Process Flow: Adding an Organization to the Kentucky PE Program

1. **Purpose**

This document outlines the step-by-step process for organizations seeking to participate in Kentucky's Presumptive Eligibility (PE) Program. It details the required application steps, system interactions, and approval procedures.

2. **Key Participants & Roles**

- Applicant Organization – Hospital, clinic, or qualified entity applying for participation.
- Primary Contact/Organization Manager – The individual completing the application on behalf of the organization.
- KHBE Tech Team – Assists with onboarding, administering training, and handling access issues.
- PE Program Team – Reviews applications and verifies eligibility. Also, provides final approval of the application for program participation.

3. **Process Overview**

The process begins with the submission of an application and concludes with system access and program participation.

Step 1: Organization Completes and Submits Application

The Organization completes the PE Program Participation Application, which includes:

- Organization name, address, and contact information.
- Type of facility (e.g., hospital, clinic, health department).
- The names of all staff who will be PE Determiners with the organization.
- Primary and secondary PE contacts.
- Signed agreement to comply with PE program guidelines.
- The application is submitted via email, to the PE Program Team at the PE.Program@ky.gov mailbox.

Decision Point:

- Is the application complete?
    - Yes → Proceed to Step 2.

- No → Organization is contacted to provide missing information.

Step 2: Application Review by PE Program Team

The PE Program Team verifies:

- The organization is an eligible entity to submit PE applications.
    - DMS determines type of entity (QE Hospital, QE Pregancy)
- The application is complete and contains all pertinent information.
- If additional details are needed, the PE Program Team requests clarification.

Decision Point:

- Does the organization meet PE eligibility criteria?
    - Yes → Proceed to Step 3.
    - No → Organization is notified of denial and provided an explanation.

Step 3: Training and System Setup

- Training Enrollment: The organization's designated PE staff must complete the required PE Training courses before receiving access.
- Training Invitation: After the application is approved, the PE Program Team sends training invitations to the Organization Manager and any PE Determiners listed in the application.
- System Access Request:
    - Once the training(s) has been successfully completed, the PE Program Team will send the invitation for either the QE Hospital or QE Pregnancy role (based on the Entity Type).
    - Once the role is received and accepted, the PE Organization Manager/PE Determiner will have access to kynect benefits and be able to submit PE applications.

Decision Point:

- Has the organization completed training?
    - Yes → Proceed to Step 4.
    - No → Training reminders sent, access delayed.

Step 4: Final Approval and Notification

- PE Program Team issues formal approval to the organization.
- The organization's designated staff receive:
    - Invitation to the PE Training Course(s).
    - Presumptive Eligibility Handbook.
- The organization is now an approved Presumptive Eligibility Qualified Entity (QE).