

## Billing Instruction Detail for CMIS Spreadsheets – All Services

\* = Required for payment

<b>Adult Day Care (ADC)</b>		
*	A.	<u>Authorization Number</u> – Enter the Number from the CSA DDA authorized the service. <i>Pre-filled in Output.</i>
*	B.	<u>Service Year Month</u> – 6 characters. The year and month (YYYYMM) for which services are being reported. <i>Pre-filled in Output.</i>
*	C.	<u>Service Code</u> – 1 to 5 characters – ADC. <i>Pre-filled in Output.</i>
	D.	<u>Provider Name</u> – 1 to 60 characters. Enter your agency’s name. <i>Pre-filled in Output.</i>
*	E.	<u>County Provider Number</u> – Enter the Provider Number, which has been assigned to your agency by CARE. <i>Pre-filled in Output.</i>
*	F.	<u>Client Last Name</u> – 1 to 30 characters. Client authorized for ADC services by the case manager on the County Services Authorization ( <b>CSA</b> ). <i>Pre-filled in Output.</i>
*	G.	<u>Client First Name</u> – 1 to 30 characters. <i>Pre-filled in Output.</i>
	H.	<u>Client Middle Initial</u> – 1 character. <i>Pre-filled in Output.</i>
*	I.	<u>ADSA Client ID</u> – The ADSA Client ID from the CSA. <i>Pre-filled in Output.</i>
*	J.	<u>Fund Source</u> – 1 to 5 characters. Enter the Funding Source code from the CSA. <i>Pre-filled in Output.</i>
	K.	<u>Service From Date</u> – The date (MM/DD/YYYY) from the CSA DDA authorized the service. <i>Pre-filled in Output.</i>
	L.	<u>Service To Date</u> - The date (MM/DD/YYYY) from the CSA DDA authorized the service. <i>Pre-filled in Output.</i>
	M.	<u>County ID - Residence</u> - The number (1-39) of the county in which the client resides. See Appendix A. <i>Pre-filled in Output.</i>
*	N.	<u>County ID - Provider</u> - The number (1-39) of the county in which your agency provided this service. See Appendix A. <i>Pre-filled in Output.</i>
*	O.	<u>Units Type Code</u> – 1 character. The unit of service defined in the County Program Agreement: <b>D</b> for day. The unit describes how your County is billing for the service and should be consistent with your fee/rate schedule.

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*	P.	<u>Number of Units</u> - Enter total number of service units received by the client. The “Units Number” should be consistent with the “Units Type Code” of daily <u>and must be whole numbers only</u> .
*	Q.	<u>Units Rate</u> – Enter the rate paid for each service as authorized by the county. This should be consistent with your fee/rate schedule <u>and must be divisible by four</u> .
*	R.	<u>Provider Staff Hours Number</u> - Enter the total DDA paid hours of direct service the agency’s staff provided the client during the month.
	S.	<u>Input Error Code</u> – Used by the application. If blank, enter zero.

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<b>Child Development Services (CDS)</b>		
*	A.	<u>Authorization Number</u> – Enter the Number from the CSA DDA authorized the service. <i>Pre-filled in Output.</i>
*	B.	<u>Service Year Month</u> – 6 characters. The year and month (YYYYMM) for which services are being reported. <i>Pre-filled in Output.</i>
*	C.	<u>Service Code</u> – 1 to 5 characters – CDS. <i>Pre-filled in Output.</i>
	D.	<u>Provider Name</u> – 1 to 60 characters. Enter your agency’s name. <i>Pre-filled in Output.</i>
*	E.	<u>County Provider Number</u> – Enter the Provider Number, which has been assigned to your agency by CARE. <i>Pre-filled in Output.</i>
*	F.	<u>Client Last Name</u> – 1 to 30 characters. Client authorized for CDS by the case manager on the County Services Authorization ( <b>CSA</b> ). <i>Pre-filled in Output.</i>
*	G.	<u>Client First Name</u> – 1 to 30 characters. <i>Pre-filled in Output.</i>
	H.	<u>Client Middle Initial</u> – 1 character. <i>Pre-filled in Output.</i>
*	I.	<u>ADSA Client ID</u> – The ADSA Client ID from the CSA. <i>Pre-filled in Output.</i>
*	J.	<u>Fund Source</u> – 1 to 5 characters. Enter the Funding Source code from the CSA. <i>Pre-filled in Output.</i>
	K.	<u>Service From Date</u> – The date (MM/DD/YYYY) from the CSA DDA authorized the service. <i>Pre-filled in Output.</i>
	L.	<u>Service To Date</u> - The date (MM/DD/YYYY) from the CSA DDA authorized the service. <i>Pre-filled in Output.</i>
	M.	<u>County ID - Residence</u> - The number (1-39) of the county in which the client resides. See Appendix A. <i>Pre-filled in Output.</i>
*	N.	<u>County ID - Provider</u> - The number (1-39) of the county in which your agency provided this service. See Appendix A. <i>Pre-filled in Output.</i>
*	O.	<u>Units Type Code</u> – 1 character. The unit of service defined in the County Program Agreement: <b>M</b> for month. The unit describes how your County is billing for the service and should be consistent with your fee/rate schedule.

