9	Unspecified mental or behavioral problems
61.0	Family disruption
61.1	Marital problems
61.2	Parent-child problems
61.20	Parent-child problem, unspecified
61.21	Child abuse
61.29	Other parent child problems
61.3	Problems with aged parents or in-laws
61.41	Alcoholism in the family
61.49	Other health problems in the family
61.8	Other specified family circumstances
61.9	Unspecified family circumstances
62	Other psychosocial circumstances
62.4	Social maladjustment
62.8	Other psychological stressor, not elsewhere classified
62.81	Interpersonal problems, not elsewhere classified
63.2	Persons awaiting admission to adequate facility elsewhere
66.3	Following psychotherapy and other treatment for mental disorder
71.01	Adult antisocial behavior
71.02	Childhood or adolescent antisocial behavior

♦ The following information appearing on the Client Information Screen is reflected automatically from information on the person's SRS at the time the authorization is added:

- Client name.
- Social security number.
- Address 1.
- Address 2.
- City/state/zip.
- Phone number.

When all diagnosis, service category and factor information is entered and verified, and all other information has been verified, press <ENTER> to go to the next screen.

<u>TREATMENT SERVICES -- FAMILY SCREEN</u>

```
M474ST01              REHABILITATIVE TREATMENT SERVICES AUTHORIZATION        DATE: 03/28/94
                               TREATMENT SERVICES - FAMILY                   TIME: 09:05:14

   AUTHORIZATION NBR:                          STATE ID
   PERSON NAME:

   TO SELECT - ENTER  (A)DD,  (M)ODIFY OR  (D)ELETE:

   FAMILY CENTERED                  UNITS    DUR    USED    BAL    START DATE    END DATE
   A1:  THERAPY & COUNSELING
   A2:  SKILL DEVELOPMENT
   A3:  PSYCHOSOCIAL EVALUATION

   FAMILY PRESERVATION
   B1:  SHORT-TERM PROGRAM
   B2:  FULL PROGRAM

   TREATMENT FAMILY FOSTER CARE
   C1:  THERAPY & COUNSELING
   C2:  SKILL DEVELOPMENT
   C3:  ASSESSMENT & CARE PLAN
       P1          P3                                           P10          P12
      HELP        EXIT                                          DUPS         MAIN
   ENTER AN AUTHORIZATION NBR - PRESS ENTER                                  PATH:  TRE1
```

To enter information on this screen while adding an authorization, enter an "A" at: TO SELECT (A)DD, (M)ODIFY OR (D)ELETE, and tab to each field to do entry. When adding a new authorization, the "A" is optional.

Whenever modifying an existing service, you must enter "M" to modify any information on the Treatment Services - Family screen. Whenever deleting an existing service, you must enter "D" to delete any information on the Treatment Services - Family screen.

♦ Select an action by typing A, M, or D and press <ENTER>.

♦ Select the service you wish to address by typing an "X" in the left margin of the line for that service.

- • For Add or Modify, type in the desired units; then tab to duration and type in the desired duration in whole months.

♦ Press <ENTER> to complete the selected action.

If the selected action causes one or more of the services entered to overlap with previously authorized services for the client, on one or more authorizations, you will see the message, "THIS AUTHORIZATION HAS DUPLICATED - PRESS PF10 TO REVIEW."

♦ If you wish to enter the current authorization without viewing previously authorized services, press <ENTER>. This will cause the prior service to be end dated the day before the current authorization. The date effected is the end date on the individual service line of the prior authorization.

♦ If you wish to view the duplicated services, press PF10. A two-part screen will be displayed with the information you are entering displayed on top, and the services being duplicated on the bottom. The message "ALL DUPLICATE SERVICES ARE DISPLAYED - PRESS ENTER TO CONTINUE" will appear at the bottom of this screen.

After reviewing the duplicated services, decide if you want the earlier service to be end-dated the day before the newer authorization of that service. Then press enter to return to the authorization you are working on.

The message "TO UPDATE CHANGES - PRESS ENTER - ELSE PRESS PF3 OR PF12 TO EXIT," will appear at the bottom of the screen.

♦ If you do not wish to cause the prior service to be end-dated, do not press <ENTER>. Instead press PF3 or PF12 to cancel the authorization.

♦ To end-date the prior service, press <ENTER> now. The prior service will be end-dated the day before the most recent authorization of the service. (When adding a duplicated service, the end-dating will not occur until you press enter to "ADD THE AUTHORIZATION," after processing the TRE2 screen.)

Comment: When modifying or deleting a service, after typing the M or D, the cursor will move to the lower right corner of the screen to PATH. After you press the <ENTER> key, you may select a service by placing an "X" in the left margin beside the selected service.

