LKiChoice Funding Source Portal
https://lkichoiceportal.com/

106 South Beaumont Road

Prairie du Chien, WI 53821

Phone: 844-534-7225 Fax: 844-634-7225
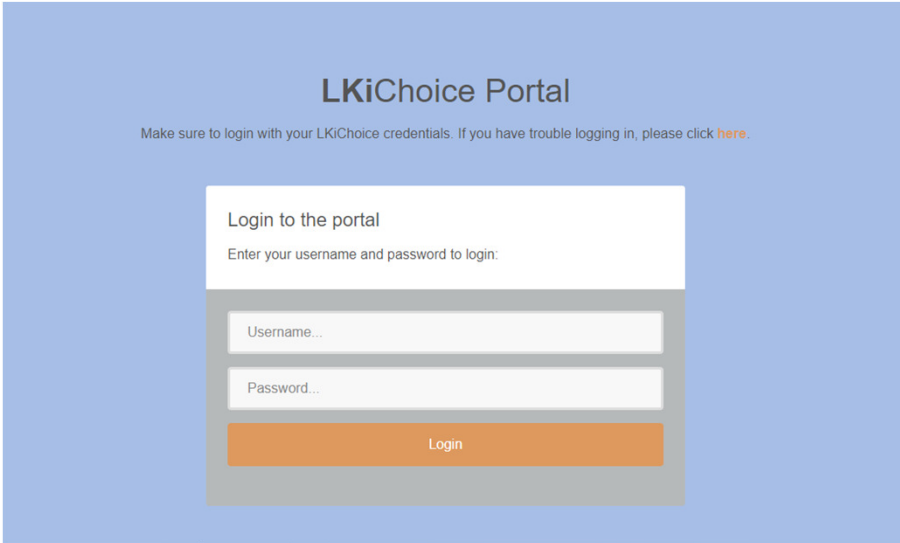
– Information on the LKiChoice FEA Portal

- Not user friendly when accessed through Internet Exployer.

- The portal was created to aid the Funding Sources in having a one-stop shop for information on authorized hours/services of their Members. We hope the ease of the portal helps in the Care Managers and Supervisors research into used hours/services.

- Data is on a schedule to be uploaded on a daily basis. This means that the data you are viewing is always from the prior business day.

- For many reports in the portal you will not see a major change in units used or dollars spent on a budget/authorization until payroll is processed.

- The portal is made up of the previous 6 months of data.

- Consumer also means Employer, Member, and/or Client.

Information in this training document contains no HIPAA information and therefore you will see text boxes replacing information.

Care Mangers, Funding Source Leads, and RNs can have access to the LKiChoice Portal.

Access is grant by:

- **Care Manger** - the receipt of a Referral. If a Care Manager is changed after the initial Referral to LKiChoice, notify LKiChoice of the change for the access to the Consumer records.

- **RN** – per a request from a Care Manger or Management of the Funding Source. When requesting access for an RN, please list which Consumers they are allowed access to.

- **Source Lead** – per a request from Management of the Funding Source.
- Each person who wants access will be sent an email with a user name and password to the portal.

LKiChoice Portal

Make sure to login with your LKiChoice credentials. If you have trouble logging in, please click here.

Login to the portal

Enter your username and password to login:

Username...

Password...

Login

The initial dashboard is where you can choose to look at Reports, view My Profile, or Logout.
You can change your password under My Profile

LKiChoice

My Profile has your name, username, email, and the account type you have for the portal. You can change your password on this page by clicking on Change Password.

If any information is incorrect, please contact LKiChoice to update the information.

Enter in your new password, confirm password, and then to change your password click Change Password.
Passwords *must be at least 8 characters.*

Consumer Overview report shows all the Consumer you have access to or you can choose which Consumer you want to view. You can also view by Active, On Hold, or Terminated status of Consumers.

The Consumer Overview Report shows the amount of hours used and authorized.

You will want to use the start date of the authorization and the end date of the last pay date paid out. This will show you the full picture of what hours have been used for each Consumer. The Authorized Hours will be for the full authorization and not just for the period you ran the report for.

The percent used column shows how much of an authorization has been used within the time frame chosen by you, by showing one of three colors; green, yellow, or red.
The colors are figured by:
Green – 0 to 45% of authorized hours
Yellow – 46% to 65% of authorized hours
Red – 66% and over of authorized hours

LKiChoice	Consumer Overview					
REPORTS	Consumer:	All ▾				Consumer also means Employer, Member, and/or Client
MY PROFILE	Status:	All ▾				
LOGOUT	Start Date:	10/01/2018				
LKICHOICE FAQS	End Date:	11/30/2018	Run Report			
LKICHOICE FORMS	Excel					SEARCH:

CONSUMER	CONSUMER SSN	SERVICECODE	USED HOURS	AUTHORIZED HOURS	PERCENT USED
John Doe	111-11-1111	S5125 UA	29.00	58.75	49%
Jane Doe	222-22-2222	S5125 UA	264.00	574.75	46%
John Smith	333-33-3333	S5125 UA	276.00	365.75	75%
Sharon Smith	444-44-4444	S0215 RD	155.00	522.5	30%

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Consumer Status report shows all Consumers you have access to or you can choose which Consumer you want to view. You can also view by Active, Terminated, or Inactive status of Consumers. The report shows the Consumer name, Consumer's Social Security number, effective/start date of service, status of service code, and service code.

