eBilling system

ALTA CALIFORNIA
REGIONAL CENTER

eBilling Training

All Users

eBilling system

ALTA CALIFORNIA
REGIONAL CENTER

Accessing the eBilling system

1) Link on our website www.altaregional.org

or

2) http://eBilling.dds.ca.gov:8364

Won’t be available until January 26th.

Begin Submitting invoices on January 29th.

Billing and Invoicing

There are three types of billing processes, each with its own type of invoice: E-Billing, and E-Attendance, and paper invoices. When practical all service providers will be encouraged to use the E-Billing system.

E-Billing

The E-Billing application is by far the most efficient way for service providers to process their billing and invoicing to Alta. All service providers will be encouraged to submit billing and invoicing documents to Alta using the web-based E-Billing application. To use the E-Billing application you must first complete the E-Billing Enrollment packet.

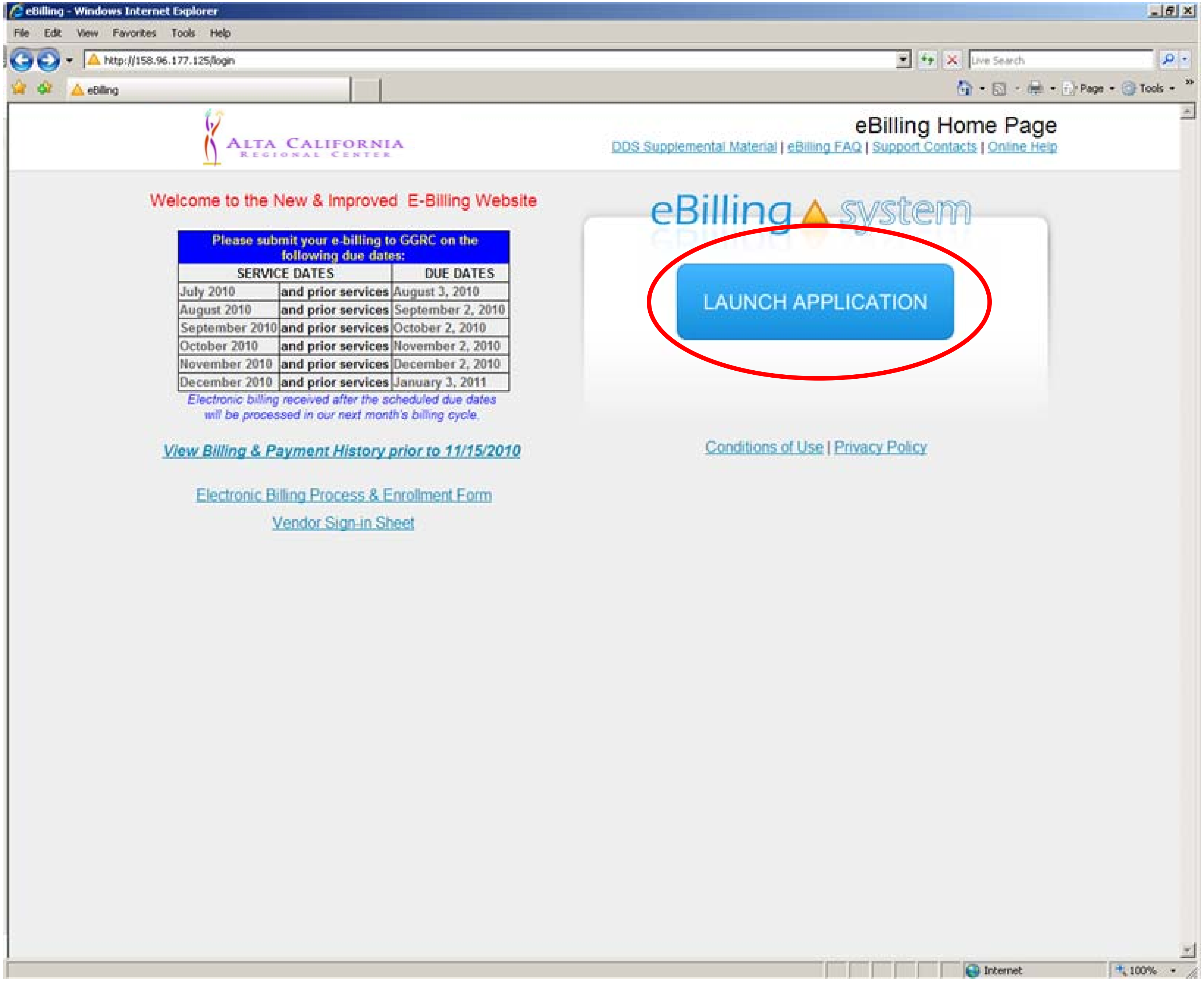
3.

Alta and current E-Billing service providers will transition to the new E-Billing system on January 20, 2011. The old E-Billing system will no longer accept billing submissions but can be used to view billing and payment history prior to January 20,2011. You may access the current E-Billing system until January 20, 2011.

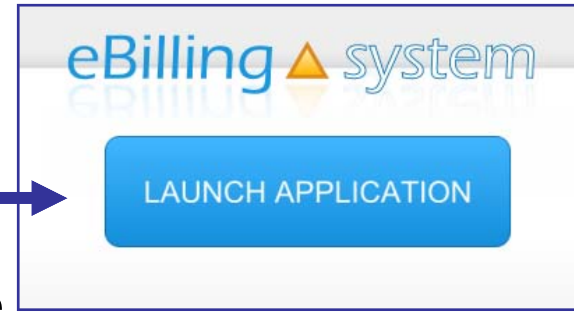
E-Billing Training - Training documents are provided below. If you have any questions after reviewing the documents please feel free to contact Matt Stone at ebilling@altaregional.org

All Users - covers the basics of logging in, site navigation and report viewing.
Invoicing - covers the process required for invoicing including using the various calendar types.
Service Provider Administration - covers how to manage your local users.
Attendance & DS1964- covers the steps needed to use the new DS1964 to submit attendance tracking information through the new E-Billing website.

Civilian – Military Time Conversion - The new E-Billing system uses 24 Hour Time (sometimes called Military time) to record in and out times. See the attached table for a quick reference for Civilian – Military Time Conversion .

