

## KS AuthentiCare DSW Check-in/Check-out Procedure

Worker Name:

Worker ID:

Service: **TA Self Directed Attendant Care**

Instructions to <b>Check-in</b>	
1	Dial <b>1-800-903-4676</b> from the client's touch-tone phone.
2	Enter your <b>worker ID</b> number followed by the pound (#) sign when prompted.
3	<b>Press 1</b> for Check-in
4	You will then hear the name of the client you are there to serve. If it is correct, <b>press 1</b> . If KS AuthentiCare does not recognize the phone number you are calling from, you will be asked to enter the client's ID number (Medicaid number) followed by the pound (#) sign.
5	You will hear: <b>TA – Personal Service Attendant – Press 1</b> .
6	KS AuthentiCare will then repeat back your name, your agency's name, the client's name, and the service to be provided. If this is all <b>correct, press 1</b> . If the information is <b>not correct, press 2</b> . You will be able to correct the information before you finish the call.
7	If the information is correct, you will be told that the check-in was successful at (states the time). At this point, you will be instructed to press 2 to end the call.
Instructions to <b>Check-out</b>	
1	Dial <b>1-800-903-4676</b> from the client's touch-tone phone.
2	Enter your <b>worker ID</b> number followed by the pound (#) sign when prompted.
3	<b>Press 2</b> for Check-out
4	If you failed to check in, the IVR will read the client back to you. If it does not recognize the phone number you are calling from, you will be asked to enter the client's ID number (Medicaid number) followed by the pound (#) sign. You will also be asked to select a service.
5	Some services will require the entry of activity codes. You will be prompted to enter the <b>activity codes one at a time. After the entry of each code, press the pound (#) sign</b> . KS AuthentiCare reads the activity code, asks you confirm it is correct, and then asks you to enter another activity code if needed. <b>Once you have entered all activity codes, press 8</b> to continue to the next step.
6	KS AuthentiCare will repeat back your name, your agency's name, the client's name and the service you provided. If this is all <b>correct, press 1</b> . If the information is <b>not correct, press 2</b> . You will be able to correct the information before you finish the call
7	If the information was correct, you will be told that you have successfully filed your claims and the time. <b>Press 2 to end your call</b> .

## Activity Codes for Technology Assisted Waiver

<b>Activity</b>	<b>Includes</b>	<b>Code</b>
Lifting	Lifting/Body Mechanics/Transfer/Position	41
Personal Care	Dressing/Bathing/Hair/Oral/Skin/Nail	42
Nutrition	Diet/Nutrition Prep/Clean-up	43
Toileting	Toileting/Diapering/Personal Adjustment	44
Housekeeping	Housekeeping/Laundry	45
Ambulation	Ambulation Technique Assistance	46
Medication	Medication Administration	47
Oxygen	Oxygen Administration	48
CPR/First Aid	SAME	49
Emergency	Emergency Procedures	50
Tracheotomy Care	SAME	51
Seizure Control	SAME	52
Infection Control	SAME	53
Suction	Suction Machine Use	54
Glucometer	Glucometer Use (blood sugar monitoring)	55
Vital Signs	Vital Sign Monitoring (Temp, BP, Pulse, Pulse Ox, Resp)	56
NG	NG/GT/NJ Feeding and Care	57
Catheter	Catheter Care/Recording Input & Output	58
Enema	Enema/Suppository Insertion	59
Range of Motion	Range of Motion Exercises	60
Documentation	Documentation/Record Keeping	61
Recreation	Recreation/Socialization	62
Transportation	SAME	63
Hearing	Hearing Impaired Assistance	64
Visual	Visually Impaired Assistance	65
Communication	Communication Technique Assistance	66
Behavior Modification	Behavior Modification Technique Assistance	67
Other	SAME	68