

The background of the slide features a dark red color with a faint, semi-transparent image of two hands shaking, symbolizing agreement or partnership. The text is centered and reads:

**Monthly Invoicing
and
Administrative Matters**

Monthly Processing of Invoices

- 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 2008

Date of Service	Type of Service Provided	Time In	Client Initials	Time Out	Client Initial	Vendor Initials
06/01/08	UA – 1010	1:00 pm	JD	1:10 pm	JD	Img
06/03/08	1010	2:15 pm	JD	2:18 pm	JD	Img
06/03/08	2010	2:30 pm	JD	3:30 pm	JD	Img
06/10/08	Group – 2020	7:00 pm	JD	9:00 pm	JD	gml

Part B (Example)

Client Name	Client Number	Date of Service	Project Code	Quantity (Units)	Unit Price	Cost
John Doe	15555	06/01/08	1010	1	10.00	10.00
		06/03/08	1010	1	10.00	10.00
		06/03/08	2010	2	10.00	20.00
		06/10/08	2020	4	10.00	40.00
		06/10/08	Copay			20.00
		06/10/08	1501			1.00
			TOTAL			61.00
Jane Doe	15561	06/05/08	1010	1	10.00	10.00
			TOTAL			10.00

Part A (Example)

(PART A)

1. Judicial District: Kansas
 2. Vendor: Your Vendor Name
 Address: Vendor Address From: 06/01/08
 Telephone: Phone Number
 3. P.O./BPA #: Contract Number Here
 4. Service Delivery To: 06/30/08
 5. Total # of Individuals Served: 2

Vendor's 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 sources other than the United States District Court.

 Authorized Administrator



Original Signature

6. PROJECT CODE	7. QUANTITY(Units)	8. UNIT PRICE	9. TOTAL PRICE
1010	3	10.00	30.00
2010	2	10.00	20.00
2020	4	10.00	40.00
Total Copayment (insert minus sign before total)			-20.00
1501 Admin. Fee (5% of total copay)			1.00
TOTAL FOR REIMBURSEMENT			71.00

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 services not authorized on the program plan
- Charging for stalls or insufficient quantities on UAs, or compromised sweat patches
- Charging for both application and removal of the sweat patch (only bill upon removal)
- Not charging correct unit amounts
(1 unit = $\frac{1}{2}$ hour; 2 units = 1 hour)

Common Errors (cont'd)

- Putting Pretrial clients on the Probation 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

Miscellaneous

- Don't wait if you are having difficulty reaching a probation officer or other matters related to a specific probation office – call your point of contact for assistance
- Should you have a situation in which you know your billing will be late, or you discovered services that were not billed for previous months – please notify Leny Estrella
- Should you encounter a problem with staff that impacts the services provided to federal clients – please contact Christine Magnasco immediately
- Should you encounter any matters specific to pretrial clients – please contact Victoria Gibson

Points of Contact for Probation

- Leny Estrella – Billing, drug testing supplies
 - 450 Golden Gate Ave., Suite 17-6884, San Francisco, CA 94102
 - (415) 436-7568
- Christine Magnasco – Administrative matters, vendor related matters for programs north of San Francisco County
 - 777 Sonoma Ave., Suite 323, Santa Rosa, CA 95404
 - (707) 575-3703

Points of Contact for Probation (cont'd.)

- **Jennifer James – Vendor related matters for San Francisco and San Mateo Counties**
 - 450 Golden Gate Ave., Suite 17-6884, San Francisco, CA 94102
(415) 436-7575
- **Jacqueline Sharpe – Vendor related matters for Alameda and Contra Costa Counties**
 - 1301 Clay St., Suite 220, Oakland, CA 94612
(510) 637-3612
- **Esmerelda Gupton – Vendor related matters for Santa Clara, Santa Cruz, and Monterey Counties**
 - 280 S. first St., Suite 106, San Jose, CA 95113
(408) 535-5350

Point of Contact for Pretrial

- Victoria Gibson – All matters related to any pretrial client (including billing and drug testing supplies)
 - 1301 Clay St., Suite 100C, Oakland, CA 94612
(510) 637-3752

THANK YOU!

**TOGETHER
WE CAN MAKE A
DIFFERENCE**