

This Desk Guide will go over how to complete a Monthly rate invoice with alternative services.

Updated Disclaimer

When you log into eBilling the Disclaimer Statement has a new listing #9.

“If Alternative Nonresidential Services were delivered in-person, the Provider certifies that they were in compliance with the most protective state or local COVID-19 safety guidelines in effect at the time of service delivery.”

Click Accept to continue.

Finding the Invoice

1. Select your Service Provider # and click OK on the confirmation box
2. Click on the Invoice Tab

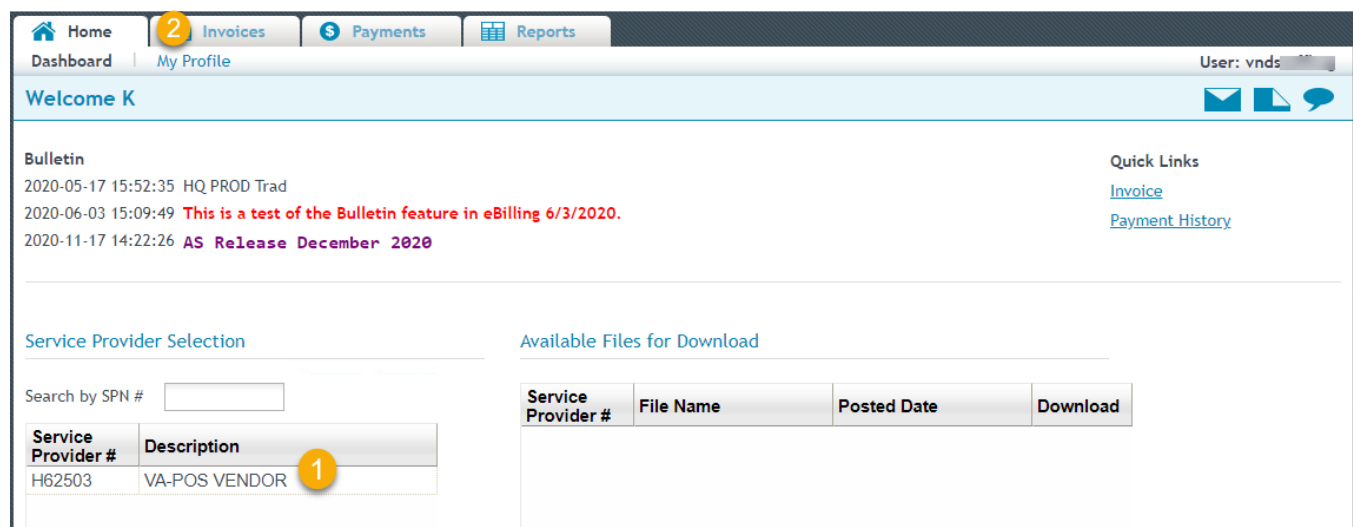


Figure 1 - eBilling Dashboard

3. On the Invoice Search screen enter the invoice number or leave all the fields blank and click on 'Search' to view all invoices.
 - All search fields are optional and do not need to be filled out

