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

Worker Name:

Worker ID: Service: **I/DD Personal Assistant Services**

	Instructions to **Check-in**
1	Dial **1-800-903-4676** from the client's touch-tone phone.
2	Enter your **worker ID** number followed by the pound (**#**) sign when prompted.
3	**Press 1** for Check-in.
4	You will then hear the name of the client you are there to serve. If it is correct, **press 1**. 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 a list of services available for the client: **Press 1** for I/DD Self Directed Personal Assistant Services. **Press 2** for I/DD Sleep Cycle Support. **Press 3** for I/DD Overnight Respite. **and so on...**
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 **correct, press 1**. If the information is **not correct, press 2.** 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 **Check-out**
1	Dial **1-800-903-4676** from the client's touch-tone phone.
2	Enter your **worker ID** number followed by the pound (**#**) sign when prompted.
3	**Press 2** 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 **activity codes one at a time**. **After the entry of each code, press the pound (#) sign**. KS AuthentiCare reads the activity code, asks you confirm it as correct, and then asks you to enter another activity code if needed. **Once you have entered all activity codes, press 8** 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 **correct, press 1**. If the information is **not correct, press 2.** 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, the time, and to **press 2 to end your call**.

Activity Codes for Personal Assistant Services for I/DD Waiver

At the end of visit, when you are ready to time-out, use these codes:

Activity	Code
Bathing	11
Dressing	12
Oral Hygiene	13
Hair Care	14
Skin Care	15
Nail Care	16
Shaving	17
Prosthetic/Orthotic Assistance	18
Toileting	19
Transfer	20
Walking/Mobility	21
Wheelchair Maneuvering	22
Eating	23
Meal Planning/Preparation/Clean-Up	24
Shopping and Errands	25
Medications/Treatments	26
Transportation	27
Use of Telephone	28
Laundry	29
Housekeeping	30
Minor Sewing/Mending	31
Exercises/Range of Motion Activities	32
Other Health Maintenance Activities	33
Assistance in the community	34
Non-Physical Support/Supervision to Assure Health and Safety	35
Retainer Services	36
Direct Support Worker Training	37
Money Management	38
Teaching Opportunities	39
Leisure or Recreation	40