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VENDOR INVOICES

HOW TO PREPARE AND SUBMIT YOUR MONTHLY INVOICES

U.S. PROBATION OFFICE & U.S. PRETRIAL SERVICES OFFICE
EASTERN DISTRICT OF CALIFORNIA

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INTRODUCTION



INTRODUCTION

Welcome & Purpose

- ▶ Welcome to this Vendor Invoice presentation.
- ▶ The purpose of this presentation is to:
 - ▶ Help you prepare your monthly invoices
 - ▶ Ensure your invoices are correct and true for payment
 - ▶ Reduce errors
 - ▶ Reduce supplemental invoices
 - ▶ Help ensure invoices are paid timely to each vendor



INTRODUCTION

Parts of the Invoice

Invoices are divided into three parts:

1. Part A – Summarization of all the services and total amount billed
2. Part B – Itemized listing of all services provided during the month, by defendant/offender
3. Support Documentation: Monthly Sign-in Logs (MSLs)
Urinalysis Sign-in Logs (UALs)
Reports – Intake, Physical, Psychological, Polygraph, etc.
Receipts – Co-payments, Medication, Transportation, etc.

Part A – Summary

Revised 06/25/2006 Page ___ of ___

DATE: 10/3/2007 ATTACHMENT J-B
PAGE ___ OF ___

ADMINISTRATIVE OFFICE OF THE UNITED STATES COURTS
TREATMENT SERVICES INVOICE

BOC: 2526

(PART A)

1. Judicial District _____ 3. B.P.A.# _____

2. Vendor _____ 4. Service Delivery: _____

a. Address: _____ 5. Total # _____

b. Telephone: _____ 6. Individuals Served: _____

Vendor Certification: I certify that all expenditures and requests for reimbursement in this voucher are accurate and correct to the best of my knowledge and include any charges for services actually rendered to clients under the terms of the agreement and for which no other compensation has been received from either the client or the United States District Court.

6. PROJECT CODE	7. QUANTITY	8. UNIT PRICE	9. TOTAL PRICE
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1001			
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INTRODUCTION

Invoice Template

- ▶ An invoice template will be provided to you, which is specific to your BPA or contract.
- ▶ This template is a preformatted Microsoft Excel format:
 - ▶ Do not change the invoice format
 - ▶ Do not overwrite formulas (except where instructed)
- ▶ This Excel template:
 - ▶ Automatically calculates Section B, then
 - ▶ Transfers the total amount billed to Section A
- ▶ Keep the original template, and make a copy for your monthly invoice. This will keep the invoice from becoming corrupted.
- ▶ If your template becomes corrupted, or stops calculating properly, you may request an another copy



INTRODUCTION

Due Dates

- ▶ Invoices are due in our office by the 10th of each month, following the month in which services were performed.
- ▶ For Example:
 - ▶ January's invoices are to be received by the 10th of February
 - ▶ July's invoices are to be received by the 10th of August

INTRODUCTION

Program Plans



PROB 45 – Program Plan

- ▶ Services are requested by U.S. Pretrial Services Officers and U.S. Probation Officers via a PROB 45, Program Plan.
- ▶ PROB 45s, Program Plans, must be signed by a "Referral Agent." Only those officers listed on the Referral Agent list (included in the Delivery Order) may sign as referral agents.
- ▶ Only services authorized by a valid Program Plan may be billed.
- ▶ Services provided by the vendor without a valid Program Plan may be deducted from the vendor's invoice before payment.

Attachment 1.2

Prob. Form 45 Today's Date:

Client Identifying Information

Client:	PACIS#:	Photo Not Available
Address:	Pretrial/Post Conviction:	
Officer:	Client Phone:	
Officer Phone:	DOB:	

Provider Information

Provider:	Procurement No:
Provider Location:	Effective Date:
Alt:	Termination Date:
Location Address:	
Phone:	
Fax:	

Authorized Services
Your agency is authorized to provide the following services beginning on the plan effective date indicated above. Any services provided outside of those listed below and/or outside the Effective and Termination Dates of the Plan will not be authorized for payment.

