



# LIFE PATTERNS INC.

## *Life Patterns Lowdown*

### Waiver Changes

Anybody who received a letter referencing not being able to work more than 40 hours per week; it is our understanding that KDADS has again changed the language that is being submitted to CMS for approval.

Until we have an understanding of what that language is, we encourage you to continue using services as you have been until we receive further clarification. We will update you once we have more information.

### Excess Funds

The State of Kansas sets a reimbursement rate for all waivers and Life Patterns Inc. pays out wages based on projections for the cost of FICA taxes, unemployment insurance, workers compensation, and the max rate of pay for the employees.

At the end of our fiscal year, we know exactly what the direct costs are and are able to calculate the difference of the state's reimbursement rate and the total cost of wages. If any funds are remaining, we can pay that to the employees at the end of the year. **If employers are not paying out the maximum rate of pay, we will NOT be calculating the excess funds.**

This will be calculated after the December 15th paycheck, and will be paid out on December 29th along with normal wages.

If an employer has more than one employee, we will be reaching out to them by email or phone to determine how to distribute the funds. If only one employee is with the family, this will be automatically processed to that worker.

**Time will be limited in the final days of 2023 to get this completed, so be sure to respond as soon as possible. Any funds that are not distributed will be returned back to the state of Kansas.**

### In this issue:

- \* Waiver Changes
- \* Excess Funds
- \* New Topeka Staff
- \* Address Changes
- \* AuthentiCare
- \* Holiday Hours
- \* From the Desk of Jon

### New LPI Staff

Haley Pate is joining our Topeka location as a program coordinator. Haley comes with 18 years of experience as a paraprofessional with Topeka Public Schools and has worked 20 plus years in the service industry. Her experience will help provide great consumer service to all our families.

### Address Updates

If there are any address changes for employees, please fill out the address change form and return to our office.

It can be found on our website at [www.lifepatternsk.org](http://www.lifepatternsk.org). W2's will be sent out in January. Please get any updated addresses to us before then.

# AuthentiCare EVV Updates and Policy Changes

You may have noticed issues with clocking in and clocking out over the past couple of weeks. AuthentiCare has been updating its program and system. This has come with some changes moving forward for workers.

Please have your workers listen carefully to the services while clocking in, especially if they are clocking in for someone on the FE Waiver. The order of Services has changed and workers should only be clocking into services that begin with "Self Directed" services if they are with Life Patterns Inc.

If AuthentiCare is asking for an observation code, press "8" and continue the call to get your call completed. This will override the code request.

For those directing services that are setup to login into AuthentiCare to view hours, they will need to update their passwords themselves through the "Forgot Password" option.

## **POLICY CHANGES FOR EDITING AUTHENTICARE & LATE EDITS**

Starting January 1st 2024, new documentation will be required for any changes to the AuthentiCare system. We will need the enclosed form to be completed for any open ended shifts for workers. The form **MUST** be signed by the employee and the person directing the services. This is to ensure that both the worker and the employer agree to the changes being made to the logged hours in AuthentiCare.

Any edit requests that are submitted through the website or email will not be made after January 1st, 2024. Please make copies of the edit request form enclosed for your use. It can also be found on our website at [www.lifepatternsks.org](http://www.lifepatternsks.org).

Edits are to be completed within 48 hours of the original shift. We understand that it has been hard to ensure that workers are logging hours, but please remind your workers of the importance of using AuthentiCare. The use of AuthentiCare is mandated by the state of Kansas. This has affected us as well, and we are continuing to notify AuthentiCare with any issues that come, and have given our opinion on the changes to both AuthentiCare and the State.

## **Holiday Office Hours**

December 25th & 26th

CLOSED

January 1st, 2024

CLOSED

To the Life Patterns Families,

Here we are, ending 2023 and ready to start 2024. Doesn't seem like another year has passed by us, does it? The end of the year can bring on different emotions and feelings. Life Patterns, Inc. would graciously like to thank each and every one of our families for being a valued partner. With that being said, we wish you all a Happy and Safe Holiday Season!!!!

~ Jon