



QUICK REFERENCE GUIDE: INVOICING

INVOICING PROTOCOLS:

- ❖ Local Health Departments and Private Non-profit Agencies providing resource coordination services will submit monthly invoices to DDA according to the following steps:
 1. Resource Coordinators will submit a Resource Coordination Form as complete;
 2. Providers will generate a monthly invoice using PCIS-2;
 3. Providers will review the invoices (either in the system or via an Excel export);
 4. Providers will certify that the invoices are accurate and ready for submission in PCIS-2;
 5. Providers will print and sign the invoices; and
 6. Providers will email the signed invoices to the DDA Headquarters at DDA.CFO@maryland.gov.
- ❖ After certifying and submitting an invoice, if a Resource Coordinator or Supervisor realizes that additional work was completed, but not submitted as part of any monthly invoice, those hours can still be entered into PCIS-2 for inclusion in the next month's invoice.
- ❖ Certified invoices are due on the 15th day of the month following service. DDA will review the invoices then send them to General Accounting for automated payment processing as appropriate.
- ❖ Payments will be processed within 45 days.
- ❖ The final invoice for the fiscal year is due in July 2014 for activities completed in June. Hours added after that final invoice will not be paid. Only hours entered within 12 invoices associated with the fiscal year are valid.

NOTE: DDA will explore the possibility of eliminating paper invoices and processing invoices electronically through PCIS-2; however, at this point invoices must be emailed to the DDA.

QUICK REFERENCE GUIDE: INVOICING

GENERATING AND SUBMITTING AN INVOICE IN PCIS-2:

STEP 1: Once in the Resource Coordination tab, click on “Payment.”

TEST, D You have 0 Workflows and 0 Notifications since 08/05/2013 at 07:21 AM. Refresh C

<u>Resource Coordination</u>	<u>Individual Plan</u>	<u>Management</u>	<u>Payment</u>
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STEP 2: Enter the appropriate Fiscal Year (currently 2014) and click on “Search.”

TEST, D You have 0 Workflows and 0 Notifications since 08/05/2013 at 07:21 AM. Refr

<u>Resource Coordination</u>	<u>Individual Plan</u>	<u>Management</u>	<u>Payment</u>
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Search Resource Coordination Payments

* Provider: 123, INC - C020 ▾

* Fiscal Year: 2014

NOTE: After you click search, a summary of the number of resource coordination forms that have been certified, withdrawn, or are in draft as well as previous invoices will be displayed.

STEP 3: Click on “Add Invoice.”

Resource Coordination Payments

Provider: 123, INC Fiscal Year: 2014

Working Capital

Date	Actual	Annual	Detail
No working capital found.			
Total \$	0.00	0.00	

of Resource coordination forms

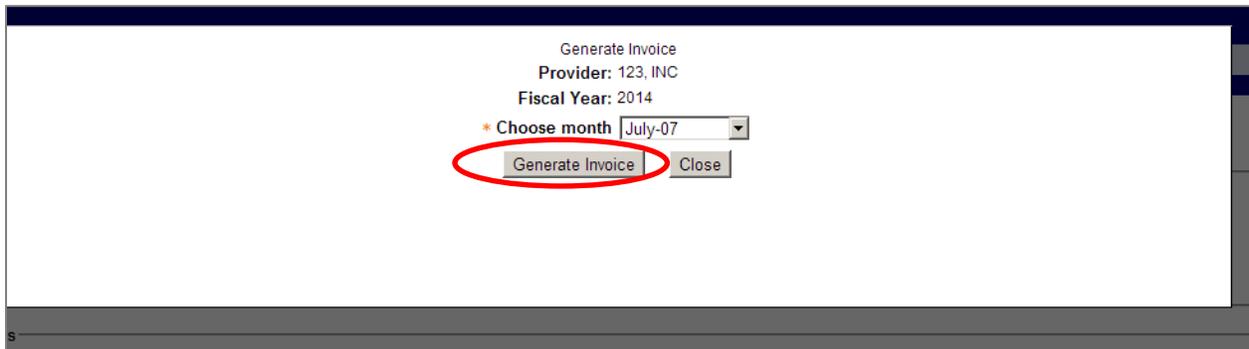
Status	Count
Certified	12
In draft	130
Withdrawn	7

