

# Memo

To: Directors, Fiscal Directors, Case Managers

From: Kelly DiRocco, Project Director  
Kansas Department of Social and Rehabilitation Services

Date: June 16, 2009

Re: **ADDITIONAL CLARIFICATION & TRAINING DATES ADDED:** Targeted Case Management Rate Study Tool Training Dates

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Due to the response of the webinars, we have added two additional training days. I urge you to utilize the webinar option, if possible, to cut down on travel costs & limited space for the in-person trainings.

Please keep the following in mind:

1. Due to the large number of participants on the phone lines, I am asking that you remember to **MUTE YOUR PHONE** when you are not asking questions directed at Bret. If you are unable to put your phone on mute, please consider using another land line or attending training in person.
2. Please do not put your phone on "HOLD". The rest of the participants cannot hear over the music that is usually played while on hold.
3. Medicaid enrolled case management providers are required to participate in this training as well as TCMs. Please let me know if you have a question as to whether or not you are required to participate.
4. A new version of the timesheet was posted to the website as of 6/16 to address concerns about data entry and the recording of travel time. In the new timesheet, travel mileage is reported into 1 of 3 categories each day (TCM/CM, Other Clients, Combination trip) rather than being reported on a trip by trip basis. The Travel-Combination Trip category was added for instances where a Case Manager travels to a location and provides multiple types of services – this eliminates the need for the Case Manager to decide how to break up that travel time and mileage.

5. Also, for those people that preferred to use a printed daily timesheet, a Printable tab was added to the file along with instructions on how to use it to minimize the amount of data that must be re-entered back into the Excel file.
  
6. You can download both the training presentations & the tools at <http://www.srskansas.org/hcp/css/TCMRateStudyInformation.htm>

**WEBINAR LINKS:**

Webinar meetings will be held prior to the in-person trainings. Please sign up for a webinar as soon as possible, if you are not able to attend the trainings in person.

Thursday, June 18th 10:00am	Financial Managers	<a href="https://www2.gotomeeting.com/register/541557978">https://www2.gotomeeting.com/register/541557978</a>
Thursday, June 18th 1:00pm	Case Managers	<a href="https://www2.gotomeeting.com/register/114052570">https://www2.gotomeeting.com/register/114052570</a>
Thursday, July 2nd 10:00am	Financial Managers	<a href="https://www2.gotomeeting.com/register/904748786">https://www2.gotomeeting.com/register/904748786</a>
Thursday, July 2nd 1:00pm	Case Managers	<a href="https://www2.gotomeeting.com/register/121780507">https://www2.gotomeeting.com/register/121780507</a>

**IN PERSON LOCATIONS**

June 17, 2009 10am: Financial Mangers 1:00pm: Case Managers	Developmental Services of Northwest Kansas, Inc.	Admin Conference Room 2703 Hall Street, Suite 10 Hays, Kansas 67601
June 19, 2009 <b>11:00am:</b> Financial Managers <b>2:00pm:</b> Case Managers	Sedgwick County Developmental Disability Organization	615 N. Main Street Wichita, Kansas 67203
June 22, 2009 10:00am: Financial Managers 1:00pm: Case Managers	SRS Regional Office	1509 Avenue P Dodge City, KS 67801
June 23, 2009 10:00am: Financial Managers 1:00pm: Case Managers	Newton Public Library Board Room	720 N. Oak Newton, KS 67114

June 24, 2009 10:00am: Financial Managers 1:00pm: Case Managers	Pittsburg Public Library	308 N. Walnut Pittsburg, KS 66762
June 25, 2009 10:00am: Financial Managers 1:00pm: Case Managers	Gardner Public Library	137 N. Shawnee Gardner, KS 66030
June 26, 2009 10:00am: Financial Managers 1:00pm: Case Managers	Topeka Public Library Marvin Auditorium	1515 SW 10 <sup>th</sup> Avenue Topeka, KS 66604

If you have any questions, or have trouble with the links, please contact [Kelly.DiRocco@srs.ks.gov](mailto:Kelly.DiRocco@srs.ks.gov).

June 17, 2009