
PAYROLL PLUS OF KANSAS, INC. NEWSLETTER

February 2018

Tax Withholding Information

If any workers desire to change their tax withholding information, please have your worker call our office. We will then send them new W-4 and K-4 Forms to complete. Upon returning these forms to our office, we will get their withholding information updated in our payroll databases.

Banks Closed on President's Day

For the first pay period of February (February 1st-15th), we will, as usual, begin processing claim sheets on the 16th. Since President's Day falls on Monday the 19th and banks will be closed that day; any workers hours that get processed on the 16th will receive their money on the 21st instead of the 20th. We apologize for any inconvenience.

Advertising for Workers

If the Participant or the Representative Manager is looking for more workers, they could try advertising in a local nursing home, church, college, or somewhere in the community. **If the Participant or their Representative Manager hires a person that has an active CNA License, this job will not keep it active since this is a non-professional service.**

If you desire to hire a new worker, please call our office and we will pre-fill the hire packet over phone intake for the Representative Manager and the worker, and then send it to the Representative Manager for signatures. **Keep in mind, the State of Kansas must clear all of the worker's background checks before they are eligible to start working.**

Utilization Reports

Utilization Reports were mailed out to all Employers on January 25th, 2018 and must be returned to our office by February 28th!

If the Employer or Representative Manager has not received their Utilization Report, please call our office at 620-846-2658 or 1-888-527-2658 as they are due back by the end of February. These reports must be completed by:

1. Writing the amount you wish to apply to your worker(s) as a bonus in the **Chosen Amount Column**
2. Completing the **Survey** by checking all the boxes that apply
3. The Manager must **sign** at the bottom
4. Return the form via fax, email, or mail

If you wish to claim any excess reserves as a bonus to your worker(s), you must send the completed report back to our office. Incomplete reports will not be processed. Only Current staff are eligible to receive a bonus.

Within 30 days of receiving the report back, Payroll Plus will process and pay the worker(s).

If we don't receive Utilization Reports back by February 28th, Payroll Plus is required to and will reimburse the State for any Excess Reserves not claimed on or before February 28th.



AuthentiCare Maintenance

AuthentiCare has scheduled System Maintenance for February 7th, 17th, and 18th. If your workers are trying to clock in or out and experience an issue, please have the worker attempt again later, and then make corrections as needed within 72 hours after the error occurs.

Examples of Fraud

There have been several instances lately where people have been doing things that may be viewed or investigated as fraud, by KS Medicaid, and not realizing it:

- Workers need to clock themselves in and out upon arriving/leaving the Participant's place of residents, using the Participant's phone. Workers must be with the Participant, caring for them, while they are clocked in. If a worker is not caring for the Participant or running errands **for** the Participant, they should not be clocked in.
- A worker should not be clocked in while the Participant is admitted into the hospital or a facility.
- A worker's AuthentiCare ID is made **specifically** for a certain worker; a different person should **never** use that same AuthentiCare ID number to clock in. If you want to hire a new person so that they can be a paid caregiver, please call our office to start a hire packet. **If an AuthentiCare ID is not assigned specifically to you, don't use it.**
- This is a one-to-one service; two workers cannot be clocked in at the same time for a Participant, nor should a worker be clocked in for two different Participants at the same time. Overlapping hours cannot be processed.

Please schedule your workers to stay in compliance with all Medicaid Policies.

Rerunning Background Checks

We are required to rerun all current workers' Criminal and DMV (driving record) background checks every two years. We have starting rerunning those, and if the State of Kansas determines that any workers are no longer eligible due to something on their criminal record, we will notify their Representative Managers.

New Staff at Payroll Plus

Payroll Plus has welcomed two new staff members to our team! Anna will be working mornings at Payroll Plus, and Lisa will be working afternoons. They will taking over Web Exceptions, Paper Exceptions Reports, reviewing AuthentiCare hours, doing phone intakes, Monthly Obligations, etc. We appreciate your patience as we work on getting adjusted and getting these ladies trained.

Reporting Abuse, Neglect, and Exploitation

Any person associated with the health and well-being of the Participant are mandated reporters for incidents of suspected abuse, neglect, exploitation, or fiduciary abuse directly to the appropriate agency responsible for investigating such incidents. The reporter may contact the FMS, Participant's Case Coordinator, Regional CDDO, Regional Quality Assurance field representatives, Child Protective Services; notwithstanding their responsibility to contact the DCF Fraud Hotline.

Upon receipt of a report of Abuse, Neglect, Exploitation, or Fraud Payroll Plus will:

Notify DCF Fraud Hotline 1-800-432-3913 within ten calendar days of suspecting a potentially fraudulent situation as defined under 42 CFR 455.2. In addition to Payroll Plus suspecting fraud, Payroll Plus will notify DCF Fraud Hotline in writing upon receiving a report of alleged fraud from a Counselor/Representative, Participant, Direct Support Worker, or other stakeholders.

Payroll Plus cooperates fully with the Office of the Attorney General's Medicaid Fraud Control Unit. Payroll Plus makes every effort to provide any requested information and documentation within three business days of the request. **Payroll Plus maintains the confidentiality of any investigations performed.**