Services Ordered

Project Code	Description Of Services	Phase	Frequency (Units)	Interval	Copy Amount (per unit)
2010	Individual Substance Abuse Counseling		1.0	Weekly	\$0.00
2020	Group Substance Counseling		2.0	Monthly	\$0.00

Instructions to Provider Regarding Client Needs and Goals of Treatment

Officer: _____ Referral Agent: _____ Client: _____



INTRODUCTION

Invoice Validation

- ▶ Invoices are validated by comparing:
 1. Information contained in Probation and Pretrial Services Automated Case Management System (PACTS),
 2. Your Invoice, and
 3. The support documentation, including:
 - ▶ Monthly Sign-In Logs (MSLs)
 - ▶ Urinalysis Sign-In Logs (UALs)
 - ▶ Reports – Intake, Physical, Psychological, Polygraph, etc.
 - ▶ Receipts – Co-payments, Medication, Transportation, etc.



INTRODUCTION

Validation Errors

A validation error occurs when a charge (or charges) can not be verified by:

- PACTS,
- The invoice, or
- The supporting documentation

When there is a validation error, the unverified or unauthorized charge(s) will be deducted from the invoice and a letter will be sent to you explaining the adjustment.

You will receive a Payment Authorization Adjustments letter, detailing the adjustment(s):

- The amount of the deduction(s)
- The reason for the deduction(s)

Cover Letter

UNITED STATES DISTRICT COURT | EASTERN DISTRICT OF CALIFORNIA

PROBATION OFFICE

ROBERT A. RAMIREZ
Chief U.S. Probation Officer

JACK C. ROBERSON
Deputy Chief U.S. Probation Officer

501 "F" Street, Suite 2-500
Sacramento, California 95814
Tel: (916) 930-4300



REPLY TO:
(Headquarters)
501 "F" Street, Suite 2-500
Sacramento, California 95814
Tel: (916) 930-4300
Fax: (916) 930-4300
www.caep.uscourts.gov

March 12, 2019

Service Provider

RE: Payment Authorization Adjustments

Dear Service Provider,

An invoice from your agency was adjusted by our office. Please see the adjustments below.

Should you wish to rebill for any of these items, you must submit a separate invoice. Do not include them in the next month's bill. Any supplemental invoices and the supporting documentation must be received by the due date indicated.

Please ensure you review all invoices for correctness and completeness before submitting them. Instructions for submitting invoices may be found in the Statement of Work (SOW), Section G – Agreement Administration Data, Paragraphs G.3 (Invoices) and G.4 (Reimbursements or Copayments).

Should you have any questions please contact Dena Larkin, Procurement Administrator, at: (916) 930-4339 or dena_larkin@caep.uscourts.gov. Thank you for your continued support.

Sincerely,

Michael S. Smith
Contracts Specialist

MSS/dl
Attachment

Public safety and the fair administration of justice through professional and progressive interventions.

Adjustments

CLINICAL SERVICES INVOICE ADJUSTMENTS					
Vendor:					
BPA #:					
Billing Period:					
Vendors Original Invoice Total:					\$
#	Client #	Client Name	Project Code	Adjustment	Adjustment Description
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
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15					
16					
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18					
19					
20					
Total Deductions:					\$
Authorized Adjusted Total:					\$
To Calculate - Highlight table & press F9					



INTRODUCTION

Supplemental Invoices

- ▶ When you receive a Payment Authorization Adjustments letter, you will need to:
 - ▶ Research the error and make the necessary corrections
 - ▶ Prepare a “Supplemental” invoice (if the charge is valid) for the applicable month and submit it separately from your regular monthly invoices
- ▶ **IMPORTANT:** Do not add the corrected charge(s) to your next month’s invoice. Submit them separately, as a “Supplemental” invoice to the month the charge applies.



INTRODUCTION

Our Responsibility to the Taxpayer

- ▶ Documentation supporting each and every charge in an invoice is required for two reasons:
 1. The Federal Government has a fiduciary responsibility to ensure that the taxpayer's money is spent wisely, and
 2. Congress, in authorizing treatment services to be provided to Federal Defendants and Offenders, requires that every invoice be fully supported by documentation which proves that each service was indeed provided by the vendor



PROCESS OVERVIEW



PROCESS OVERVIEW

Steps 1 & 2

- ▶ Step 1 – Gather your documents from the clinicians and support staff:
 - ▶ Monthly Sign-In Logs (MSLs)
 - ▶ Urinalysis Sign-In Logs (UALs)
 - Note for vendors who do not provide Urinalysis as a separate charge or as part of their SOW, this log is not applicable to your agency
 - ▶ Reports – Intake, Physical, Psychological, Polygraph, etc.
 - ▶ Receipts – Co-payments, Medication, Transportation, etc.
- ▶ Step 2 – Prepare your invoice:
 - ▶ Part B – Itemized Invoice
 - ▶ Part A – Invoice Summary

