

TEAM KENTUCKY

CABINET FOR HEALTH AND FAMILY SERVICES

kynect On Demand Office Hour

May 2, 2023

kynect On Demand Office Hour

Please review the Zoom Tips for Success while you wait:









Icebreaker

Which superpower would you choose?

A. Flight

- B. Time Travel
- C. Telepathy

D. Water Breathing

Fun Fact: Superman, who first appeared in comic books in 1938, was the first superhero created with superpowers.



Agenda

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kynect On Demand Overview

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S	pecial Enrollment
	ne vola demonitração provente por esta por especie a representante e nexes nere menor na registere a por recentante e por recentante por referir a qualifying revent (hat applies to you or comence in you included)
	(miladiyyy)
	Book Next



kynect On Demand Introduction

kynect On Demand is a real-time functionality that allows Individuals to request assistance from Agents based on the Agents availability. The functionality is optional for Agents and highlights are detailed below.

kynect On Demand

kynect On-Demand allows Individuals to request assistance from Agents in real-time. Agents can easily set their availability and preferences from their Dashboard in Agent Portal. kynect On Demand has the following functionality available to Agents:

- **Quick Updates**: View today's notifications
- **Referral Manager**: Take action on open requests
- View Metrics: View applicable metrics
- My Availability: Edit weekly availability
- Preferred Contact: Edit contact details
- **De-Register**: Disenroll from kynect On Demand

Overview	Book Of Business	My Quotes	My Delegates	Messages kynect	On Demand Settings
Quick Links		My Clients	1	My Policies	
nitiate an Application for Individual Initiate an Application for		Wy Clerics	Individual	Active	Q
mployer equest Case Access	Current		3	Termed	1
re-Screening (Individual) entucky DOI	Past		3	Pending	2
aining Materials HOP Tax Credit Estimator		ed In The Last	1	Expired RFI	Q
HOP Tax Credit Estimator	Month		~	RFI about to expire in a week	Q
nnouncements <u>3) Urgent</u>			View More		View More
3) Unread		My Prospects	VIEW WORE	My Quotes	View More
suer Websites			Individual		Individual
Anthem Health Plans of KY, nc.			Individual		Individual
EST Life and Health	Current Pro	spects	0	In Progress	0
CareSource Kentucky Co.	Abandoned	Prospects	0	Accepted	0
<u>Molina Healthcare of</u> Kentucky, Inc.		dded In The Last	0	Submitted	0
<u>VellCare Health Plans of</u> <u>Centucky, Inc</u>	Month			Rejected	0
			View More		View More



kynect On Demand Resident Access

kynect On Demand is available to Residents through various screens on kynect.

Resident Access

Residents may request assistance on the following screens:

- kynect health coverage home page
- kynect benefits home page
- Qualified Health Plan (QHP) home page
- Agents page
- <u>Authorized Representative, kynector, & Agents page</u>

On-Screen Messaging

A kynect Insurance Agent will contact you in 30 minutes or less* to help you enroll in health coverage. Insurance Agents may not be able to assist with other programs. Insurance Agents' services are free to you. Insurance Agents are paid by insurance companies with no impact on the price. The information you enter will be sent to a licensed Insurance Agent who will contact you by email, text, or phone to help you enroll. Do NOT click "Submit" if you do not agree to this condition. Please fill in your contact information below.

Languages:
kynect On Demand
A kynect Insurance Agent will contact you in 30 minutes or less" to help you enroll in health coverage. Insurance Agents may not be able to assist with other programs. Insurance Agents' services are free to you. Insurance Agents are paid by insurance companies with no impact on the price.
The information you enter will be sent to a licensed Insurance Agent who will contact you by email, text, or phone to help you enroll. Do NOT click "Submit" if you do not agree to this condition.
Please fill in your contact information below.
First Name
Last Name
Preferred Contact Method
Cell Phone
C Email
Email
Cell Phone Number
####-####-######
Zip Code
Preferred Language
Select



Register for kynect On Demand

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	pe	cial Enrollment
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Register for kynect On Demand



kynect On Demand is optional for Agents to participate in. If Agents wish to participate, they must follow the steps detailed below:

Registration Process

To participate in kynect On Demand agents should complete the registration in Agent Portal via the kynect On Demand tab.

