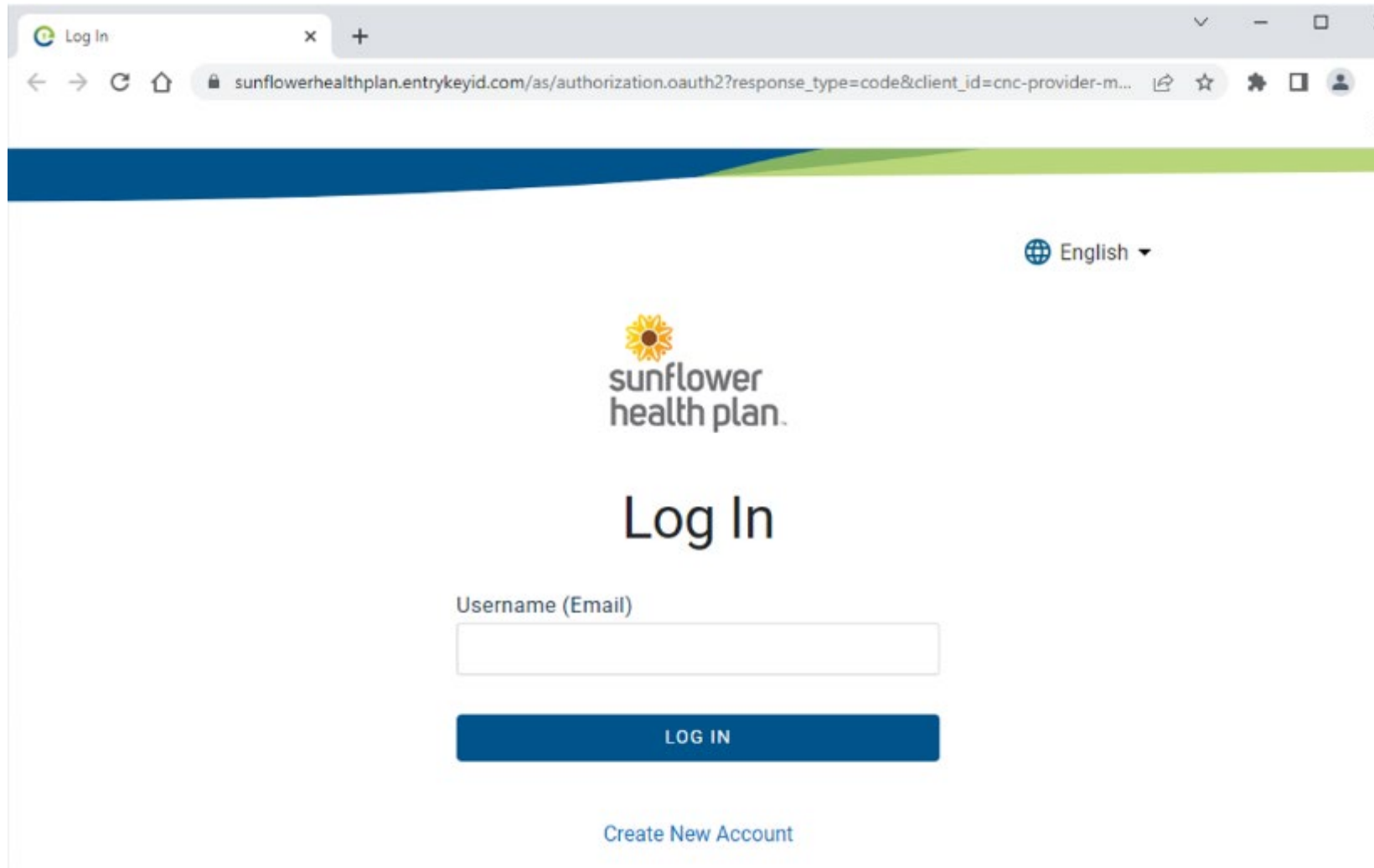




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## Reviewing PCSP and Completing the PCSP Signature Addendum

# Step 1: Login to the Portal [provider.sunflowerhealthplan.com](https://provider.sunflowerhealthplan.com)



The screenshot shows a web browser window with the following elements:

- Browser Tab:** Labeled "Log In".
- Address Bar:** Contains the URL `sunflowerhealthplan.entrykeyid.com/as/authorization.oauth2?response_type=code&client_id=cnc-provider-m...`.
- Language Selector:** A globe icon followed by the text "English" and a downward arrow.
- Logo:** The Sunflower Health Plan logo, featuring a yellow sunflower icon above the text "sunflower health plan.".
- Section Header:** The text "Log In" in a large, bold font.
- Form:** A text input field with the label "Username (Email)".
- Button:** A dark blue button with the text "LOG IN" in white, uppercase letters.
- Link:** A blue text link that says "Create New Account" located below the login button.

