

Super Quick Guide for Adding Services in BHSDSTAR

Please see the User Guides for detailed description of all functionality.



Welcome to SAPT Block Grant:

Select a Program tab to see the related projects for which you have a scope of work.

If this is not you, you are not permitted to view or modify any data inside this system.

Programs

Psychotropic Medications

SAPT Block Grant

Supportive Housing

MH Transformation Grant

Native American Services

SGF: Mental Health

Community MH Services

Fiscal Year

2017

TRACKING



Corrections Required

Take Action



Pending Invoices

View



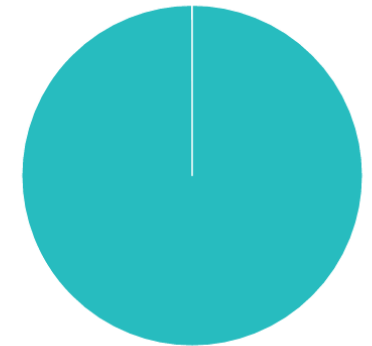
Invoice History

View

Project	Allocation	Paid	Outstanding	Remaining
SAPT Block Grant	\$81,000.00	\$0.00	\$0.00	\$81,000.00

Fiscal Summary

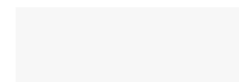
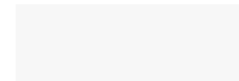
Fiscal Summary



■ Paid
■ Outstanding
■ Remaining

Highcharts.com

STAFF ACCESS:





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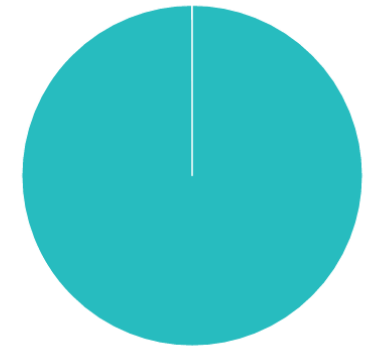
View

Project	Allocation	Paid	Outstanding	Remaining
SAPT Block Grant	\$81,000.00	\$0.00	\$0.00	\$81,000.00

To enter services for a project, click the project link.

Fiscal Summary

Fiscal Summary



■ Paid
■ Outstanding
■ Remaining

Highcharts.com

STAFF ACCESS:

TRACKING



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Pending Invoices

View



Invoice History

View

Add a New Service -

Back to Project List

Service	Transaction	Date(s)	Amount	Delete
---------	-------------	---------	--------	--------

The Service table will only display pending services, which means all services that have not yet been invoiced.

Add a New Service ▾

Back to Project List

Workbook Upload

Transaction

Date(s)

Amount

Delete

Click 'Add a New Service' and select the service from the dropdown menu.

The information that must be submitted with each service is displayed.

Complete each item and click Save.

Workbook Upload

Transaction ID

3110032027VND

Specify Date of Activity

mm/dd/yyyy



If applicable specify the end date, otherwise leave blank

mm/dd/yyyy



Specify Cost of Activity (all costs associated with delivery of activity)

Signed PDF

No file chosen

Excel Workbook

No file chosen

Are you required to provide supporting documentation

- Yes
 No

Acknowledgment

I acknowledge that I have verified dates, amount and signature in attached files.

Electronic Signature Agreement

By selecting the 'I Agree' button, you are signing this Billing electronically. You agree your electronic signature is the legal equivalent of your manual signature and that all actions conducted inside BHSDDSTAR as part of this billing are valid and enforceable based on your E-Signature. By selecting the 'I Accept' button, you agree to the following terms and conditions:

1. Documentation exists on site for the service(s) for which you are billing/invoicing and said documentation is available on demand for onsite audits;
2. The service(s) for which you are billing/invoicing was/were provided during the date(s) entered;
3. If the service(s) for which you are billing/invoicing was/were provided to an individual and being billed against that individual's available funds, that individual was present for the date(s) entered;
4. You are authorized to submit billing/invoicing records on behalf of the organization for which you are billing/invoicing;
5. The billing/invoicing record will be included on the standardized electronic invoice generated automatically by BHSDDSTAR following the rules set forth for the associated project;
6. Entry of a billing record/invoice is not a guarantee of payment. Approval of billing records/invoices is at the discretion of the funding agency and may require clarification;
7. If during the course of an onsite audit or desk audit, it is determined a billing record/invoice is not valid, your organization may be responsible for returning the funds which were paid.

I Agree

Cancel

Save

TRACKING



Corrections
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Pending Invoices

View



Invoice History

View


Add a New Service -

Back to Project List

Service	Transaction	Date(s)	Amount	Delete
Workbook Upload	3110032027VND	07/01/2016 - 07/31/2016	\$999.00	Delete


Any service you add will be displayed in this table until it is processed into an invoice.

TRACKING




Corrections Required

Take Action



Pending Invoices

View



Invoice History

View

Add a New Service -

Back to Project List

Service	Transaction	Date(s)	Amount	Delete
---------	-------------	---------	--------	--------

Once the service is processed onto an invoice, it no longer displays in the table. You can review invoices by clicking a button under one of the tracking tiles.

In this case, there is 1 Pending Invoice, as noted in the orange circle for that tile.

The invoice program runs nightly (at midnight). Services you enter will display in the table until the process runs.



Program SAPT Block Grant	Project All	Site All	Fiscal Year 2017	Status All Pending	Invoice Number
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AWAITING ACTION (1) IN REVIEW (0) ADMINISTRATIVE HOLD (0)

INVOICE COUNT	TOTAL AMOUNT
1	\$999.00

Program	Project	Invoice Details	Invoice	Fund	Fiscal Year	Payor	Activity Dates	Amount	Last Action Taken
SAPT Block Grant	SAPT Block Grant	The Life Link - 0000316084 Adam Gabaldon	STAR-BHS 001 435	B800 - Federal	FY 17	OHNM - Payor	Jul, 2016	\$999.00 on 07/31/2016	sys admin 07/31/2016

1

Once on the invoice page, you will see the invoices related to the tile you selected from the programs page.

You can change the filter criteria on the list by changing any or all of the values in the criteria boxes above the list. The list will return all invoices related to the criteria you set.