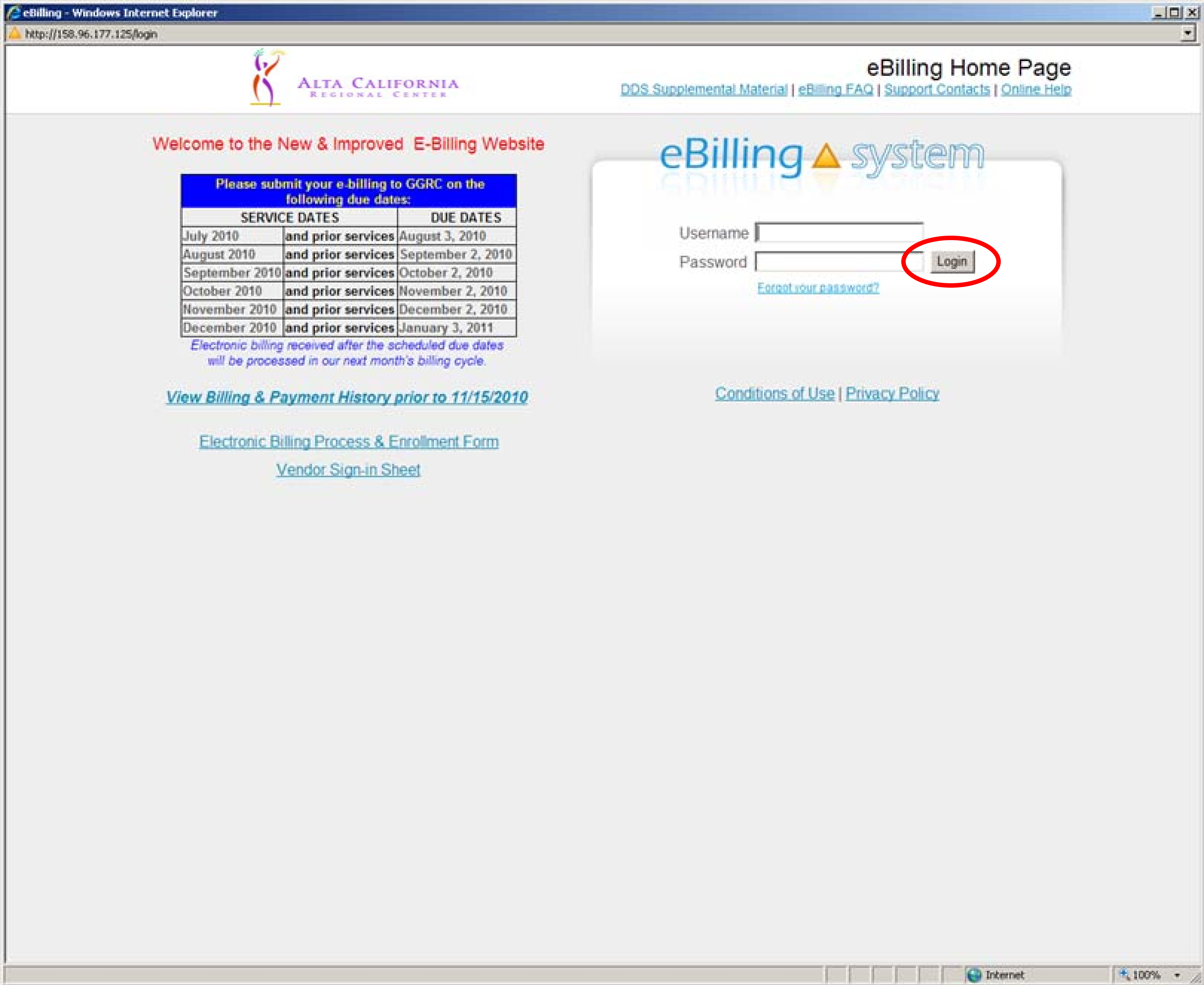

eBilling - Windows Internet Explorer
File Edit View Favorites Tools Help
http://158.96.177.125/login
Live Search
eBilling
Page Tools
Alta California Regional Center
eBilling Home Page
DDS Supplemental Material | eBilling FAQ | Support Contacts | Online Help
Welcome to the New & Improved E-Billing Website
Please submit your e-billing to GGRC on the following due dates:
SERVICE DATES
DUE DATES
July 2010 and prior services August 3, 2010
August 2010 and prior services September 2, 2010
September 2010 and prior services October 2, 2010
October 2010 and prior services November 2, 2010
November 2010 and prior services December 2, 2010
December 2010 and prior services January 3, 2011
Electronic billing received after the scheduled due dates will be processed in our next month's billing cycle.
View Billing & Payment History prior to 11/15/2010
Electronic Billing Process & Enrollment Form
Vendor Sign-in Sheet
eBilling system
LAUNCH APPLICATION
Conditions of Use | Privacy Policy
Internet
100%

Log In



1. Click the LAUNCH APPLICATION button.
2. Enter your User ID and Password -- Your User ID for the new system is identical to the User ID for the old system. Your initial Password is **protect**.
3. Click the LOGIN button.
4. If you do not have a User ID please contact your Ebilling contact, Matt Stone at 978-6223

REMINDER: Please change your password the first time you log in, either Jan 26th or Jan 29th.


eBilling - Windows Internet Explorer
http://158.96.177.125/login
Alta California Regional Center
eBilling Home Page
DDS Supplemental Material | eBilling FAQ | Support Contacts | Online Help
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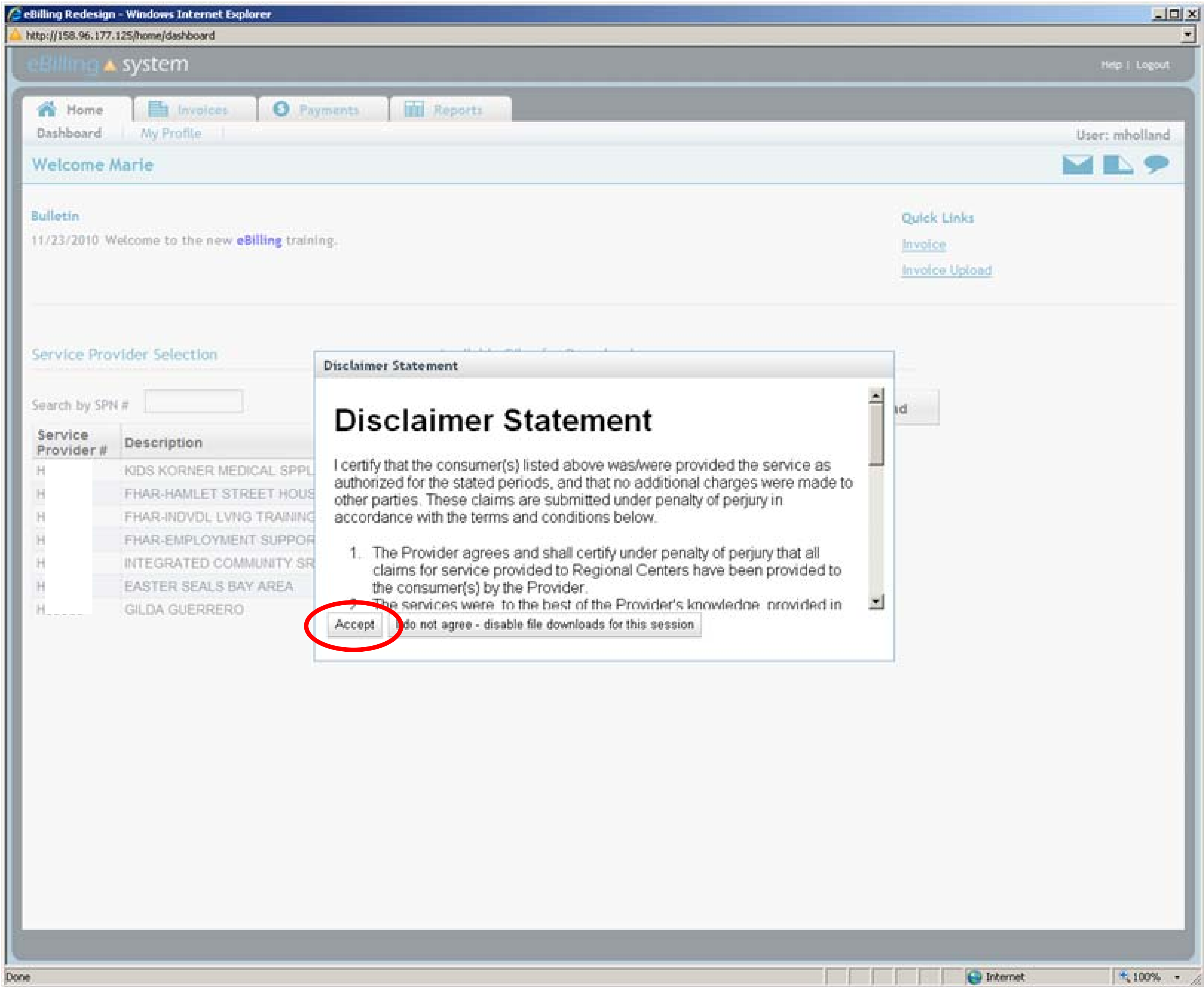
Electronic Billing Process & Enrollment Form
Vendor Sign-in Sheet
eBilling system
Username
Password
Login
Forgot your password?
Conditions of Use | Privacy Policy
Internet
100%


eBilling Redesign - Windows Internet Explorer
http://158.96.177.125/home/dashboard
eBilling system
Help | Logout
Home
Invoices
Payments
Reports
Dashboard
My Profile
User: mholland
Welcome Marie
Bulletin
11/23/2010 Welcome to the new eBilling training.
Quick Links
Invoice
Invoice Upload
Service Provider Selection
Search by SPN #
Service Provider #
Description
KIDS KORNER MEDICAL SPPL
FHAR-HAMLET STREET HOUS
FHAR-INDVDL LVNG TRAINING
FHAR-EMPLOYMENT SUPPOR
INTEGRATED COMMUNITY SR
EASTER SEALS BAY AREA
GILDA GUERRERO
Disclaimer Statement
Disclaimer Statement
I certify that the consumer(s) listed above was/were provided the service as authorized for the stated periods, and that no additional charges were made to other parties. These claims are submitted under penalty of perjury in accordance with the terms and conditions below.
1. The Provider agrees and shall certify under penalty of perjury that all claims for service provided to Regional Centers have been provided to the consumer(s) by the Provider.
2. The services were, to the best of the Provider's knowledge, provided in
Accept
I do not agree - disable file downloads for this session
Done
Internet
100%

eBilling system

ALTA CALIFORNIA REGIONAL CENTER

System Information

Quick Facts

- ✓ **You will be prompted to change your password every ninety days.**

- ✓ **After twenty-five minutes of inactivity, you will be logged out of the system. Make sure to save all updates (by clicking “Update”) as you are making changes to avoid being logged out of the system and losing your work.**

User Roles

Vendor Administrator: Access to the *Home*, *Invoices*, *Payments*, *Reports*, and *Service Provider Management* tabs. The Vendor Administrator role only has access to assigned service provider numbers; can create other vendor user and reader profiles; is able to edit, update, and submit invoices.