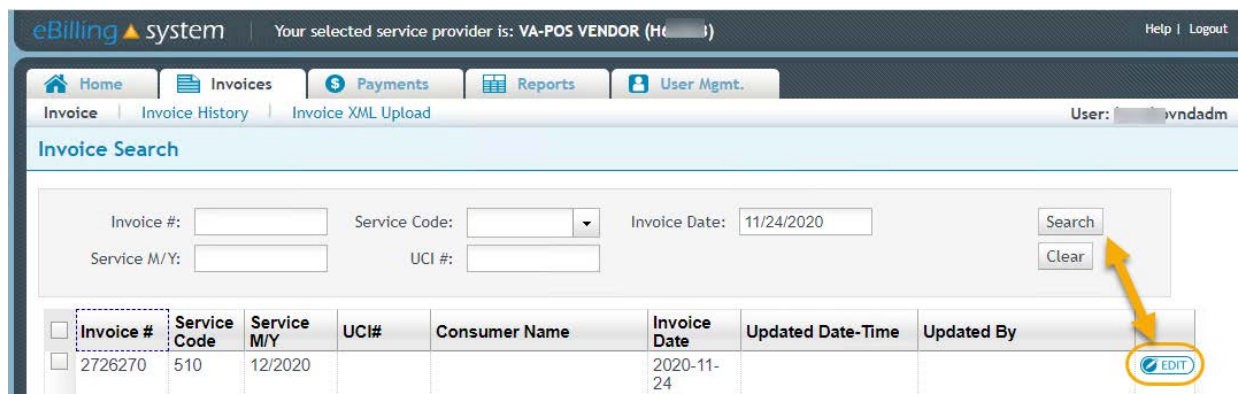


Figure 2 - Invoice Search

4. Select the Edit button on the invoice line you want to complete.

The Service provider billing details screen will display.

Processing at the Invoice Summary level

- A. You can sort the invoice by selecting one of the column headings across the top of the invoice summary lines. Click twice to reverse the sort.
- B. You can select the check mark in the upper left to checkmark all invoices and apply a No Service or Defer option to the entire invoice, or you can place checkmarks next to individual lines.
- C. Use one of the No Service, Defer or Calendar Template buttons to apply the same details to the lines selected.
- D. You can use the Filter dropdown and select "Filter Unprocessed" to only display lines that still need to be completed in order to submit the invoice.

Tip: If you have only a select few lines you will complete and a majority of the invoice is no service or defer, you can apply no service or defer to all using the checkboxes, then sort/scroll through your invoice and complete individual lines as needed.

The screenshot shows the 'Consumer Billing Details' screen. At the top left, there is a 'Filter All' dropdown menu with a downward arrow, annotated with a yellow circle and the letter 'D'. Below this is a table with columns: Line #, Consumer Name, UCI #, SVC Code, SVC Subcode, Auth #, Auth Date, Unit Type, Units Billed, and Days Attend. The table contains 7 rows of data, each with a red exclamation mark icon in the first column. A yellow circle and the letter 'B' are placed over the first column of the table. A yellow circle and the letter 'A' are placed over the 'Line #' column header. A yellow circle and the letter 'C' are placed over the 'No Service', 'Defer', and 'Calendar Template' buttons at the bottom of the screen. The 'Add Invoice Line', 'Submit', and 'Print Invoice Details' buttons are also visible.

Line #	Consumer Name	UCI #	SVC Code	SVC Subcode	Auth #	Auth Date	Unit Type	Units Billed	Days Attend
1	AL-LAST AL-FIRST	57	510		20142115	07/01/19 - 06/30/20	DM		0
2	AM-LAST JA-FIRST	74	510		20135739	07/01/19 - 06/30/20	DM		0
3	AN-LAST MA-FIRST	74	510		20414951	07/01/19 - 06/30/20	DM		0
4	AP-LAST GA-FIRST	68	510		20314428	07/01/19 - 06/30/20	DM		0
5	AZ-LAST TA-FIRST	56	510		20187134	07/01/19 - 06/30/20	DM		0
6	BA-LAST MI-FIRST	74	510		20267771	07/01/19 - 06/30/20	DM		0
7	BA-LAST MI-	74	510	NONMI	20316518	07/01/19 -	HD		0

At the bottom of the screen, there are buttons for 'No Service', 'Defer', 'Calendar Template', 'Add Invoice Line', 'Submit', and 'Print Invoice Details'.

Figure 3 - Service Provider Billing Details

Note: Once an invoice line has been updated with a selection, you can no longer update the invoice line at this higher level. If a change is needed, you will need to click on the line and go to the calendar detail entry to make changes.

You must navigate to the invoices calendar to complete the alternative service selections. Follow the instructions below.

Completing Alternative Service reporting

1. Click on the invoice line you want to complete
2. Select a *checkmark* on the days you provided services

2020

Select All De-Select All

Select check marks for the days you provided services. Where one or more alternative service was provided, select the circled A. Complete the Alternative Services entry screen that displays and Save.

Thursday Friday Saturday

1 2 3

8 9 10

15 16 17

Invoice Details

☒ Full Month Service

☐ No Service

☐ Last Month of Service ?