- 1. On the **Registration** screen, select the radio button indicating interest in participating.
- 2. On the **Preferred Contact** screen, confirm preferred contact details are up to date.
- 3. On the **My Availability** screen, confirm available hours for the week.

Important Notes

- Agent's preferred contact method options include:
 - o Email & Text
 - o Text Only
 - o Email Only
- Agents must maintain their Availability Settings so they only receive referrals when they are available and ready to assist Residents. Agents will be able to set standard hours for each day, add breaks, and add out of office time.
- **Please Note**: An Agent registered to participate in kynect on Demand and does not respond for 3 consecutive requests will be de-registered and must re-register to participate.



kynect On Demand Registration

Agents indicate their interest in participating on the kynect On Demand tab.

	Kentucky Heal	Welcome Hilda Garcia Sign Out Abc					
	Overview	Book Of Business	My Quotes	My Delegates	Messages	kynect On Demand	Settings
		rynect On Demand. The p get contacted by an agen			who need help to a	oply for benefits and enroll	in a plan. The
lect I am interested articipate in kynect On Demand.	On Demand" Your registrat	and agreeing to the Term	s of Use and Privacy P 1 do not respond to 3	olicy. If you want to with consecutive referrals. Un	draw after registering	g "I am interested to particij j, you may do so after 30 bu vill not receive any referral re	siness days.
	O I am interes	rms of Use and Privacy Po ted to participate in kynect synect Terms of Use and P	On Demand.	ia select i agree.			
2. Click Save .	Cancel						Save
	Privacy Policy Terms o	f Use 🛛 🕇 📴				Contact Us www.khbe.k	v goy 1- (855) 326-4



Preferred Contact Details Screen

Confirm contact details.

Kentucky Health	Benefit Exchange	My Account	Help		Welcome Hilda Garcia	Sign Out About Help			
Overview	Book Of Business	My Quotes	My Delegates	Messages	kynect On Demand	Settings			
Preferred Co Your current Do <u>Settings</u> .	OI contact details and pr			ow. You can u	odate this information	using		3. Click	Save.
		rred Contact Method e Number	Email and Text 123-456-7899 hgarcia@abc.co	v			******		
		rred Language	English, Spanisl						
	Cancel				Save				

Please note: Agents must update their preferred contact details through the Department of Insurance for that information to be reflected in Agent Portal.



My Availability Screen

Adjust availability as needed. Agents may make edits at any time.

	Kentucky Health	Benefit Exchange	My Account	Help		Welcome Hilda Garcia	Sign Out About Help	
	Overview	Book Of Business	My Quotes	My Delegates	Messages	kynect on Demand	Settings	
4. Select the applicable Time Zone.	My Availability You can update Available Ho	anytime your available l		ffice hours according	to your needs.			6. Select any Unavailabl Day(s).
5. Select the daily Available Hours.	Sunday Monday Tuesday	Eastern Standard Time hh v 09 v 00 AM 09 v 00 AM	To P		Add Break Add Break Add Brea			, (-),
	Wednesday Thursday Friday	09 v 00 AM v 12 v 00 PM v			Add Brea Add Brea Add Brea Remove	k		7. Add Break(s) to block off time for lunch, meetings, etc.
Select any applicable out of Office Hours .	Saturday Out of Office			nh v mm v	Add Bre	ak 🔽 Not Available	,	
	Start Date	MM/DD/YYYY	Start Ti		v	No End Time		



Knowledge Check #1

True or False: Agents should continually update their availability as it changes.





Knowledge Check #1 - Answer

True or False: Agents should continually update their availability as it changes.







Agent Match and Messages

	wanterienisted installization
	pecial Enrollment
•	and it have qualified headsh insurance coverage in real 60 days
	Rear privat state unit in Rei Harris unitat Carringe
	Book

Agent Match Matrix

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kynect On Demand runs match logic match Residents with an available Agent.

Match Criteria

- 1. **Proximity:** Based on customer Zip Code and the proximity (distance) from the Agent's business address. The closest Agent is given precedence.
- **2. Availability:** Checks Agent availability from the My Availability screen in Agent Portal.
- **3. Preferred Language:** Confirms Resident and Agent preferred language align.
- 4. **Referral Count:** Checks Agent referral count.