Vendor Supervisor: Access to the *Home*, *Invoices*, *Payments*, and *Reports* tabs. The Vendor Supervisor role only has access to assigned service provider numbers; and is able to edit, update, and submit invoices;

can not create other user profiles

Vendor Staff: Access to the *Home*, *Invoices*, *Payments*, and *Reports* tabs. The Vendor Staff role only has access to assigned service provider numbers, and is able to edit and update invoices.

not able to submit invoices and ***can not*** create other user profiles.

Vendor Staff – No Payment Access: Access to the *Home*, *Invoices*, and *Reports* tabs. The Vendor Staff – No Payment Access role only has access to assigned service provider numbers for invoices and invoice history, and is able to edit and update invoices.

not able to submit invoices.; ***can not*** create other user profiles, and **does not** have access to payment history information

Reader: Access to the *Home*, *Invoices*, *Payments*, and *Reports* tabs. The Reader is only able to view information for assigned service provider numbers.

not able to update, delete, submit invoices, or create other user profiles.

If you feel that you have been assigned the incorrect role, please contact your Vendor Administrator or your Ebilling contact Matt Stone via email Ebilling@altaregional.org.

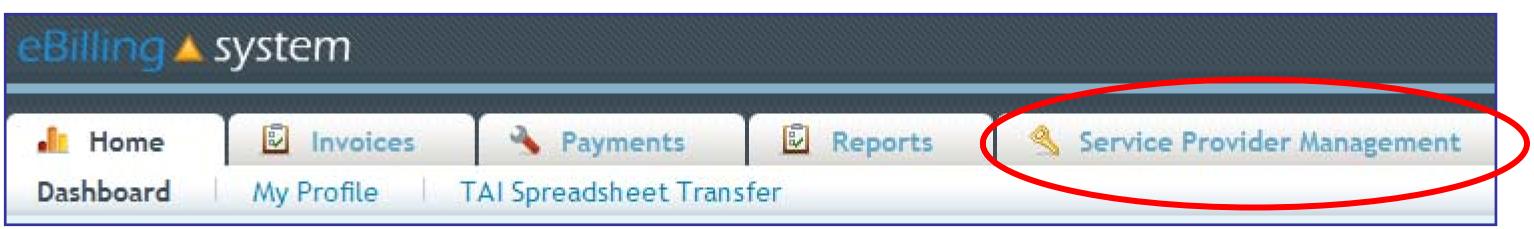
Vendor Administrator

Service Provider Management

Only users assigned to the Vendor Administrator role will have access to the Service Provider Management tab.

This is the area where Vendor Administrators will be able to:

- ✓ Search for Users
- ✓ Maintain User Profiles
- ✓ Create New User Profiles
- ✓ Assign Roles to Users
- ✓ Assign SPNs to Users

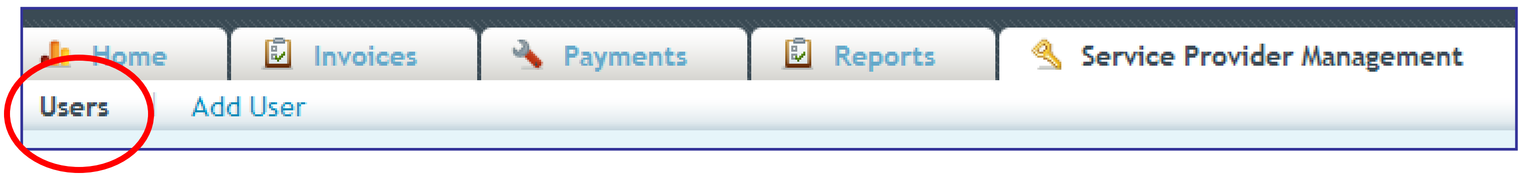


Vendor Administrator

Service Provider Management

Users

How to do a Quick Search for Users



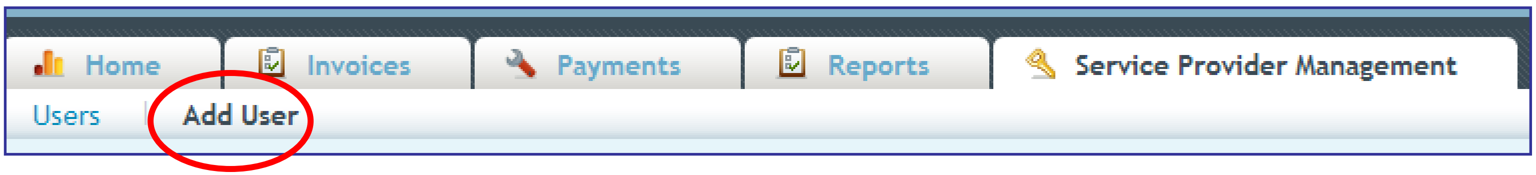
1. Select the <u>Service Provider Management</u> tab.
2. Click the <u>Users</u> sub tab.
3. Enter the search criteria. To view all users leave the search criteria blank.
4. Click SEARCH.
5. The results will display on the bottom half of the screen.
6. Click the record to view. Click the EDIT button on the right of the record line to edit/update.

Vendor Administrator

Service Provider Management

Users

How to Create New User Profiles



1. Select the Service Provider Management tab.
2. Click the Add Users sub tab.
3. Enter the new user profile information. Fields with a red star are required. The user role defaults to reader. Choose a new user role from the drop down menu if necessary.
4. Click ADD.
5. Click the ASSIGN SPN button to assign SPNs at this time.

Vendor Administrator

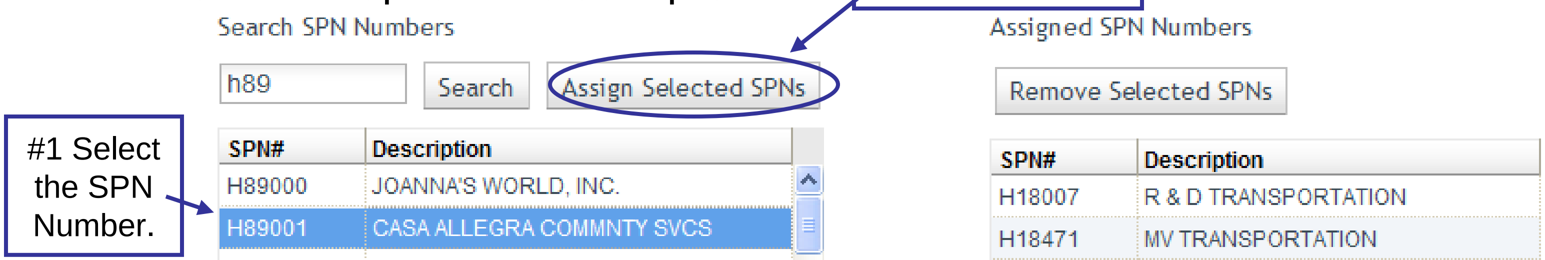
Service Provider Management

Users

How to Assign SPNs

1. Click the Assign SPN button. This will be available if you are viewing a user profile in the edit/update mode or are creating a new user profile.
2. A pop up window will appear.
3. Search for the appropriate SPN on the left side of the screen.
4. Click the SPN to highlight and select. Hold down the CTRL key to select multiple, non-consecutive SPN's. Hold the shift key to select multiple, consecutive SPN's.
5. Click the ASSIGN SELECT SPN button.
6. Click SAVE to update the user profile.

#2 Click the ASSIGN button.



