



Dependent Eligibility Verification Audit

Final Report Executive Summary

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**Prepared for
The State Employee Health Plan
State of Kansas**

Submitted by:

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Summary of Audit

Executive Summary

Sagebrush Analytic Solutions LLC (Sagebrush) was engaged by The State Employee Health Plan (SEHP), State of Kansas (SOK), to conduct the annual dependent eligibility verification audit for calendar year 2021.

Sagebrush's role in the audit included:

1. Assisting the State in developing communications to employees relative to the collection of documentation for the audit.
2. Sending documentation request letters, including return envelopes, to each sampled subscriber.
3. Creating a folder on a secure server for each participant to upload documentation or return via USPS in the enclosed envelope or return via fax.
4. Returning participant phone calls and emails and answering questions.
5. Creating and sending follow up emails as reminders to non-responders to submit documentation.
6. Following up with responders with incomplete submissions.
7. Collecting and reviewing the completeness of submitted documentation needed to verify the eligibility of covered dependents of employees selected for audit.
8. Producing a report that provides the following information:
 - a. A final list of those employees who successfully submitted documentation to verify dependents,
 - a. A final list of those employees who failed to submit the required documentation,
 - b. A final list of those employees who submitted incomplete documentation.

Summary of Results

Total Employees Covering Dependent(s) Selected for Audit:	197
Total Employees Successfully Completing Audit:	174
Total Employees Submitting No Documentation:	20*
Total Employees Submitting Incomplete Documentation:	3**

*Of the 20 employees who submitted no documentation, 4 terminated employment during the course of the audit.

**Of the three employees who submitted incomplete documentation, one terminated employment in June 2022 and the other two are still incomplete; their dependents remain covered by SEHP. Please see the incomplete tab on the Exhibits.

Summary of Audit

Exhibits

- Exhibit 1: Excel spreadsheet of audit results
- TAB I: List of Employees Who Successfully Completed Audits
 - TAB II: List of Employees Who Submitted No Documentation
 - TAB III: List of Employees Who Did Not Complete Audits