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*	P.	<u>Natural Number of Units</u> – Enter the total number of direct service units received by the client and family in Natural Environment (as defined by IDEA – Part C) during the reporting month. If the client and family received direct service together, count only once. However, if the child and family receive direct services separately, include total units for each. Cannot be blank. Must contain a number or zero.
*	Q.	<u>Natural Units Rate</u> – Enter the unit rate paid for each Natural Based direct service unit per individual. Cannot be left blank. This should be consistent with your fee/rate schedule.
*	R.	<u>Other Number of Units</u> – Enter the total number of service units received by the client and family that occurred in other than a “Natural Environment”. If the client and family received service together, count only once. If the child and family receive service separately, include total units for each. Cannot be left blank.
*	S.	<u>Other Units Rate</u> – Enter the rate paid for all other county funded service units. Cannot be left blank. This should be consistent with your fee/rate schedule.
*	T.	<u>Additional or Misc Expense</u> – Enter the amount of any Additional or Misc. expense for this client for this service month. Enter zero if none. Cannot be left blank. Use this category is to capture tangible material items purchased for children 0-3.
	U.	<u>Projected End Date</u> – The date (MM/DD/YYYY) services from your agency is projected to end for this client. Pre-filled in Output.
	V.	<u>Age in Months</u> – The client’s age in months. Pre-filled in Output.
	W.	<u>Input Error Code</u> – Used by the application. If blank, enter zero.

**Note:**

- 1) **When posting CDS client services the professional services charges should appear under direct services in the Natural or Other category.**
- 2) **Additional or Misc Expense is not for direct client services. The intention of the Additional or Misc Expense category is to capture tangible material items purchased for children 0-3.**

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<b>Community Access (CA)</b>		
*	A.	<u>Authorization Number</u> – Enter the Number from the CSA DDA authorized the service. <i>Pre-filled in Output.</i>
*	B.	<u>Service Year Month</u> – 6 characters. The year and month (YYYYMM) for which services are being reported. <i>Pre-filled in Output.</i>
*	C.	<u>Service Code</u> – 1 to 5 characters – CA. <i>Pre-filled in Output.</i>
	D.	<u>Provider Name</u> – 1 to 60 characters. Enter your agency’s name. <i>Pre-filled in Output.</i>
*	E.	<u>County Provider Number</u> – Enter the Provider Number, which has been assigned to your agency by CARE. <i>Pre-filled in Output.</i>
*	F.	<u>Client Last Name</u> – 1 to 30 characters. Client authorized for CA services by the case manager on the County Services Authorization ( <b>CSA</b> ). <i>Pre-filled in Output.</i>
*	G.	<u>Client First Name</u> – 1 to 30 characters. <i>Pre-filled in Output.</i>
	H.	<u>Client Middle Initial</u> – 1 character. <i>Pre-filled in Output.</i>
*	I.	<u>ADSA Client ID</u> – The ADSA Client ID from the CSA. <i>Pre-filled in Output.</i>
*	J.	<u>Fund Source</u> – 1 to 5 characters. Enter the Funding Source code from the CSA. <i>Pre-filled in Output.</i>
	K.	<u>Service From Date</u> – The date (MM/DD/YYYY) from the CSA DDA authorized the service. <i>Pre-filled in Output.</i>
	L.	<u>Service To Date</u> - The date (MM/DD/YYYY) from the CSA DDA authorized the service. <i>Pre-filled in Output.</i>
	M.	<u>County ID - Residence</u> - The number (1-39) of the county in which the client resides. See Appendix A. <i>Pre-filled in Output.</i>
*	N.	<u>County ID - Provider</u> - The number (1-39) of the county in which your agency provided this service. See Appendix A. <i>Pre-filled in Output.</i>
*	O.	<u>Units Type Code</u> – 1 character. The unit of service defined in the County Program Agreement: <b>H</b> for hour. The unit describes how your County is billing for the service and should be consistent with your fee/rate schedule.

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*	P.	<u>Number of Units</u> – Enter total number of service units received by the client. The “Number of Units” should be consistent with the “Units Type Code” of hourly. <u>Whole numbers and quarter hours are acceptable, all else unacceptable.</u>
*	Q.	<u>Unit Rate</u> – Enter the rate paid for each service as authorized by the county. This should be consistent with your fee/rate schedule <u>and must be divisible by four.</u>
*	R.	<u>Provider Staff Hours Number</u> - Enter the total DDA paid hours of direct service the agency’s staff provided the client during the month.
	S.	<u>Number of Client Hours Volunteer</u> - Enter the total number of hours the client spent in non-paid Volunteer activity during the service month. Do not include hours reported below under “Client Hours Other” item T.
	T.	<u>Number of Client Hours Other</u> - Enter the total number of hours the client spent in Other activities during the service month. Do not include hours reported under “Client Hours Volunteer” item S.
	U.	<u>Input Error Code</u> – Used by the application. If blank, enter zero.

