



# Monthly Invoicing

---

Instructions



# Monthly Processing of Invoices

---

The U. S. Probation Office for the Southern District of Illinois has an "Import Provider Spreadsheet" feature that can be a valuable time saver for the provider and the U. S. Probation Office. The ERS "Treatment Invoicing by Internet" application allows providers to upload their invoice spreadsheet files to a secured Courts web site <http://ers.uscourts.gov> to [Judy\\_Williams@ilsp.uscourts.gov](mailto:Judy_Williams@ilsp.uscourts.gov). The uploaded invoices are automatically forwarded to Kathy Conn at the U. S. Probation Office through a secure website.

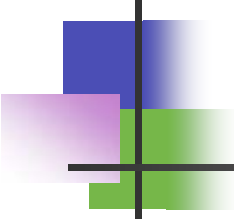
While the providers are required to mail a signed copy of the invoices to the U. S. Probation Office along with supporting documentation, this will expedite the payment processing.



# Monthly Processing of Invoices

---

- Electronically submitted invoices and original invoices are to be received before the 10<sup>th</sup> of each month. (For example, January's invoices are to be received by February 10<sup>th</sup>)



# Vendors are required to submit the following each month:

---

- Part A (summarization of the services – no client names listed on Part A)
- Part B (each client with services listed)
- Monthly Treatment Report for each client
- Daily Log containing services received, time in/out, client and vendor initials
- Receipts (Copayments/bus passes, etc.)
- Any Reports completed (evaluations/reports)
- Central Specimen Log



# Program Plan

---

- Bill only those services and quantities authorized on Program Plan (Form 45)
- Pay special attention to Effective Dates on the Program Plans



# Daily Log

---

- Transfer services provided on the Daily Log to Part B of the invoice. The counselor will also pull the services from the Daily Log and list on the Monthly Treatment Report (MTR).
- Daily Logs may be handwritten

# Daily Log (Example)

John Doe  
June 2011

Date of Service	Client Signature /Initials	Time In	Purpose of Visit	Time Out	Client Initial	Vendor Initials
06/01/11	JD	2:00 pm	Individual Counseling	3:00 pm	JD	ME
6/8/11	JD	1:00 pm	Group Counseling	2:00 pm	JD	ME
6/15/11	JD	2:00 pm	Individual Counseling	3:00 pm	JD	ME
6/22/11	JD	1:00 pm	Group Counseling	2:00 pm	JD	ME

# Part A (Example)

Part A Invoice Screen Shot.pdf - Adobe Acrobat Pro

File Edit View Document Comments Forms Tools Advanced Window Help

Create Combine Collaborate Secure Sign Forms Multimedia Comment

1 / 1 95.1% Find

**DATE:** 2/1/2012 **ATTACHMENT J.8**  
PAGE 1 OF 2

**ADMINISTRATIVE OFFICE OF THE UNITED STATES COURTS**  
**TREATMENT SERVICES INVOICE**

**BOC: 2526** (PART A)

1. **Judicial District** \_\_\_\_\_ 3. **B.P.A.#** 1129-12-SA

2. **Vendor** \_\_\_\_\_ 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.

Authorized Administrator \_\_\_\_\_ ← Original Signature

6. PROJECT CODE	7. QUANTITY	8. UNIT PRICE	9. TOTAL PRICE
2010	12	32.5	390
2011			
2020			
<b>Totals:</b>			390.00
Co-Pay Received:			0.00
SC 1501/Administrative Fee: (5%)			0.00
<b>Balance Due:</b>			390.00







# Monthly Treatment Report

---

- Make sure all services are listed from the Daily Log.
- The MTR needs to be typed and signed by the counselor.
- Remarks by counselor should include client's adjustment, responsiveness, and significant problems. Comments should not only note attendance and participation.



# Common Errors

---

- Charging for no shows
- Charging for wrong project code
- Charging for services not on the program plan or after program plan is closed
- Not charging correct unit amounts (1 unit = ½ hour; 2 units = 1 hour)
- Putting Pretrial clients on the Probation invoice
- Adding late invoices to current invoices; each month should be billed on a separate invoice
- No original signature on invoice
- Not providing all documentation with invoice
- Charging the incorrect unit price (See Order for Supplies or Services for correct prices)
- Multiplication errors



# Contacts

---

Judy Williams  
DATS Administrative Analyst  
302 West Main  
Suite 2C  
Benton, IL 62812  
618-439-4828  
Judy\_Williams@ilsp.uscourts.gov

Stephanie L. Sherman  
Senior U.S. Probation Officer  
302 West Main  
Suite 2-C  
Benton, Illinois 62812  
Office: 618-439-7920  
Fax: 618-435-2709