

LIFE PATTERNS INC.



In this issue:

- * Managers Access to AuthentiCare
- * Workers AuthentiCare
- * IDD Rate Increase
- * Address Changes
- * Current Workers

Life Patterns Lowdown

AuthentiCare User - Managers (View and Access AuthentiCare)

AuthentiCare is still updating and changing the functionality of the system. Most recently they have changed User login for those who wish to view the hours in AuthentiCare.

All users will need to be set up to login in to view the hours. You will need a valid email address, and we can get that set up for you. Please reach out to our office if you wish to access and view AuthentiCare hours.

AuthentiCare User – Workers (Clocking in and clocking out)

AuthentiCare is a mandated system that workers are required to be used to clock in and out for members on HCBS services. We are to keep in compliance with all policies set forth by KDADS. It is important that workers clock in and out on the App that is downloaded onto the workers' phone or call in on a landline that belongs to the member receiving services.

If you are having problems with the system, please contact our office immediately to resolve the problem.

- * If the App isn't working, please use an alternative way of clocking in and out. Only Landlines can be used to call into the system. **Workers CANNOT use they their own personal phone to clock in or out.**
- * Uninstalling and reinstalling the App is a way to fix some issues. Go ahead and try trouble shooting if you are unable to reach us. **Setup Code: KANSASPRD**
- * No new complete claims will be added into the AuthentiCare system without Life Patterns' approval prior to the missing time change.
- * Do not let your worker exceed the plan of care. For information about how many hours are on the Plan of Care, please call our offices.
- * When a single clock in or clock out is missed, you can complete a Time Change Form and send it in for it to be corrected.

- * If a worker has a new device or phone, they will need to do the set up process and get us the new Device ID from the app.
- * Please use only code 12 (Home) and 99 (Community) Please of Services Code for Self Directed Services

IDD Rate Increase

IDD rates did get an increase starting July 1st, 2025. If you wish to update your workers' pay, please send us an updated Employment Agreement with the new rate reflected on Section 5 and we can get that updated. It can be found on our website at <https://lifepatternsks.org/support-workers>.

IDD Wavier	Pay Range	Relationship
	\$7.25 - \$15.65	No Relationship
	\$7.25 - \$16.90	Natural or Adoptive Parents
IDD ECS	\$43.50 - \$102.00	No Relationship
IDD Overnight Respite	\$43.50 - \$102.00	No Relationship

Address Changes - Updates for W2s

With the end of the year approaching quickly, please make sure that all addresses and contact information are up to date with Life Patterns so that we can have accurate information on file when mailing out workers' W2s in January, 2026.

Please go to our website to obtain an Address Change Form to fill out and send it to our office:

www.lifepatternsks.org

Current Workers

Workers need to clear the required background check every 2 years in order to continue working. Our office staff will send out new forms out to members for their workers to fill out. Please send it back before the deadline.

Also, if you have workers that are no longer currently working, please let us know.