



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

Birthday & Holiday Allowance (aka Special Occasion Allowance) (version 1.1)

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:

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. BDAY16).
 - e) **Period Start**: Earliest date of purchase you're billing for (mm/dd/yyyy).
 - f) **Period End**: Latest date of purchase you're billing for (mm/dd/yyyy)

PLEASE NOTE: Two important aspects of **Period Start** & **Period End** dates:
 - 1) All purchase dates you're billing for must be between the **Period Start** & **Period End** dates.
 - 2) **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) **Person ID & Case ID**: Please enter both of these numbers, which are available near the bottom of the ICPR.

- e) After entering **Case ID**, then click on the icon just to the right of that field, which will populate the case County (below).
 - f) **Start Date & End Date**: Enter same date of purchase for both **Start Date** & **End Date** (mm/dd/yyyy), or select purchase date using the optional calendar provided to the right of each. Please note that invoice lines are date specific; i.e. multiple dates of purchase require multiple invoice lines.
 - g) **Billed Units**: Enter the number “1” and then select “Each” from the drop-down menu just to the right.
 - h) **Billed Rate**: Enter the gift purchase amount up to the \$50 limit, and then click on “**Calc Amount.**” Please note that multiple items per child can be combined on a single invoice line with a combined cost/rate, as long as the date of purchase is the same; otherwise separate invoice lines are needed.
 - i) **County**: This is the Case County and will auto-populate by clicking the icon just to the right of **Case ID**.
 - j) **Place of Service & Comments**: 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) **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 purchase dates for gifts for a child and/or you have multiple children you’ve purchased for.
10. **Attach Receipts**: 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.**”