PROCESS OVERVIEW

Steps 3 & 4



- ▶ Step 3 – Review your invoice:
 - ▶ Compare Section A & B totals
 - ▶ Compare Section B with all support documentation
 - ▶ Ensure there is support documentation for every charge
- ▶ Step 4 – Submit your invoice:
 - ▶ By the 10th of each following month by Mail or email:
 - ▶ Parts A & B, and All supporting documents
 - ▶ email: for Probation: procurement@caep.uscourts.gov
 - ▶ for Pretrial Services: aunderwood@caept.gov
 - If an invoice could be delayed, a request for an extension to submit your invoice late must be submitted before the 10th.

PROCESS OVERVIEW

Quick Reference

- ▶ For your convenience, attached is a Quick Reference guide you may download.
- ▶ Click on the attachments tool within Adobe to open the document.



VENDOR INVOICE PROCESS QUICK REFERENCE

❖ Step 1 – Gather your documents:

- Including:
 - Monthly Sing-In Logs (MSLs)
 - Urinalysis (UALs)
 - Reports – Intake, Physical, Psychological, Polygraph, etc.
 - Receipts – Co-payments, Medication, Transportation, etc.
- Compare the MS and UA logs with the support documentation

❖ Step 2 – Prepare your invoice:

- Part B – Itemized Invoice
- Part A – Invoice Summary

❖ Step 3 – Review your invoice:

- Compare Section A & B totals
- Compare Section B with all support documentation
- Ensure there is support documentation for every charge

❖ Step 4 – Submit your invoice:

- By the 10th of each following month
 - If an invoice could be delayed, a request for an extension to submit your invoice late must be submitted before the 10th.
- Email Probation: procurement@caep.uscourts.gov
- Pretrial Services: aunderwood@caept.uscourts.gov



GATHER YOUR DOCUMENTS

STEP 1



GATHER YOUR DOCUMENTS

Step 1 – Getting Ready

- ▶ Gather all your paperwork from clinicians and staff, including:
 - ▶ Monthly Sign-In Logs (MSLs) - MSLs will contain all services except UAs
 - ▶ Urinalysis Sign-In Logs (UALs) - UALs will contain UAs and possible co-payments
 - ▶ Reports – Intake, Physical, Psychological, Polygraph, etc.
 - ▶ Receipts – Co-payments, Medication, Transportation, etc.
- ▶ These are the documents you will need to complete and submit your monthly invoice.



GATHER YOUR DOCUMENTS

Step 1 – Review the Documents

- ▶ Compare the Monthly Sign and Urinalysis Logs with the support documentation, including:
 - ▶ All logs are signed and complete
 - ▶ Reports – Intake, Physical, Psychological, Polygraph, etc.
 - ▶ Receipts – Co-payments, Medication, Transportation, etc.



GATHER YOUR DOCUMENTS

Step 1 – Review the Documents

- ▶ Ensure the MSLs and UALs are correct and reflect all services provided:
 - ▶ Logs:
 - ▶ Ensure there is an entry on the MSL and/or UAL for each Sign-In
 - ▶ Ensure the sign-in and out times correspond with the units being billed
 - ▶ Reports:
 - ▶ Ensure reports are complete and meet the Statement of Work (SOW) requirements
 - ▶ Ensure reports are signed and dated by the clinician
 - Reports must be provided to the officer directly from the vendor
 - ▶ Receipts:
 - ▶ Ensure receipts correspond with any items posted on the MSL



GATHER YOUR DOCUMENTS

Step 1 – Supporting Documents

- ▶ Ensure you have supporting documents for every line item being billed on Part B, including:
 - ▶ Monthly Sign-In Logs (MSLs)
 - ▶ Urinalysis Sign-In Logs (UALs)
 - ▶ Reports – Intake, Physical, Psychological, Polygraph, etc.
 - ▶ Receipts – Co-payments, Medication, Transportation, etc.
- ▶ **NOTE**: Any charge not supported by the documents will be deducted from the invoice.