## Step 2: Using “Eligibility” - Look up the Member’s Profile

The screenshot shows the Sunflower Health Plan dashboard. At the top, there is a navigation bar with icons for Eligibility, Patients, Authorizations, Claims, Messaging, and Help. Below this, a header section contains a dropdown for 'Viewing Dashboard For : TIN' and a dropdown for 'Plan Type' set to 'Sunflower Health', with a green 'GO' button. A pink banner at the top left contains the text 'What you need to know about COVID-19'. The main content area features a section titled 'Quick Eligibility Check for Sunflower Health' which is highlighted with an orange border. This section includes two input fields: 'Member ID or Last Name' with the value '123456789 or Smith' and 'Birthdate' with the placeholder 'mm/dd/yyyy', and a green 'Check Eligibility' button. Below this is a 'Recent Claims' table with columns for STATUS, RECEIVED DATE, MEMBER NAME, and CLAIM NO. The table contains five rows of data. To the right of the eligibility check is a 'Welcome' sidebar with a list of menu items: 'Add a TIN to My ACCOUNT', 'Manage Accounts', 'Spend Down', 'Reports', 'Patient Analytics', and 'Provider Analytics', each with a right-pointing arrow. At the bottom of the sidebar is a 'Recent Activity' section with columns for 'Date' and 'Activity'.

sunflower health plan.

Eligibility Patients Authorizations Claims Messaging Help

Viewing Dashboard For : TIN Plan Type Sunflower Health GO

What you need to know about COVID-19

**Quick Eligibility Check for Sunflower Health**

Member ID or Last Name Birthdate

123456789 or Smith mm/dd/yyyy Check Eligibility

**Recent Claims**

STATUS	RECEIVED DATE	MEMBER NAME	CLAIM NO.
✖	09/03/2020	SUNSHINE	T000KAE11111
💰	09/03/2020	SUNSHINE	T000KAE11111
💰	09/03/2020	SUNSHINE	T000KAE11111
💰	09/03/2020	SUNSHINE	T000KAE11111
💰	09/03/2020	SUNSHINE	T000KAE11111

