

Department of Child Services

Provider Desk Guide for Attaching Case Documentation

The purpose of this procedure is to standardize the process and location of required case documentation for **services and placements** prior to invoice submission.

Prior to submitting an invoice in KidTraks, **service and placement** providers must attach all required documentation as defined by service standards **and contracts** into the KidTraks Case Information page. Each document must be attached individually.

Documentation attached to the case in KidTraks must not be password-protected. Password-protected documentation will result in denial of payment.

Please note: This process does not affect the invoicing procedure that requires specific documentation to be attached to the invoice such as: over 8 hours of service, receipts for reimbursement, Medicaid documentation, etc.

1. Providers must save each required document using the following naming format as: **“Date of Service_Service_Client name”**. See examples below:

Date of Service	Type of Service	Client Name
April2019	HBC	JohnSmith

If your document is for the entire month, use this format.

April2019_HBC_JohnSmith

If your document is for a specific date of service, use this format.

April072019_HBC_JohnSmith

If your document is for a range of dates within the month. use this format.

April07-102019_HBC_JohnSmith

- **Date of Service** – For Monthly Reports use the following date format, MonthYr (ex: April2019). For date specific documentation use MonthDayYr (ex: April072019). For a range of dates within the month, use MonthFirstDay-LastDayYr (ex: April07-102019).
- **Type of Service** – List of acronyms can be found on **Pages 7 and 8** in this document.
- **Client Name** – For an individual, use the client’s name. For multiple case participants, use the Case name.

2. Case documents must be attached in KidTraks on the Case Information page.

a. Login to your KidTraks account with your Username and Password.

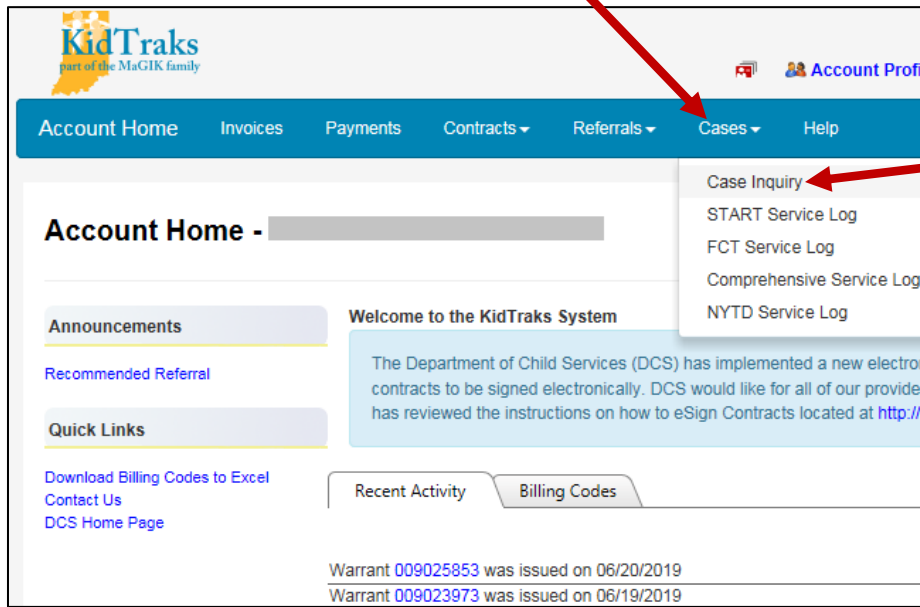


<https://magik.dcs.in.gov>

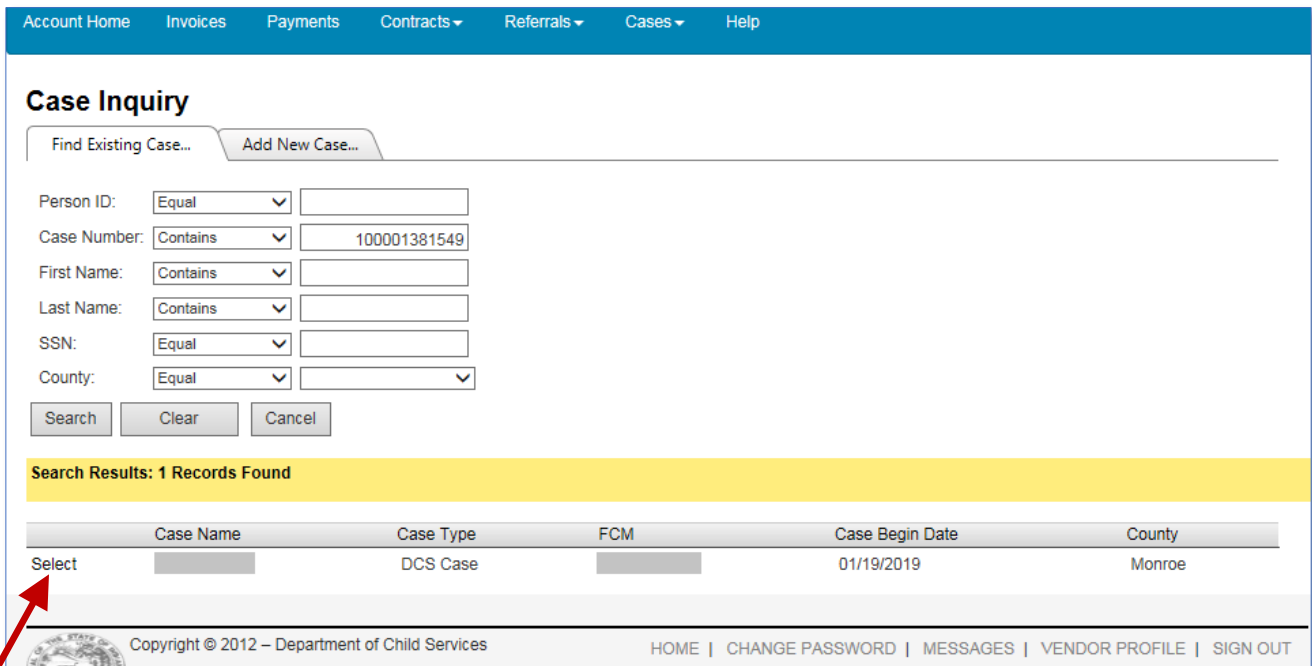
b. Click on **KidTraks**.