GATHER YOUR DOCUMENTS

Step 1 – Resolving Discrepancies

- ▶ Resolve any discrepancies with the clinicians and support staff before you begin your invoice.
- ▶ Review the PROB 45, Program Plan if there are any questions whether a service or the quantity of service was authorized.
- ▶ **NOTE**: Any charge not specifically authorized by a PROB 45, Program Plan, will be deducted from the invoice.



GATHER YOUR DOCUMENTS

Step 1 – Last Check

- ▶ Check to ensure you have all the:
 - ▶ MSLs, UALs and
 - ▶ Supporting documents

AND

- ▶ You've resolved any discrepancy

Now, you're ready to prepare the invoice.



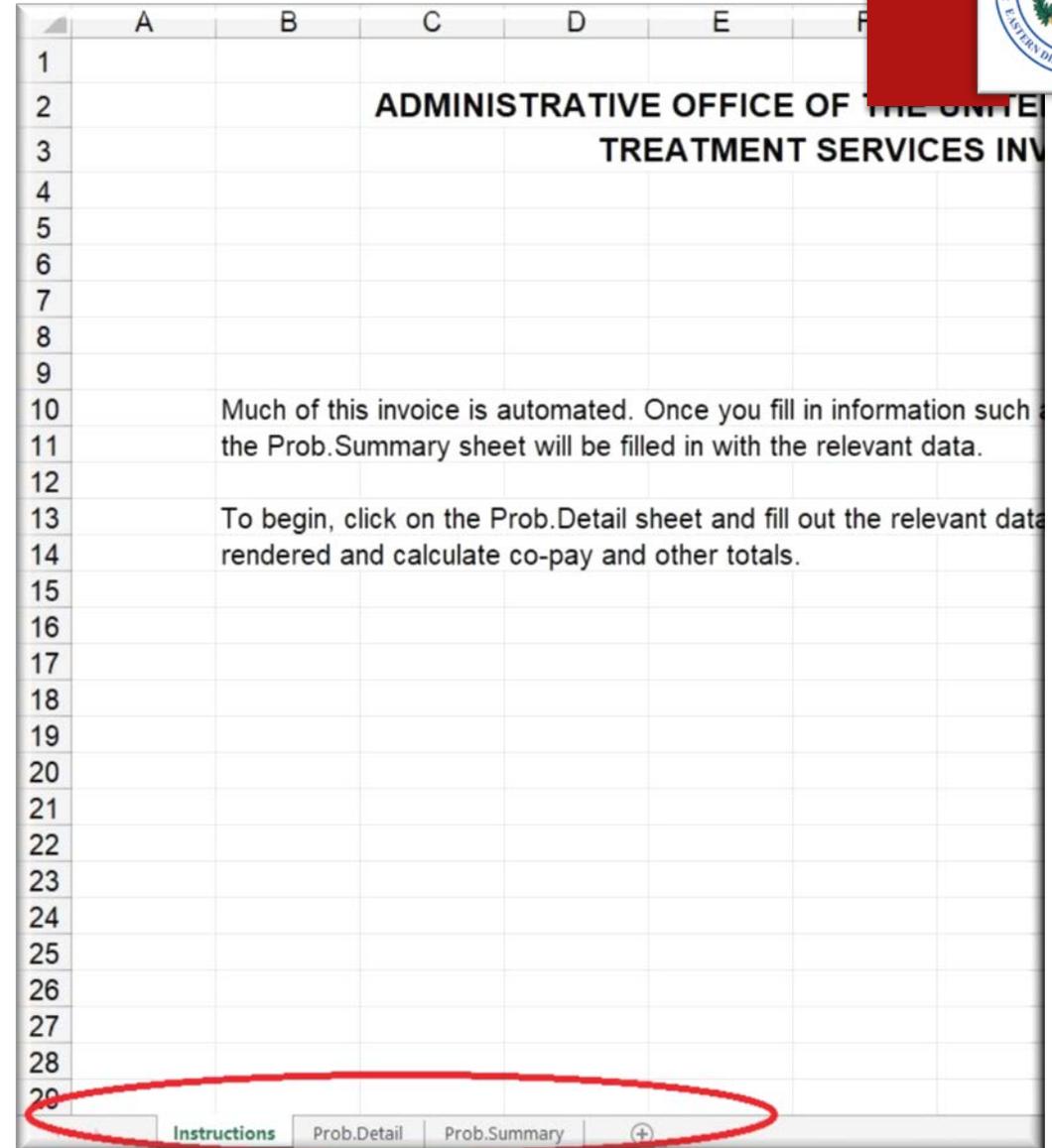
PREPARE YOUR INVOICE

STEP 2

PREPARE YOUR INVOICE

Step 2 – Spreadsheet Navigation

- ▶ Open the spreadsheet provided to your agency.
- ▶ Be sure to save a copy of the original, in case the one you're working with becomes corrupted.
- ▶ The Microsoft Excel spreadsheet is divided into three worksheets, as follows:
 - ▶ 1st Tab – Instructions
 - ▶ 2nd Tab – Part B, Invoice Detail
 - ▶ 3rd Tab – Part A, Invoice Summary
 - NOTE: Do not Change the name of these tabs





PREPARE YOUR INVOICE

Step 2 – Part B, Invoice *Navigation*

- ▶ Begin on Part B.
- ▶ Part B is where you will enter the detailed billing information.
- ▶ Transfer the information from the MSLs and UALs to Part B of the invoice (see the samples on the next few slides).
- ▶ Remember:
 - ▶ Only those services specifically requested with a signed PROB 45, Program Plan, may be charged.
 - ▶ All unverifiable or unauthorized charges will be deducted from the invoice and a Payment Authorization Adjustments letter will be sent to you, advising of the changes.



PREPARE YOUR INVOICE

Step 2 – Part B, Transfer Data from the MSL

- ▶ Unit Price:
 - ▶ Most Project Code unit pricing will be a 30-minute session (i.e. 1 unit = 30 minutes).
 - ▶ However, some Project Codes have different units (See the chart).
 - ▶ Review the Project Code pricing in Section B of the Statement of Work (SOW) for the appropriate unit charge.

Service	Unit	Example
Most Counseling	Per Session (30 minutes)	1 unit = 30 minutes
Intensive Outpatient Treatment	Per Day (3 hours per day, 3 days per week minimum)	1 unit = 1 day