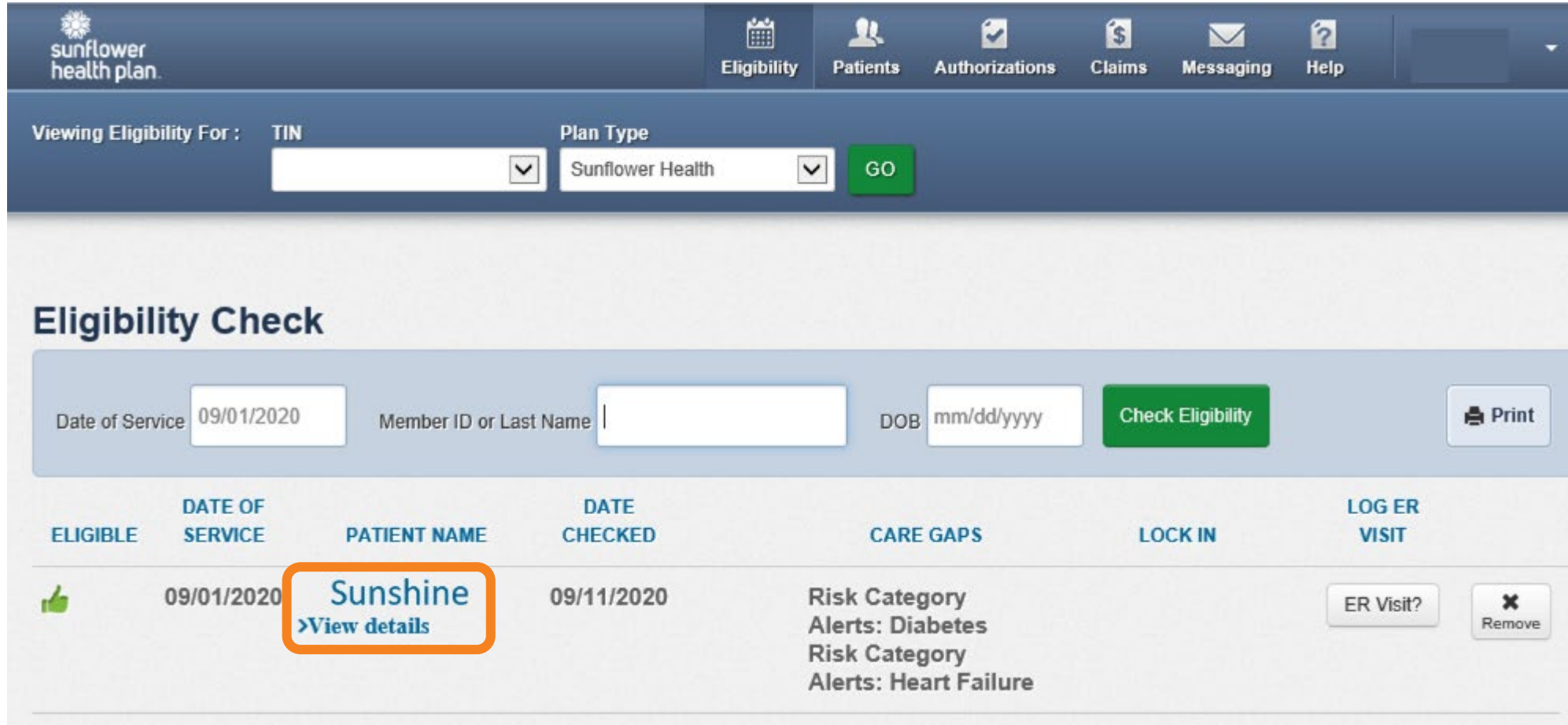
**Welcome**

- Add a TIN to My ACCOUNT >
- Manage Accounts >
- Spend Down >
- Reports >
- Patient Analytics >
- Provider Analytics >

**Recent Activity**

Date	Activity
------	----------

# Step 3: Select the Member



The screenshot shows the Sunflower Health Plan web interface. At the top, there is a navigation bar with icons for Eligibility, Patients, Authorizations, Claims, Messaging, and Help. Below this is a search bar for 'Viewing Eligibility For' with a 'TIN' dropdown and a 'Plan Type' dropdown set to 'Sunflower Health', followed by a green 'GO' button. The main section is titled 'Eligibility Check' and contains a form with fields for 'Date of Service' (09/01/2020), 'Member ID or Last Name' (empty), and 'DOB' (mm/dd/yyyy), along with a green 'Check Eligibility' button and a 'Print' button. Below the form is a table with columns: ELIGIBLE, DATE OF SERVICE, PATIENT NAME, DATE CHECKED, CARE GAPS, LOCK IN, and LOG ER VISIT. The first row shows a thumbs-up icon, the date 09/01/2020, the name 'Sunshine' with a '>View details' link circled in orange, the date 09/11/2020, care gaps for Diabetes and Heart Failure, and buttons for 'ER Visit?' and 'Remove'.

ELIGIBLE	DATE OF SERVICE	PATIENT NAME	DATE CHECKED	CARE GAPS	LOCK IN	LOG ER VISIT
	09/01/2020	Sunshine >View details	09/11/2020	Risk Category Alerts: Diabetes Risk Category Alerts: Heart Failure		ER Visit?

# Step 4: Eligibility Overview

The screenshot shows the Sunflower Health Plan website interface. At the top, there is a navigation bar with icons for Eligibility, Patients, Authorizations, Claims, Messaging, and Help. Below this, a search bar allows filtering by TIN and Plan Type (Sunflower Health), with a 'GO' button. The main content area is titled 'SUNSHINE' and includes a 'Back to Eligibility Check' button. A green banner states: 'This patient is eligible as of today, Sep 11, 2020'. A 'Print Eligibility Overview' link is also present. The page is divided into two columns: 'Patient Information' and 'PCP Information'. The 'Patient Information' section lists: Name Sunshine, Gender F, Birthdate Jan 3, 1943, Age 77 years old, Member # 0123456789, and Address 123 Main St, Wichita, KS 67206. The 'PCP Information' section lists: Name Dr XYZ, Address 123 Sunflower Way, WICHITA, KS 67206, Practice Type FAMILY PRACTICE, and Phone Number 316-555-5555. Below this is a 'View PCP History' link. The 'Eligibility History' section contains a table with columns 'Start Date', 'End Date', and 'Product Name':

