



Kansas Department of Health and Environment
Bureau of Community Health Systems
[Kansas Statewide Farmworker Health Program](#)

1000 SW Jackson Street, Suite 340
Topeka, Kansas 66612-1365

Kansas Statewide Farmworker Health Program (KSFHP)

Access Point Agreement

Statement of Purpose:

The U.S. Public Health Service supports the Kansas Statewide Farmworker Health Program (KSFHP). The purpose of the Public Health Service is to maintain the integrity of the nation's health and to contain the spread of disease. All farmworkers, regardless of nationality or legal status in the United States, are the target group of KSFHP, provided that they meet other eligibility criteria for the program.

Explanation:

In an effort to establish and maintain control over limited program funds, **KSFHP** has developed fixed financial policies. In order to provide comprehensive medical services to all farmworkers in Kansas, and pursuant to a goal of health and wellness, the emphasis of this program is on prevention and education, as opposed to acute care.

A primary goal of the program is to utilize local and state services already in existence in the area. When at all possible, these services and subsequent reimbursement systems are to be accessed first.

KSFHP has a **Voucher Form (Referral Form)**, which is used to authorize and pay for health services rendered by contractual providers. These vouchers are issued from two sources 1) the Regional Case Manager for the area, and 2) the contracting **Access Point Agency (AP)**. **KSFHP** will only be responsible for bills generated by patients utilizing the proper voucher procedures, as outlined in the policy document.

The contracting **AP** is a local healthcare facility, usually either a public health department or a primary care clinic. In some instances, the **AP** may be a provider, such as a physician or hospital-based clinic. The **AP** provides a monitored point of entry for the client, assuring the proper assessment and authorization for services needed.

As an **AP**, the primary responsibility is to direct the client to the necessary resources available in the community to meet their health needs. Many services are available at the **AP**, especially if this is a clinic facility. These services will be reimbursed at the Sliding Fee Scale Policy, in accordance to the Federal Poverty Guidelines.

As a contracted Access Point Agency,

(Name of Health Services Provider/Agency/Clinic)

Agrees to:

- A. Determine client eligibility per guidelines contained in the KSFHP Policy and Procedures Manual, available online at <http://www.kdheks.gov/olrh/download/FWHealthPgmManual.pdf>,
- B. Enroll client in KSFHP utilizing the Family Registration Form. The client must be enrolled in the program prior to delivery of services.
- C. Establish and maintain a tracking and referral system by entering each client appropriately in the Encounter Log,
- D. Assess the client and determine initial needs. The AP will be able to meet some of these needs, while others will require outside services.
- E. Arrange for those needs to be delivered by an outside contracted provider when additional services are necessary.
- F. Authorize voucher for the provision of services to clients. The voucher must accompany the client to each provider for proof of authorization for reimbursement.
- G. Monitor and facilitate client healthcare by assisting in treatment plans and follow-up, as well as assessing the appropriateness of care delivered by referral providers,
- H. Maintain a medical record on each client to assist in quality assurance monitoring.

The Kansas Statewide Farmworker Health Program agrees to:

- A. Provide information and resources necessary for AP and healthcare providers to offer services to meet client needs.
- B. Process vouchers and billing statements in a timely manner in order for providers to receive reimbursement.
- C. Develop and coordinate resources with other local programs and providers. This includes negotiation with outside providers for additional services.
- D. Market the availability of services to farmworkers and their families. This will include identifying workers and employers in the area, as well as offering screenings and health related programs in cooperation with local providers.

Health Service Provider/Agency Signature

Date

Kansas Statewide Farmworker Health Representative Signature

Date

Please return the KSFHP Access Point Agreement, KSFHP Provider Agreement, and W9 to your Regional Case Manager or to the main office via EMAIL to kdhe.ksfhp@ks.gov or FAX to (785) 559-4278.
