

kynect

The Commonwealth of Kentucky

kynect

kynector After Action Reporting Tool (kAART)

Day in the Life of a kynector



“Day in the life of a kynector”

Sample kAART Activity Sheet

This guide is intended to give an example of how you would enter items in kAART for a sample day of a kynector. This guide is not all-encompassing, but it will give you a general idea of how your daily activities fit into kAART.

Teal: Office Hours

Yellow: Enrollment

Green: Education and Outreach

- **8am-8:30 (30min):** Start Day. Checking and answering emails, various administrative tasks at start of day
 - **Office Hour Report:** Administrative Duties, Emails
- **8:30 – 8:45 (15 min):** Return 1 phone call to client concerning non-kynect related services.
 - Results in 1 referral to kynect resources and other community services
 - Log as **Office Hour Report:** mark referral, administrative duties, and phone
- **8:45 – 9:00 (15 Min):** Renewal with client over the phone
 - **3 Person** household, all 3 renewed for **Medicaid**.
 - **Enrollment report:** renewal, approved, 3 Medicaid
- **9:00 – 10:00 (1 hour):** Appointment with client. **Application**
 - **Enrollment Report:** Application
 - Applied for **Medicaid/QHP APTC, SNAP and CCAP**
 - **6** person household
 - **4** children approved for KCHIP
 - **2** adults approved for QHP APTC
 - **2** adults enrolled in QHP
- **10:00 - 10:15 (15 min):** Break (**Do not record**)
- **10:15 - 10:30 (15min):** Prep items and materials for event
 - **Office Hour Report:** Administrative, Event Prep
- **10:30 – 2:30pm (4 hours including 15 min setup time and 15 breakdown time. 30 min drive time):**
 - **Education and Outreach Report:**
 - Log **4 Hours in Action Time** and **30 Min of Drive time**

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- Education and outreach event at local food bank called “Food for today, Health for Tomorrow”. **Log Outreach and Education Event and enter name.**
- **20 – 49** Total attendees
- **22** Contacts made during the event (names signed on sign in sheet)
- **0** Enrollment activities completed
- Picture taken, upload picture
- Targeted underserved population: **Low-income and people experiencing homelessness**
- **2:15 – 2:45 (30 min): Lunch (do not record)**
- **2:45 – 3:00 (15 min): Put event items up, log records, check email**
 - **Office Hour Report:** Administrative, (Choose the task you spent the most time on, in this case email)
- **3:00 – 3:30 (30 min): Appointment with client that was at the event earlier.**
Application
 - **Enrollment Report:** Application
 - Applied for **Medicaid and SNAP**
 - **1** person Household
 - **1** Medicaid approved and enrolled
- **3:30 – 3:45 (15 min): Break (do not record)**
- **3:45 – 4:00 (15 min): Phone call with client, client checking on status of case**
 - **Enrollment Report:** General Inquiry
- **4:00 – 4:15 (15 min): Client drops off RFI’s to be uploaded for case, you upload them**
 - **Enrollment:** Case Maintenance, Document Upload
- **4:15 - 4:45 (30min, including 15 min drive time): Drop off canvassing materials for 2 recovery centers**
 - Log **30 minutes Total Activity Time** and **15 minutes of Drive Time.**
 - **Outreach and Education:** Canvassing/Promotion/Delivering Materials,
 - Enter **2 for the number of places**
- **4:45 – 5:00 (15 min): End of day clean up, office time of ending day and organizing for the next day.**
 - **Office Hour Report:** Filing