

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 and be asked to choose the one you are there to perform by pressing the appropriate number on the phone key pad.
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 and 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.

KS AuthentiCare 1-800-903-4676

Activity Codes for Personal Assistant Services (T1019) and Supportive Home Care (S5125) in the MR/DD Waiver and Self and Agency Directed Personal Services (S5125) in the PD and TBI Waivers

Activity Description*	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 – MRDD ONLY
DSW Training	37 – MRDD ONLY
Money management	38
Teaching opportunities that may include therapeutic or academic components	39 – MRDD and PD ONLY
Leisure and/or recreational activities	40

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 or, 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 is 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 and 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 and press 2 to end your call.