



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

### **Personal Allowance** (version 1.1)

Up to \$300 **Personal Allowance** is available per calendar year for each child in placement, starting day 8 of placement, for items such as computer hardware & software, field trips, class pictures, extracurricular activities, musical instruments, sporting equipment, electronic devices (e-readers, laptops, iPod, Xbox, etc.), prom dress or other special occasion clothing.

When an item to be purchased with **Personal Allowance** funds is identified, please contact the child's Family Case Manager (FCM), as a referral is needed in order to proceed with the purchase and to obtain reimbursement. Please note also that the referral period will need to include date(s) of purchase.

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 Personal 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 Personal Allowance 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 expense(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 17 minute demonstration of Personal 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 a Personal Allowance e-Invoice:** <https://indiana.adobeconnect.com/p3iy21y77e6/>
2. **KidTraks Navigation:** <https://indiana.adobeconnect.com/p8whizovduv/>

## **Step-by-step guide for KidTraks e-Invoicing for Personal Allowance:**

1. **Please ensure that (1) you are eligible to receive reimbursement and (2) timing is right for submission:**
  - To be eligible to bill for **Personal Allowance**, the child must have been in placement with you at least 8 days.
  - You've contacted the FCM and have been provided a referral that covers the purchase date(s).
  - You've made the purchase and are therefore ready to bill DCS for reimbursement.
2. Please have the **Billable Unit Referral ID** (i.e. RF number) from the referral handy, as that will be needed below. (Referrals you've received from an FCM are available in KidTraks by selecting "**Referrals**" from the blue menu bar near the top of the screen, and then selecting "**Service Referrals.**" From there, you can either type in the child's **Person ID** from the ICPR and click on the **Search** button...or you can select "**Approved**" from the drop-down to the right of "**Status**" and click on the **Search** button, which will list all of your approved service 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. PA1-2016).
  - 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:
- Referral ID:** Please enter the Billable Unit Referral ID (i.e. RF number) from the referral.
    - 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. Please do not change any of this information.**
  - 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.
  - Billed Units:** Enter the number “1” and then select “Each” from the drop-down menu just to the right.
  - Billed Rate:** Enter the purchase amount, 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.
  - County:** This is the Case County and will auto-fill from the referral. Please do not edit.
  - Place of Service & Comments:** These can both normally remain blank; however if the purchase was more than 90 days ago, then please include some explanation in the **Comments** area.
  - 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 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.
- Click on the “**Attachments**” tab, near the center of the screen.
  - Click on the gray “**Add**” button at the far right.
  - 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).
  - Click on the “**Browse**” button and find the document on your PC or laptop where you’ve previously scanned your receipt(s).
  - Click on that document name, and then click on the “**Open**” button.
  - Click on the “**Submit**” button; you should see the message: “**File Uploaded Successfully!**”
  - 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.**”