\*Note – Provider Staff Hours Number - If staff is supporting two clients at one time – divide the paid staff hours among the clients being supported. Example: a staff member provides four paid hours of support to two clients at the same time – report two paid staff hour for each of the two clients for the reporting period. If staff has two clients and one needs one-to-one support and the others needs check-ins, then more time would be reported to the client requiring the one-to-one. *Note all services are meant to be provided on an individual basis.*

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<b>Group Supported Employment (GSE)</b>		
*	A.	<u>Authorization Number</u> – Enter the Number from the CSA DDA authorized the service. <i>Pre-filled in Output.</i>
*	B.	<u>Service Year Month</u> – 6 characters. The year and month (YYYYMM) for which services are being reported. <i>Pre-filled in Output.</i>
*	C.	<u>Service Code</u> – 1 to 5 characters – GSE. <i>Pre-filled in Output.</i>
	D.	<u>Provider Name</u> – 1 to 60 characters. Enter your agency’s name. <i>Pre-filled in Output.</i>
*	E.	<u>County Provider Number</u> – Enter the Provider Number, which has been assigned to your agency by CARE. <i>Pre-filled in Output.</i>
*	F.	<u>Client Last Name</u> – 1 to 30 characters. Client authorized for GSE services by the case manager on the County Services Authorization ( <b>CSA</b> ). <i>Pre-filled in Output.</i>
*	G.	<u>Client First Name</u> – 1 to 30 characters. <i>Pre-filled in Output.</i>
	H.	<u>Client Middle Initial</u> – 1 character. <i>Pre-filled in Output.</i>
*	I.	<u>ADSA Client ID</u> – The ADSA Client ID from the CSA. <i>Pre-filled in Output.</i>
*	J.	<u>Fund Source</u> – 1 to 5 characters. Enter the Funding Source code from the CSA. <i>Pre-filled in Output.</i>
	K.	<u>Service From Date</u> – The date (MM/DD/YYYY) from the CSA DDA authorized the service. <i>Pre-filled in Output.</i>
	L.	<u>Service To Date</u> - The date (MM/DD/YYYY) from the CSA DDA authorized the service. <i>Pre-filled in Output.</i>
	M.	<u>County ID - Residence</u> - The number (1-39) of the county in which the client resides. See Appendix A. <i>Pre-filled in Output.</i>
*	N.	<u>County ID - Provider</u> - The number (1-39) of the county in which your agency provided this service. See Appendix A. <i>Pre-filled in Output.</i>
*	O.	<u>Units Type Code</u> – 1 character. The unit of service defined in the County Program Agreement: <b>H</b> for hour. The unit describes how your County is billing for the service and should be consistent with your fee/rate schedule.

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*	P.	<u>Number of Units</u> – Enter total number of service units received by the client. The “Number of Units” should be consistent with the “Units Type Code” of hourly. <u>Whole number and quarter hours are acceptable, all else unacceptable.</u>
*	Q.	<u>Unit Rate</u> – Enter the rate paid for each service as authorized by the county. This should be consistent with your fee/rate schedule <u>and must be divisible by four.</u>
*	R.	<u>Site Hours</u> –Enter the total number of hours the client participated in GSE during the report month. Do not include lunch time.
	S.	<u>Number of Client Hours Paid</u> - Enter the total number of hours the client spent in paid community employment (including paid hours for vacation, sick or holiday) during the service month. This information needs to be accurately obtained.
	T.	<u>Number of Client Pathway Hours Volunteer</u> - Enter the total number of hours the client spent in non-paid Volunteer activity during the service month in non-segregated community activities designed to build skills and broaden awareness of job opportunities. Do not include hours reported under “Site Hours” item R or in “Other” hours item U.
	U.	<u>Number of Client Pathway Hours Other</u> - Enter the total number of hours the client spent in Other activities during the service month in non-segregated community activities designed to build skills and broaden awareness of job opportunities without staff. Do not include lunchtime. Do not include hours reported under “Site Hours” item R or in “Volunteer” hours item T or “Provider Staff Hours Number” item W.
	V.	<u>Gross Wages</u> – Enter the total earnings of the client during the reporting month. This should include all wages, any paid holiday or sick leave. This information needs to be reported in a consistent manner – multiply the clients’ hourly wage rate by the number of scheduled work hours for the period of time you are reporting on. When you learn of corrections please report them thru CMIS.
*	W.	<u>Provider Staff Hours Number</u> - Enter the total DDA paid hours of direct service the agency’s staff provided the client <u>outside of group time or crew time</u> during the month.
	X.	<u>Phase 1 Provider Staff Hours</u> - Intake / Discovery / Resources / <b>Job Prep / Exploration</b> – ( <b>A subset of the “Provider Staff Hours Number” total</b> ) Enter the number of phase 1 staff hours the agency provided the client during the month.