☐ Def Invoice

Exit D

Don't forget to complete the Full Month Service check mark for your monthly Invoice

Invoice Line Summary

Total Units: 1 / 9

Days

Unit Rate: 69.000

Gross Amount: \$ 69

Figure 4 - Attendance Calendar Data Entry

3. Click on the *circled A* in the date box. The Alternative Service Type Selection window will display.

Alternative Service Type Selection

☐ Alternative Service Types

☐ Support minimize exposure or impact COVID19

☐ Svc at vendor facility modified to comply

☐ Support for transition to SDP

☐ Comp Indiv Asmt of skills, pref & svc needs

☐ Completion Indiv svc plan to provide services

☐ Svc via phone, video or other electronic communication

☐ Delivery of supplies to home for svcs or support

☐ Educ material supplied by vendor

☐ Skills training to individuals in consumers household

☐ Svc provided in person at consumers home modified to comply

☐ Svc provided in community setting modified to comply

☐ Other mods to nonresidential svcs approved by consumer to meet needs

☐ Traditional services provided with no modifications

Save Clear Close

Figure 5 - Alternative Service Type Selection

4. Select the check box next to the desired alternate service or services.
5. Select **Save**
6. A confirmation window will display, select **OK**.

Alternate Service saved successfully.

OK

Figure 6 - Confirmation message

Once the alternative service circle is selected, the icon will change to a star. 

Note: If you made no alternative service selections, the star icon will remain until you select the Update button at the bottom of the screen.

7. Continue completing your invoice by selecting checkmarks and completing alternative services as needed.
8. Select the **"Full Month" checkbox** to the right of the calendar. You must complete this for the monthly rate dollar amount to populate to the invoice.
9. Select **Update** to save the calendar and refresh the page **OR** select **Update Next** to save and be taken to the next invoice detail line.
10. Continue to complete the invoice.
Once the invoice is completely updated, you can check your alternative services selections by navigating to the Reports tab and pulling up the Alternative Services reports. Instruction are displayed below.
11. When your invoice is accurate and complete, select the **Submit** button on the Service Provider Billing Details screen.

Reports

1. Select the Reports Tab
2. Select the drop-down list
3. Select the report you wish to review.

The alternative service reports require the SPN and the Invoice # be input at selection criteria.

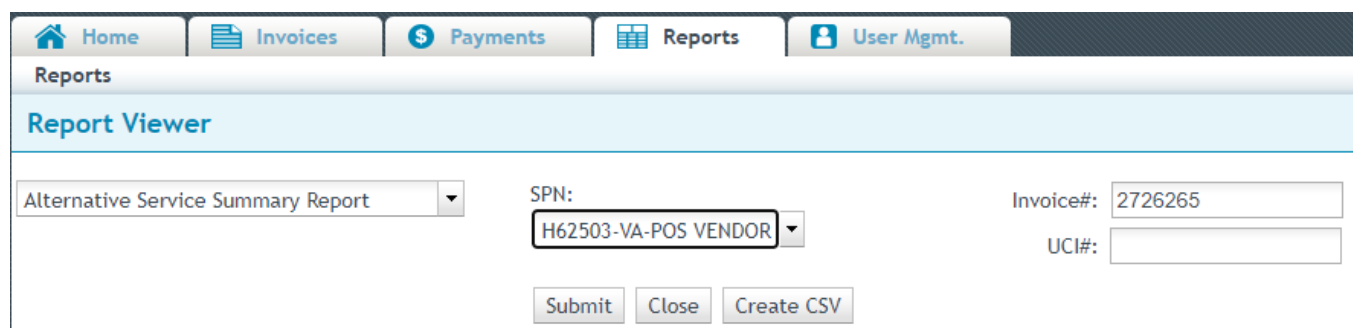


Figure 7- Report Viewer

Alternative Service Summary:

The alternative service summary report will display for any invoice regardless of if it has been updated or submitted. The "Days Attended" column will display the total number of days that were selected with checkmarks. The "AS Day Count" will display the number of days where alternative services were selected.