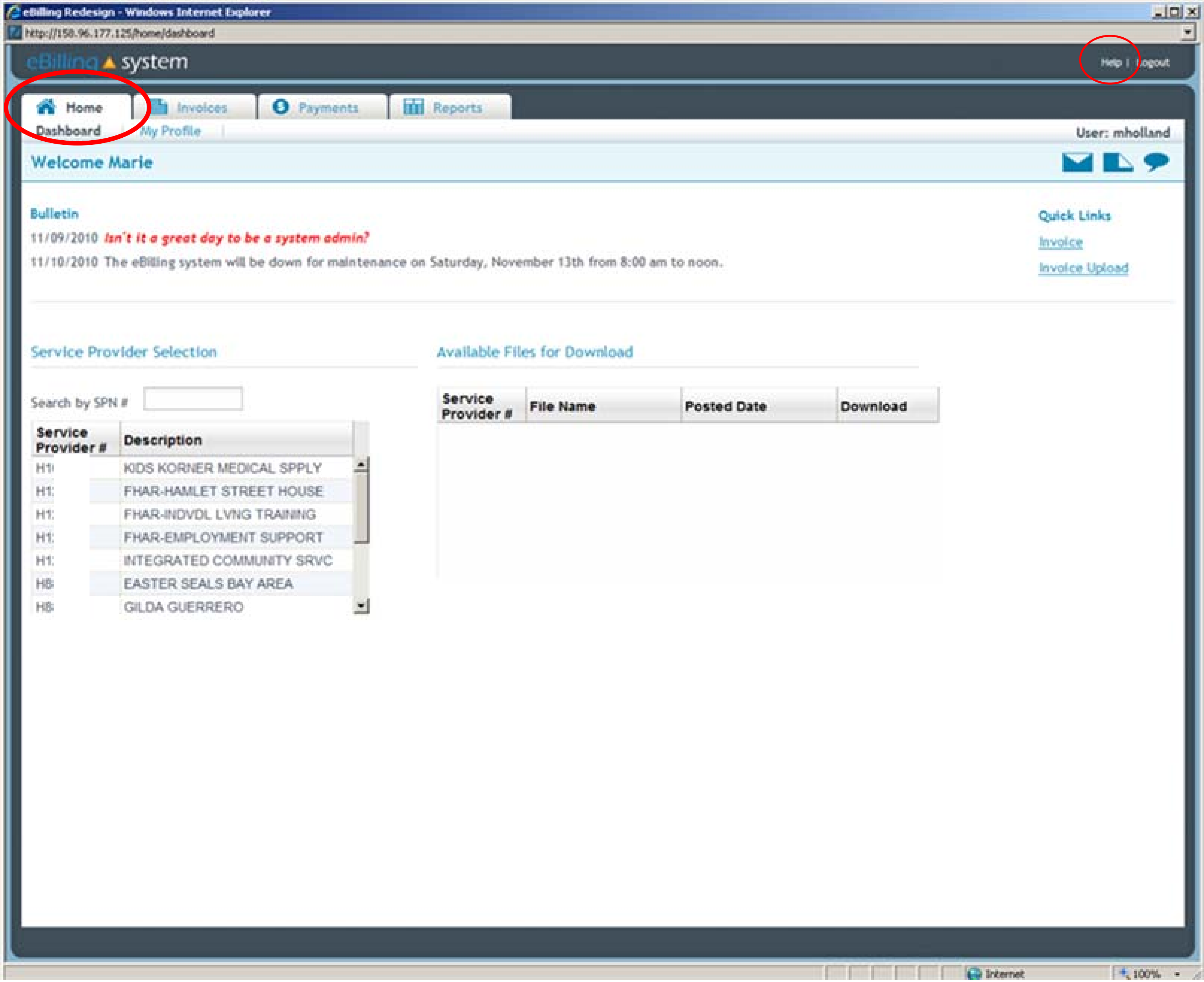
Home Tab

Dashboard

- The eBilling system is arranged in a series of tabs and sub tabs. To move from section to section click on the appropriate tab.

- Functions and tabs are available depending on your user role assignment. If you feel you are not able to access the appropriate areas, please contact your Vendor Administrator or your Ebilling contact Matt Stone via email Ebilling@altaregional.org.

- There is a help link in the upper right hand corner of each screen.



eBilling Redesign - Windows Internet Explorer
http://158.96.177.125/home/dashboard
eBilling system
Help | Logout
Home
Invoices
Payments
Reports
Dashboard
My Profile
User: mholland
Welcome Marie
Bulletin
11/09/2010 Isn't it a great day to be a system admin?
11/10/2010 The eBilling system will be down for maintenance on Saturday, November 13th from 8:00 am to noon.
Quick Links
Invoice
Invoice Upload
Service Provider Selection
Search by SPN #
Service Provider #
Description
KIDS KORNER MEDICAL SPPLY
FHAR-HAMLET STREET HOUSE
FHAR-INDVDL LVNG TRAINING
FHAR-EMPLOYMENT SUPPORT
INTEGRATED COMMUNITY SRVC
EASTER SEALS BAY AREA
GILDA GUERRERO
Available Files for Download
Service Provider #
File Name
Posted Date
Download
Internet
100%

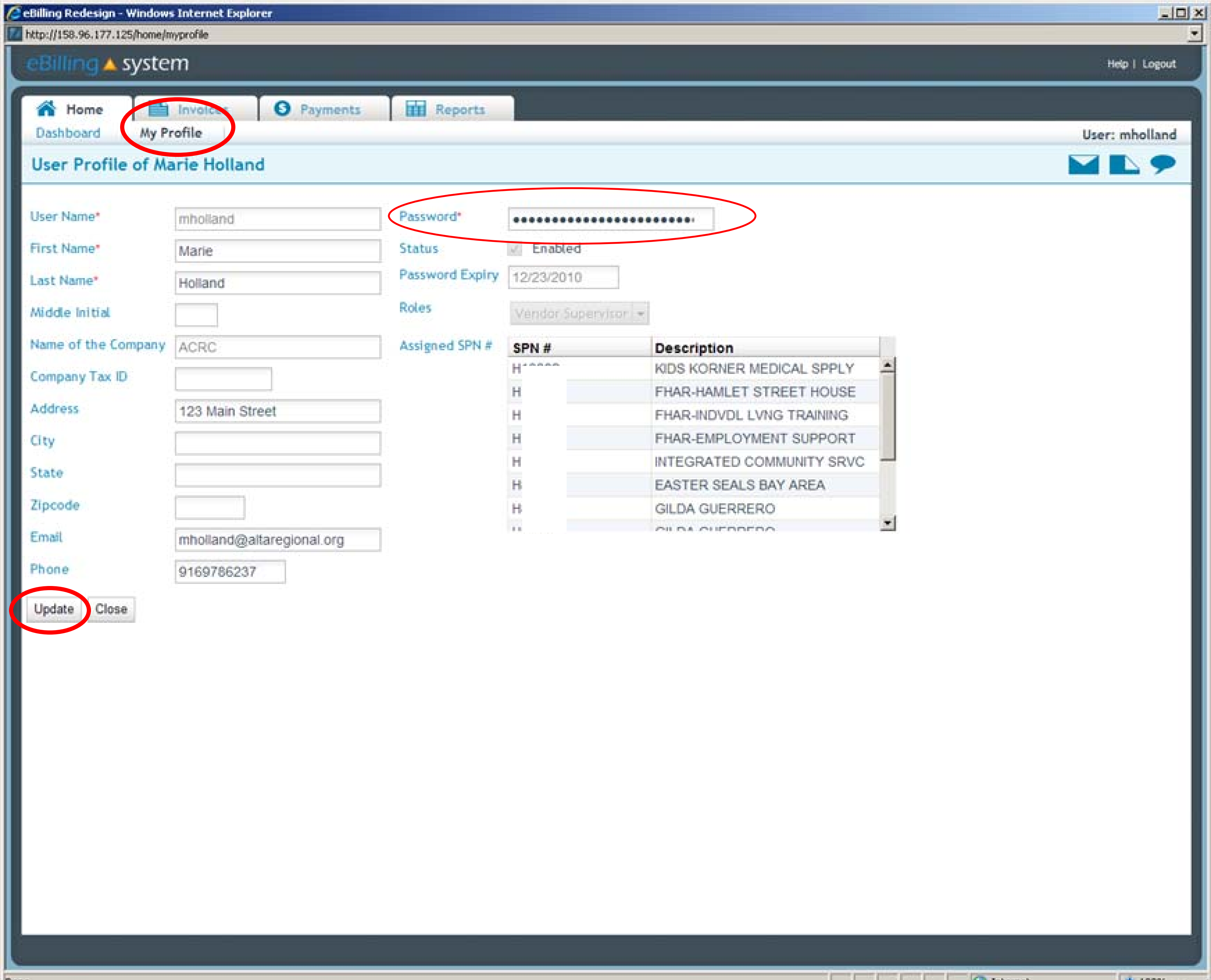
Home Tab

My Profile

How to Update Your User Profile

1. Click the My Profile subtab.
2. Make the desired changes.
3. Click UPDATE to save the changes.

This is the area where you are able to change your password. *Please remember to reset your password the first time you log into the eBilling system.* **We recommend your new password be at least 6 chars. long for adequate security.**



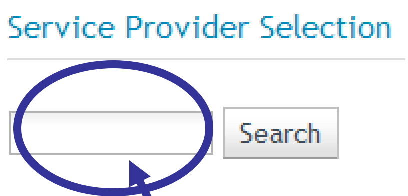
eBilling Redesign - Windows Internet Explorer
http://158.96.177.125/home/myprofile
eBilling system
Help | Logout
Home
Invoices
Payments
Reports
Dashboard
My Profile
User: mholland
User Profile of Marie Holland
User Name*
mholland
First Name*
Marie
Last Name*
Holland
Middle Initial
Name of the Company
ACRC
Company Tax ID
Address
123 Main Street
City
State
Zipcode
Email
mholland@altaregional.org
Phone
9169786237
Password*
Status
Enabled
Password Expiry
12/23/2010
Roles
Vendor Supervisor
Assigned SPN #
SPN #
Description
KIDS KORNER MEDICAL SPPLY
FHAR-HAMLET STREET HOUSE
FHAR-INDVDL LVNG TRAINING
FHAR-EMPLOYMENT SUPPORT
INTEGRATED COMMUNITY SRVC
EASTER SEALS BAY AREA
GILDA GUERRERO
Update
Close
Done
Internet
100%

eBilling system

Alta California Regional Center

Home

Dashboard



How to Select a Service Provider Number (SPN)