Invoices

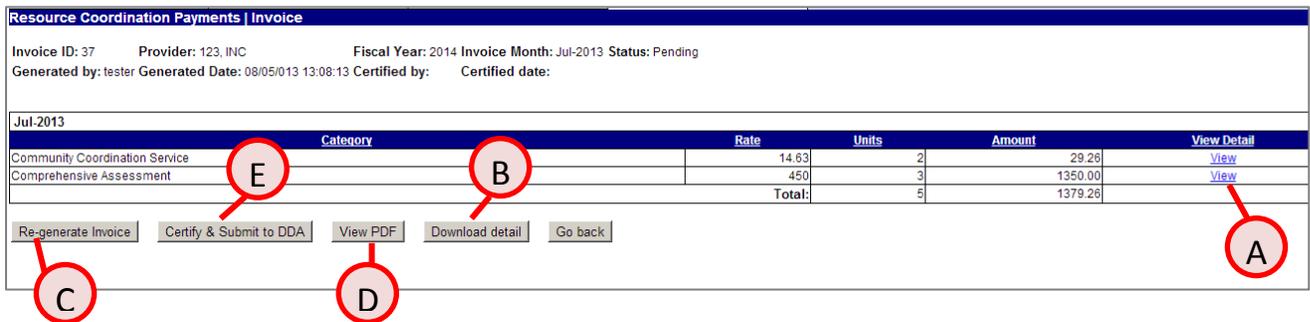
Invoice ID	Invoice Month	Status	Amount	Generated By	Generated Date	Certified By	Certified Date	View Detail
30	Jun-2014	Certified	900.00	tester	08/02/2013	tester	08/02/2013	view
Total \$			900.00					

QUICK REFERENCE GUIDE: INVOICING

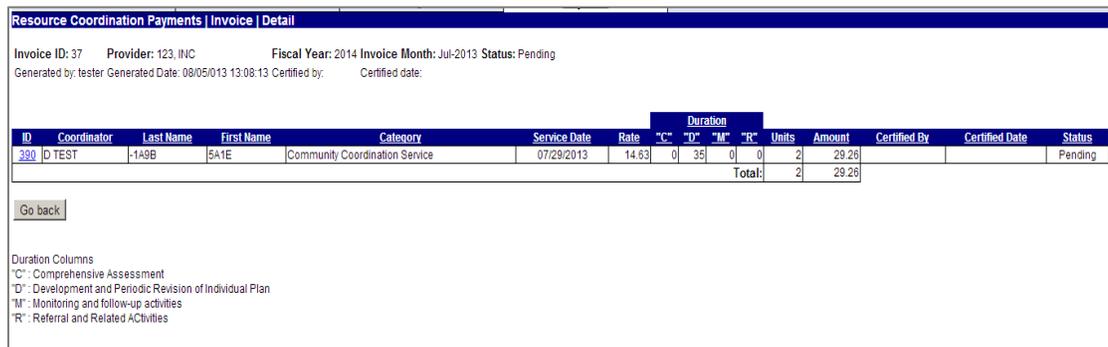
STEP 4: Choose the month you need to generate an invoice for and click on **“Generate Invoice.”**



STEP 5: Once an invoice has been generated, you have the option to (a) view detail related to the different service categories billed in the invoice, (b) download details of the invoice in an Excel file, (c) re-generate the invoice (*if additional RC Forms have been added before certification and submission*), (d) view the invoice as a PDF, or (e) certify and submit the invoice to DDA for payment.