Start Date	End Date	Product Name
Apr 1, 2020	Ongoing	LTC Dual
Mar 1, 2020	Mar 31, 2020	LTC Dual

A 'more' link is available below the table. To the right of the eligibility history is a 'Care Gaps' section with a link to 'View PCP History' and 'EPSDT'. It lists 'Risk Category Alerts: Diabetes' and 'Risk Category Alerts: Heart Failure'. At the bottom, there is a 'Service Coordinator' section with a 'Name Sunflower' entry. A sidebar on the left contains a menu with 'Overview' (highlighted), 'Cost Sharing', 'Assessments', 'Growth Chart', 'Health Record', 'Care Plan', 'Authorizations', 'Referrals', 'Coordination of Benefits', 'Claims', and 'Document Resource Center'. The Sunflower Health Plan logo is in the bottom left corner.

# Step 5a: Select "Document Resource Center"

The screenshot displays the Sunflower Health Plan user interface. At the top, there is a navigation bar with icons for Eligibility, Patients, Authorizations, Claims, Messaging, and Help. Below this, a search area allows users to filter by TIN and Plan Type (Sunflower Health). The main content area is titled "SUNSHINE" and includes a "Back to Eligibility Check" button. On the left, a vertical navigation menu lists various services, with "Document Resource Center" highlighted in an orange box. The main content area is divided into two tabs: "Document Upload" and "Document Review", with the latter also highlighted in an orange box. The "Document Review" form contains four numbered steps: 1. Document Category (Long Term Services And Support), 2. Document Type (Integrated Service Plan), 3. Date Range (Start Date: 09/01/2020, End Date: 09/30/2020), and 4. A "Search Documents" button. Orange arrows point to each of these four steps.

# Step 5b: Open/Save Integrated Service Plan

The screenshot shows a web application interface. On the left is a sidebar with three menu items: "Coordination of Benefits", "Claims", and "Document Resource Center". The "Document Resource Center" item is highlighted with an orange border. To the right of the sidebar is a main content area. At the top of this area is a blue box containing the number "4." and a green button labeled "Search Documents". Below this is a table with three columns: "SUBMITTED DATE", "TYPE", and "FILE NAME". A single row of data is visible, with values "09/08/2020", "Integrated Service Plan", and "Integrated Service Plan\_ PCSP81920revised.pdf". An orange arrow points from the "FILE NAME" cell of this row down to a file dialog box. The dialog box has a title bar that reads "Do you want to open or save PCSP81920revised.pdf from support.sunflowerhealthplan.com?". It contains three buttons: "Open", "Save", and "Cancel". The "Open" and "Save" buttons are highlighted with an orange border.

SUBMITTED DATE	TYPE	FILE NAME
09/08/2020	Integrated Service Plan	Integrated Service Plan_ PCSP81920revised.pdf

# Step 5c: View Integrated Service Plan

**KanCare | sunflower health plan. Person Centered Service Plan**

Member Name: \_\_\_\_\_ Medicaid ID: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Address: \_\_\_\_\_ City, ST: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Service Plan Type:  Initial  Reassessment  Other

HCBS Program:  FC  SCD  PD  TI  TA  I/DD  Autism  Other  WORK

### Home & Community Based Services

Date of face to face meeting: 8/19/20 revised

Service Description	Procedure Code	Service Provider & NPI number	Client Obligation to this provider (select min-max num of level)	Weekly units of Service Approved	Weekly hours of Service Approved	Monthly Units of Service Approved	Agency Director (AD) or Self Directed (SD)	Effective Dates (Beginning/Ending)
FMS T2040 U2						1	SD	6/1/20-1/31/21
PCS40 (FC) S5125 UD			<input checked="" type="checkbox"/>	no chg	varies	See pg 5	SD	6/1/20-1/31/21
Camp Sup S5135 UD				update	varies	See pg 5	SD	6/1/20-1/31/21
FE Adult Day S5101				End		10	AD	6/1/20-7/31/20
FE Adult Day S5101				Start		14	AD	8/1/20-1/31/21
FE Adult Day S5102				Start		2	AD	7/1/20-1/31/21