General Vs Mass Request

There are two separate request types Agents may receive:

- **General:** General notifications are sent when an Agent is matched with a Resident request. This notification is only sent to one Agent. Once matched, the Agent has 15 minutes to respond.
 - Agents' registration may be cancelled if they fail to respond to three (3) consecutive general referrals.
- **Mass:** If an Agent rejects or fails to respond to a general notification, a mass notification is sent to the next 10 available Agents. The notification expires for the original Agent and the notification remains pending until one of the remaining Agents accepts the request.

Please note: If one of the Agents accepts the Mass request, the request for the remaining Agents expires, and the listing will be removed from their Referral Manager inbox once the page is refreshed.



kynect On Demand Process Flow: First Agent Accepts Request

kynect On Demand requests are based on Agent match logic and request response type. Below details a scenario if the first Agent contacted accepts the request.



kynect On Demand Process Flow: First Agent Accepts Request



kynect On Demand requests are based on Agent match logic and request response type. Below details a scenario if the first Agent contacted accepts the request.

Agent Accepts Request

- 1) Referral Status is **Pending** with Accept/Reject button available.
 - 15-minute timer begins
- 2) Agent accepts and Resident name/contact details display.
 - Referral Status changes from **Pending** to **In-Progress**.
 - Referral request is updated to **Accepted**.
- 3) Agent updates the status of the request to **Complete** after contacting and assisting the Resident.

Referral Manager

Referral Type	Name	Customer Zip Code	Contact Details	Referral Assigned	Action	Referral Status
General		40506		05/23/2023 11:01 AM	 ✓ × 	Pending
Referral Type	Name	Customer Zip Code	Contact Details	Referral Assigned	Action	Referral Status
General	John Doe	40506	123-456-7890	05/23/2023 11:01 AM	Accepted	In Progress
Referral Type	Name	Customer Zip Code	Contact Details	Referral Assigned	Action	Referral Status
General	John Doe	40506	123-456-7890	05/23/2023 11:01 AM	Accepted	Completed v



kynect On Demand Process Flow: First Agent Rejects Request

kynect On Demand requests are based on Agent match logic and request response type. Below details a scenario if the first Agent contacted rejects the request.



kynect On Demand Process Flow: First Agent Rejects Request



kynect On Demand requests are based on Agent match logic and request response type. Below details a scenario if the first Agent contacted rejects the request.

Agent Rejects Request

- 1) Referral request is **Pending** with Accept/Reject button available.
 - 15-minute timer begins
- 2) The first Agent rejects the request within 10 minutes and Resident name/contact details are not shared.
 - Referral Status changes from **Pending** to **Rejected**.
- 3) Referral request sent to the second Agent who accepts the request.

Referral Manager

Agent 1	Referral Type	Name	Customer Zip Code	Contact Details	Referral Assigned	Action	Referral Status
	General		40506		05/23/2023 11:01 AM	< ×	Pending
	Referral Type	Name	Customer Zip Code	Contact Details	Referral Assigned	Action	Referral Statu
	General		40506		05/23/2023 11:01 AM	Rejected	
Agent 2	Referral Type	Name	Customer Zip Code	Contact Details	Referral Assigned	Action	Referral Statu
	General		40506		05/23/2023 11:07 AM	Rejected	



kynect On Demand Process Flow: First Agent Ignores Request

kynect On Demand requests are based on Agent match logic and request response type. Below details a scenario if the first Agent contacted ignores the request.





kynect On Demand Process Flow: First Agent Ignores Request

kynect On Demand requests are based on Agent match logic and request response type. Below details a scenario if the first Agent contacted ignores the request.

Agent Ignores Request

- 1) Referral request is **Pending** with Accept/Reject button available.
 - 15-minute timer begins
- 2) The first Agent does not respond, and Resident name/contact details are not shared.
 - Referral Status changes from **Pending** to **Missed Referral**.
- 3) Mass notification is sent to the next 10 Agents. One Agent accepts the request and updates the status to **Complete** after contacting and assisting the Resident.

