

KanTime

# Vocabulary Guide



**iLIFE**

Choice. With Confidence.

| Terminology                   | Definition                                                                                                                                                                                                                                                                                                      |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| KanTime                       | KanTime is a system program that improves the way you submit timesheets and EVV (electronic visit verification), view paystubs, and communicate with iLIFE.                                                                                                                                                     |
| KanTime Mobile App            | The KanTime Mobile App is a easy way to submit timesheet and EVV (Electronic Visit Verification) information. It is available for both iOS and Android.                                                                                                                                                         |
| Telephony<br>(Phone Check-In) | Telephony is another option to be EVV compliant within KanTime. By using a toll-free phone number on the Employers landline/VoIP phone, you can check in, check out, and record their visits.                                                                                                                   |
| FOB Device                    | The FOB is a small device used in the home. It gives an eight digit code records the Employees visit time and date. *The FOB device is a last resort option for meeting EVV requirements.<br>Before requesting this device, you must speak with your iLIFE to determine whether it is the right option for you. |
| KanTime Employee Web Portal   | The KanTime Employee Web Portal lets employees view schedules, add manual timesheets, view documents, and view visits.                                                                                                                                                                                          |
| KanTime Employer Web Portal   | The KanTime Employer Web Portal lets employers view schedules, approve timesheets, view documents, and view visits.                                                                                                                                                                                             |

| Current FMS                 | New FMS with Kantime                                           | ADP      |
|-----------------------------|----------------------------------------------------------------|----------|
| Service Description         | CDS Payer Service                                              |          |
| Consumer (DVR)              | Client/Patient/Employer                                        | Company  |
| Participant (IRIS)          | Client/Patient/Employer                                        | Company  |
| Intern (Intern)             | CDS Employee/Clinician                                         | Employee |
| Client (WI Fiscal Programs) | Client/Patient/Employer                                        | Company  |
| Worker (WI Fiscal Programs) | CDS Employee/Clinician                                         | Employee |
| State (most likely)         | Location                                                       |          |
| Program                     | Line of Business                                               |          |
|                             | Payer                                                          | Company  |
| Re-admit (reinstate?)       | Re-enroll                                                      |          |
| Activity Notes              | Journal Notes                                                  |          |
| Plan Specialist             | Intake Coordinator/Care Coordinator (CC1 - could be relabeled) |          |

| Current FMS                                     | New FMS with Kantime    | ADP     |
|-------------------------------------------------|-------------------------|---------|
| Participant, Client, Consumer (as the employer) | CDS Employer            | Company |
| Hold (for SDPC)                                 | Terminate budget        |         |
| Remove hold (for SDPC)                          | Undo Terminate budget   |         |
| Hold (all services)                             | Discharge Client        |         |
| Client (WI Fiscal Programs)                     | Client/Patient/Employer | Company |
| Reinstate without Lapse (all services)          | Undo Discharge          |         |
| Reinstate with Lapse                            | Re-enroll               |         |
| Cost Share                                      | Copay                   |         |
| Attendant (DVR)                                 | CDS Employee/Clinician  |         |
| Participant Hired Worker (PHW)                  | CDS Employee/Clinician  |         |
| SDPC (Self-Directed Personal Care) Rep          | CDS Employee/Clinician  |         |

| Eligibility Status        | Description                                                                                                                                                                        |
|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Referred                  | This status option is assigned to an individual referred to the program but not yet enrolled.                                                                                      |
| Referral Withdrawn        | This eligibility status is assigned when the original referral is canceled or withdrawn. Before enrollment, the withdrawal can be initiated by the referrer or by the participant. |
| Enrolled                  | This option is assigned when the person has successfully enrolled in the program and is eligible for services or benefits.                                                         |
| Suspended                 | This status is assigned with the eligibility process is required to be paused temporarily.                                                                                         |
| Voluntary Disenrollment   | This option is generally initiated by the participant(s) when they do not want to continue with the healthcare services.                                                           |
| Involuntary Disenrollment | This option indicates that the individual has been removed from the program without their request.                                                                                 |
| Deceased                  | This status is assigned when the Employer/Client has passed away.                                                                                                                  |