\*Client obligation will not be assigned to the following services: HC046, H00 & S070, T100, T009, S940, S076, S985, T806, T806UR, T9040 U2, S296, S390, S990, T016L, T017. For I/DD Services, client obligation will only be assigned to personal care services (PCS) if Day Supports and/or Residential Supports are not available to assign. To report abuse, neglect, or exploitation, please call adult & child protective services at: 1-800-425-0230

Page 1 of 9

 Verify the NPI listed is correct.

**KanCare | sunflower health plan. Summary of Assessed Need**

Member Name: \_\_\_\_\_ Date: 8/12/20-12/31/21

Activity	Total Units/Week	Hours/Week	Activity	Total Units/Week	Hours/Week
Housekeeping & Cleaning	9.33	2.33	Mobility/Transfers	42	10.5
Laundry	14.33	3.58	Medication Assist & Medical Support	6.67	1.67
Money Management & Shopping	4	1	Telephone Use & Communication		
Meal Planning Prep & Clean-Up	41.33	10.33	Transportation		
Eating and Feeding	5.33	1.33	General Supervision, Community Leisure	14	3.5
Bathing	14.67	3.67	Other:	128	32
Dressing & Grooming AM	18.67	4.67	Other:		
Dressing & Grooming PM	14	3.5	Other:		
Toileting	23.33	5.83	Total Assessed Need	336	84

For all HCBS plans:  
 Member has one or more capable persons  Yes  No

If "Yes" capable person assists with which of the following IADLs?  
 Laundry  Meal Prep  Transportation  Money Management  
 Shopping  Housekeeping  Phone  Medication Management

YES NO  
 Member has other informal supports in addition to paid supports  
 Member is in Foster Care  
 Member has an unmet assessed need that has not been met

Member has been approved for:  
 Two-person transfer  
 1/1/21 in future also





# Step 6: View Signature Addendum - Select "Assessments"

The screenshot displays the Sunflower Health Plan web portal interface. At the top, there is a navigation bar with icons for Eligibility, Patients, Authorizations, Claims, Messaging, and Help. Below this, a search bar allows users to filter by TIN and Plan Type (Sunflower Health). The main content area is titled "SUNSHINE" and includes a "Back to Eligibility Check" button. A green banner indicates that the patient is eligible as of today, Sep 11, 2020. A sidebar on the left lists various patient management options, with "Assessments" highlighted in an orange box. The main content area is divided into sections: "Patient Information" (Name: Sunshine, Gender: F, Birthdate: Jan 3, 1943, Age: 77 years old, Member #: 0123456789, Address: 123 Main St, Wichita, KS 67206), "PCP Information" (Name: Dr XYZ, Address: 123 Sunflower Way, WICHITA, KS 67206, Practice Type: FAMILY PRACTICE, Phone Number: 316-555-5555), "Eligibility History" (a table with columns for Start Date, End Date, and Product Name), "Care Gaps" (with a link to "View PCP History"), "EPSDT" (with a link to "Care Gaps"), and "Service Coordinator" (Name: Sunflower). Several elements are highlighted with orange boxes: "Assessments" in the sidebar, "PCP Information", "Care Gaps", and "Service Coordinator".

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Eligibility Patients Authorizations Claims Messaging Help

Viewing Eligibility For : TIN Plan Type  
Sunflower Health GO

Back to Eligibility Check **SUNSHINE**

Overview  
Cost Sharing  
**Assessments**  
Growth Chart  
Health Record  
Care Plan  
Authorizations  
Referrals  
Coordination of Benefits  
Claims  
Document Resource Center

This patient is eligible as of today, Sep 11, 2020

[Print Eligibility Overview](#)

Patient Information **PCP Information**

Name Sunshine Name Dr XYZ  
Gender F Address 123 Sunflower Way  
Birthdate Jan 3, 1943 WICHITA, KS 67206  
Age 77 years old Practice Type FAMILY PRACTICE  
Member # 0123456789 Phone Number 316-555-5555  
Address 123 Main St  
Wichita, KS 67206

