
PAYROLL PLUS OF KANSAS, INC.

NEWSLETTER

February 2017

KS AuthentiCare & Exceptions Reports

- If the Representative Manager or their workers have been viewing AuthentiCare times on our website you may have noticed some 1 minute shifts; the reason being that the Attorney General's office stated that no shifts can be deleted from AuthentiCare. **Instead of deleting shifts completely, they will be made 1 minute long so that the Attorney General and the State of Kansas have documentation of what the original shift was, what it is being edited to, and what the reason for the edit was** (the narrative on the Exceptions Reports is added to AuthentiCare and can be reviewed by the Attorney General and the State of Kansas). Any incomplete shift that isn't edited within the 72 hour timeframe, any duplicate clock in/out, and any full shifts the Representative Manager requests be "deleted" will be 1 minute long in order to be in compliance with this new policy.
- **Workers need to clock themselves in and out** with an authorized phone provided by the Participant/Representative Manager. **The Manager should NOT be clocking the worker in and out.**
- **Payroll Plus does not start processing claim-sheets until the pay period is over.** Hours for the 1st-15th will not be processed until the 16th (or the next bank day if it happens to fall on a weekend or holiday) if the claim-sheet has been submitted to Payroll Plus. Hours for the 16th-EOM will not be processed until the 1st of the following month (or the next bank day if happens to fall on a weekend or holiday) if the claim-sheet has been submitted to Payroll Plus. **On a payroll week, after processing a claim-sheet, the money will be in the worker's account in 2 bank days.**
- **Exceptions Reports or Web Exceptions must be done within 72 hours of an error occurring.** Exceptions Reports can be found online at www.payrollplusofkansas.com, or you may call the office and request one. **Manager's must be completing the Exceptions Reports, not the workers.**
- AuthentiCare is mandated by the State of Kansas for Personal Care Services, and being out of compliance with using AuthentiCare could result in termination of our contract with the Medicaid Participant.

Utilization Reports *(Any reserves not claimed by March 1st will be returned to the State!)*

Utilization Reports were mailed out to all Employers on January 23rd, 2017. If the Employer or Representative Manager has not received one, please call our office at 620-846-2658 or 1-888-527-2658 as they are due back by March 1st.

Utilization Reports must be sent back to our office if you wish to claim any excess reserves to your worker(s) as a bonus. Kansas Medicaid took away the option to forward money in the reserves to pay for potential overtime.

Within 30 days of receiving the report back, Payroll Plus will process and pay the worker(s) as requested by the Employer/Representative Manager. **If we don't receive Utilization Reports back by March 1st, Payroll Plus is required to reimburse the State for any Excess Reserves not claimed.**

Payroll Plus will begin processing the bonuses within the first 15 days of March



PCS Daily Limits

The Personal Care Services policy states that up to 12 hours of PCS can be provided for every 24 hour day (with all workers combined). Any exception to the PCS service limit must be identified by the MCO (*Amerigroup, United Healthcare, or Sunflower*) and is subject to MCO authorization. Payroll Plus is not authorized to pay any hours that are outside of the PCS policy or the Participant's Plan of Care.



Kansas Personal Care Directory

Now it's easy – and free! – to connect with people who want to hire personal care and respite workers!

Employers across Kansas are hiring personal care and respite workers through the online **Kansas Personal Care Directory**. Full-time, part-time and seasonal jobs are available. Hours are flexible, with shifts available early mornings, days, evenings and weekends. Emergency backup positions are also available. Often, you'll work the same hours each week.

What do personal care and respite workers do? Personal care and respite workers help people live fuller, more rewarding lives! They help seniors and/or people of all ages with disabilities by assisting them with various tasks of daily living. No experience is necessary, but you must be compassionate, patient, dependable and willing to learn. Here is a sample of some of the job duties:

- Personal care – such as bathing, dressing, eating, oral hygiene, toileting
- Transferring in and out of a wheelchair or bed
- Meal planning and preparation
- Housekeeping and laundry
- Running errands, shopping, getting to work or other activities

Let people find and hire you – at no cost to you! The **Kansas Personal Care Directory** is a free service for people providing personal and respite care in Kansas. All you need to do is apply online and provide information about yourself! Individuals or family caregivers use the Directory to find workers like you! They contact you directly about their positions. You may also apply directly to jobs that interest you on **Kansas Personal Care Directory's Job Board**.

- Apply today by visiting: www.RewardingWork.org/Kansas
- Complete an application online
- Update your information at any time

Learn how to make a valuable contribution to the lives of others:

www.RewardingWork.org/Kansas



The Kansas Personal Care Directory is a partnership between the Arc of Douglas County, the Kansas Lifespan Respite Coalition, and Rewarding Work Resources, a nonprofit organization, and was developed in part with funding from Respite Outreach Care for Kansans Organization.