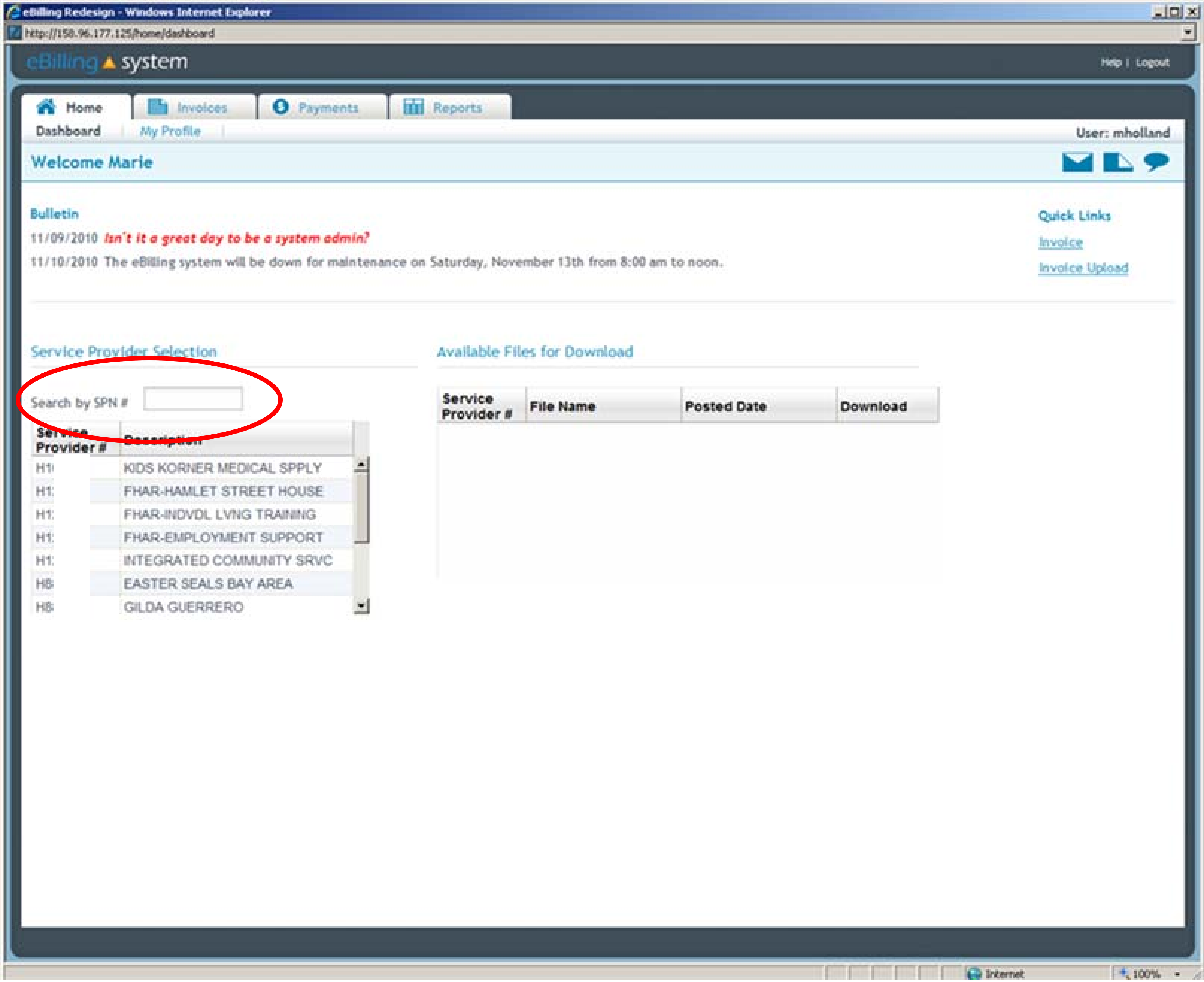
1. Type your SPN number in the Service Provider Selection search box.
2. Click SELECT.
3. A pop up box will appear. Click OK to approve your selection.

OR

1. Select the appropriate SPN number (by clicking on it once) from the SPN list located under the SPN search box.
2. A pop up box will appear. Click OK to approve your selection.

After selecting an SPN the selected service provider information will appear at the top of the screen.

You will be unable to view any information available under the invoices, payments, and reports tabs unless you first select an SPN number.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Service Provider #
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FHAR-HAMLET STREET HOUSE
FHAR-INDVDL LVNG TRAINING
FHAR-EMPLOYMENT SUPPORT
INTEGRATED COMMUNITY SRVC
EASTER SEALS BAY AREA
GILDA GUERRERO
Available Files for Download
Service Provider #
File Name
Posted Date
Download
Internet
100%

eBilling system

ALTA CALIFORNIA
REGIONAL CENTER

Home

Other Options

Welcome Emily

Bulletin

10/26/2010 Welcome

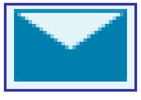
Bulletins are posted by Alta Regional Center and will appear on the top left of the home screen.

Quick Links

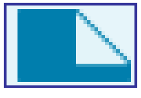
User Updates

Reports

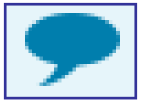
Quick links are available on the home screen and provide one click access to other frequently used areas of the application.



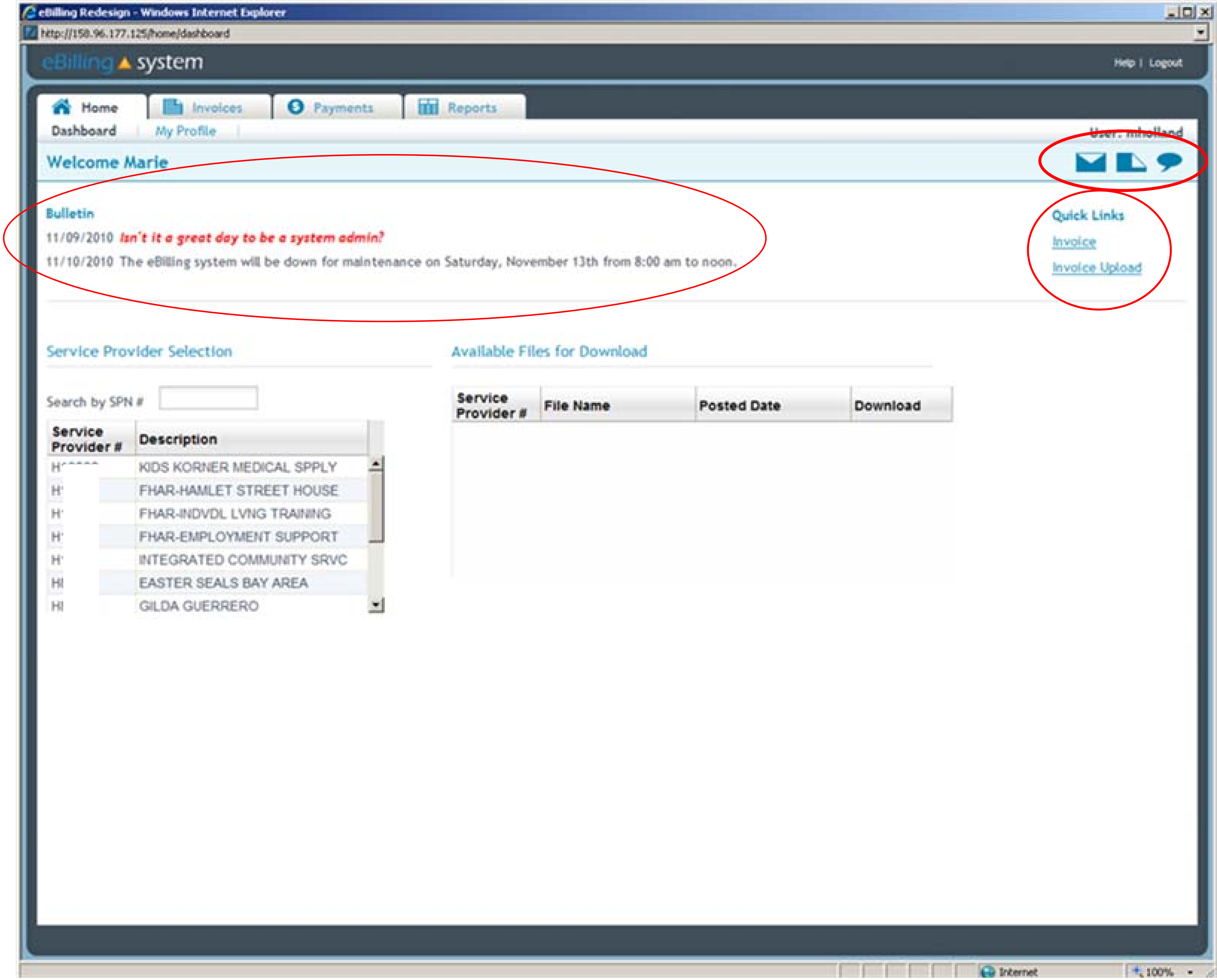
E-Mail icon appears on the upper right corner of the screen and will allow you to send an e-mail to the designated Accounting contact.



