
PAYROLL PLUS OF KANSAS, INC.

NEWSLETTER

November 2016

Abuse, Neglect, Exploitation, and Fraud

All persons connected to the health and well-being of the Participant are mandated reporters for reporting incidents of suspected abuse, neglect, exploitation, or fiduciary abuse directly to the appropriate reporting agency responsible for investigating such incidents. Reporting persons may contact the FMS, Participant's Case Coordinator, Regional CDDO, Regional Quality Assurance field representatives, Child Protective Services; not withstanding their responsibility to contact the DCF Fraud Hotline. Reports are kept confidential.

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

Common examples of Medicaid Fraud:

- DSW claiming hours that weren't actually worked (care wasn't provided)
- DSW claiming hours while the Participant is in a facility or hospital
- DSW being clocked in for 2 participants at the same time (this is a one-to-one service)
- Manager and DSW editing/adding hours in to fulfill Plan of Care
- Forging signatures

Unauthorized Phone Numbers

As the Employer, the Participant and/or their Representative Manager should always provide a phone for their staff to use for clocking in and out. Workers cannot use their own phone to clock in/out; it must be the Participant's or the Representative Manager's phone. If using an unauthorized phone number to clock in and out, the State could potentially come back and recoup those hours for not using an authorized phone number and being out of compliance with the policy. The State could view it as fraud.

If the Participant and/or their Representative Manager wants to add a new authorized phone number into AuthentiCare, please call Payroll Plus. We will send you a form to complete and return to our office. Upon receiving the completed form back, we will add the new phone number into AuthentiCare.

Reporting Incidents

If the Participant has any ER or hospital visits, major accidents, or if there is any suspected abuse, neglect, exploitation, or fraud please call Payroll Plus and the Participant's Care Coordinator to inform us on the situation as soon as possible. We are required to track any major incidents that involve the Participant.



Capable Person Policy

On Oct. 12th, 2016 Centers for Medicare & Medicaid (CMS) sent a letters to Susan Mosier, the current Secretary of the Kansas Department of Health and Environment, that suggested a number of corrections and improvements to the Standard Policy E2016-0006 or more typically known as the 'Capable Person Policy.' CMS also found many inconsistencies with the policy to the respective waivers that will require amendments to the policy or changes to the waiver.

Furthermore, CMS is directing Kansas Department of Aging and Disability (KDADS) to halt on implementation of the 'Capable Person Policy' at this point in time until all amendments are approved by CMS. The date for this approval is yet unknown at this time.

The HCBS participants who have experienced cuts to their Integrated Services Plans (ISP); we would urge you to speak with your Care Coordinator with your MCO to find out if the ISP can revert back to what was previously authorized until the Cable Person Policy has been reviewed by CMS.



AuthentiCare Service Codes

When Direct Support Workers clock in, they need to clock into "**Self Directed PCS**" which is option 1. Workers should **not** clock into "Supportive Home Care." If the Participant also has Enhanced Care Services authorized on their Plan of Care/ISP, then his/her worker would clock into "**ECS**" which is option 2. ECS does not require task codes when clocking out.

Turning in Claim Sheets

As the Employer, you should ensure that hours are claimed for payment as soon as possible after the end of the pay period. By policy, for hours to be payable, they must be claimed through submission to Payroll Plus within 30 days of the pay period end date. The hours may become non-payable if not claimed timely. Self-Directing Participants and Direct Support Workers signed a contract stating that they would turn in their claim sheets in a timely manner at the end of the pay period. Claim sheets can emailed, faxed, or mailed to our office.

Reminder:

- Workers can either complete hand-written claim sheets (provided by Payroll Plus)
- Or they can log onto our website and print their AuthentiCare times

Change of Address

Any changes of address (*for the Participant, Representative Manager, Direct Support Worker, etc.*) should be reported to Payroll Plus as soon as possible so that we can keep our databases up-to-date.

We need current addresses to ensure that paystubs, W-2s, and all other paperwork are sent to the correct address.



**Payroll Plus will be closed on
Thursday, November 24th
and Friday, November 25th.**

Happy Thanksgiving!