Intake, Psychological & physical Reports	Per Report	1 unit = 1 report (regardless of the time it takes to complete)
Psychotropic Medication	Per Month	1 unit = 1 month (regardless of the number of medications prescribed)
Medication Monitoring & Administering Medications	Per Visit	1 unit = 1 visit
Administrative Fees	Per Expense	1 unit = 5% of the related charge
Co-Payments	Per Co-Payment	1 unit = 1 co-payment
Physiological Exams	Per Exam	1 unit = 1 exam
At Cost Services	Actual Cost	1 unit = actual cost of service provided
Polygraph Tests	Per Test	1 unit = 1 test



PREPARE YOUR INVOICE

Step 2 – Part B, Manual Entries

- ▶ Unit pricing for Administrative Fees (items which are a percentage of their parent cost), and actual cost items, will need to be manually entered (See Project Codes to the Right.)
- ▶ In these cases you will need to write in cost the Unit Price column.

Project Code	Description	Price Base
1201	Client Transportation, Admin. Fee	5% of PC 1201
1202	Client Transportation	Actual Cost
6040	Psychotropic Med.	Actual Cost
6041	Psychotropic Med, Admin. Fee	5% of Actual Funds Expended Under PC 6040
1501	Co-Payments & Admin. Fee	Actual Cost + 5% of Amount Collected



PREPARE YOUR INVOICE

Step 2 – Part A, Data Entry

- ▶ Information is entered into Part A in three different ways:
 - ▶ Pre-Populated Information – The invoice will come with some information already entered for you.
 - ▶ Manual Entry Fields – Some information you will need to enter yourself.
 - ▶ Automated Fields – Some information will populate with the information entered into Part B of the invoice.



DATE: 10/3/2007 ATTACHMENT J.8
PAGE 1 OF 2

ADMINISTRATIVE OFFICE OF THE UNITED STATES COURTS
TREATMENT SERVICES INVOICE

BOC: 2526

(PART A)

1. Judicial District: US Probation Eastern District, CA 3. B.P.A.#: 0972-2X-XXSM
2. Vendor: ABC Counseling Agency 4. Service Delivery:
a. Address:
b. Telephone: 5. Total # Individuals Served:

Vendors Certification: I certify that all expenditures and requests for reimbursement in this voucher are accurate and correct to the best of my knowledge and include only charges for services actually rendered to clients under the terms of the agreement and for which no other compensation has been received from either the client or the United States District Court.