Attach Documents icon appears on the upper right corner of the screen and allows you to upload documents that your Accounting contact will then be able to access.



Comments icon appears on the upper right corner of the screen and allows you to enter comments for your Accounting contact to read.


eBilling Redesign - Windows Internet Explorer
http://158.96.177.125/home/dashboard
eBilling system
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Invoices
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Dashboard
My Profile
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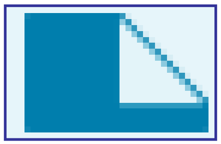
FHAR-INDVDL LVNG TRAINING
FHAR-EMPLOYMENT SUPPORT
INTEGRATED COMMUNITY SRVC
EASTER SEALS BAY AREA
GILDA GUERRERO
Available Files for Download
Service Provider #
File Name
Posted Date
Download
Internet
100%

Home



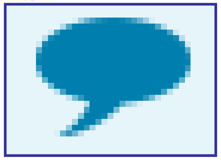
Documents icon:

✓ Attached documents will only be flagged on Accounting reports if they are attached to specific invoice detail lines.

✓Documents attached at the invoice level will not appear on Accounting reports.

✓If you would like Accounting to know that you have attached a document to your invoice, it <u>must be</u> attached to an invoice detail line.

Home

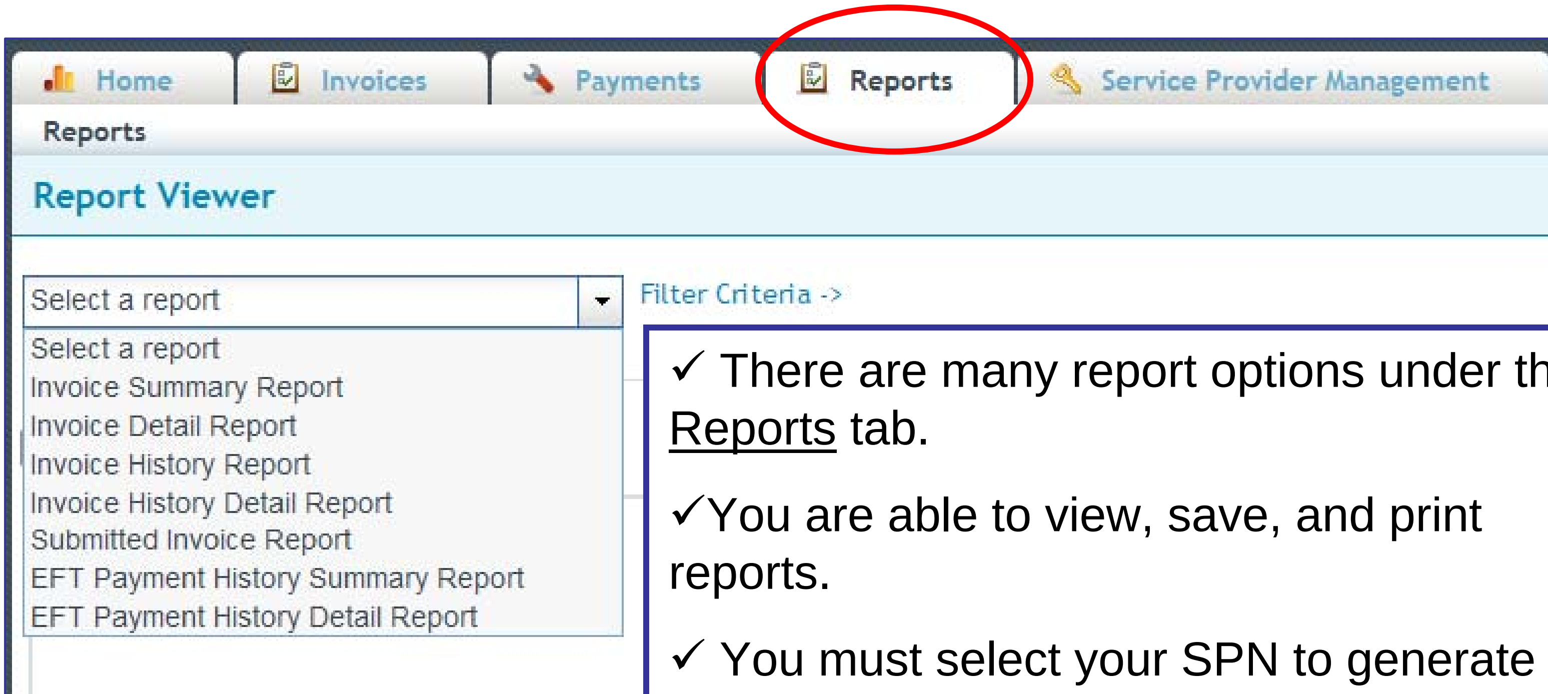


Comments icon:

- The invoice level comments will be available on the website. Invoice detail line level comments will be transferred to Alta Regional Center for Accounting staff to view.
- Invoice detail line level comments are meant to convey important information to Accounting staff (ex. This invoice line was deferred because…).
- Will be seen only by Alta Regional Center Accounting staff.
- Should be kept brief (two sentences or less).
- Are not for communication with Service Coordinators.
- Are not an immediate or direct form of communication with the Accounting dept. If you have a question or concern that requires an answer from the Accounting dept, you need to either call or e-mail your Accounting contact.

Reports

Overview



✓ There are many report options under the <u>Reports</u> tab.

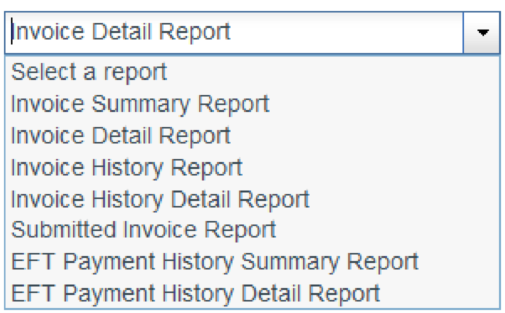
✓You are able to view, save, and print reports.

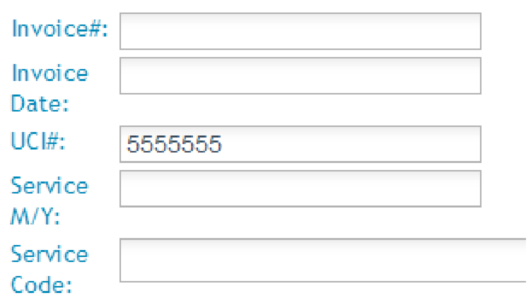
✓ You must select your SPN to generate and view reports.

Reports

How to Generate a Report

1. Click the Reports tab. (Make sure you have selected the appropriate SPN).
2. Choose a report from the drop down menu on the left.
3. Enter the appropriate search criteria on the right hand side of the screen. (The search criteria will changed depending upon the report you've selected).
4. Click SUBMIT.