[View PCP History](#)

Eligibility History

Start Date	End Date	Product Name
Apr 1, 2020	Ongoing	LTC Dual
Mar 1, 2020	Mar 31, 2020	LTC Dual

[more](#)

**Care Gaps**

Risk Category Alerts: Diabetes  
Risk Category Alerts: Heart Failure

**Service Coordinator**  
Name Sunflower

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# Step 7: Choose PCSP Signature Addendum v2

The screenshot shows the Sunflower Health Plan 'SUNSHINE' portal. At the top, there is a navigation bar with icons for Eligibility, Patients, Authorizations, Claims, Messaging, and Help. Below this is a search bar with 'Viewing Eligibility For : TIN' and 'Plan Type' set to 'Sunflower Health', with a 'GO' button. The main content area is titled 'SUNSHINE' and includes a 'Back to Eligibility Check' button. On the left is a sidebar menu with options: Overview, Cost Sharing, Assessments (highlighted), Growth Chart, Health Record, Care Plan, Authorizations, Referrals, Coordination of Benefits, Claims, and Document Resource Center. The main content area is divided into two sections: 'Please tell us about your patient's health' and 'Previous Assessments'. The 'Please tell us about your patient's health' section lists various assessments, each with a 'Fill Out Now!' button. The 'PCSP Signature Addendum v2' assessment is highlighted with an orange box. The 'Previous Assessments' section is a table with columns for 'Assessment Name' and 'Submit Date'.

Assessment Name	Submit Date
<a href="#">HRST_KA</a>	04/29/2020
<a href="#">PCSP Signature Addendum</a>	10/22/2019
<a href="#">HRST_KA</a>	10/17/2019
<a href="#">KA Waiver Member HRA V3</a>	10/17/2019
<a href="#">KA Waiver Member HRA V3</a>	09/26/2019
<a href="#">KA Waiver Member HRA V3</a>	09/25/2019
<a href="#">KA Waiver Member HRA V3</a>	04/11/2019
<a href="#">KA Waiver Member HRA V3</a>	09/30/2018
<a href="#">KA Waiver Member HRA V3</a>	06/28/2018
<a href="#">KA Waiver Member HRA V3</a>	11/06/2017
<a href="#">KA Waiver Member HRA V3</a>	06/10/2017
<a href="#">KA Waiver Member HRA V3</a>	10/20/2016
<a href="#">KA Waiver Member HRA V3</a>	05/24/2016
<a href="#">KA Waiver Member HRA V3</a>	10/14/2015
<a href="#">KA Waiver Member HRA V3</a>	05/11/2015
<a href="#">KA Waiver Member HRA V3</a>	10/03/2014
<a href="#">KA Waiver Member HRA V3</a>	07/03/2014
<a href="#">KA Waiver Member HRA V3</a>	02/13/2014
<a href="#">KA Health Risk Screen V2</a>	07/03/2013

# Step 8a: Scroll to “Waiver Provider Signature”

## Waiver Service Provider Signature

Are there Waiver Service Provider Signatures to collect?

Yes



Service Type

Select



Provider Name

This Person Centered Service Plan (PCSP) was developed for:

This PCSP was made on

mm/dd/yyyy

I have reviewed the Person Centered Service Plan (PCSP).

Select



Are there more Waiver Service Provider Signatures to collect?

Select



Are there more Waiver Service Provider Signatures to collect?

Select



Are there more Waiver Service Provider Signatures to collect?

Select



# Step 8b: Scroll to “Waiver Provider Signature”

Select the Service Type description that best matches the services being provided. Using the ‘Other’ option will prompt a free text box to enter a brief description.

The screenshot shows a form titled "Waiver Service Provider Signatures". At the top, there is a question "Are there Waiver Service Provider Signatures to collect?" with a dropdown menu set to "Yes". Below this, there is a "Service Type" dropdown menu with "Select" chosen. An orange arrow points to this dropdown. The dropdown menu is open, showing a list of service types: Occupational Therapy, Personal Assistance Services, Participant-Directed Services, Pest Eradication, Physical Therapy, Protective Supervision, Respiratory Therapy, Respite, RN Visits, Service Coordination, Services/Supplies, Specialized Medical Equipment/Supplies, Speech Therapy, Telephone Health Management, Transition Services, Transportation, Vehicle Modifications, Waiver Services - Misc., and Other. The "Other" option is highlighted in blue, and an orange arrow points to it. Below the dropdown, there are several other questions, each with a "Select" dropdown menu.

