

# CARE Network Logistics

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ENTERING EVALS AND RECEIVING PAYMENTS

2022

The Kempe Center  
FOR THE PREVENTION AND TREATMENT  
OF CHILD ABUSE AND NEGLECT



University of Colorado  
Anschutz Medical Campus



Children's Hospital Color

# Participation in the CARE Network

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- 1. Attend New Provider Training** (2-day training)
- 2. Complete web-based Mandated Reporter Training**
- 3. Participate in monthly ECHO sessions**
  - Attend at least 6 of the monthly 1-hour ECHO sessions (usually one month is skipped during a 12 month period)
- 4. Attend Annual Provider Training** (1-day training)
- 5. Submit cases to CARE Network**
  - Suspicion of physical abuse or neglect (age 5 and under)
  - Suspicion of sexual abuse (age 12 and under)



# Steps to Become a Provider

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- 1 time-** 1. Complete CARE Network Provider Application (Found on the program website: <https://www.kempecarenetwork.org/new-provider-application>)
- 1 time-** 2. Complete Mandatory Reporter Training  
<https://coloradocwts.com/mandated-reporter-training>
- Yearly-** 3. Complete SOW and associated tasks to establish your purchase order.
  - You will receive requests from Michele Bugos from our business office- please respond to those timely
  - After the step above, you'll receive a link to a REDCap (university) database to set up your billing information.

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# Set up invoicing in network system

**Providers will receive an email from the CARE Network related to Reimbursement set up.**

SUBJECT LINE: FROM CARE NETWORK: Important information to set up reimbursement

Dear XXXXX: Note your PO# is: #####. Please select the link below to enter your billing information. This allows the CARE Network to generate payment on behalf of the provider. In addition to your billing address, you will need your purchase order information (number, begin and end date). You should have received this recently or will receive this information soon. Note if there is more than one CARE Network provider at your practice, each provider will receive a separate link to enter this information. In such instance, please coordinate so all providers timely enter the information.

When completing the information, you will be asked to verify you have completed the Mandatory Reporter training. For your convenience there is a link below to the training.

MANDATORY REPORTER LINK: <https://coloradocwts.com/mandated-reporter-training>

[CARE Network Provider Billing Info](#)


If the link above does not work, try copying the link below into your web browser: [\[survey-url\]](#)

This link is unique to you and should not be forwarded to others.



# Continued

- 1) Copy the PO#.
- 2) Select the link. A link will open and you will input your PO # and billing information.

Dear XXXXX: Note your PO# is: #####.  Please select the link below to enter your billing information. This allows the CARE Network to generate payment on behalf of the provider. In addition to your billing address, you will need your purchase order information (number, begin and end date). You should have received this recently or will receive this information soon. Note if there is more than one CARE Network provider at your practice, each provider will receive a separate link to enter this information. In such instance, please coordinate so all providers timely enter the information.

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MANDATORY REPORTER  <https://coloradocwts.com/mandated-reporter-training>

[CARE Network Provider Billing Info](#)

If the link above does not work, try copying the link below into your web browser: [survey-url]

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**Completing this step will allow us to issue you the \$1,000 one-time sign up bonus.**

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# The Following Steps are for New *and* Current Providers

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**Important**— for current providers be sure to enter evaluations in the correct year's database which changes on 7/1 each year. New links will be email to you.

(New initial links are sent each year)



# Receive Link to Enter Evaluations

For your convenience, the system generates the invoice associated with any eligible evaluation you enter.

- 1) Save the email in an email folder marked CARE Network or otherwise save the link somewhere you will be able to access it
- 2) When ready to enter your FIRST evaluation for the new year (beginning 7/1/2021), select the link.

***Be sure to use the new link for any evaluations that occur beginning July 1<sup>st</sup>.***

## CARE Network: Link to Enter Evaluations



CARE Network <ron.mitchell@cuanschutz.edu>  
To: Mitchell, Ron

Reply Reply All Forward

Thu 4/8/2021 11:45 AM

Dear CARE Network Provider, click on the link below when you are ready to enter your FIRST evaluation. **There will be instructions provided after you submit the first evaluation to be able to enter future evaluations-- it is very important that you do not use this link after making your initial entry.** If you are ready to enter an evaluation it is recommended you create an email folder for the CARE Network and store this email there until it is needed.

[CARE Network Evaluation](#)

If the link above does not work, try copying the link below into your web browser:  
<https://redcap.ucdenver.edu/surveys/?s=nTKqfJK45P>

This link is unique to you and should not be forwarded to others.