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Y.	<p><u>Phase 2 Provider Staff Hours - Marketing / Job Development</u> – <b>(A subset of the “Provider Staff Hours Number” total)</b> Enter the number of phase 2 staff hours the agency provided the client during the month.</p>
Z.	<p><u>Phase 3 Provider Staff Hours - Job Coaching / Job Support / Retention / Follow Along</u> – <b>(A subset of the “Provider Staff Hours Number” total)</b> Enter the number of phase 3 staff hours the agency provided the client during the month.</p>
AA.	<p><u>Phase 4 Provider Staff Hours - Record Keeping</u>– <b>(A subset of the “Provider Staff Hours Number” total)</b> Enter the number of phase 4 staff hours the agency provided the client during the month.</p>
AB.	<p><u>Input Error Code</u> – Used by the application. If blank, enter zero.</p>

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<b>Individual Supported Employment (IE)</b>		
*	A.	<u>Authorization Number</u> – Enter the Number from the CSA DDA authorized the service. <i>Pre-filled in Output.</i>
*	B.	<u>Service Year Month</u> – 6 characters. The year and month (YYYYMM) for which services are being reported. <i>Pre-filled in Output.</i>
*	C.	<u>Service Code</u> – 1 to 5 characters – IE. <i>Pre-filled in Output.</i>
	D.	<u>Provider Name</u> – 1 to 60 characters. Enter your agency’s name. <i>Pre-filled in Output.</i>
*	E.	<u>County Provider Number</u> – Enter the Provider Number, which has been assigned to your agency by CARE. <i>Pre-filled in Output.</i>
*	F.	<u>Client Last Name</u> – 1 to 30 characters. Client authorized for IE services by the case manager on the County Services Authorization ( <b>CSA</b> ). <i>Pre-filled in Output.</i>
*	G.	<u>Client First Name</u> – 1 to 30 characters. <i>Pre-filled in Output.</i>
	H.	<u>Client Middle Initial</u> – 1 character. <i>Pre-filled in Output.</i>
*	I.	<u>ADSA Client ID</u> – The ADSA Client ID from the CSA. <i>Pre-filled in Output.</i>
*	J.	<u>Fund Source</u> – 1 to 5 characters. Enter the Funding Source code from the CSA. <i>Pre-filled in Output.</i>
	K.	<u>Service From Date</u> – The date (/MM/DD/YYYY) from the CSA DDA authorized the service. <i>Pre-filled in Output.</i>
	L.	<u>Service To Date</u> - The date (MM/DD/YYYY) from the CSA DDA authorized the service. <i>Pre-filled in Output.</i>
	M.	<u>County ID - Residence</u> - The number (1-39) of the county in which the client resides. See Appendix A. <i>Pre-filled in Output.</i>
*	N.	<u>County ID - Provider</u> - The number (1-39) of the county in which your agency provided this service. See Appendix A. <i>Pre-filled in Output.</i>
*	O.	<u>Units Type Code</u> – 1 character. The unit of service defined in the County Program Agreement: <b>H</b> for hour. The unit describes how your County is billing for the service and should be consistent with your fee/rate schedule.

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*	P.	<u>Number of Units</u> – Enter total number of service units received by the client. The “Number of Units” should be consistent with the “Units Type Code” of hourly. <u>Whole number and quarter hours are acceptable, all else unacceptable.</u>
*	Q.	<u>Unit Rate</u> – Enter the rate paid for each service as authorized by the county. This should be consistent with your fee/rate schedule <u>and must be divisible by four.</u>
	R.	<u>Number of Client Hours Paid</u> - Enter the total number of hours the client spent in paid community employment (including paid hours for vacation, sick or holiday) during the service month. This information needs to be accurately obtained.
	S.	<u>Number of Client Pathway Hours Volunteer</u> - Enter the total number of hours the client spent in Volunteer activity during the service month in non-segregated community activities designed to build skills and broaden awareness of job opportunities. Do not include hours reported under “Client Hours Paid” item R or in “Other” hours item T.
	T.	<u>Number of Client Pathway Hours Other</u> - Enter the total number of hours the client spent in Other activities during the service month in non-segregated community activities designed to build skills and broaden awareness of job opportunities without staff. Do not include lunchtime. Do not include hours reported under “Client Hours Paid” item R or in “Volunteer” hours item S or “Provider Staff Hours Number” item V.
	U.	<u>Gross Wages</u> – Enter the total earnings of the client during the reporting month. This should include all wages, any paid holiday or sick leave. This information needs to be reported in a consistent manner – multiply the clients’ hourly wage rate by the number of scheduled work hours for the period of time you are reporting on. When you learn of corrections please report them thru CMIS. For clients who are self-employed report the gross earnings and the hours worked.
*	V.	<u>Provider Staff Hours Number</u> - Enter the total DDA paid hours of direct service the agency’s staff provided the client during the month.
	W.	<u>Phase 1 Provider Staff Hours</u> - Intake / Discovery / Resources / <b>Job Prep / Exploration</b> – <b>(A subset of the “Provider Staff Hours Number” total)</b> Enter the number of phase 1 staff hours the agency provided the client during the month.
	X	<u>Phase 2 Provider Staff Hours</u> - Marketing / <b>Job Development</b> – <b>(A subset of the “Provider Staff Hours Number” total)</b> Enter the number of phase 2 staff hours the agency provided the client during the month.

