



Indiana Department of Child Services

KidTraks – Indiana Child Welfare Financial System

e-Invoicing File Import Desktop Procedures

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Welcome to the DCS KidTraks Vendor Portal Invoicing File Import guide!

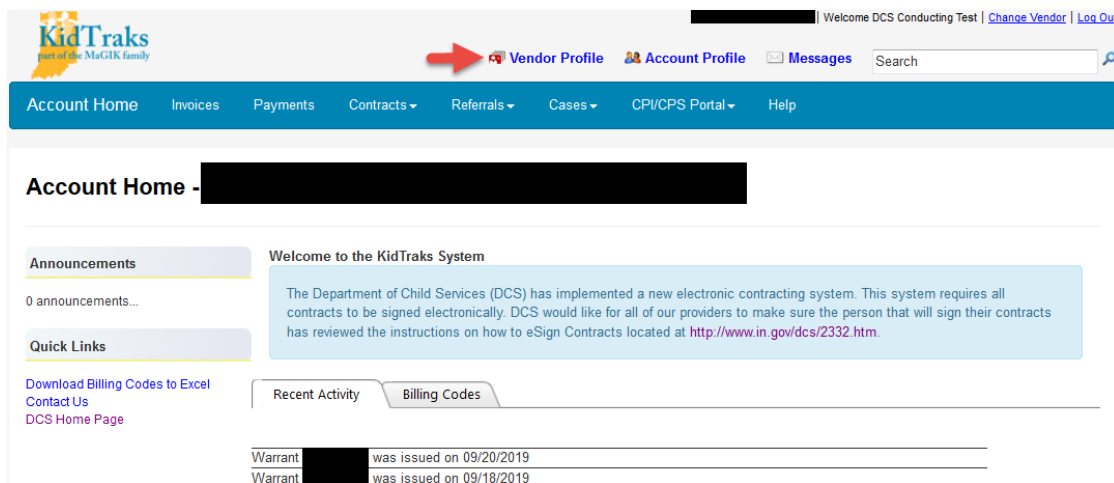
How do I enable e-Invoicing for a provider?

Please complete and submit a [KidTraks Vendor Portal User Agreement](#) (submission instructions are at the bottom of the form's front page).

How do I set up a user?

Upon logging into KidTraks the provider will see the Account Home Screen.

For a user to be able to import a file they first need to be a Portal User for the Vendor. Once they are established as a Portal User, they need to be put in either a User Admin or Fiscal User security role (these are discussed below). The Vendor user set up with Vendor Admin capability can add users or edit existing users.



1. Select Vendor Profile from the top of the Account Home screen.
2. You will be taken to the Vendor Profile screen. Click on the profile tab to add new users and notification emails, then click Update.
3. At the bottom of the page, click on the "Add User Button" to add a user.

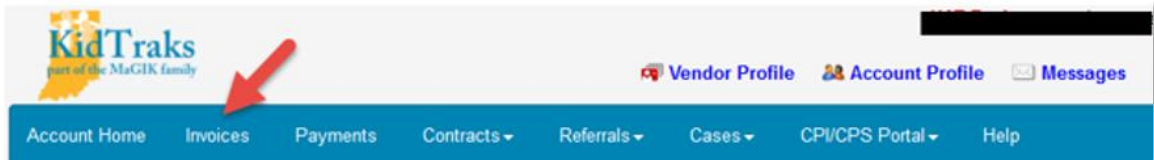
4. For a new user enter First Name, Last Name, and Email.
5. For new/existing user select either User Admin or Fiscal User as the Role.
 - User Admin role has Administrative rights in order to add additional users. They also have add/edit capability.
 - Fiscal User role has add/edit capability and is for additional Vendor users. They would not have Administrative rights.
 - The [Vendor Security Roles Summary](#) is available on the Vendor Profile screen to view system capabilities for all user roles.

