
PAYROLL PLUS OF KANSAS, INC.

NEWSLETTER

April 2016

Clocking in and out procedures

1 Direct Support Worker working for 2 Consumers (Clients):

- If a Direct Support Worker provides care for 2 different Clients, please be sure to have the DSW clock out for "Client #1" *before* clocking in for "Client #2." If the DSW doesn't clock out for "Client #1", but clocks in for "Client #2" it will look like overlapping hours and could be looked at by Kansas Medicaid as potential fraud. The AuthentiCare Systems now check for these scenarios on behalf of Kansas Medicaid.

While the Participant is at the Doctor:

- A Direct Support Worker may be clocked in if they are driving the Participant to and from the doctor, but may NOT be clocked in while the Participant is at the doctor's office.

While the Participant should be at School:

- For the IDD Waiver *"SHC/PCS services cannot be provided in a school setting and cannot be used for education, as a substitute for educationally related services, or for transition services as outlined in the beneficiary's IEP. In order to verify that SHC/PPC services are not used as a substitute, an SHC/PCS Services Schedule (MR-10) must clearly define the division of educational services and SHC/PCS services.*

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Exceptions Reports

Reason and Further Description

If the Representative Manager wishes to make a correction/edit on his or her worker's hours, please be descriptive in your reasoning as to why the AuthentiCare times are wrong, or why the worker failed to clock in or out. The narrative, or reason, that is written down on the Exceptions Report has to be put into Kansas AuthentiCare. Kansas AuthentiCare reviews all of the narrative added.

Please be descriptive; Kansas Medicaid will not accept reasons such as *"I forgot, failed to clock in/out, not sure"* etc. If the Direct Support Worker did forget to clock in or out, please put a surrounding reason as to *why* they forgot, or what was going on that caused them to forget.

AuthentiCare is a mandated system; therefore it is crucial that you have your workers use AuthentiCare to clock in and out for every shift.

Also, when completing an Exceptions Report, please be sure to indicate what the clock in or out time should have been for the day. Be sure to indicate whether it was AM and or PM, and the task codes if it was a missing clock out time.

Tasks/Activity Codes

You should not have your Direct Support Workers performing any tasks that are not outlined in the beneficiary's IEP/Plan of Care. (i.e. the Direct Support Worker should not be performing Meal Planning/Prep/Clean up if it is not listed on the IEP).

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Educational services must be equal to or greater than the seven hours per day in which school is regularly in session. These hours do not have to be consecutive hours. The minimum number of hours required for kindergarten students is seven hours per day for those eligible for full-day kindergarten services and three-and-a-half hours per day for those eligible for half-day kindergarten."

<https://www.kmap-state-ks.us/public/providermanuals.asp>.

AuthentiCare Changes

- On January 21, 2016 AuthentiCare changed the acronym **PAS (Personal Attendant Services)** to **Self Directed PCS (Personal Care Services)**. It will still be option 1.
- The change was made for all Waivers (Payroll Plus serves IDD, PD, and TA)
- AuthentiCare changed the acronym **MRDD** to **IDD**.

Notice of Termination

If a Direct Support Worker is no longer working/providing care for the Participant, please notify Payroll Plus right away about their status and rehire eligibility. Under this VFA model, Payroll Plus is required to report employment to:

- Kansas Medicaid on the Participant's behalf
- FUTA, SUTA, and FICA for any reimbursements of taxes. If the employer and/or employee didn't meet thresholds we can report those in a more timely manner.

SUTA Accounts

What is SUTA?

SUTA is state unemployment insurance that is required to be paid by an employer to cover the displaced employees after they are no longer working and wish to collect unemployment benefits. The State of Kansas sets the rates and taxable wage base yearly. This is a tax that by law must be paid by employers; it is not assessed to employees. However, not all employees are eligible for State Unemployment due to their family relationship to their employer.

How does it work?

Employees are not covered by SUTA (state unemployment) until the employer has reached \$1000 of taxable wages in one fiscal quarter. Since Payroll Plus is now fully under the new Fiscal Agent model where the clients are their own employers, beginning in 2016, we have been busy setting up SUTA accounts for each Participant currently enrolled that has met the \$1000 in wages cost, and that has eligible SUTA employees. This will be taken from the employer's budgeted margin from the reimbursement rates set by Kansas Medicaid and the Rate of Pay that the employer has chosen for their workers until the taxable wage base of \$14,000 for 2016 has been met in wages for each individual employee. After the wage base has been met, SUTA taxes are no longer taken from the employer's budget.

How will this affect me?

Now that all clients with Payroll Plus are their own employers, most of our clients are starting at a new SUTA employer rate. This is likely to change based on history of employees filing for unemployment. This could potentially affect your range for determining your Rate of Pay for your workers. Payroll Plus will let you know of any major changes that could affect you.