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Y	<u>Phase 3 Provider Staff Hours - Job Coaching / Job Support / Retention / Follow Along – (A subset of the “Provider Staff Hours Number” total)</u> Enter the number of phase 3 staff hours the agency provided the client during the month
Z	<u>Phase 4 Provider Staff Hours - Record Keeping– (A subset of the “Provider Staff Hours Number” total)</u> Enter the number of phase 4 staff hours the agency provided the client during the month.
AA.	<u>Input Error Code</u> – Used by the application. If blank, enter zero.

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<b>Pre Vocational Services/Specialized Industries (SI)</b>		
*	A.	<u>Authorization Number</u> – Enter the Number from the CSA DDA authorized the service. <i>Pre-filled in Output.</i>
*	B.	<u>Service Year Month</u> – 6 characters. The year and month (YYYYMM) for which services are being reported. <i>Pre-filled in Output.</i>
*	C.	<u>Service Code</u> – 1 to 5 characters – SI. <i>Pre-filled in Output.</i>
	D.	<u>Provider Name</u> – 1 to 60 characters. Enter your agency’s name. <i>Pre-filled in Output.</i>
*	E.	<u>County Provider Number</u> – Enter the Provider Number, which has been assigned to your agency by CARE. <i>Pre-filled in Output.</i>
*	F.	<u>Client Last Name</u> – 1 to 20 characters. Client authorized for SI services by the case manager on the County Services Authorization ( <b>CSA</b> ). <i>Pre-filled in Output.</i>
*	G.	<u>Client First Name</u> – 1 to 20 characters. <i>Pre-filled in Output.</i>
	H.	<u>Client Middle Initial</u> – 1 character. <i>Pre-filled in Output.</i>
*	I.	<u>ADSA Client ID</u> – The ADSA Client ID from the CSA. <i>Pre-filled in Output.</i>
*	J.	<u>Fund Source</u> – 1 to 5 characters. Enter the Funding Source code from the CSA. <i>Pre-filled in Output.</i>
	K.	<u>Service From Date</u> – The date (MM/DD/YYYY) from the CSA DDA authorized the service. <i>Pre-filled in Output.</i>
	L.	<u>Service To Date</u> - The date (MM/DD/YYYY) from the CSA DDA authorized the service. <i>Pre-filled in Output.</i>
	M.	<u>County ID - Residence</u> - The number (1-39) of the county in which the client resides. See Appendix A. <i>Pre-filled in Output.</i>
*	N.	<u>County ID - Provider</u> - The number (1-39) of the county in which your agency provided this service. See Appendix A. <i>Pre-filled in Output.</i>
*	O.	<u>Units Type Code</u> – 1 character. The unit of service defined in the County Program Agreement: <b>H</b> for hour. The unit describes how your County is billing for the service and should be consistent with your fee/rate schedule.

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*	P.	<u>Number of Units</u> – Enter total number of service units received by the client. The “Number of Units” should be consistent with the “Units Type Code”. <u>Whole number and quarter hours are acceptable, all else unacceptable.</u>
*	Q.	<u>Unit Rate</u> – Enter the rate paid for each service as authorized by the county. This should be consistent with your fee/rate schedule <u>and must be divisible by four.</u>
*	R.	<u>Site Hours</u> – Enter the total number of hours the client participated in SI during the report month. Do not include lunch time.
	S.	<u>Number of Client Hours Paid</u> - Enter the total number of hours the client spent in paid production (including paid hours for vacation, sick or holiday) during the service month. This information needs to be accurately.
	T.	<u>Number of Client Pathway Hours Volunteer</u> - Enter the total number of hours the client spent in Volunteer activity during the service month in non-segregated community activities designed to build skills and broaden awareness of job opportunities. Do not include hours reported under “Client Hours Paid” item S or in “Other” hours item U.
	U.	<u>Number of Client Pathway Hours Other</u> - Enter the total number of hours the client spent in Other activities during the service month in non-segregated community activities designed to build skills and broaden awareness of job opportunities without staff. Do not include lunchtime. Do not include hours reported under “Client Hours Paid” item R or in “Volunteer” hours item T or “Provider Staff Hours Number” item W.
	V.	<u>Gross Wages</u> – Enter the total earnings of the client during the reporting month. This should include all wages, any paid holiday or sick leave. This information needs to be reported in a consistent manner – multiply the clients’ hourly wage rate by the number of scheduled work hours for the period of time you are reporting on. When you learn of corrections please report them.
*	W.	<u>Provider Staff Hours Number</u> - Enter the total DDA paid hours of direct service the agency’s staff provided the client <u>outside of group time or crew time</u> during the month.
	X.	<u>Phase 1 Provider Staff Hours</u> - Intake / Discovery / Resources / <b>Job Prep / Exploration</b> – <b>(A subset of the “Provider Staff Hours Number” total)</b> Enter the number of phase 1 staff hours the agency provided the client during the month.
	Y.	<u>Phase 2 Provider Staff Hours</u> - Marketing / <b>Job Development</b> – <b>(A subset of the “Provider Staff Hours Number” total)</b> Enter the number of phase 2