Option A: View Detail – To view the detail associated with each service category in the invoice, including the resource coordinator, individual served, service date and duration break-down by activity, click **“View”** in the **“View Detail”** column. The following screen will appear:



QUICK REFERENCE GUIDE: INVOICING

Option B: Download Detail – To download the detail in an Excel file, click “**Download Detail.**” The Excel file will allow you to sort by fields including Resource Coordinator, individual served, and service date. The file will resemble the following:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	ID	COORDIN.	LASTNAM	FIRSTNAM	SERVICE_DAT	CATEGORY	RATE	C	D	M	R	UNITS	AMOUNT	STATUS
2	353	John Doe	YSCD0	-7W27" X2	7/1/2013	Comprehe	450	15	0	0	15	0	0	Pending
3	244	John Doe	CDYEBD2X	5188DZ" X	7/2/2013	Comprehe	450	120	0	0	120	0	0	Pending
4	293	John Doe	CDYEBD2X	5188DZ" X	7/3/2013	Comprehe	450	40	0	0	40	0	0	Pending
5	299	John Doe	CDYEBD2X	55A" 5CC9	7/3/2013	Comprehe	450	30	0	0	30	0	0	Pending
6	310	John Doe	YSCD0	-7W27" X2	7/8/2013	Comprehe	450	30	0	0	30	1	450	Pending
7	298	John Doe	YSCD0	-7W27" X2	7/13/2013	Comprehe	450	30	0	0	30	0	0	Pending
8	322	John Doe	CDYEBD2X	5188DZ" X	7/17/2013	Comprehe	450	10	0	0	10	0	0	Pending

NOTE: “ID” refers to the Resource Coordination Form ID Number; “C” refers to minutes spent on Comprehensive Assessments, “D” refers to minutes spent on Development and Periodic Revision of Implementation Plan, “M” refers to minutes spent on Monitoring and Follow-Up Activities, and “R” refers to minutes spent on Referrals and Related Activities; the Status will show as “Pending” until the invoice has been certified, then it will change to “Certified.”

Option C: Re-generate Invoice – If you have generated the invoice, but have not yet certified and submitted it to DDA, then you can add additional RC Forms to the invoice. Once the additional RC Forms have been added, click on “**Re-generate Invoice**” to update the invoice.

Option D: View PDF – To view a PDF copy of the invoice before it is certified and submitted to DDA click on “**View PDF.**”

Option E: Certify & Submit to DDA – After reviewing the details and confirming the accuracy of the invoice, you can certify the invoice as complete by clicking on “**Certify & Submit to DDA.**” The system will then ask if you want to certify, this is to ensure invoices are not certified by mistake. If you are ready to certify and submit, click on “**OK.**” The following screen will appear:

Invoice is certified successfully.

Invoice ID: 37 Provider: 123, INC Fiscal Year: 2014 Invoice Month: Jul-2013 Status: Certified
 Generated by: tester Generated Date: 08/05/013 13:08:13 Certified by: tester Certified date: 08/05/2013 16:31:26

Jul-2013	
Category	Rate
Community Coordination Service	14
Comprehensive Assessment	
To	

NOTE: Clicking on “Notify DDA again” will submit another notification to DDA that the invoice has been certified and submitted.

QUICK REFERENCE GUIDE: INVOICING

STEP 6: Once the invoice has been certified, the RC provider needs to print and sign the PDF version of the invoice, then send it to DDA. To download the PDF version, click on **“View PDF.”**

Invoice is certified successfully.

Invoice ID: 37 Provider: 123, INC Fiscal Year: 2014 Invoice Month: Jul-2013 Status: Certified
Generated by: tester Generated Date: 08/05/013 13:08:13 Certified by: tester Certified date: 08/05/2013 16:31:26

Jul-2013	
Category	Rate
Community Coordination Service	14.63
Comprehensive Assessment	450
Total	

Notify DDA again **View PDF** Download detail Go back

resc_invoice_2013_08_05.pdf - Adobe Reader

File Edit View Window Help

1 / 1 100% Tools Comment

Invoice ID:37 Provider: 123, INC Fiscal Year: 2014 Invoice Month: Jul-2013 Status: Certified
Generated by: tester Generated Date: 08/05/013 13:08:13 Certified by: tester Certified date: 08/05/2013 16:31:26

Jul-2013			
Category	Rate	Units	Amount
Community Coordination Service	14.63	2	29.26
Comprehensive Assessment	450	3	1350.00
Total		5	1379.26

Signature: _____ Date: _____

The signed invoice must be emailed to DDA at DDA.CFO@maryland.gov.