- c. Click the menu item named **Cases**, then select **Case Inquiry** from the drop-down list of options.



- d. The **Case Inquiry** page will open. Enter the identifying information to search for the specific DCS Case, then **click the Search button**. Click **Select** to open the case.



- e. The **Case Information** page will open. Click **Add Attachment** on the right side under **Quick Links**.

Case Information [Case Inquiry](#)

Case Information | Event | Attachment | NYTD Monthly Report | NYTD History

Case Profile

Case ID: 100001381549
Status: Open
County: Monroe
Start Date: 1/19/2019
End Date:
Caseworker:
Caseworker Supervisor:
ICWIS ID:
MaGIK ID: 10000272388
Case Email: 48088d0d-b595-4bc6-9706-321a5a9894af@mail.magik.in.mycasebook.org

Quick Links

[Add Events](#)
Add event for this case.

[Add Attachment](#) Upload file for this case.

[Add Recommended Services](#)
Recommend services for this case.

Case Participants

Person ID	First Name	Last Name	Relation	Birth Date	Age
2158011200			Child	09/20/2013	5
2158011201			parent	07/16/1990	28
2158011202			parent	03/08/1992	27

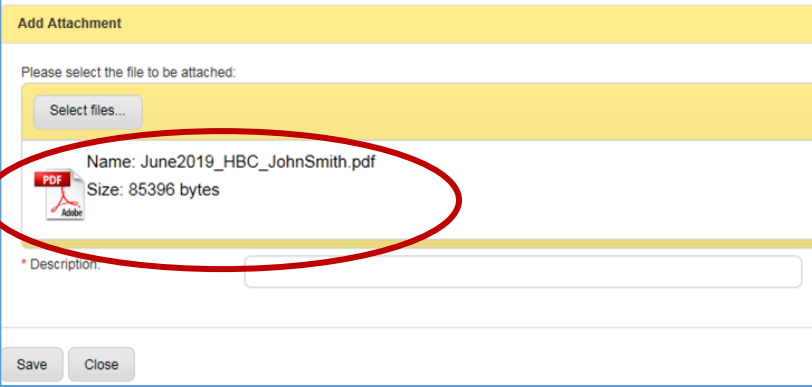
- f. Click the **Select files** button to go find the electronic file on your computer to be attached. Make sure it's named correctly using the specific naming format mentioned earlier in **Step 1** (e.g.: **Date of Service_Service_Client name**).

Add Attachment

Please select the file to be attached:

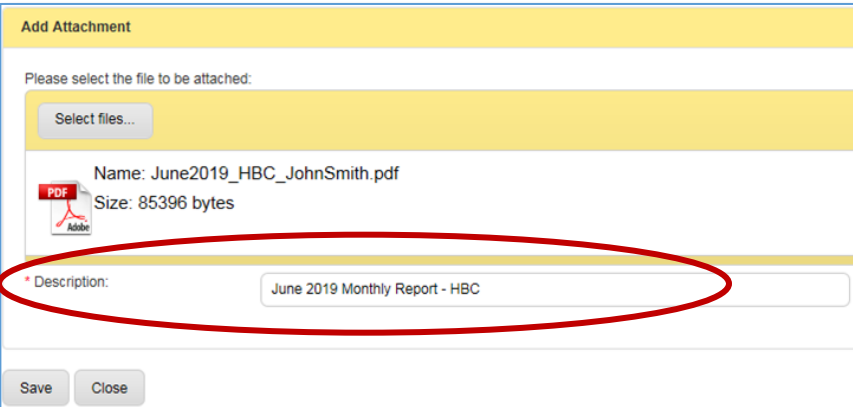
* Description:

g. When you select the file, it will appear in the box.



