KidTraks e-Invoicing *Quick Reference* Guide for DCS Foster Parents

Per Diem (version 1.1)

Licensed foster parents are entitled to a daily payment amount for each child placed in their home by DCS. These payments are meant to cover the reasonable cost of food, clothing, shelter, daily supervision, travel expenses for visitation with the child's family and travel to and from the child's school, personal incidentals for the child, and school supplies.

Foster parents should receive for each child placed with them an Individual Child Placement Referral (ICPR), which includes the daily rate of payment, as well as information needed to invoice for per diem. New ICPR's are generated each calendar year and when a child changes category of service or age category.

Per diem should be submitted on a separate invoice from any other expenses so that processing of the higher-dollar per diem invoices can proceed as quickly as possible.

More detailed information is available in the DCS Foster Parent Provider Manual, available at: http://www.in.gov/dcs/2985.htm

KidTraks System Requirements:

- **Please use a PC or laptop; NOT a mobile device**: KidTraks works well on PC's and laptops but not consistently well on mobile devices such as smart phones and tablets.
- **Please use Firefox or Internet Explorer; NOT Chrome or Safari**: KidTraks works well with Firefox and Internet Explorer but not consistently well using other web browsers such as Chrome and Safari.

Recorded Demonstrations:

Following is a link to a 14 minute demonstration of per diem e-invoice submission via KidTraks e-Invoicing as well as a 20 minute demonstration of KidTraks navigation. Clicking on the ⤢ at the upper-right of the screen is recommended in order to maximize the screen:

1. **Submission of a Per Diem e-Invoice:** https://indiana.adobeconnect.com/p4ryp1r59vp/
2. **KidTraks Navigation:** https://indiana.adobeconnect.com/p8whizovduv/

Step-by-step guidance for KidTraks e-Invoicing for Per Diem:

1. **Please ensure that (1) you are eligible to receive reimbursement and (2) timing is right for submission:**
   - To be eligible to invoice for **per diem**, the child has been placed in your home during a previous month.
   - You were licensed as a foster parent during the time period for which you're invoicing.
   - You have an ICPR that covers the child's placement dates, & it is now after the month for which you're invoicing.

2. Please have the **Billable Unit Referral ID** (i.e. PL number) from the ICPR handy for each child, as that will be needed below. ICPR's are available in KidTraks by selecting **"Referrals"** from the blue menu bar near the top of the screen, and then selecting **"Placement Referrals."** Your current ICPR(s) should then be listed for you.

3. Login to KidTraks: https://magik.dcs.in.gov via PC or laptop using Firefox or Internet Explorer, and select **KidTraks** at the left of the screen.

4. From the blue menu bar near the top, select **"Invoices"** then select the **"Add New \ Submit Pending Invoice"** tab.

5. Complete the following fields on the **"Enter Invoice On-line"** tab:
   a) **Voucher Type:** Select **"Family Foster Home"**
   b) **Bill Type:** Normally **"First Bill"** unless **Re-Billing** after a previous denial.
   c) **Invoice Service Type:** Select **"Foster Parent"**
   d) **Invoice Number:** User-assigned unique identifier, up to 8 letters/numbers/characters (e.g. Jun-16).
   e) **Period Start:** First of the month you're billing for (mm/dd/yyyy).
   f) **Period End:** Last day of the month you're billing for (mm/dd/yyyy).
   g) **Email Address & Phone Number:** Should auto-fill.
   h) **Comments:** Normally to be left blank.

6. Click on the gray **"Add"** button at the lower-left of the screen.

7. Click on the gray **"Add Invoice Line"** button at the far right of the next screen.

8. Complete the following fields on the **Invoice Details** tab:
   a) **Referral ID**: Please enter the Billable Unit Referral ID (i.e. PL number) from the bottom of the ICPR. **Please note that format has to match exactly, including the dash after the "PL" (e.g. PL-123456).**

      IMPORTANT – after entering the Billable Unit Referral ID, click on the icon just to the right of the Referral ID field, which should auto-fill Service, Component, Person ID, Case ID, Rate & County. Please do not change any of this info. If it is incorrect, there is likely a problem with the ICPR. If this info does not auto-fill after clicking on the icon, please e-mail DCSResourceUnit@dcs.in.gov including a screen-shot of the issue so that a system fix can be put in place.

   b) **Start Date** & **End Date**:
      - If the child was with you the entire month, then **Start Date** would be the first of the month you're billing for, and **End Date** would be the last day of that month.
      - If the child was placed with you the 15th of the month, then the **Start Date** would be the 15th.
      - If the child left on the 20th of the month, then **End Date** would be the 19th, as DCS pays for the day the child arrives but not the day the child leaves.
      - Dates can be typed-in (mm/dd/yyyy) or selected using the calendar provided to the right of each field.

   c) **Billed Units**: Enter the number of days you're billing for; then select **"Day"** from the drop-down to the right.
   d) **Billed Rate**: Should auto-fill from the ICPR.
   e) **IMPORTANT:** Click on **"Calc Amount"** which will multiply the rate times the number of days.
   f) **County**: This is the Case County and will auto-fill from the ICPR.
   g) **Place of Service** & **Comments**: These are both normally blank; however if you're billing for per diem for more than 90 days ago, then please include some explanation in the **Comments** area.
   h) **Save** or **Save/Add**: Use the **"Save"** button when you have no more expenses to include on this invoice. Use the **"Save/Add"** button to add another invoice line; i.e. when you have multiple children placed with you, or if a child placed with you got a new ICPR mid-month.

9. Check **"Status"** indicators toward the right of the screen for **green**, yellow or **red**:
   - If indicators are all **green**, then you're ready to proceed to step #10 below.
   - If indicators are yellow or **red**, select the **"Invoice Errors"** tab near the center of the screen. Error messages provided should indicate the problem and how to fix it.
   - If invoice line info needs to be changed, select **"Invoice Details**" tab, click on the blue **"Edit"** at the left of the screen, make any needed changes, and click on the **"Save"** button at the bottom-left of the screen.
   - The **"More Information"** tab also may include info that needs to be edited to fix any errors indicated.

10. From the Action drop-down menu at the upper-right of the screen, select **“Submit Invoice”** and click on **“Go.”**

11. Take a final look at the invoice info you’re about to submit, and if it appears ready for submission, then click on the check-box at the lower-left of the screen: **“I Agree to the Terms of Use”** and click on the **“Submit and Continue”** button at the bottom of the screen.

12. Status indicator at the right side of the screen should now indicate **“Submitted”** which means ***you’ve successfully submitted your invoice to DCS!*** Payment of per diem should occur in approximately 7-14 business days from the date of submission.

13. Optionally, you can view your submitted invoice by selecting **“Invoices”** from the blue menu bar near the top. Then on the **“Invoice Inquiry”** screen, click on the drop-down arrow at the right of the screen, select **“All Transactions”** and click on **“Go.”** Your submitted invoice should now come into view and indicate status: **“Submitted to DCS.”**