' checkbox and a 'Role' dropdown menu. The dropdown menu is open, showing options: 'System Read-Only', 'User Admin', 'Fiscal User', 'Clinical Admin', and 'Clinical User'. A 'Cancel' button is visible to the right of the dropdown."/>

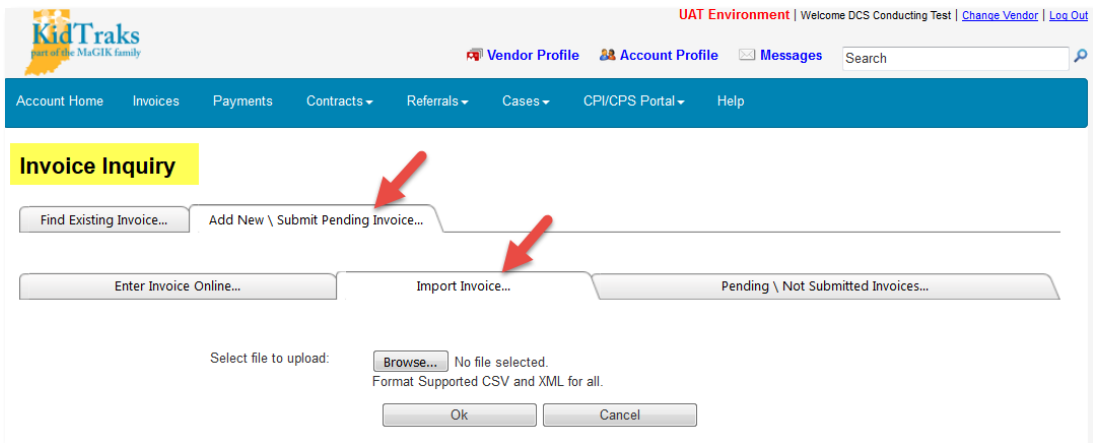
6. Click Submit at the bottom.

How do I import my invoices?

1. File specs for both CSV and XML formats are available on the [DCS MaGIK Help Desk](#) website, under [KidTraks Vendor Information](#).
2. Click on Invoices in the blue menu bar and you will be taken to the Invoice Inquiry screen.



3. Click on the Add New / Submit Pending Invoice.
4. Click on the Import Invoice tab.
5. Browse for the file to be imported. After the file is selected, click Ok to continue.





6. After the file has imported, a Voucher Confirmation screen will display.

XML Voucher Confirmation

Confirmation Summary Listed Errors

Process ID: 247053


Stage ID	Invoice Number	Invoice Date	Vendor ID	Vendor Address	Line Count	Error Count	Start Date	End Date	Total Amount
	1000817	208059-C	ST111111	1	1	3			87.00
	1000816	208087-C	ST111111	1	1	3			3,693.60


Legend:


Control Record - On Error - A (Abort) The process will continue so that all errors/alerts can be detected and displayed but the file will not be submittable.

Control Record - On Error - C (Continue) The invoice(s) with the line error(s) will not be submittable but others will be processed. Still the users have the way to correct the errors an

Control Record - On Error - S (Skip) - Appliable B2B Only The invalid lines will be deleted and the valid lines will continue to process

 No errors exist and invoice is submittable.

 Alerts exist in the invoice and invoice is submittable but will require additional DCS review.

 Errors exist in the invoice and invoice is not submittable.

7. If an error is received and the On Error option is A (Abort), the process will continue so that all errors/alerts can be detected but the file will not be submittable.
8. If an error is received and the On Error option is C (Continue), the invoice(s) with the line error(s) will not be submittable.
9. If an error is received and the On Error option is S (Skip; Applicable with B2B), invalid lines will be deleted and the valid lines will continue to process.
 - Green – No errors exist and the invoice can be submitted.
 - Yellow – Alerts exist, the invoice can be submitted, but it will require additional DCS review.
 - Red – Errors exist and the invoice cannot be submitted.
10. If On Error is C (Continue), the two options at the bottom of this screen are Abort or Continue.
 - Select Abort, if you do not want to continue staging the file and start over.
 - Select Continue, if you want to continue to stage the file.
11. If the On Error is A (Abort), the only option from this screen is Ok.
 - If any invoices are in a red status, the file will not be staged. Errors need to be corrected and the file re-imported.
 - If all invoices are either in green or yellow status, the file will be staged.

XML Voucher Confirmation						
Confirmation Summary		Listed Errors				
Errors for Process: 247053						
Error ID	Stage ID	Line Number	System	Type	Severity	Message
10000	1000816		E-Invoicing	E-Invoicing Header	Error	This Invoice Number has already been used by this Vendor
10048	1000816	001	E-Invoicing	E-Invoicing Line	Alert	Duplicate Service Billed OverLap Voucher ID: VL1000805152 And OverLap Voucher Line: 001
10048	1000816	001	E-Invoicing	E-Invoicing Line	Alert	Duplicate Service Billed OverLap Voucher ID: 1000735 And OverLap Voucher Line: 001
10048	1000817	001	E-Invoicing	E-Invoicing Line	Alert	Duplicate Service Billed OverLap Voucher ID: 1000736 And OverLap Voucher Line: 001
10053	1000817	001	E-Invoicing	E-Invoicing Line	Information	Rate billed exceed referral rate
10061	1000817	001	E-Invoicing	E-Invoicing Line	Error	Billable Unit ID is required for Regular Voucher Type .