Regional Center

Alternative Service Summary Report

Run Time: 2020-11-24 00:58:46
Page : 1

Vendor #: H6
Name: VA-POS VENDOR
Address: FO-POS VENDOR
12 E ST
HI 3

Invoice Date: 2020-11-22
Invoice #: 2726265
Service Mnth/Yr: 09/2020

Line #	Client Name	UCI#	Auth #	Service	Sub-Code	Days Attended	AS Day Count
1		5	21142115	510		22	0
2		74	21135739	510		22	0
3		74	21414951	510		22	0
4		6	21314428	510		22	0
5		5	21187134	510		22	0
6		74	21267771	510		0	0
7		74	21316518	510	NONMO	0	0
8		74	21433079	510	A@DEL	20	14
9		6	21381207	510		22	0

Figure 8 - Alternative Service Summary Report Example

Alternative Service Detail:

The alternative service detail report is only available as a CSV download. The alternative service detail report will only generate for invoices that have alternative services selected. When the report is ready you should see the report at the bottom of the browser window. Please be patient as larger invoices will take some time to create. The report will display a list of all the alternative services selected on a given day. Each alternative service is separated by a semi-colon. At the end of the report the number of days alternative services were provided is given in a count.

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RC Name:	Regional	Run Date:	11/24/2020							
Vendor:	H									
Name:	VA-POS VENDOR									
	FO-POS VENDOR									
	12 FE ST									
	HLM, 543									
		Service								
Invoice Date	Invoice #	Mnth/Yr								
11/22/2020	2726265	Sep-20								
UCI#	LINE #	Auth #	Service-Code	Sub-Code	Day 7	Day 8	Day 9	Day 10	Day 11	AS Day count
5	1	21142115	510							0
7	2	21135739	510							0
7	3	21414951	510							0
6	4	21314428	510							0
5	5	21187134	510							0
7	6	21267771	510							0
7	7	21316518	510	NONMO						0
7403654	8	21433079	510	A@DEL	Skills training to individuals in consumers household; Svc provided in person at consumers home modified to comply	Educ material supplied by vendor; Skills training to individuals in consumers household; Svc provided in person at consumers home modified to comply	Svc via phone, video or other electronic communication	Svc via phone, video or other electronic communication	Svc provided in person at consumers home modified to comply	14

Alternative Service Selections

8/31/2020 Full Description
Directive

a	Supports related to minimizing the exposure to or impact of COVID-19 on the consumer;	Support minimize exposure or impact COVID19
b	Completion of an individual assessment of skills, preferences, and service needs for the consumer;	Comp Indiv Asmt of skills, pref & svc needs
c	Completion of an individualized service plan to provide needed services for the consumer;	Completion Indiv svc plan to provide services

Department of Developmental Services

Desk Guide

Alternative Service Invoice Completion

d	Services delivered to the consumer via telephone, video or other electronic communication;	Svc via phone, video or other electronic communication
e	Delivery of supplies or other items to the consumer's home needed to provide services or supports;	Delivery of supplies to home for svcs or support
f	Use of self-guided training and educational materials supplied by the vendor intended to support the consumer's service;	Educ material supplied by vendor
g	Skills training to individuals within the consumer's household who are specifically designated to support the consumer;	Skills training to individuals in consumers household
h	Services provided in-person at the consumer's home, modified to comply with the most restrictive state or local guidelines in effect at the time the service is to be delivered;	Svc provided in person at consumers home modified to comply
h	Services provided in-person in a community setting, modified to comply with the most restrictive state or local guidelines in effect at the time the service is to be delivered;	Svc provided in community setting modified to comply
h	Services provided in-person at the vendor's facility, modified to comply with the most restrictive state or local guidelines in effect at the time the service is to be delivered;	Svc at vendor facility modified to comply
i	Supports for transition to the Self-Determination Program	Support for transition to SDP
j	Other modifications to nonresidential services that are approved by the consumer that further or achieve his or her service needs.	Other mods to nonresidential svcs approved by consumer to meet needs.
Traditional services provided with no modifications		Traditional services provided with no modifications

Note: Traditional services provided with no modifications should be selected if traditional services as well as alternative services were provided on the same day. If traditional services are being supplied with modification make the appropriate selection from those outlined under h.