

**KANSAS DEPARTMENT ON AGING
FIELD SERVICES MANUAL**

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KANSAS DEPARTMENT ON AGING

Section 9

Miscellaneous Policies

Effective Date: January 06, 2010

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9 Miscellaneous Provider Policy

9.1 Automated Billing Process

- A. The Kansas Department on Aging's (KDOA's) contract terms with each provider specify due dates for required data entry into the Kansas Aging Management Information System (KAMIS). When due dates for data entry are not specified, the provider must enter its bill for services delivered during any one month into KAMIS in the subsequent month on or before the following due dates:
1. The 10th for CARE Program Assessments;
 2. The 15th for Targeted Case Management (TCM)/state general funds; and
 3. The 24th for state funded (e.g. Senior Care Act (SCA), Older Americans Act (OAA), and Nutrition Services Incentive Program (NSIP)) funded services.
- B. No payment shall be made for units of service entered greater than two (2) months following the original billing deadline.
- C. The final deadline for services provided during the month of June is August 24th unless otherwise specified in the contract. A contractor or sub-grantee that enters data into KAMIS after this deadline will not receive payment for services.
- D. KDOA will make adjustments for previously paid services according to the following terms and conditions:
1. If the adjustment is the result of an overpayment from KDOA, the financial adjustment shall be made regardless of the period in which the overpayment occurred.
 2. The provider must have initially entered plan of care data and units of service into KAMIS by the deadlines specified in Sections 2.6.2.M and 9.1.A through 9.1.C.
 3. A retroactive financial adjustment will only be made if entered within two (2) months following the original billing deadline specified above, and under no circumstances will a retroactive adjustment be made for any state fiscal year (SFY) if entered into KAMIS after August 24th following the end of the SFY services were provided, unless the adjustment is the result of a KDOA overpayment.
- E. If bills for services are submitted timely, KDOA will pay those bills within the following calendar month.

9.2 Signature Authority

A. KDOA shall not accept any document signed by an organization unless the organization has provided reasonable evidence indicating that the person signing such document on behalf of the organization was authorized to execute the same.

B. On or before May 1st of each year, an organization shall provide to KDOA (Attention: Director, Accounting and Financial Management Division) reliable evidence from the organization's governing body indicating who has the authority to sign documents on behalf of the organization.

1. "Reliable evidence" means:

- a. A notarized affidavit of the Chairperson of the governing board; or
- b. A resolution of the governing body which was adopted at a meeting of that governing body and included in a certified copy of the official minutes of that meeting (certified by the secretary of the governing body); or
- c. A resolution of the governing body adopted at a meeting of the governing body, which appears in the form of a certified copy of the resolution only (certified by the secretary of the governing body); or
- d. A resolution of the governing body which is adopted through a "consent to action" instead of at a meeting of the governing body, which resolution is included in the "consent minutes" signed by all of the members of the governing body.

2. Each submitted form of "reliable evidence" of authorization:

- a. Shall clearly and affirmatively record the governing body's authorization;
- b. Shall clearly identify the person(s) or position(s) designated and authorized to sign. If such reliable evidence only lists the title or position, the governing body must also submit a letter indicating the names of the persons presently in such position(s) and, must update the same should there be a change in such title or position;
- c. Shall clearly identify which documents the designated persons are authorized to sign; and
- d. Shall include some indication that the authorization remains in full force and effect from a specified date forward.