
PAYROLL PLUS OF KANSAS, INC.

NEWSLETTER

March 2016

Enhanced Care Services (ECS)

Self-Directing Participants or designated representatives are responsible for hiring, supervising and terminating the employment of PCS workers, understanding the impact of those decisions; and assuming responsibility for the results of those decisions.

ECS - Enhanced Care Services (new service that replaced Sleep Cycle). AuthentiCare's automated system has made the change to call Sleep Cycle Enhanced Care Services.

Self-Directing Participants or their Representative Manager should contact their FMS, Payroll Plus of Kansas, as soon as possible if ECS is authorized by the Managed Care Organization and on their Integrated Service Plan. The FMS will provide information and assistance to the Self-Directing Participant or their Representative Manager to discover worker rate-of-pay and number of hours ranges that could be utilized that are within the reimbursement rate.

Recap of KDADS policy

- Minimum 6 hours (within a 24 hour period)
- Maximum number of hours is determined by the Medicaid participant's choice of Rate-of-Pay to the worker for ECS. Most Participants find that they are unable to utilize more than 8 or 9 hours/night and still stay within FLSA minimum wage and overtime requirements within reimbursement limits. (The FMS will work with Participants to help them discover the number of hours/night and Rate of Pay for ECS that would be within reimbursable limits set by Medicaid).
- Self-directing Participants are responsible as employer to ensure adherence to all applicable labor regulations (i.e.: Minimum wage and Overtime when applicable)
- ECS provides supervision (non-nursing physical assistance)

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Background Check Policy

New Policy

The State of Kansas added new background check procedures in late January 2016.

No Criminal History

- Once we run the background check, it takes 2-3 business days for us to get the results if the background check is clear.

Confirmed Criminal History

- If the Direct Support Worker has convictions or adjudications, the State will send us a letter that states whether or not the convictions prohibit the worker from providing services under the HCBS program. This could take a few weeks.

Eligible or Prohibited (due to criminal history)

- Once we receive the letter from the State, we will contact the Participant or Representative Manager and let them know if the State approved the worker or if they determine the Direct Support worker is prohibited from providing services due to the findings. If they approve the worker, we will contact the Manager and give them the Direct Support Worker's AuthentiCare ID and send them the directions. If the Direct Support worker is prohibited from providing services, we will let the Manager know that the worker is not eligible to be a paid Direct Support Worker.

8821 Revocations

You may have received paperwork in the mail from the IRS that states Payroll Plus of Kansas, Inc. will no longer be representing you. These notices are the result of some of our clients having to change the "Employer-of-Record" beginning 2016 due to Kansas Medicaid Policy indicating that the Participants themselves (rather than a representative) was required to be the "Employer-of-Record." Any of our clients who made this change between 2015 and 2016 will likely receive this notice from the IRS revoking Payroll Plus representation for the old Employer Tax ID.

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Enhanced Care Services (ECS) continued...

- ECS worker must be available to provide immediate supervision or physical assistance with tasks such as but not limited to: toileting, transferring, mobility, and medication reminders as needed.
 - The ECS worker should be prepared and capable of contacting a doctor, hospital, or medical professional in the event of an emergency.
 - ECS is designed to provide supervision during a Participant's normal sleeping hours in his/her place of residence.
 - ECS workers must remain in the Participant's home for the duration of this service provision based on the Participant's normal sleep cycle as documented in the Participant's ISP.
 - ECS workers shall be able to be awakened and capable of contacting a doctor, hospital, or medical professional in the event of an emergency.
 - Only one ECS worker shall be paid for services at any given time of the day (i.e.: ECS cannot coincide with any other service).
 - ECS workers shall neither work nor be paid for providing ECS, PCS or other HCSS Program services for multiple HCSS Program Participants at the same time.
- ★ **No person residing in the same residence as the Participant shall be paid to provide ECS unless an exception is identified and authorized by the MCO to mitigate risk of institutionalization, and the exception is documented on the ISP in accordance with the appropriate limitations and exception.**
- AuthentiCare Timekeeping system must be used to track hours of ECS.



**We will be
CLOSED
on March 25,
2016 in
observance of
Good Friday.**

Find the Updated HCBS Final Policies at:

[https://www.kdads.ks.gov/commissions/csp/home-community-based-services-\(hcbs\)/hcbs-policies](https://www.kdads.ks.gov/commissions/csp/home-community-based-services-(hcbs)/hcbs-policies)

HCBS Final Policies → General Policies
→ Personal Care Services and/or ECS

Claim-Sheets (Timesheets)

Handwritten claim-sheets

- Direct Support Workers can use the handwritten timesheets, and write down their clock in/out times after calling into AuthentiCare.

Printed claim-sheets

- Direct Support Workers can go to our website, www.payrollplusofkansas.com and print their AuthentiCare times and turn those in. From the home page, click on *View/Print Hours (Log-in)*, Click *here* to login.

Web-Corrections (Rep. Managers)

- The Manager can also log onto our website to print off their Direct Support Worker's claim-sheets. The Manager also has the option to make corrections/edits on our website (instead of doing a phone recording or an Exception Report).

If you do not have an ID or Password...

- If you do not have an ID or Password for our website, please contact our office for information and assistance at 620-846-2658 or 1-888-527-2658.

Reminder

Please turn in claim-sheets (timesheets) as soon as the pay period is over. Workers have 30 days after the pay period is over to turn in their claim-sheets. We need hours as soon as possible, as the hours become non-payable if not claimed. Direct Support Workers signed a contract that stated they would turn in their claim-sheets in a timely manner once the pay period is over.

Changes in Kansas Policy:

- In the drafted policies, Kansas had stated that workers must be at least 18 years old to provide Person Care Services to members on the IDD Waiver. The final policy, which was posted on March 8th, 2016, now allows workers on the IDD Waiver to be 16 years old.
- The new HCBS Director is Susan Fout.