Agent 1	Referral Type	Name	Customer Zip Code	Contact Details	Referral Assigned	Action	Referral Status
	General		40506		05/23/2023 11:01 AM	✓ ×	Pending
	Referral Type	Name	Customer Zip Code	Contact Details	Referral Assigned	Action	Referral Status
	General		40506		05/23/2023 11:01 AM	Missed	
Agent X	Referral Type	Name	Customer Zip Code	Contact Details	Referral Assigned	Action	Referral Status
	Mass	John Doe	40506	123-456-7890	05/23/2023 11:18 AM	Accepted	Completed v

Referral Manager



Agent General Request Messaging

Subject Line: New Request – kynect On Demand

Message Text	Email Notification	SMS Notification
A kynect On Demand Request has been assigned to you.		2:49 m
Please Accept or Reject this request in Agent Portal in the next 15 minutes. You can access kynect On Demand at the	kynect health coverage Together for a better Kentucky.	 64438 ·
following Agent Portal link: https://kyagent.ky.gov/	A kynect On Demand Request has been assigned to you. Please Accept or Reject this request in Agent Portal in the next 15 minutes. You can access kynect On Demand at the following Agent Portal link: <u>https:// kyagent.ky.gov/</u>	A kynect On Demand Request has been assigned to you. Please Accept or Reject this request in Agent Portal in the next 15 minutes. You can access kynect On Demand at the following Agent Portal link: https://kyagent.ky.gov/
	kynect	
	kynect.ky.gov 1-855-4kynect(459-6328) TTY: 1-855-326-4654 Facebook Twitter Manage Preferences Unsubscribe	Text Message



Agent Mass Request Messaging

Subject Line: New Mass Request – kynect On Demand

Message Text	Email Notification	SMS Notification
A kynect On Demand Request has been submitted and an Agent has not been assigned yet. If you would like to work on this request, please accept this request as quickly as possible, as it will be	kynect health coverage	2:49 1 ITE C
assigned to the Agent who accepts first. Please Accept or Reject this request in Agent Portal. You can access kynect On Demand at the following Agent Portal link: https://kyagent.ky.gov/	A kynect On Demand Request has been submitted and an Agent has not been assigned yet. If you would like to work on this request, please accept this request as quickly as possible, as it will be assigned to the Agent who accepts first. Please Accept or Reject this request in Agent Portal. You can access kynect On Demand at the following Agent Portal link: <u>https://kyagent.ky.gov/</u>	A kynect On Demand Request has been submitted and an Agent has not been assigned yet. If you would like to work on this request, please accept this request as quickly as possible, as it will be assigned to the Agent who accepts first. Please Accept or Reject this request in Agent Portal. You can access kynect On Demand at the following Agent Portal link: https://kyagent.ky.gov/
	Kynect.ky.gov 1-355-4kynect(459-6328) TTY: 1-855-326-4654	Text Message (1) (*) (*) (*) (*) (*) (*) (*) (*) (*) (*)



Resident Messaging

Subject Line: Update on you kynect On Demand Request

Message Text	Email Notification	SMS Notification
Thank you for submitting your kynect On Demand Request. We understand that it has been 30 minutes since you submitted your request, and we	kynect health coverage	2:49 m (2) (2) (2) (2) (2) (2) (2) (2) (2) (2)
apologize for the delay. An Insurance Agent will reach out to you as soon as they are available. Thank you!	Thank you for submitting your kynect On Demand Request. We understand that it has been 30 minutes since you submitted your request, and we apologize for the delay. An Insurance Agent will reach out to you as soon as they are available. Thank you!	Thank you for submitting your kynect On Demand Request. We understand that it has been 30 minutes since you submitted your request, and we apologize for the delay. An Insurance Agent will reach out to you as soon as they are available. Thank you!
Please note: Resident messaging ends after 24-hours. Agents who received previous General and/or Mass referrals will receive reminders until the request is accepted.	kynect	Text Message
·	kynect.ky.gov 1-855-4kynect(459-6328) TTY: 1-855-326-4654	



Knowledge Check #2

True or False: The two notification types are General and Mass.