The screenshot shows a dialog box titled "Add Attachment" with a yellow header. Below the header, it says "Please select the file to be attached:" followed by a "Select files..." button. A file named "June2019_HBC_JohnSmith.pdf" is selected and displayed with a PDF icon and the size "85396 bytes". A red oval highlights the file information. Below this, there is a "Description:" label and an empty text input field. At the bottom, there are "Save" and "Close" buttons.

h. In the **Description** field, enter a short description of what the document is. Then click **Save**.



This screenshot is similar to the previous one, but the "Description:" text input field now contains the text "June 2019 Monthly Report - HBC". A red oval highlights the description field. The "Save" and "Close" buttons are still visible at the bottom.

- i. Once the document is saved, it may be viewed from the **Case Information** page **Attachment** tab.

The screenshot shows a web interface for 'Case Information' with a sub-tab 'Case Inquiry'. Below this are navigation tabs: 'Case Information', 'Event', 'Attachment' (which is active), 'NYTD Monthly Report', and 'NYTD History'. An 'Add' button is visible. A table titled 'Attachments' lists various documents with their 'Create Date'. The document 'June2019_HBC_JohnSmith.pdf' is highlighted with two yellow arrows pointing to it from the left and right.

Attachments	Create Date
_____2019_5_FCT_JP.doc	06/14/2019
_____2019_6_FCT_JP.doc	07/12/2019
_____2019_2_MVR_NG.docx	03/15/2019
_____2019_3_MVR_NG.docx	04/11/2019
_____2019_4_MVR_NG.docx	05/13/2019
_____2019_5_MVR_NG.docx	06/14/2019
_____2019_2_MPR_NG.docx	03/15/2019
_____2019_3_MPR_NG.docx	04/11/2019
_____2019_4_MPR_NG.docx	05/13/2019
_____2019_5_MPR_NG.docx	06/14/2019
July2019_FCT______.doc	08/13/2019
June2019_HBC_JohnSmith.pdf	08/23/2019

3. The system will take you back to the Case Information page where you can either logout or continue attaching any remaining required case documents.
4. When completed, your invoice can now be submitted for review.
5. **End of procedure.**

Placements

8/27/2019

#	Abbreviation	Placement Type
1	ESC	Emergency Shelter Care
2	LCPA	Licensed Child Placing Agency
3	RES	Residential Placement

Non-Contracted Services

8/27/2019

#	Abbreviation	Description
1	GP	General Product

DCS Service Standards

8/27/2019

#	Abbreviation	Service Standard
1	CP	Child Preparation
2	CMHI	Children's Mental Health Initiative
3	CPSS	Chins Parent Support Services
4	CHBS	Comprehensive Home Based Services
5	CS	Counseling
6	CSCC	Cross Systems Care Coordination
7	DR	Day Reporting
8	DS	Detoxification Services
9	DE	Diagnostic and Evaluation
10	DVBIP	Domestic Violence - Batterer's Intervention
11	DVICI	Domestic Violence - Survivor and Child Intervention
12	DTS	Drug Testing and Supplies
13	FCT	Family Centered Treatment
14	FP	Family Preparation
15	FE	Father Engagement Programs

16	FFT	Functional Family Therapy
17	HBC	Home Based Family Centered Casework
18	HBT	Home Based Family Centered Therapy
19	HB	Homebuilders
20	HMPA	Homemaker/Parent Aid
21	HSRDCW	Human Service Related Degree Course Worksheet
22	AIRS	Med Adult Intensive Resiliency Services
23	MRO	Med Assessment for MRO
24	CAIRS	Med Child and Adolescent Intensive Resiliency Services
25	MMTS	Med Medication Training and Support
26	MPRS	Med Peer Recovery Support
27	PE	Parent Education
28	PFFA	Parenting / Family Functioning Assessment
29	RDT	Random Drug Testing
30	RSUT	Residential Substance Use Treatment
31	RFSS	Resource Family Support Services
32	SHRY	Sexually Harmful and Reactive Youth
33	SS	Specialized Services
34	SFM	START Family Mentor
35	STC	START Treatment Coordinator
36	SUD	Substance Use Disorder Assessment
37	SUOT	Substance Use Outpatient Treatment
38	TRP	Transition from Restrictive Placement
39	TT	Truancy Termination
40	TLC	Tutoring / Literacy Classes
41	VSTSV	Visit Supervision - Therapeutic Supervised Visit
42	VST	Visit Supervision - Traditional
43	VRSO	Voluntary Residential Services Oversight
44	WM	Withdrawal Management

Contact Information and Resources

- For help with questions and requests for technical assistance, please contact the following:
 - A Regional Service Coordinator
 - Or send an email to ChildWelfarePlan@dcs.in.gov
 - Or contact the DCS Payment Research Unit at DCSPaymentResearchUnit@dcs.in.gov
 - If a document attached to the KidTraks Case Information page needs to be deleted, please contact the KidTraks Helpdesk (Zendesk) at support@stateofindiana.zendesk.com.



- **PLEASE DO NOT CONTACT THE FOLLOWING OFFICE FOR ANY REASON REGARDING REPORTS OR PAYMENTS. THEY WILL REDIRECT YOU BACK TO DCS:**

X AOS (Auditor of State)