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		staff hours the agency provided the client during the month.
Z.		<u>Phase 3 Provider Staff Hours - Job Coaching</u> / Job Support / Retention / Follow Along – <b>(A subset of the “Provider Staff Hours Number” total)</b> Enter the number of phase 3 staff hours the agency provided the client during the month
AA.		<u>Phase 4 Provider Staff Hours - Record Keeping</u> – <b>(A subset of the “Provider Staff Hours Number” total)</b> Enter the number of phase 4 staff hours the agency provided the client during the month.
AB.		<u>Input Error Code</u> – Used by the application. If blank, enter zero.

### Required for payment

<b>Individualized Technical Assistance (ITA)</b>		
*	A.	<u>Authorization Number</u> – Enter the Referral Number from the CSA DDA authorized the service. <i>Pre-filled in Output.</i>
*	B.	<u>Service Year Month</u> – 6 characters. The year and month (YYYYMM) for which services are being reported. <i>Pre-filled in Output.</i>
*	C.	<u>Service Code</u> – 1 to 5 characters – ITA. <i>Pre-filled in Output.</i>
	D.	<u>Provider Name</u> – 1 to 60 characters. Enter your agency’s name. <i>Pre-filled in Output.</i>
*	E.	<u>County Provider Number</u> – Enter the Provider Number, which has been assigned to your agency by CARE. <i>Pre-filled in Output.</i>
*	F.	<u>Client Last Name</u> – 1 to 30 characters. Client authorized for ITA services by the case manager on the County Services Authorization ( <b>CSA</b> ). <i>Pre-filled in Output.</i>
*	G.	<u>Client First Name</u> – 1 to 30 characters. <i>Pre-filled in Output.</i>
	H.	<u>Client Middle Initial</u> – 1 character. <i>Pre-filled in Output.</i>
*	I.	<u>ADSA Client ID</u> – The ADSA Client ID from the CSA. <i>Pre-filled in Output.</i>
*	J.	<u>Fund Source</u> – 1 to 5 characters. Enter the Funding Source code from the CSA. <i>Pre-filled in Output.</i>
	K.	<u>Service From Date</u> – The date (MM/DD/YYYY) from the CSA DDA authorized the service. <i>Pre-filled in Output.</i>
	L.	<u>Service To Date</u> - The date (MM/DD/YYYY) from the CSA DDA authorized

## Billing Instruction Detail for CMIS Spreadsheets – All Services

		the service. <i>Pre-filled in Output.</i>
	M.	<u>County ID - Residence</u> - The number (1-39) of the county in which the client resides. See Appendix A. <i>Pre-filled in Output.</i>
*	N.	<u>County ID - Provider</u> - The number (1-39) of the county in which your agency provided this service. See Appendix A. <i>Pre-filled in Output.</i>
*	O.	<u>Units Type Code</u> – 1 character. The unit of service defined in the County Program Agreement: <b>H</b> for hour. The unit describes how your County is billing for the service and should be consistent with your fee/rate schedule.



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*	P.	<u>Number of Units</u> – Enter total number of service units received by the client. The “Number of Units” should be consistent with the “Units Type Code” of hourly. <u>Whole number and quarter hours are acceptable, all else unacceptable.</u>
*	Q.	<u>Unit Rate</u> – Enter the rate paid for each service as authorized by the county. This should be consistent with your fee/rate schedule <u>and must be divisible by four.</u>
	R.	<u>Number of Client Hours Paid</u> - Enter the total number of hours the client spent in paid community employment (including paid hours for vacation, sick or holiday) during the service month. This information needs to be accurately obtained.
	S.	<u>Number of Client Pathway Hours Volunteer</u> - Enter the total number of hours the client spent in Volunteer activity during the service month in non-segregated community activities designed to build skills and broaden awareness of job opportunities. Do not include hours reported under “Client Hours Paid” item R or in “Other” hours item T.
	T.	<u>Number of Client Pathway Hours Other</u> - Enter the total number of hours the client spent in Other activities during the service month in non-segregated community activities designed to build skills and broaden awareness of job opportunities without staff. Do not include lunchtime. Do not include hours reported under “Client Hours Paid” item R or in “Volunteer” hours item S or “Provider Staff Hours Number” item V.
	U.	<u>Gross Wages</u> – Enter the total earnings of the client from community employment during the reporting month. This should include all wages, any paid holiday or sick leave. This information needs to be reported in a consistent manner – multiply the clients’ hourly wage rate by the number of scheduled work hours for the period of time you are reporting on. When you learn of corrections please report them thru CMIS. For clients who are self-employed report the gross earnings and the hours worked.
*	V.	<u>Provider Staff Hours Number</u> - Enter the total DDA paid hours of direct service the agency’s staff provided the client during the month.
	W.	<u>Phase 1 Provider Staff Hours</u> - Intake / Discovery / Resources / <b>Job Prep / Exploration</b> – <b>(A subset of the “Provider Staff Hours Number” total)</b> Enter the number of phase 1 staff hours the agency provided the client during the month.
	X	<u>Phase 2 Provider Staff Hours</u> - Marketing / <b>Job Development</b> – <b>(A subset of the “Provider Staff Hours Number” total)</b> Enter the number of phase 2 staff hours the agency provided the client during the month.

