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## Life Patterns Lowdown

### PLANNING FOR SUMMER

Amidst all the commotion about COVID-19; we want to take an opportunity to provide you with some tips and helpful information on planning for summer. Summer is an opportunity to get out into the community and enjoy events. We are hopeful that this temporary shutdown won't last much longer.

Many of you may need additional Person Care Attendants for and during the Summer months. Being proactive can help you find the best fit when hiring someone. Some things to remember when hiring:

#### TRAINING / QUALIFICATIONS

- ◆ Ask if the potential worker has experience working with individuals with disabilities.
- ◆ Does the potential worker have any formal training?
- ◆ Is he or she willing to transport if needed, and have a valid Driver's License?

Also, it is important that the characteristics of your potential worker will best provide the support that you will need.

#### CHARACTERISTICS

- ◆ What personality traits does the potential worker have that line up with yours?
- ◆ Make sure that they are easy to communicate with, and that they can understand your needs.
- ◆ Make sure that you can enjoy the time that will be spent together.

Be sure to have a job description for your potential worker. This way they understand and know what is expected for the position.

#### MAKING A JOB DESCRIPTION

- ◆ Make a list of all the things/tasks that they will be expected to do, so they can let you know easily if the job is a good fit for them.
- ◆ Make sure you have open dialogue and constant communication.

These are a few things that you can keep in mind as you look for additional help and while hiring a new Personal Care Attendant. If you need additional help promptly, we also recommend meeting up with potential new hires by phone or video conference for now, as the threat of this virus continues. In the meantime, as warmer weather approaches, we hope that you stay safe and healthy.

#### Other things to consider...

##### CHANGES IN HOURS

Some individuals get an increase in hours for the summer months, so we encourage you to check your ISP. You should have a copy of this from your Managed Care Organization/Case Coordinator, but if you don't have a copy on hand or if you need help understanding the hours, please call your Life Patterns office! We are happy to help!

##### RETURNING WORKERS

If you have a worker that's returning after 3 months or longer, you must notify us before they can work. To keep our systems clean, we periodically review employees' files to see if they are current. It is important to make sure their background checks are up-to-date before they start working again, as we are required to rerun them every 2 years. With that, you may have to wait for their background checks to clear again before they are eligible to work.

##### NEW WORKERS

If you are wanting to hire a new worker before Summer starts, you may find hire packets on our website, [www.lifepatternsks.org](http://www.lifepatternsks.org), as the hire packets have been updated recently. You may also call our office to request one to be sent to you. Once all the correct paperwork is returned to Life Patterns, we will submit the worker's background checks. Upon clearing all of the background checks, we will reach out to the Employer or Designated Rep to notify them that their worker is eligible to start working and give them the worker's AuthentiCare ID number.

# LEGISLATIVE UPDATE

A few weeks ago, we had posted on our Facebook about the need to contact your Legislative Representatives to raise the awareness of the need for two bills. One being the Senate Bill 348 and the other being House Bill 2550. These proposed bills would both be increases for HCBS waived services. However, the difference is Senate Bill 348 is a 7% increase for Fiscal year 2021, 6% increase for Fiscal year 2022, 5% increase Fiscal year 2023. This bill has been referred to the Committee on Ways and Means. There was a hearing scheduled on February 12<sup>th</sup>, 2020.

House Bill 2550 is proposing an increase in funding for those same Fiscal years but only for the I/DD waiver (Intellectual Developmental Disability). House Bill 2550 was "Stricken from Calendar by Rule 1507" on February 27<sup>th</sup>, 2020.

It is very important to still contact your Legislative Representatives and urge them to pass Senate Bill 348 to continue to increase the reimbursement rates. That way it can help to possibly keep your workers and help in the future to find additional workers in this field.

We will continue to stay involved with advocates at the State House and keep you informed as this legislation progresses.

## AuthentiCare App for Employees

There is a link on our website, on the homepage, for workers to request access to use the AuthentiCare mobile app. After we have received the request, we will get the worker set up and email them directions on how to use the app.

## Coming soon... Life Patterns Podcast!

Let us know if there is a specific topic you would like covered on the podcast!

*Our offices will be closed on  
Friday, April 10th for Good Friday.*

## Viewing AuthentiCare

If you are the Employer or Designated Representative, you have access to log into AuthentiCare to view your workers hours, look for missing clock ins/outs, view monthly authorized hours, check remaining hours for the month, run reports for past and present hours, etc. It is good to review these on a daily basis to ensure that edits are being made timely so that your workers are getting paid for all of their hours.

## It's almost tax time!

Don't forget, the deadline to file taxes is on **Wednesday, April 15th!** However, The tax **payment** deadline has been extended until **July 15th!** Please check with your employees to see if they have received their W-2s. If they haven't received them, they will need to call our office and get their addresses updated so we can get their W-2 resent.