**Waiver Service Provider Signatures**

Are there Waiver Service Provider Signatures to collect? Yes

Service Type Select

Provider Name

This Person Centered Service Plan (PCSP) was developed for:

This PCSP was made on

I have reviewed the Person Centered Service Plan (PCSP).

Are there more Waiver Service Provider Signatures to collect?

Are there more Waiver Service Provider Signatures to collect?

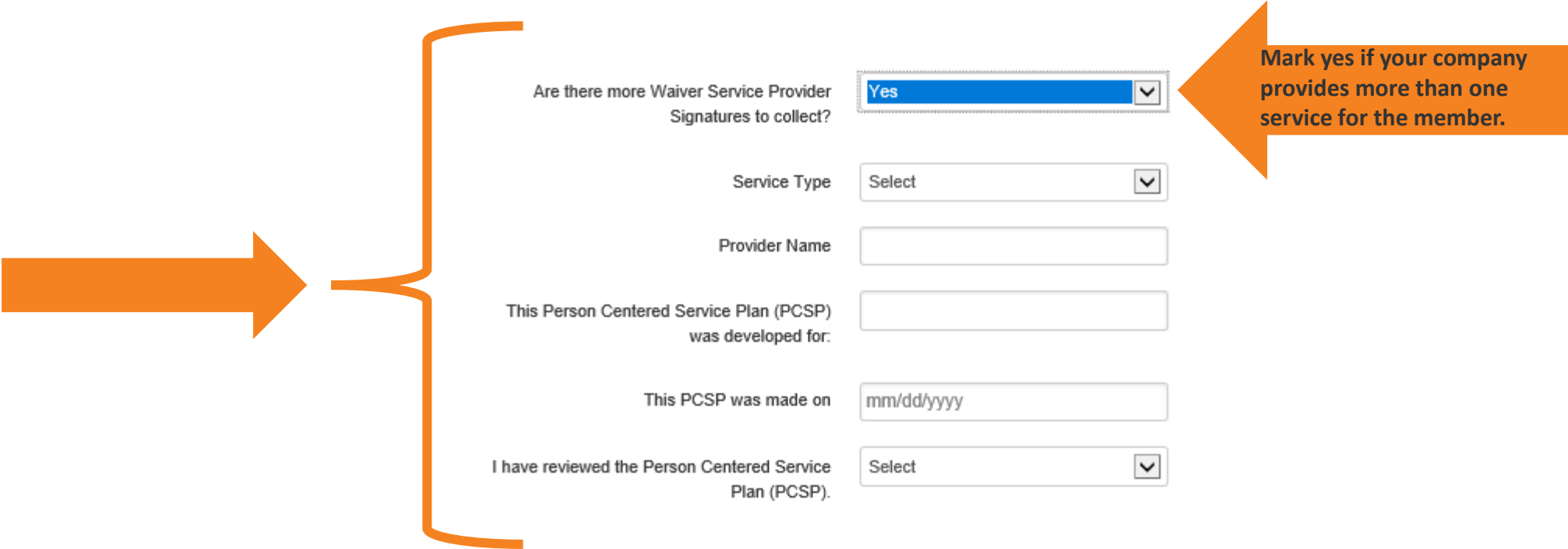
Are there more Waiver Service Provider Signatures to collect?

Other

## Step 8b: Scroll to “Waiver Provider Signature”

HCBS Service Code	Portal Service Type Description
T2021	Adult Day Services
T2016	Adult Residential Services
S5125	Attendant Care
S5190	RN Visits
S5160	Emergency Response Services
S5161	Medical Alert Rental
T2025	Waiver Services – Misc.

# Step 8c: Scroll to “Waiver Provider Signature”



Are there more Waiver Service Provider Signatures to collect?

Service Type

Provider Name

This Person Centered Service Plan (PCSP) was developed for:

This PCSP was made on

I have reviewed the Person Centered Service Plan (PCSP).

Mark yes if your company provides more than one service for the member.

## Step 9: Submit Addendum



Once the PCSP Signature Addendum is complete, a notification will be sent to the Care Coordinator within 24 hours.