Knowledge Check #2 - Answer

True or False: The two notification types are General and Mass.









kynect On Demand Dashboard

Likek to Avent Destricted	Linex to 107 Desidence	Likeli, to linealment Manaver		
Special Enrollment				
Will have qualified health insurance coverage in next 60 days				
	Access for the change?			
			Θ	
Rease provide actions such as Plan Name ar Hoath Coverage				



Quick Updates Screen

Quick Updates section displays notification about number of pending referrals (both General and Mass) and missed referrals (General) for the day.

	Kentucky Health Benefit Exchar	ige My Account	Help		wecome ninda Garcia j	sign Out Abo
	Overview Book Of Busine	My Quotes	My Delegates	Messages	kynect On Demand	Settings
rn <i>Today's Availability</i> off or refresh the screen.	Quick Updates Your assigned referrals that are pend in Referral Manager.	ling or missed today are	e displayed below. Y			resh 💍
w Today's Notifications.	Referral Type Today's Notifications General You have 1 referral General You have 0 missed	assigned and pending	-			
•••		assigned and pending				
pand the other tabs to	Referral Manager View Metrics					
iew the information.	 My Availability Preferred contact De-Register 					
		a 10 - 11				
	Privacy Policy Terms of Use				Contact Us www.khbe.ky.go	ov 1- (855) 324



Referral Manager Screen

Referral Manager section allows Agents to expand and view the referrals and manage the assigned referrals.

Search for referrals as needed by entering Name, From Date, To Date, or selecting the Referral Status.		~→	Nai Fro	me m Date	MM/DD/YYYY		Referral Status To Date	All MM/DD/YYYY Reset	V Search
Accept or Reject a referral and update the		Referral	Туре	Name	Customer Zip Code	Contact Details	Referral Assigne	d Action	Referral Status
Referral Status.		Mass			40506		05/23/2023 11:07		Pending
***************************************		Gene	eral	John Doe	40507	123-456-7892	05/21/2023 09:19	AM Accepted	In Progress v
		Gene	eral		40506		05/15/2023 01:01	PM Missed	
View referral details.		Mass		Jane Doe	40510	janedoe@abc.com	05/14/2023 02:32	2 PM Accepted	Follow-up in Progress v
		Gene	eral	Ben Smith	40501	233-333-3333	05/12/2023 04:03	1 PM Accepted	Unable to reach customer v
		Gene	ral	Jason Jr	40506	222-222-2222	05/12/2023 04:4	5 PM Accepted	Completed v
		Gene	ral		40506		05/08/2023 11:20	AM Rejected	
		Mas	s	Amy Beth	40506	amybeth@xyz.com	05/07/2023 10:0:	1 PM Accepted	Completed v
View applicable <i>Notes</i> .	Ţ,	then you 2. If you	ir refer are as	ral will expire signed a 'Ma	and will be sent t	o next available a cepted then base	d to take an action agent in kynect on I ed on 'First Come Fir	Demand.	



View Metrics Screen

View Metrics section provides information about the assigned referrals and associated counts.

Filter metrics as needed by <i>Frequency, Start Date,</i> and <i>End Date.</i>	Your current monthly metrics is from Frequency. Frequency Monthly	v	Start Date MM/DD/YYYY End Date MM/DD/YYYY Rese	
	General Referrals		Mass Referr	als
View metric details.	Total Accepted Referrals	6	Total Accepted Referrals	5
	Total Rejected Referrals	з		
	Total Missed Referrals	1		
	Breakdown of Accepted Gene	ral Referrals	Breakdown of Accepted	Mass Referrals
	Completed Referrals	4	Completed Referrals	2
	Unable to reach customer	2	Unable to reach customer	1
	Follow-up in progress	0	Follow-up in progress	1
	Follow-up completed	0	Follow-up completed	o
	In Progress Referrals	0	In Progress Referrals	1