The Employee Status Report will show all Employee's that are employed by your Consumer. The report shows the Consumer name, Consumer's Social Security number, Employee Name, if there is a relationship between the Consumer and Employee, service code, rate of pay, and start/end date of service code.
Per internal procedures the End Date is initially set up as 4 year from the Start Date.

LKiChoice	Employee Status							
REPORTS	**Employee:** All ▾ Run Report						Consumer also means Employer, Member, and/or Client	
MY PROFILE								
LOGOUT	Excel SHOW 10 ▾ ENTRIES						SEARCH:	
LKICHOICE FAQS	CONSUMER	CONSUMER SSN	EMPLOYEE	RELATIONSHIP	SERVICE CODE	RATE	START DATE	END DATE
LKICHOICE FORMS	John Doe	111-11-1111	Jamie Doe	Parent	S5125 UA	11.00000	11/21/2017	11/21/2021
	Jane Doe	222-22-2222	Jamie Doe	Parent	S5125 UA	11.50000	03/19/2018	03/19/2022
	Jane Doe	222-22-2222	Jamie Doe	Parent	S5125 UA	11.00000	09/01/2015	03/18/2018
	John Smith	333-33-3333	Robert Smith		S5125 UA	11.50000	05/11/2016	11/22/2017
	John Smith	333-33-3333	Robert Smith		S5125 UA	11.00000	05/11/2016	09/22/2017

Employee Overtime Report is ran by date range you type in and shows the Consumer, Consumer's Social Security number, Employee name, Employee Number, Check Number, the service code the overtime is being paid on, the regular rate of pay, and the number of hours paid at an overtime rate.

LKiChoice

Employee Overtime

REPORTS

MY PROFILE

LOGOUT

LKICHOICE FAQS

LKICHOICE FORMS

Start Date: 11/01/2018

End Date: 11/30/2018   Run Report

Consumer also means Employer, Member, and/or Client

Excel   SHOW 10 ▼ ENTRIES

SEARCH:

CONSUMER	CONSUMER SSN	EMPLOYEE	EMPLOYEE NUMBER	CHECK NUMBER	SERVICE CODE	PAY RATE	OT HOURS
John Doe	111-11-1111	Jamie Doe	6959	29880	S5125 UA	15.00000	4.00000
John Doe	111-11-1111	David Doe	6960	29001	S5125 UA	14.00000	20.00000
Jane Doe	222-22-2222	Jamie Doe	5197	29886	S5125 UA	10.50000	24.00000
John Smith	333-33-3333	Robert Smith	8214	29235	S5125 UA	10.20000	9.00000
John Smith	333-33-3333	Jane Smith	4204	29856	S5125 UA	10.50000	2.00000

Employee Payroll Report is ran by date range you type in and then by Consumer or Employee. The report shows the work date, check date, service code, shift worked, pay type, pay rate, hours work, gross pay, Case Manager, program, and if overtime exempt.

Vendor Payroll Report is ran by date range you type in and then by Consumer or Employee. The report shows the service date, check date, service code, unit rate, units worked, gross pay, Case Manager, and program

VENDOR NAME	VENDOR NUMBER	CONSUMER	CONSUMER SSN	SERVICE DATE	CHECK DATE	SERVICE CODE	UNIT RATE	UNITS	AMOUNT	CASE MANAGER	PROGRAM
John Doe	461	Jamie Doe	111-11-1111	07-Nov-2018	30-Nov-2018	A4335	160.20	1	160.20000	Sharon Smith	LKiChoice
Jane Doe	415	Jamie Doe	111-11-1111	13-Nov-2018	30-Nov-2018	S0215 RD	0.33	15	4.95000	Sharon Smith	LKiChoice
John Smith	282	Robert Smith	333-33-3333	07-Nov-2018	30-Nov-2018	T2003 UB RI	9.00	1	9.00000	Sharon Smith	LKiChoice
John Smith	282	Robert Smith	333-33-3333	05-Nov-2018	30-Nov-2018	T2003 UB RI	9.00	1	9.00000	Sharon Smith	LKiChoice
John Smith	282	Robert Smith	333-33-3333	12-Nov-2018	30-Nov-2018	T2003 UB RI	9.00	1	9.00000	Sharon Smith	LKiChoice

If you have questions please do not hesitate to contact LKiChoice. We are here to help you and your Consumers.

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