

Required Report Uploads

- Monthly Report and Initial Assessment must be uploaded to the Case Information Page in KidTraks.
 - It is important to follow the naming conventions outlined in the Provider Desk Guide. Family Pres monthly reports should be uploaded using the following format. **June2020_FamPresPerDiem_JohnSmith**
 - Please include the words “**Initial Assessment**” in your name for the Initial Assessment upload so those are able to be located consistently.
 - Please do not combine the Family Pres report with reports from other service standards. For example, if your client switched from Comprehensive Home Based Services to Family Pres mid-month, there should be two separate reports for each service standard.

Report Content

- Document use of approved evidence-based practices. Many reports we are seeing so far lack this information.
- It is important that you document all contacts and sessions with the family. **Although this is a per diem program, dates of service, start/end times, method, and location should still be shown on the report.** This helps the auditors verify services and safety checks.
- When working the invoice, KidTraks staff look for the following in the monthly report.
 - Start of services to turn on per diem.
 - Per the DCS Service Standard and Auditor of State requirements, a phone call to merely introduce yourself and set up the initial appointment does not qualify to turn on the per diem. In order to begin paying the per diem, meaningful services must be given.
 - Weekly contacts
 - **Weekly safety checks must be documented in the monthly report. (Date, Start/End Time, Method, Location)**
 - If you are unable to do a safety check, document it. (Attempts to contact the client must be documented such as calls, texts, emails to FCM, drop ins at the home, etc. If there is not documentation that the provider made reasonable efforts to engage the client and perform the safety check within the home, that time frame will not be billable to DCS. If you are unable to enter the home due to the client testing positive for COVID or experiencing COVID related symptoms, document that information in your monthly report.)
 - End of Services or Child Removal
 - If services end for any reason, it needs to be well documented in your monthly report in order to pass audit.
 - Per diem stops when a child on the referral is removed from the home. You are unable to bill beyond that date under that referral.

Invoicing

- Invoices should be submitted once per month, after Monthly Reports are uploaded.
 - The system changes that went into effect July 10th allow for a date range. Please bill the client’s charges on one invoice line for the month.
- Vendors should **not bill using a Person ID** on the invoice line. The charges need to be applied to all participants on the referral.

Re-bills for Safety Check Denials

- If the provider can provide documentation of calls, texts, emails to FCM, and attempted visits to the home, they may bill the full duration of the month.

Family Preservation Invoicing

Updated 11/20/2020

- If the provider is unable to provide evidence of attempts to perform the required in home safety checks, the time period in which the check was not performed is not billable to DCS. If the client no shows or cancels a safety check, the provider must make reasonable efforts to reschedule the safety check for the week.
 - For example, if the provider performed a safety check only on 9/4/2020 and then 9/25/2020 with no attempts to engage the client the provider may only bill DCS for 9/1-9/4 and 9/25-9/30.
- If the provider is unable to perform a safety check due to a client testing positive for COVID or experiencing COVID related symptoms, make sure it is documented in the report. A specific service provider experiencing symptoms does not remove this requirement from the provider's agency. The vendor must provide that critical safety check for the family by use of another staff member.