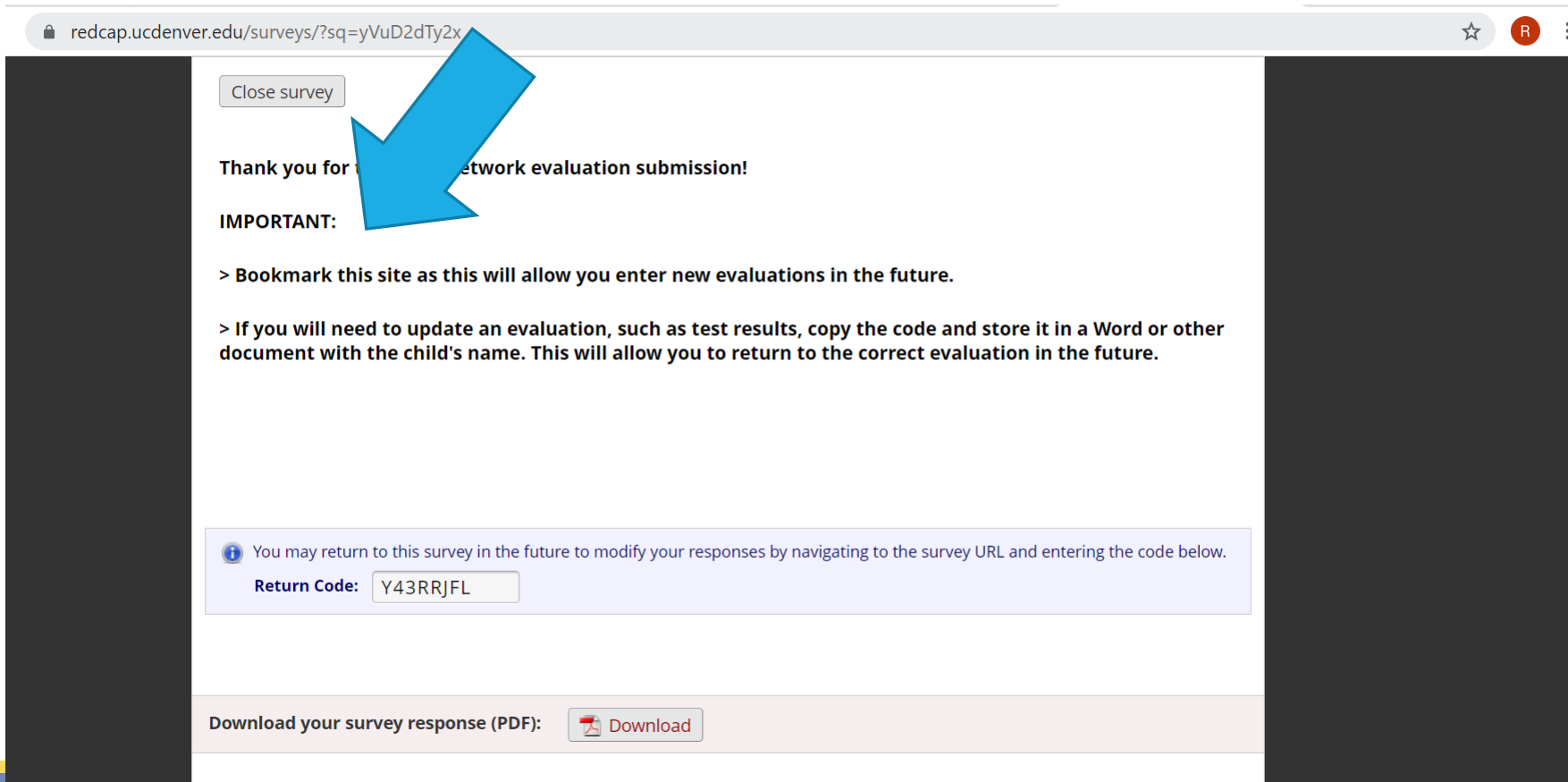
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# After 1<sup>st</sup> Entry, Bookmark Window

**IMPORTANT: The first link CANNOT be re-used or you will overwrite your 1<sup>st</sup>, or subsequent, evaluation entry(ies).**

- 1) After you select the “Submit” button on your first evaluation entered, the window below will appear.
- 2) Save this page as a Bookmark that you can return to when entering any and all future evaluations.



The screenshot shows a web browser window with the URL `redcap.ucdenver.edu/surveys/?sq=yVuD2dT2x`. The page content includes a 'Close survey' button at the top left. Below it is a thank-you message: 'Thank you for [redacted] network evaluation submission!'. An 'IMPORTANT:' section follows, containing two instructions: '> Bookmark this site as this will allow you enter new evaluations in the future.' and '> If you will need to update an evaluation, such as test results, copy the code and store it in a Word or other document with the child's name. This will allow you to return to the correct evaluation in the future.' A light blue information box contains the text: 'You may return to this survey in the future to modify your responses by navigating to the survey URL and entering the code below.' Below this, it says 'Return Code: Y43RRJFL' with the code in a text input field. At the bottom, there is a section for 'Download your survey response (PDF):' with a 'Download' button. A large blue arrow points from the top left towards the 'Close survey' button.

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# Entering Subsequent Evaluations

- 1) Find and open the bookmarked window for the CARE Network evaluation entry.
- 2) Rows will display for each evaluation you have entered. In the last row there will be a button “Enter a NEW Evaluation”, select that button and enter your next evaluations.

**Note do not select “Edit Response” unless you want to edit a previous evaluation you entered (which should be rare).**

redcap.ucdenver.edu/surveys/?sq=yVuD2dTy2x

Close survey queue

**Survey Queue**

To enter a NEW evaluation, select the "Enter New Evaluation" button toward the bottom of this window.

Get link to my survey queue

Status	Survey Title
✓ Completed	CARE Network Evaluation

+ Enter a NEW Evaluation

Edit response

# ACCESS RESOURCES

<https://www.kempecarenetwork.org/>

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## For Technical Assistance:

- > Call 720-476-1997
- > Email [ron.mitchell@cuanschutz.edu](mailto:ron.mitchell@cuanschutz.edu)

