



## KANTIME TRAINING

As previously mentioned, all providers are required to use Electronic Visit Verification (EVV) as this is a federal and state mandate. Libertana has partnered with Kantime as its new software provider to capture EVV, manage client records, and calculate employee payroll.

Each employee will be required to complete their note as well as clock in and clock out at the beginning and end of each shift on the Kantime. Clock in and clock out are geo-tracked which confirms services were provided at the client's home – this is another state and federal-mandated data reporting element.

If you haven't logged on to your Kantime account, that is an important first step and needs to be completed on the website here:

<https://hh.kantimehealth.net/Z1/UI/Common/Login.aspx>. Please refer to previous instructions or email [kantime@libertana.com](mailto:kantime@libertana.com) for assistance. KanTime will be the location to capture your clinical notes and EVV data, so please be sure to bookmark the site for your ease as you will be using it every day.

After establishing your Kantime account, you are ready to begin training.

Kantime is very easy to use. Review the training materials provided in KanTime University (KTU) as a first step here:

<https://hhtraining.kantimehealth.net/Training/UI/Common/Login.aspx>.

Additionally, Libertana will hold online training/Question & Answer sessions in the near future to help ensure you are knowledgeable and ready to use Kantime for reporting all of your future shifts.

Upon completion of the training materials review, please email the following information to [kantime@libertana.com](mailto:kantime@libertana.com) as you will be paid for 1 hour of

training. For example, “I am Susie Smith and I have reviewed and completed the training materials.” The deadline for reporting training compensation is Monday at 5pm. Any emails received after this day will be processed on the following pay date.

## **IMPORTANT THINGS TO KNOW**

- 1) To ensure Libertana is properly calculating your payroll and employees are successfully using Kantime, please use EVV and send paper time cards weekly. We will use both sources of information to compare for payroll. You will receive a notification from Libertana when you have “graduated” to full EVV reporting and no longer have to submit paper time cards. Our goal is for every employee to “graduate” in October.
- 2) EVV requires a client schedule to be loaded before a clock in/clock out can occur. If you are attempting to clock in/clock out and there is no schedule loaded in Kantime, please call the office immediately so this can be corrected 800-750-1444.
- 3) The times listed on the client schedule on Kantime may not be correct. A mock schedule was entered just to allow employees to clock in/clock out each day. However, we typically allow the client and employee to create their own schedule as long as it falls within the total number of daily, weekly, or monthly authorized hours. Please be sure that shifts do not result in overtime as our payers do not reimburse for these additional costs. Any questions about overtime policies should be directed to [mia.roseboro@libertana.com](mailto:mia.roseboro@libertana.com)

## **WE ARE HERE TO HELP!**

Please reach out for support or if you have any questions by emailing [kantime@libertana.com](mailto:kantime@libertana.com)