
PAYROLL PLUS OF KANSAS, INC. NEWSLETTER

March 2017

Task Codes

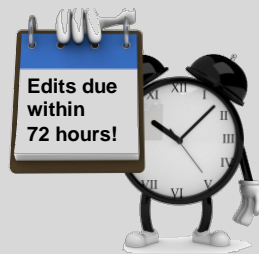
Task codes in AuthentiCare must be consistent with task codes marked on the DSW's claim-sheet. All task codes that are provided for the Participant should be approved on the Participants' ISP/Plan of Care, and if being provided, should be documented in both AuthentiCare and on the DSW's claim-sheet.

Utilization Reports

All Utilization Reports that were returned by March 1st and requested that the excess reserves be applied to any workers as a bonus have been processed and paid out. As for any Utilization Reports that were not returned, the money has been sent back to the State.

Exceptions Reports

As mentioned in previous Newsletters, the Participant or the Representative Manager must be the one completing Exceptions Reports (within 72 hours of the error). Please be very descriptive of how the error occurred, and include the desired correction with AMs or PMs, and the task codes performed. All documentation will be added into AuthentiCare word for word, so be very descriptive in the reasoning behind not using AuthentiCare for any shift/error. The State of Kansas has access to review the documentation and any changes that were made in AuthentiCare.



"Validation of the need for FMS Service Form"

In January we mailed out several forms. **The Validation of the need for FMS Service Form went out to any Participants who did not utilize PCS Services for one or more months in 2016.** When Participants do not have workers work in any given month, it is important to be able to show that you are working toward that goal, and that you continue to have a need for PCS and FMS services being on your Plan of Care. We have been providing you with Information and Assistance through our monthly Newsletters; however, without validation of your use of these services, Payroll Plus is unable to justify to the State that you have a need for PCS Service when you are not utilizing the hours that have budgeted to your Plan of Care. **Therefore, the Validation of the need for FMS Services form comes to you as a means to justify and validate the need for PCS and/or FMS on your Plan of Care for each month in 2016.**

"I&A Monthly Service Form"

The I&A Monthly Service form was sent out to Participants who have not been utilizing their PCS Services in 2017 going forward. Going forward in 2017, Payroll Plus will be providing you with a form we will need you to send back to us each month if you do not utilize PCS service. The I&A Monthly Service form must be returned to our office to indicate that you still need PCS and FMS services on your Plan of Care.

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Rerunning Criminal and DMV Background Checks

As stated in previous newsletters, Payroll Plus has been rerunning all DSW's Criminal and DMV background checks by their hire date anniversary. Upon receiving notice from the State of Kansas that a worker is non-eligible/prohibited, we will contact the Participant or their Representative Manager and notify them. Payroll Plus cannot pay wages for the Participant if the DSW is deemed ineligible/prohibited, effective immediately. **Employers are encouraged to speak with their DSWs concerning any criminal history putting the DSW at possible risk of ineligibility, with understanding that if deemed ineligible/prohibited termination will be immediate!!**



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It is also used as an indicator of what service you used from Payroll Plus that shows you are working toward the goal of utilizing PCS services. The State has indicated that if you do not validate the use or need of the PCS or FMS services, there is no proof of the use/need of these services.

If the Participant/Representative Manager does not return the I&A Monthly Service Form to Payroll Plus it could result in Termination of Payroll Plus as your FMS.

Changes in HCBS

We received an email from Tim Wood, the Executive Director at InterHab, that stated:

"The State is proposing to dramatically reduce the number of local points of access to the HCBS system -- ADRCs, CDDOs, CMHCs, and CILs. If this proposal is successful, 75 local offices will be reduced to 4 regional offices. This means that many Kansans with developmental disabilities will be forced to travel hours to access the system -- especially those in western Kansas. If you want to stop this plan, tell your legislators to intervene on behalf of all Kansans with developmental disabilities. Tell them to call on KDADS secretary Tim Keck to withdraw their ADRC RFP immediately. Tell them remind Sec. Keck that bold, positive change for Kansans with developmental disabilities only comes when the State meaningfully engages with all stakeholders and the Kansas Legislature."

URGENT: Workers Compensation Forms

Payroll Plus sent out some paperwork to all Participants concerning Workers Compensation back in December. However, if we received yours and it was a bit blurry or even a bit too dark, it was rejected. If you have received a new copy in the mail, it is because the one we had previously received was either too dark or blurry. Please resign the form and return it to our office as soon as possible.

New Staff at Payroll Plus

Payroll Plus will be hiring some new staff within the next several months, so we would appreciate your patience as we work on getting adjusted and getting new staff trained.

If you are interested, then go to

http://salsa4.salsalabs.com/o/51104/c/205/p/dia/action4/common/public/?action_KEY=21273 follow the instructions, and the message will be automatically sent to your legislators.