My Availability Screen

My Availability section has 2 sections – Available Hours and Out of Office Hours. Agents can review and update the available hours and

out of office hours.	Kentucky Health E	Benefit Exchange	My Account	Help		Welcome Hilda Garcia	Sign Out About Help	
	Overview	Book Of Business	My Quotes	My Delegates	Messages	kynect on Demand	Settings	
Select the applicable Time	My Availability You can update a Available Hou Time Zone			fice hours according	to your needs.			Select any Unavailable Day(s).
Select the daily Available	Sunday Monday Tuesday	Eastern Standard Time hh v mm v 09 v 00 AM v	To h	5 v 00 PM v	Add Break	Not Available	╶┼─┘│	
nours.	Wednesday Thursday Friday	09 V 00 AM V 09 V 00 AM V 09 V 00 AM V	To 0. To 0	5 v 00 PM v	<u>Add Brea</u> Add Brea	└── Not Available		Add Break(s) to block off time for lunch, meetings, etc.
	Saturday	09 v 00 AM v 12 v 00 PM v hh v mm v	To 0. To 0: To h		Add Brea Remove	Break		
elect any applicable Out of Office Hours.	Out of Office	Hours			-			
_	Start Date	MM/DD/YYYY	Start Tir	ne hh v mm	V			
	End Date	MM/DD/YYYY	End Tin	ne hh v mm	v	No End Time		



Preferred Contact Screen

Preferred Contact section allows Agents to review the preferred contact details and select the preferred contact method option to receive notifications. To update these details, Agents should call the Department of Insurance (DOI).

		My Accoun	ıt Help			
Overview	Book Of Business	My Quotes	My Delegates	Messages	kynect On Demand	Set
				()	Today's Availability	ON
Quick Upda	tes				Ref	resh
	d referrals that are pendin	ig or missed today a	re displayed below.	You can view ar	d manage the referral	requ
in Referral Ma	anager.					
Referral Type	• Today's Notifications					
General	You have 1 referral a	ssigned and pending				
General	You have 0 missed re	eferral				
Mass	You have 0 referral a	ssigned and pending				
Referral Ma	nager					
O Referral Ma						
	5					
O View Metric	cs ility					
 View Metric My Availabit Preferred C Your current 	cs ility	preferred language(s	s) are displayed belo	w. You can upda	ate this information us	ing
 View Metric My Availabit Preferred C 	ility Contact t DOI contact details and			w. You can upda	ate this information us	ing
 View Metric My Availabit Preferred C Your current 	ility contact t DOI contact details and Preferr	red Contact Method	Email and Text v	w. You can upda	ate this information us	ing
 View Metric My Availabit Preferred C Your current 	cs ility Contact t DOI contact details and Preferr Phone		Email and Text v 123-456-7899	w. You can upda	ate this information us	ing
 View Metric My Availabit Preferred C Your current 	contact t DOI contact details and Preferr Phone Email	red Contact Method Number	Email and Text v 123-456-7899 hgarcia@abc.com	w. You can upda	ate this information us	ing
 View Metric My Availabit Preferred C Your current 	contact t DOI contact details and Preferr Phone Email	red Contact Method	Email and Text v 123-456-7899	w. You can upda	ate this information us	ing

Update contact details as needed.



De-Register Screen

De-register section allows Agents to disenroll themselves from the kynect On Demand program. Agents may de-register from kynect On Demand after 30 days.

entucky He	alth Benefit Exchange	My Account	Help		Welcome Hilda Garcia	Sign Out Ab
Overview	Book Of Business	My Quotes	My Delegates	Messages	kynect On Demand	Settings
				()	Today's Availability	on 🔽
Quick Upda	tes				Refi	resh 💍
Your assigned in Referral Ma	d referrals that are pending of mager.	r missed today are	displayed below. Y	′ou can view an	nd manage the referral	request
Referral Type						
General	You have 1 referral assig	ned and pending				
General	You have 0 missed refer	ral				
Mass	You have 0 referral assig	ned and pending				
🔵 Referral Ma	nager					
View Metric	5					
🔘 My Availabi	lity					
Preferred co						
De-Register	·					
	ot want to participate in kyne egister you will not be able to			rested to partici	ipate in kynect on Derr	and".
O I am not	interested in participatin	g in kynect On E	Demand.		Cancel Sav	
					Cancel Sav	

De-register from kynect On Demand by clicking I am not interested in participating in kynect Od Demand and click Save.

**.....



Knowledge Check #3

True or False: Agents may set their availability including out of office hours, breaks, and more through the My Availability screen.





Knowledge Check #3 - Answer

True or False: Agents may set their availability including out of office hours, breaks, and more through the My Availability screen.





Questions and Answers



