



KSFHP Outreach-Screening Protocol

*This protocol should be reviewed with each new family and at least once per year with each established family, upon receipt of an updated **Family Registration Form**.*

1. Verify that the individual/family meets the farmwork, household and income guidelines for KSFHP eligibility. *(Farmwork must be the primary source of income within the past 24 months. Household is defined by a group of people, typically a family that shares all resources, referred to as an economic household.)*
2. Assist family in completing the KSFHP registration. Assure all information is documented including the farmworker's name, household income, household members, insurance status, signature of applicant, and signatures of all adult members of the household. Remind farmworkers of the possible negative consequences of giving false information. *(Proof of farmwork and income must be provided and copied, however in cases where there are no documents; clients may complete a KSFHP Self-Declaration form.)*
3. Determine eligibility based farmwork as a primary source of income and then on family household size and income. Refer to www.ksfhp.org for the current INCOME and DISCOUNT ELIGIBILITY TABLES.
4. Assist or refer* family for assistance in completing Medicaid/SCHIP application if U.S. born or U.S. resident (of more than five years) who may be covered by KanCare. *(For complete information refer to http://www.kdheks.gov/hcf/Medicaid/eligibility_guidelines.html. Covered categories are children, pregnant women, caregivers, and disabled individuals. Explain to client that use of voucher covered services is a temporary option until KanCare coverage is approved.)* * A list of KDHE out stationed eligibility workers is available at the KSFHP Fileshare Website.
5. Explain that KSFHP vouchers are not like insurance and that the assistance is limited, and does not pay for costly emergency services or hospitalization. Encourage farmworkers and families that are U.S. Citizens or Legal Permanent Residents to apply for insurance coverage under the Affordable Care Act at www.healthcare.gov. A list of in-person assistants is available at www.insureks.org
6. Once qualified, help the individual/family identify a medical home (Access Point/Primary Care Provider) and let the family know where to access care when the clinic is not open.
7. Explain KSFHP's sliding fee discounts, nominal fees and co-pays at their established discount level.
8. Ask if any of the family members have health or vision issues that need to be addressed immediately or urgently. Document them and contact a KSFHP regional case manager, health promoter or access point agency to assist with a voucher and appointment. Encourage an annual checkup for all family members, dental services and to check that immunizations are up to date.
9. Ask if there are any concerns with emotional health and/or alcohol use in the family. Explain that KSFHP can cover services in these areas. *If there are concerns, please refer to the **Behavioral Health Protocol**.*
10. Ask if anyone in the family uses tobacco. *If so, please refer to the **Tobacco Cessation Protocol**.*
11. Make sure the family knows how to contact their regional case manager or health promoter if they have a concern or question. *(Provide a current year KSFHP calendar and brochure with contact information.)*
12. Provide the **KSFHP Introduction Letter** and the **KSFHP Client Rights and Responsibilities** for families who are registering or renewing eligibility in the KSFHP Program. These forms are available in English, Spanish and Low German on the KSFHP fileshare or from KSFHP staff.

