
PAYROLL PLUS OF KANSAS, INC.

NEWSLETTER

June 2016

Utilization Reports

Please turn in all claim sheets by the end of July so that Payroll Plus can reconcile the account for the Utilization Review.

Every 6 months Payroll Plus sends the Participant or their Representative Manager a Utilization Report (Plan of Care months January through June and Plan of Care months July through December).

- Participants and their staff must claim hours within one month of the last date worked in a given month.
- Within 30 days of the end of June and end of December, Payroll Plus will send the report to the Participant or their Representative Manager showing all detail for the given 6 month look-back period (Revenues, Gross Wages, Employers Payroll Taxes Paid, FICA, FUTA, and Workers Comp).
- **The Participant must respond within 30 days if they wish to utilize any of those funds, either to**
 - **Pay a bonus to current staff**
 - **Leave up to 50% in the account to pay for any overtime (must be clearly indicated on the report)**
- The Participant then lists the workers, and the amount of the total excess (if any) they wish to apply to their DSWs.
- The Participant must sign and return to authorize the payment.
- Upon receipt, Payroll Plus calculates the amount of gross bonus that can be paid to the worker to use the indicated dollars after calculating Employers Payroll Taxes, FUTA, SUTA and Workers Comp on the bonus.

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Vehicle Insurance

In the past, Payroll Plus has always been required to authenticate that there was vehicle insurance for all Direct Support Workers who indicated Transportation as a listed task when first hired. We have also kept workers up-to-date on when their insurance policy expired, and reminded them to send us an updated copy of their insurance card. This was because Payroll Plus was the Employer-of-Record previous to 2015 and had possible liability, or exposure, for any accidents that may happen while a worker was clocked in and caring for the Participant.

Since Payroll Plus is no longer the Employer-of-Record, this liability exposure no longer falls on Payroll Plus, but rather the current Employer and/or the Designated Representative Manager. ***Direct Support Workers are no longer required to send Payroll Plus copies of their vehicle insurance;*** however, we encourage all Employers and/or Designated Representative Managers to verify with your workers that they have insurance on the vehicle they use to transport the Participant to reduce their own potential liability. If an accident were to happen, and the Direct Support Worker did not have insurance, the liability could fall on the Employer and/or Designated Representative Manager.

To report abuse, neglect or exploitation, please call Adult and Child Protective Services at 1-800-922-5330.

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- Within 30 days of receipt of the report, Payroll Plus cuts the bonus check to the worker, as requested.
- **Also within 30 days of receipt, if the Participant does *not* return the report to indicate bonus should be paid, Payroll Plus is required to reimburse the State for any Excess Reserves not claimed.**

KanCare/HCBS Budgets

On May 19th there was an article published by Kansas Health Institute (KHI) that projects cuts from Kansas Medicaid Program (KanCare); an estimated amount of \$56.4 million throughout the state. Though the providers in the Home and Community Based Services for disabled individuals are exempt from the rate reductions, there will be a \$1.3 million reduction in units for Personal Care Service units.

Payroll Plus predicts that Integrated Service Plans for all waivers will likely be reduced by enforcement of the capable person rule and other related policies. We also believe that recoupment for noncompliance of these policies is at an all time high risk. We encourage all our members to be at the forefront with their services and make sure that policies are followed and to be prepared to advocate for their needs.

Conflict of Interest Forms

Payroll Plus has started sending out new Conflict of Interest Forms (mentioned in May's Newsletter). **If you have already received your Conflict of Interest Forms, please complete them and return them to our office as soon as possible. If you have not received yours, Payroll Plus will send those when close to expiring.**

If you chose to mitigate your conflict of interest by a Court Order from a Judge, please get those scheduled before your 1 year is over from the previous Court Order. If you mitigated the conflict of interest with the 50 mile exception, schedule those with your MCO's. **If the Participant and/or Designated Representative Manager takes care of these before they expire, there will be no gap in services; however, failure to comply with this policy could result in gap of services.**

Claim sheet Info



Payroll Plus has created new handwritten claim sheets that can either be found on our website, www.payrollplusofkansas.com or you may call to request some be sent to you.

We would appreciate if you would have your workers start using the new claim sheets (if they use handwritten claim sheets), as they are up-to-date.

- **When clocking in and out, write down the exact time AuthentiCare gives you.** Claim sheets need to match AuthentiCare, and a lot of the times the issue is simply that workers aren't writing down the time AuthentiCare gives them.
- **If claim sheets are faxed or emailed to us, originals do not need to be mailed as well.**
- AuthentiCare is mandated by the State of Kansas for Personal Care Services (PCS). The PCS Policy says that hours have to be authorized before payment can be made to any Direct Support Worker (DSW). Payroll Plus recognizes claim sheets and signatures from the Manager and DSW as the "authorization" that policy requires and that all parties agree the hours are true and accurate. Payroll Plus does not accept electronic signatures for claim sheets and submission of hours at this time; we feel that this could open doors to create possible fraud.



Payroll Plus will be closed on Monday, July 4th in observance of Independence Day.