## Billing Instruction Detail for CMIS Spreadsheets – All Services

Y	<p><u>Phase 3 Provider Staff Hours - <b>Job Coaching</b></u> / Job Support / Retention / Follow Along – <b>(A subset of the “Provider Staff Hours Number” total)</b>  Enter the number of phase 3 staff hours the agency provided the client during the month</p>
Z	<p><u>Phase 4 Provider Staff Hours - <b>Record Keeping</b></u>– <b>(A subset of the “Provider Staff Hours Number” total)</b> Enter the number of phase 4 staff hours the agency provided the client during the month.</p>
AA.	<p><u>Personal Agent Hours</u> – Enter the hours spent with a Personal Agent.</p>
AB.	<p><u>Personal Agent Cost</u> – Enter the cost of the Personal Agent for this client for this month.</p>
AC.	<p><u>Input Error Code</u> – Used by the application. If blank, enter zero.</p>

# Billing Instruction Detail for CMIS Spreadsheets – All Services

## County Billing Data Validation Rules

INPUT DATA VALIDATIONS THAT CAN RESULT IN ERROR:	
1.	<p>Required Field validation.</p> <ul style="list-style-type: none"> <li>Authorization Number</li> <li>Service Year Month</li> <li>Service Code</li> <li>County Provider Number</li> <li>County ID - Provider</li> <li>Client Last Name</li> <li>Client First Name</li> <li>ADSA Client ID</li> <li>Fund Source</li> <li>Unit Type (IE, GSE, CA, PVS, &amp; ITA must be hourly; CDS must be monthly; and ADC must be daily)</li> <li>Number of Units (Natural and Other for CDS)*</li> <li>Units Rate (Natural and Other for CDS)</li> <li>Rate Amounts (see County Service Table, page 20, for maximums)</li> <li>Additional or Misc Expense (CDS only)</li> <li>Provider Staff Hours</li> <li>Site Hours (GSE and SI only)</li> </ul> <p>* Number of Units can be zero</p>
2.	<p>Valid Values check</p> <ul style="list-style-type: none"> <li>Authorization Number</li> <li>Service Year Month – Must be a valid year month in ‘YYYYMM’ format. The value can not be in the future.</li> <li>Service Code - Must be a valid value (Appendix F)</li> <li>County Provider Number</li> <li>Provider County- Must be a valid value (Appendix A)</li> <li>ADSA Client ID</li> </ul>
3.	<p>Authorization verification</p> <p>A valid authorization should exist matching the:</p> <ul style="list-style-type: none"> <li>• Specified Client (ADSA Client Id),</li> <li>• Provider (County Provider Number),</li> <li>• County Of Contract (County ID - Provider), and</li> <li>• Service period for the specified Service Year/Month</li> </ul>
4.	<p>Provider Verification</p> <p>A valid provider record should exist matching the:</p> <ul style="list-style-type: none"> <li>• Provider (County Provider Number),</li> <li>• County of contract (County ID - Provider), and</li> <li>• Service period for the specified Service Year/Month</li> </ul>
5.	If (Units Number * Units Rate Number) is zero then Units Number should be zero
6.	If (Units Number * Units Rate Number) is greater than zero then Provider Staff Hours or Site hours number must be greater than zero
7.	If Provider Staff Hours number is zero then Phase 1 thru 4 Provider Staff Hours should be zero.
8.	If Provider Staff hours is greater than zero then correlating Phases 1-4 Provider

## Billing Instruction Detail for CMIS Spreadsheets – All Services

	Staff Hours must be equal to Provider Staff Hours number total.
*9.	If client Gross Wage is greater than zero then Number of Client Hours paid must be greater than zero.
10.	If Number of Client Hours paid is greater than zero then client Gross Wage must be greater than zero.
<b>INPUT DATA VALIDATIONS THAT CAN RESULT IN WARNING</b>	
1.	The specified Funding Source should match the value in the corresponding authorization. (The billing will be processed with the most recent Funding Source specified in Auth)
2.	Wages reported for IE and ITA are less than the current minimum wage
3.	Wages reported for IE and ITA are more than \$20.00 per hour
4.	Client hours worked are more than 200 hours per month