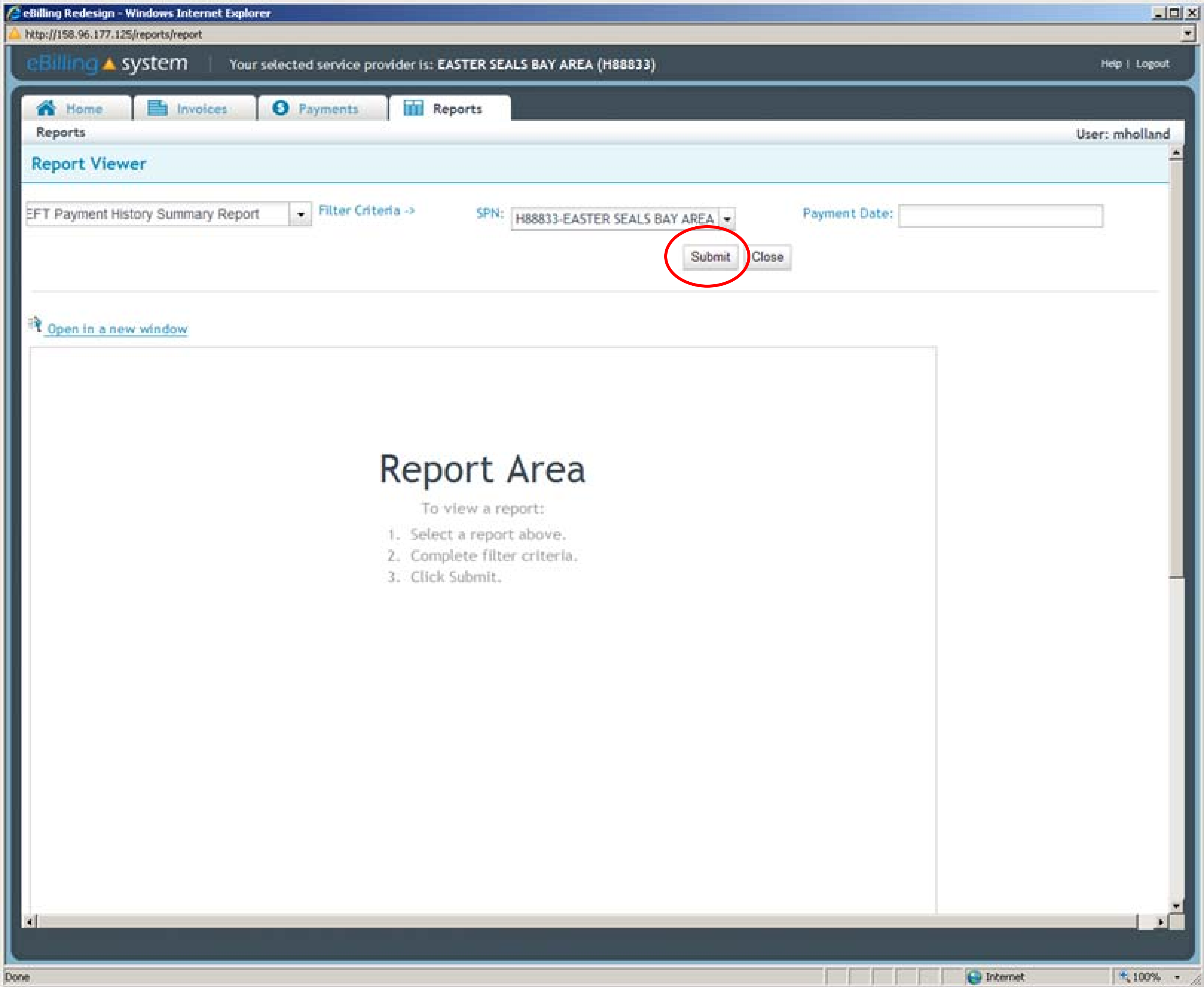


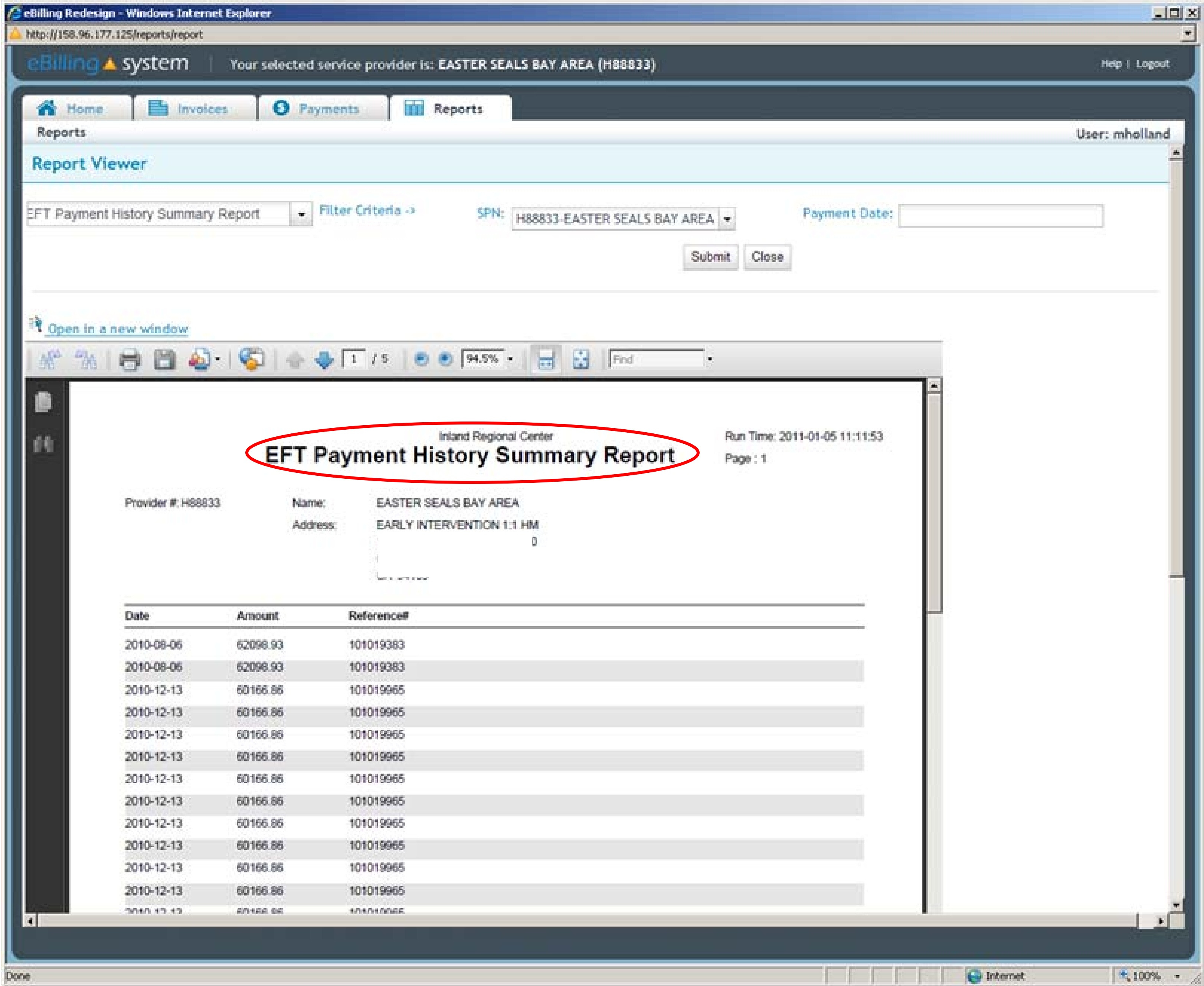


#1 Choose Report.

#2 Enter Search Criteria.

#3 Click Submit.


eBilling Redesign - Windows Internet Explorer
http://158.96.177.125/reports/report
eBilling system
Your selected service provider is: EASTER SEALS BAY AREA (H88833)
Help | Logout
Home
Invoices
Payments
Reports
Reports
User: mholland
Report Viewer
EFT Payment History Summary Report
Filter Criteria ->
SPN:
H88833-EASTER SEALS BAY AREA
Payment Date:
Submit
Close
Open in a new window
Report Area
To view a report:
1. Select a report above.
2. Complete filter criteria.
3. Click Submit.
Done
Internet
100%



