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

Birthday & Holiday Allowance (aka Special Occasion Allowance) (version 1.3)

Foster parents are encouraged to purchase birthday & holiday gifts for children in their care. DCS will reimburse foster parents up to $50 for **Birthday Allowance** for each child placed with them on the child's birthday and up to $50 for **Holiday Allowance** for each child placed with them December 25th.

Invoices for **Birthday Allowance** can then be submitted on or after the child's birthday; invoices can be submitted for **Holiday Allowance** on or after December 25th. **There are no referrals for Birthday or Holiday Allowances.**

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

The following items are not permitted: piercings, tattoos, tobacco products, alcoholic products or beverages, firearms/weapons, fireworks, lottery tickets, gift cards (gas, VISA, Wal-Mart, etc.), cash, checks or money orders.

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

Guidelines for Receipts:

- Receipts are required for all birthday & holiday expenses claimed and should clearly indicate the following:
    1. Item purchased
    2. Cost of the item
    3. Date of purchase
    4. Child for whom item was purchased (if billing for multiple children)

- In order to submit electronically via KidTraks e-Invoicing, receipts must be electronically attached, so receipts will first have to be scanned to a PC or laptop in one of the following formats: .txt, .doc, .xls, .pdf, .docx, .xlsx. If that's not feasible, then paper invoicing will need to be utilized to claim reimbursement.

- Please ensure that the receipt indicates actual payment vs. any other shipping document you might have. This is especially pertinent for on-line purchases. Similarly, receipts for purchases via layaway should indicate final payment & total payment amount.

- Multiple receipts can be scanned to multiple documents or all to a single document; either is fine. The important thing is to make sure that information is clearly visible on the scanned document. It's also important if you're billing for multiple children and/or the receipts include any other purchases, that you've clearly indicated on the receipts which expenses are for each child [e.g. prior to scanning, write the child's first name next to their listed gift(s)]. It's also very helpful if receipt information is in the same order as entered on the invoice.

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 13 minute demonstration of Birthday / Holiday Allowance 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: **(Please Note: Recordings are viewable via FIREFOX or CHROME):**

1. **Submission of Birthday/Holiday Allowance e-Invoice:** https://indiana.adobeconnect.com/p516ha7vsyf/
2. **KidTraks Navigation:** https://indiana.adobeconnect.com/p8whizovduv/

Step-by-step guide for KidTraks e-Invoicing for Birthday & Holiday Allowance:

1. **Please ensure that (1) you are eligible to receive reimbursement and (2) timing is right for submission:**
   - To be eligible to invoice for **Birthday Allowance**, the child must have been in placement with you on the child's birthday, and it is now on or after the date of the child's birthday.
   - To be eligible to invoice for **Holiday Allowance**, the child must have been in placement with you December 25th, and it is now on or after that date.

2. Please have child's **Person ID** and **Case ID** handy, as those will be needed further below. Both numbers are available near the bottom of the child's ICPR. 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"**

3. Scan receipt(s) to your PC or laptop. **Please ensure the above guidelines for receipts are followed.**

4. 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.

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

6. 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. BDAY21).

   e) **Period Start:** Earliest service date of birthday/holiday you're billing for (mm/dd/yyyy).

   f) **Period End:** Latest service date of birthday/holiday you're billing for (mm/dd/yyyy)

      PLEASE NOTE: Following are important aspects of **Period Start** & **Period End** dates:
      1) Service date for birthday allowance is the child's birthday, and service date for holiday allowance is December 25th.
      2) All birthday/holiday service start & end dates (see 9f below) you're billing for must be between the **Period Start** & **Period End** dates.
      3) **Period End** date must not be a future date.

   g) **Email Address & Phone Number:** Should auto-fill.

   h) **Comments:** Normally to be left blank.

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

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

9. Complete the following fields on the **Invoice Details** tab:
   a) **Referral ID**: Please leave this field blank, as there are no referrals for Birthday & Holiday Allowance.

   b) **Service**: Select **"30002 - Personal Allowance"** from the drop-down menu.

   c) **Component**: For Holiday Allowance, select **"11492 - Holiday Allowance"** and for Birthday Allowance, select **"11493 - Birthday Allowance"** from the drop-down menu. (Hint: drop-down selections are listed in alphabetical order).

d) **<u>Person ID</u>** & **<u>Case ID</u>**: Please enter both of these numbers, which are available near the bottom of the ICPR.

e) After entering **<u>Case ID</u>**, then click on the icon just to the right of that field, which will populate the case County (below).

f) **<u>Start Date</u>** & **<u>End Date</u>**: Enter same service date (i.e. child's birthday for birthday allowance, or Dec 25th for holiday allowance) for both **<u>Start Date</u>** & **<u>End Date</u>** (mm/dd/yyyy), or select the date using the optional calendar provided to the right of each.

g) **<u>Billed Units</u>**: Enter the number **"1"** and then select **"Each"** from the drop-down menu just to the right.

h) **<u>Billed Rate</u>**: Enter the gift purchase amount <u>up to the $50 limit</u>, and then click on **"<u>Calc Amount.</u>"** Please note that multiple items per child can be combined on a single invoice line with a combined cost/rate.

i) **<u>County</u>**: This is the Case County and will auto-populate by clicking the icon just to the right of **<u>Case ID</u>**.

j) **<u>Place of Service</u>** & **<u>Comments</u>**: These can both normally remain blank; however if the birthday or holiday or purchase was more than 90 days ago, then please include some explanation in the **Comments** area.

k) **<u>Save</u>** or **<u>Save/Add</u>**: 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; e.g. when you have multiple children you've purchased for.

10. **<u>Attach Receipts</u>**: Receipts are required for all purchases to be reimbursed and should be attached in the same order as entered on the invoice.
    a) Click on the **"Attachments"** tab, near the center of the screen.
    b) Click on the gray **"Add"** button at the far right.
    c) Type in a brief description of the attachment (e.g. "Receipt" or possibly the child's first name if you've purchased for multiple children and have separate documents to attach for each).
    d) Click on the **"Browse"** button and find the document on your PC or laptop where you've previously scanned your receipt(s).
    e) Click on that document name, and then click on the **"Open"** button.
    f) Click on the **"Submit"** button; you should see the message: **"File Uploaded Successfully!"**
    g) Click on the **"Close"** button.

    Please note that the above steps (a - g) to **Attach Receipts** can be repeated as necessary, i.e. if you've scanned your receipts to multiple documents.

11. 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 #12 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.

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

13. 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.

14. Status indicator at the right side of the screen should now indicate **"Submitted"** which means ***you've successfully submitted your invoice to DCS!*** Payment should occur in approximately 35-45 days from the date of submission.

15. 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."**