### County Service Table

<b>CARE Service Code</b>	<b>CARE Service Description</b>	<b>Service Unit Type</b>	<b>Max Rate for Service</b>	<b>AWA Billing Unit Type</b>
DV01	Adult Day Care	Day	\$45.00	Day
DV09	Child Development Services	Month	\$500.00	Month
DV10	Community Access	Hour	\$30.00	Hour
DV26	Group Supported Employment	Hour	\$90.00	Hour
DV29	Individual Employment	Hour	\$90.00	Hour
DVIT	Individualized Technical Assistance	Hour	\$1000.00	Hour
DV40	Pre-Vocational Employment	Hour	\$90.00	Hour

# Billing Instruction Detail for CMIS Spreadsheets – All Services

## Phase I

### Intake

- Meeting with individual, family and/or other support persons
- Provide system overview including services and funding
- Complete initial paperwork including intake assessment
- Collect individuals history/information/ records from other sources
- Explore resources from:
  - Division of Vocational Rehabilitation (DVR)
  - Social Security
  - Mental Health (MH)

### Discovery

- Identify what are job interests
- Conduct an assessment - skills inventory
- Spot potential obstacles and probable remedies
- Consider current job market compared to individuals desired job(s)
- Develop plan including:
  - Goals
  - Methods
  - Strategies
- **Assessment** Adaptive technology planning
- Sample various work sites – tours
- Trial work experience
  - Job shadow
  - Volunteer position

### Job Prep / Exploration

- Travel training
- Interview skills
- Grooming / hygiene / professional appearance
- Teach self advocacy
- Assistance obtaining required job items – i.e. food handlers' permit, First Aid card etc.
- Develop portfolio / resume
- Apprise of job clubs

## Phase II

### Marketing / Job Development

- Conduct labor market analysis
- Network
- Target / Research Employer
- Develop relationship with employer
- Educate employer – benefits to employee individual, clarify roles, outline expectation, etc.
- Evaluate employment site, provide proposal to employer and secure commitment.
- Complete job/task analysis
- Identify natural supports
- Identify potential obstacles
- Negotiate job start
- Assist with interview process
- Job replacement / change
- Customize job / job carving
- Match the employment opportunity to the interest, strengths, and skills of the individual.

## Phase III

### Job Coaching / Job Support

- Assessment – development supports to maintain independence – i.e. jigs, checklist etc.
- Coordinate with: transportation and individuals home site schedule
- New hire orientation / testing
- Provide intensive onsite instruction / education
  - To the individual
  - To the co-workers
  - To the supervisor
- Develop natural supports
- Continuous evaluation – modifying job-site, task, and supports as necessary
- Advocating / problem solving / crisis management
- Identify stabilization
- Develop fade schedule
- Continuous communication- families, and the employer
- Coordinate referrals to community resources and case management
- Develop follow-up support plan

### Retention / Follow Along

- Advancement
- Periodic on-site visits
- Communication upkeep and relationship expansion/continuation
- Quality assurance - monitoring
- Problem recognition / resolution
- Job modifications – new job tasks – re-training
- Business monitoring change – staff/co-worker re-training etc.
- Advocating – advancement opportunity, increased benefits, and/or more hours
- Update employment plans

## Phase IV

### Record Keeping (without client present), reported under recordkeeping

- Contact notes/logs
- Periodic progress reports
- Incident reports
- Satisfaction surveys
- Maintain files/records
- Report wage/hour info

## **Billing Instruction Detail for CMIS Spreadsheets – All Services**

General Descriptions related to Phases:

Phase 1 - clients are typically new to the system or new to the provider; they may be in the process of determining their vocational goals or they are getting ready for work.

Phase 2 – staff is marketing and/ or job developing with or without the client. Marketing is in the context of developing relationships with potential employers, identifying the employment needs of the employers, filling those needs, so that the employer is satisfied.

Phase 3 – client is working or will be working with in the month at a paid job. Clients that are not receiving a wage and or working will not be reported in this phase

Phase 4 – direct service staff is recording keeping without the client present. If direct service staff is with the client then the time should be reported under the associated phase.

Travel time for direct service staff is recorded under the associated phase.

### **HOW TO ADDRESS – HOW TO REPORT?**

Bonus pay – If a client receives a bonus report in the month received in addition to the regular wage. If the client did not receive a regular wage the same month in which the bonus was received report it the next month a regular wage is reported.

Severance pay – If a client receives severance pay, divide the severance pay by the client's typical hourly rate received to obtain the hours worked.

Other funding source such as Millage, DVR, etc. – do not report information associated with other funding sources. Agency can have an open CSA with another fund source supporting the client but the fund source should be clearly identified on the CSA – example for a DVR client the fund source on the CSA would be VR, for County Millage fund source should be CM.