6. PROJECT CODE	7. QUANTITY	8. UNIT PRICE	9. TOTAL PRICE
1010	1	15	15
1201	1	2.25	2.25
1202	1	45	45
1501	2		
2010	7	30	210
2011	1	300	300
2020			
2022	6	25	150
2030			
Totals:			722.25
Co-Pay Received:			50.00
SC 1501/Administrative Fee: (5%)			2.50
Balance Due:			674.75

PREPARE YOUR INVOICE

Step 2 – Part A, Pre-Populated Information

- ▶ The invoice template you receive will be pre-populated with the following information:
 - ▶ BOC(s)
 - ▶ Judicial District
 - ▶ Vendor's Name
 - ▶ BPA Number
 - ▶ Project Codes



REVIEW YOUR INVOICE

STEP 3



REVIEW YOUR INVOICE

Step 3 – Verify

- ▶ Compare Section A & B totals to ensure they agree.
- ▶ Once your invoice is complete, go back and compare the invoice with:
 - ▶ Monthly Sign-In Logs (MSLs)
 - ▶ Urinalysis Sign-In Logs (UALs)
 - ▶ Reports – Intake, Physical, Psychological, Polygraph, etc.
 - ▶ Receipts – Co-payments, Medication, Transportation, etc.
- ▶ Review each line on Part B to ensure there is a support document for every charge.
- ▶ Make any adjustment needed.
- ▶ **NOTE:** *This is the same process our office will use to verify your invoice is correct.*



SUBMIT YOUR INVOICE

STEP 4



Submitting your Invoice Packet

- ▶ Invoices are due by the 10th of following month that services were provided. For example, if services were provided in October the invoice must be received by November 10th.
 - If an invoice could be delayed, a request for an extension to submit your invoice late must be submitted before the 10th
- ▶ The following documents are required as part of the Invoice Packet
 - The Invoice Excel Spreadsheet
 - A PDF version of the Invoice excel Spreadsheet
 - A PDF document containing the supporting documents: MSLs, UALs, Reports, Receipts, Treatment Plans. If the PDF is too big it can be broken down to a few supporting PDF documents.

-  [Sample Vendor Excel Invoice](#)
-  [Sample Vendor PDF Invoice](#)
-  [Sample Vendor PDF Support Documents](#)



SUBMIT YOUR INVOICE – Support Documentation

- ▶ When sending the support documentation Include the following documents:
 - ▶ Monthly Sign-In Logs (MSLs)
 - ▶ Urinalysis Sign-In Logs (UALs)
 - For some vendors UALs are not applicable
 - ▶ Reports – Intake, Physical, Psychological, Polygraph, etc.
 - Reports must be included but will not be provided to officers, vendors must also send reports to officers
 - ▶ Receipts – Co-payments, Medication, Transportation, etc.
 - ▶ NOTE: You do not need to include the PROB 45, Program Plans.



SUBMIT YOUR INVOICE

Step 4 – Submission Process

▶ Invoices must be submitted by email:

- U.S. Probation Office – California Eastern Probation
procurement@caep.uscourts.gov
- U.S. Pretrial Services Office – Amanda Underwood
aunderwood@caept.uscourts.gov

○



COMMON ERRORS



COMMON ERRORS

- ▶ Billing U.S. Pretrial Services on U.S. Probation Office invoice, and visa versa
- ▶ Charging incorrect unit prices (See Section B of proposal)
- ▶ Charging for “No Shows”
- ▶ Charging for stalls or insufficient quantities on UAs
- ▶ No original signatures on Part A of the invoice
- ▶ Not charging correct unit amounts: (e.g. 1 unit = ½ hour, 2 units = 1 hour, for most services)
- ▶ Not providing all support documentation with invoice



QUESTIONS & CONTACTS



QUESTIONS & CONTACTS

- ▶ If you have questions about your BPA or contract, billing, or how to prepare your invoice, contact:
 - ▶ U.S. Probation Office:
 - ▶ Samantha Washington, Procurement Administrator
 - ▶ (916) 930-4306
 - ▶ samantha_washington@caep.uscourts.gov
 - ▶ U.S. Pretrial Services Office:
 - ▶ Amanda Underwood, Procurement Administrator
 - ▶ (916) 930-4363
 - ▶ aunderwood@caept.uscourts.gov

Thank
You

