



Monthly Invoicing

Instructions



Monthly Processing of Invoices

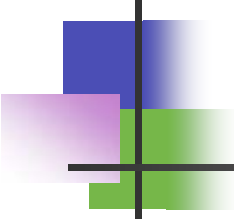
The U. S. Probation Office for the Southern District of Illinois has an "Import Provider Spreadsheet" feature that can be a valuable time saver for the provider and the U. S. Probation Office. The ERS "Treatment Invoicing by Internet" application allows providers to upload their invoice spreadsheet files to a secured Courts web site <http://ers.uscourts.gov> to ILSP_TreatmentServices@ilsp.uscourts.gov. The uploaded invoices are automatically forwarded to Tammy Shewfelt 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 10th of each month. (For example, January's invoices are to be received by February 10th)



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 2021

Date of Service	Client Signature /Initials	Time In	Purpose of Visit	Time Out	Client Initial	Vendor Initials
06/01/21	JD	2:00 pm	Individual Counseling	3:00 pm	JD	ME
6/8/21	JD	1:00 pm	Group Counseling	2:00 pm	JD	ME
6/15/21	JD	2:00 pm	Individual Counseling	3:00 pm	JD	ME
6/22/21	JD	1:00 pm	Group Counseling	2:00 pm	JD	ME



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



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