TREATMENT SERVICES -- GROUP SCREEN

```
M474ST02                  REHABILITATIVE TREATMENT SERVICES AUTHORIZATION          DATE: 03/28/94
                                   TREATMENT SERVICES - GROUP                      TIME: 09:05:26


AUTHORIZATION NBR:                          STATE ID
PERSON NAME:


TO SELECT - ENTER  (A)DD,  (M)ODIFY OR  (D)ELETE:


GRP TREATMENT - REQ'D SVCS         UNITS    DUR    USED    BAL    START DATE    END DATE
D1:  COMM RESIDENTIAL TREAT
D2:  COMPR RESIDENTIAL TREAT
D3:  ENH RESIDENTIAL TREAT


GRP TREATMENT:  OPT/ADD'L SVCS
D5:  THER & COUN FOR CHILD
D6:  THER & COUN FOR FAMILY
D7:  FAMILY SKILL DEVEL




    P1            P3                                                               P12
   HELP          EXIT                                                             MAIN
ENTER AN AUTHORIZATION NBR - PRESS ENTER                                    PATH:  TRE2
```

To enter information on this screen while adding an authorization you enter an "A" at: TO SELECT (A)DD, (M)ODIFY OR (D)ELETE, and tab to each field to do entry. When adding a new authorization the "A" is optional.

Whenever modifying an existing service, you must enter "M" to modify any information on the Treatment Services - Group screen. Whenever deleting an existing service, you must enter "D" to delete any information on the Treatment Services - Group screen.

♦ Select an action by typing A, M, or D and press <enter>.

♦ Select the service you wish to address by typing an "X" in the left margin of the line for that service.

• To add or modify, type in the desired units; then tab to duration and type in the desired duration in whole months.

♦ Press <ENTER> to complete the selected action.

If the selected action causes one or more of the services entered to overlap with previously authorized services for the client, on one or more authorizations, you will see the message, "THIS AUTHORIZATION HAS DUPLICATED - PRESS PF10 TO REVIEW."

♦ If you wish to enter the current authorization without viewing previously authorized services, press <ENTER>. This will cause the prior service to be end-dated the day before the current authorization. The date effected is the end date on the individual service line of the prior authorization.

♦ If you wish to view the duplicated services press PF10. A two-part screen will be displayed with the information you are entering displayed on top, and the services being duplicated on the bottom. The message "ALL DUPLICATE SERVICES ARE DISPLAYED - PRESS ENTER TO CONTINUE" will appear at the bottom of this screen.

After reviewing the duplicated services, decide if you want the earlier service to be end-dated the day before the newer authorization of that service, then press <ENTER> to return to the authorization you are working on.

The message "TO UPDATE CHANGES - PRESS ENTER - ELSE PRESS PF3 OR PF12 TO EXIT," will appear at the bottom of the screen.

♦ If you do not wish to cause the prior service to be end-dated, <u>do not press <ENTER></u>. Instead press PF3 or PF12 to cancel the authorization.

♦ To end-date the prior service, press <ENTER> now. The prior service will be end-dated the day before the most recent authorization of the service. (When adding a duplicated service, the end-dating will occur when you press enter to "ADD THE AUTHORIZATION," after processing the TRE2 screen.)

Comment: When modifying or deleting a service, after typing the M or D, the cursor will move to the lower right corner of the screen to PATH. After you press the <ENTER> key, you may select a service by placing an "X" in the left margin beside the selected service.

NOTE: While adding a new authorization, you may cancel the authorization by pressing PF12 of PF3 anytime before you press <ENTER> after the final message "ADD THE AUTHORIZATION" on the Treatment Services - Group screen.

TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF HUMAN SERVICES   CHARLES M. PALMER, DIRECTOR

September 27, 1994

GENERAL LETTER NO. 15-D(1)-1

ISSUED BY: Bureau of Alternative Living Services;
                      Division of Adult, Children, and Family Services

SUBJECT: Employees' Manual, Title XV, Chapter D(1), KACT System Screen Instructions,
                 Title page, new; Contents (page 1), new; and pages 1 through 12, new.

Summary

Chapter XV-D(1) has been developed to assist the user in entry and use of CACT-related information in
the KACT system. The KACT system is designed to automate:

- The registration of the determination of service necessity for rehabilitative treatment services;

- The grouping of children by authorization for specific rehabilitative treatment service;

- The approval or denial of rehabilitative treatment services;

- The amount of services which are approved or denied;

- The duration of services approved/denied;

- The invoicing process which results in the reduction of units available as payments are made through
  the POSS system (and through the FACS system as counties go on-line).

Effective Date

September 1, 1994

Material Superseded

None

Additional Information

None