Inland Regional Center

EFT Payment History Summary Report

Run Time: 2011-01-05 11:11:53

Page : 1

Provider #: H88833

Name: EASTER SEALS BAY AREA

Address: EARLY INTERVENTION 1:1 HM

Date	Amount	Reference#
2010-08-06	62098.93	101019383
2010-08-06	62098.93	101019383
2010-12-13	60166.86	101019965
2010-12-13	60166.86	101019965
2010-12-13	60166.86	101019965
2010-12-13	60166.86	101019965
2010-12-13	60166.86	101019965
2010-12-13	60166.86	101019965
2010-12-13	60166.86	101019965
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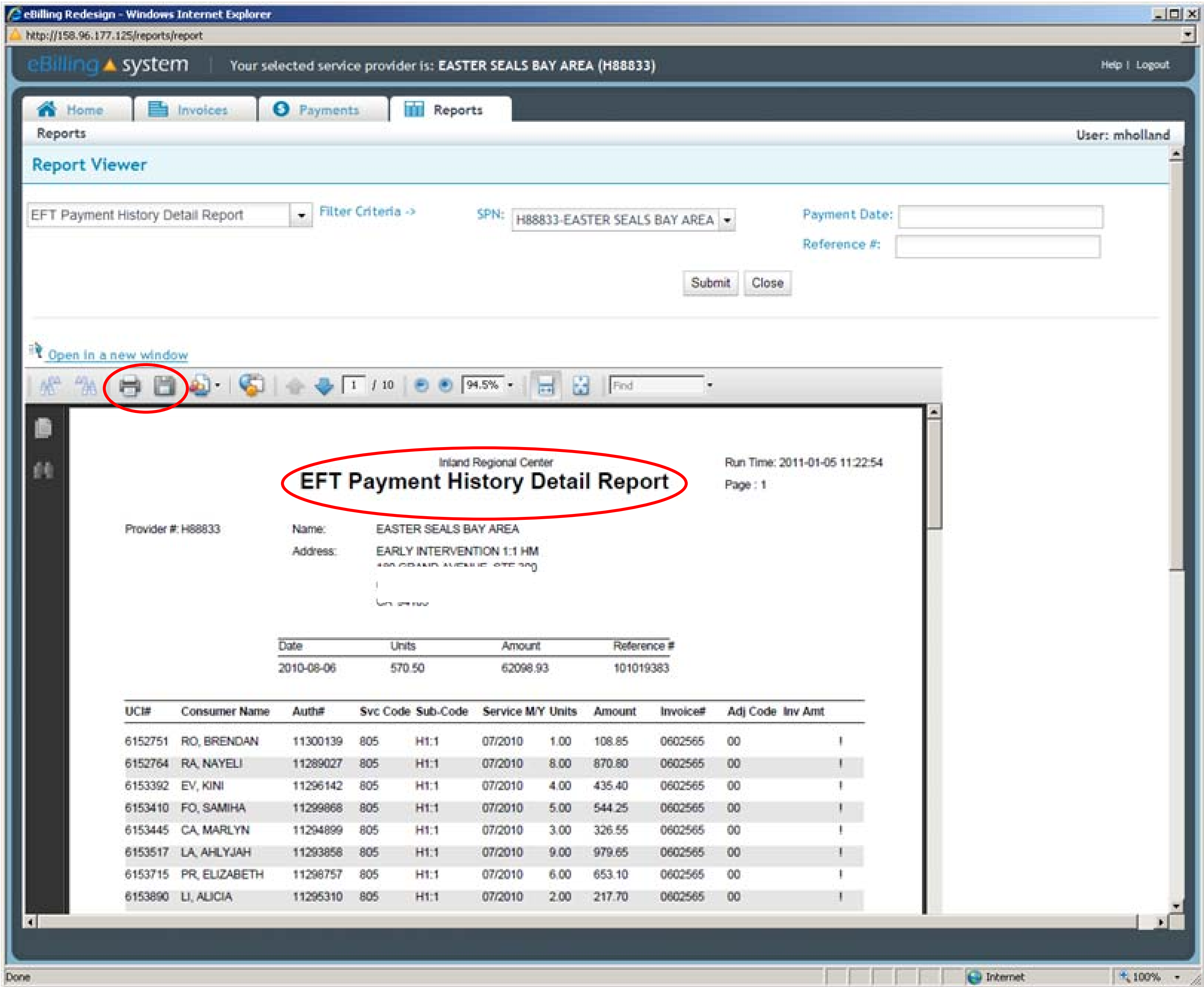
2010-12-13	60166.86	101019965


eBilling Redesign - Windows Internet Explorer
http://158.96.177.125/reports/report
eBilling system | Your selected service provider is: EASTER SEALS BAY AREA (H88833)
Help | Logout
Home | Invoices | Payments | Reports
Reports
User: mholland
Report Viewer
EFT Payment History Detail Report
Filter Criteria ->
SPN: H88833-EASTER SEALS BAY AREA
Payment Date:
Reference #:
Submit | Close
Open in a new window
1 / 10 | 94.5% | Find

Inland Regional Center
EFT Payment History Detail Report
Run Time: 2011-01-05 11:22:54
Page : 1

Provider #: H88833
Name: EASTER SEALS BAY AREA
Address: EARLY INTERVENTION 1:1 HM

Date	Units	Amount	Reference #
2010-08-06	570.50	62098.93	101019383

UCI#	Consumer Name	Auth#	Svc Code	Sub-Code	Service M/Y	Units	Amount	Invoice#	Adj Code	Inv Amt
6152751	RO, BRENDAN	11300139	805	H1:1	07/2010	1.00	108.85	0602565	00	!
6152764	RA, NAYELI	11289027	805	H1:1	07/2010	8.00	870.80	0602565	00	!
6153392	EV, KINI	11296142	805	H1:1	07/2010	4.00	435.40	0602565	00	!
6153410	FO, SAMIHA	11299868	805	H1:1	07/2010	5.00	544.25	0602565	00	!
6153445	CA, MARLYN	11294899	805	H1:1	07/2010	3.00	326.55	0602565	00	!
6153517	LA, AHLYJAH	11293858	805	H1:1	07/2010	9.00	979.65	0602565	00	!
6153715	PR, ELIZABETH	11298757	805	H1:1	07/2010	6.00	653.10	0602565	00	!
6153890	LI, ALICIA	11295310	805	H1:1	07/2010	2.00	217.70	0602565	00	!

Done | Internet | 100%

Reports

Reports

Viewing and Printing Options

There are several options for viewing your report.

1. You can either print the report or save it to your computer.

Click this icon to print the report.

Click this icon to save the report to your computer.

2. You can open the report in a new window by clicking the Open in a New Window link that is located on the left side of the screen.

3. You can also use the scrollbar to view the report in the browser window.

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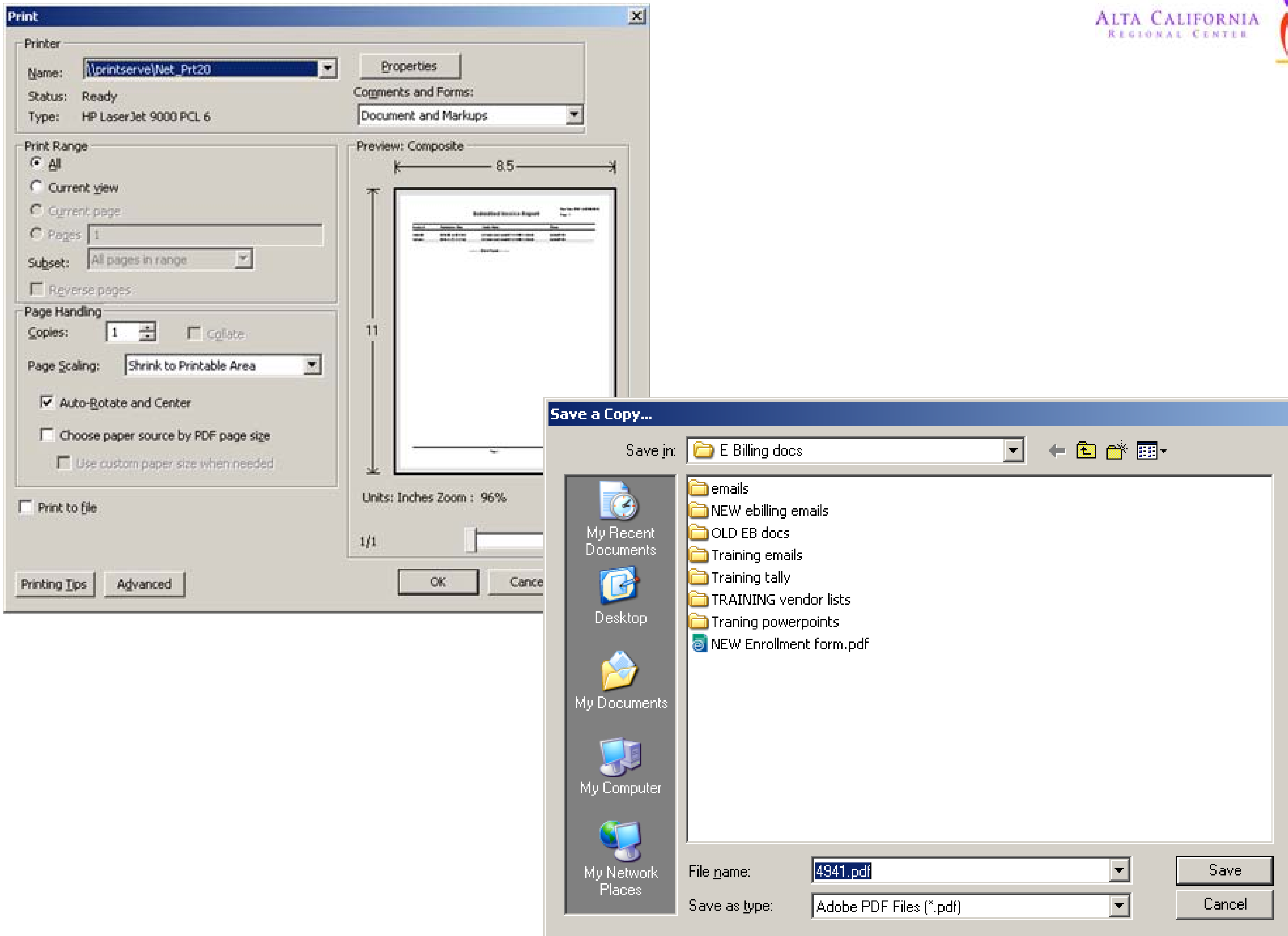

ALTA CALIFORNIA REGIONAL CENTER

Please contact your Alta Regional Center with any additional questions.

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