

Presumptive Eligibility Roles and Required Trainings

Kentucky Health Benefit Exchange (KHBE) | Division of Health Plan Operations

Overview

This document defines the roles, responsibilities, and required training courses for Presumptive Eligibility (PE) Organization Managers and PE Determiners within the KHBE program. PE roles are granted access to the kynect Self Service Portal and the KOG Organization Management Tool based on the provider type of the Qualified Entity (QE) they represent.

During initial onboarding, all new PE Determiners and PE Organization Managers must be assigned the **PE Training role only**. Once the required training has been completed, additional roles are granted based on each individual's access needs and responsibilities.

Presumptive Eligibility (PE) Roles

PE Organization Manager

PE Organization Manager	
Overview	The PE Organization Manager role provides administrative access to the KOG Organization Management Tool. Individuals in this role manage user access to the PE system for their Qualified Entity (QE), oversee the onboarding and offboarding of PE Determiners, and serve as the liaison between the QE and the Department for Medicaid Services (DMS). They are responsible for ensuring only certified individuals have access to the system.
Required Roles	KOG – PE Organization Administrator
Required Training	Presumptive Eligibility Organization Managers Training
Important Notes	PE Organization Managers for hospitals must be a direct employee of the organization. Sub-contractors are not permitted to hold this role.

The Presumptive Eligibility Organization Managers Training course contains the following modules:

- PE Determiner Training
- PE Policy and Procedure Training
- PE Application Walkthrough Training
- PE Organization Management Training
- PE Privacy and Security Training
- PE Organization Management Final Assessment

PE Determiner

PE Determiner	
Overview	PE Determiners submit Presumptive Eligibility applications through the kynect Self Service Portal. They gather self-attested information from applicants, assist clients with temporary PE coverage, help transition clients to full Medicaid, and explain PE eligibility requirements and coverage limitations to applicants.
Required Roles	• QE Hospital (<i>only if the organization is a designated hospital</i>) • QE Pregnancy (<i>for other approved provider types: clinics, FQHCs, OB/GYNs</i>)
Required Training	• Presumptive Eligibility Determiner Training
Important Notes	• The QE Hospital and QE Pregnancy roles are mutually exclusive. A user may not be assigned both roles simultaneously. If a user needs to change roles, contact: PE.Program@ky.gov

The Presumptive Eligibility Determiner Training course contains the following modules:

- PE Determiner Training
- PE Policy and Procedure Training
- PE Application Walkthrough Training
- PE Privacy and Security Training
- PE Determiner Final Assessment

Important Notes

Onboarding Role Assignment

No KOG roles should be assigned to a new PE Organization Manager or PE Determiner until all required training has been successfully completed.

PE Organization Manager – Hospital Requirement

PE Organization Managers for hospitals must be a **direct employee** of the organization. Sub-contractors are not permitted to hold this role.

QE Role Mutual Exclusivity

KOG – QE Hospital and **KOG – QE Pregnancy** are mutually exclusive roles. A user may not hold both simultaneously. If a role change is needed, contact the PE Program at PE.Program@ky.gov.