12. Also on the confirmation screen, there is a Listed Errors tab. All error, alert, and informational messages will be listed.
 - Errors will need to be corrected before the invoice can be submitted.
 - Alerts/Informational messages will be further reviewed by DCS. Note: If desired, invoice lines with alerts/informational messages can be addressed to remove the message.
13. Clicking on Abort, Continue, or Ok will navigate you back to the Invoice Inquiry screen.
14. If there are any issues with the File Control Record, the file cannot be staged. The items need to be addressed and corrected and the file re-imported.
15. Clicking on 'Back' will take you back to the Invoice Inquiry screen.

Error on File!!!! Print Back

Notes:
 Make sure your data comply to this schema: [Schema Information](#)
 Look into the sample XML: [Sample XML](#)

Error ID	Severity	Message
1	Error	The element 'Control_Record' in namespace 'urn:schemas-kidtraks-invoice' has invalid child element 'Invoice_Header' in namespace 'urn:schemas-kidtraks-invoice'. List of possible elements expected: 'Phone_Number' in namespace 'urn:schemas-kidtraks-invoice'.

16. After the Confirmation screen, the staged invoices will appear on the Add New\Submit Pending Invoice tab under the Pending\Not Submitted Invoices tab.

Invoice Inquiry

Find Existing Invoice... Add New \ Submit Pending Invoice...

Enter Invoice Online... Import Invoice... Pending \ Not Submitted Invoices...

1 2 3 4 5 6 7 8 9 10 ...

Stage ID	Process ID	Invoice Number	Invoice Date	Lines	Start Date	End Date	Amount	Status
1000737	246986	208127		4			\$538.20	Open
1000736	246985	208059-C		1			\$1.00	Open
1000735	246985	208087-C		1			\$3,693.60	Open
1000734	246984	208059-B		0				Open

Delete Pending Items Submit Pending Items

- Invoices in a red status will need to be reviewed and errors corrected before they can be submitted.
- Invoices in a yellow status can be addressed to remove the alert but the invoices can be submitted in this status.

17. To open an invoice, click on the Stage ID.

18. Invoice Information will open and the Invoice Details tab will have the invoice lines listed.

Invoice Information [Invoice Inquiry](#) Action: Go

Invoice Number: Create Date:
 Vendor Name: Status: Not Submittable

Invoice Details More Information Invoice Errors Attachments

Line #	Case Name	Service	Status
001		10000-GENERAL SERVICE	

[Add Invoice Line](#) Line Count: 1

Edit	BUID #:	1002510	Billed Units:	1.00	Auth Units:	1.00
Remove	Start Date:	10/9/2012	Billed Rate:	87.00	Auth Rate:	1.00
	End Date:	10/9/2012	Billed Amount:	87.00	Auth Amount:	1.00

Total: 1.00

19. New rules have been added to the invoicing system for the following:

- Billed Rate:
 - For contracted services, the system will default the rate from the contract. You may still include the rate in the file but it will be ignored by the KidTraks system.
 - **Exception:** If the Bill Type is Deductible/Co-pay, then the system will allow the rate to be less than the contracted rate and it must be included in the import file. When the invoice is

processed an alert message will display asking that supporting documentation be attached to the invoice.

- If service is not contracted then the Rate will be required to be in the import file.
- Billed Units
 - For a “timed” service where the rate is paid by HOUR or 15 MINUTES the Billed Units will be calculated by the KidTraks system where End Date/Time minus Start Date/Time = Units. For instance if the Unit of Measure is HOUR and the Start Time is 7am and End Time is 9am, then the Units is 2. If the Unit of Measure is 15 MINUTES and Start Time is 7am and End Time is 9am, then the Units is 8.
 - For a service paid by the DAY or by PER DIEM, the system will calculate the number of units as the number of days.
 - For a service paid as ACTUAL COST, the import file must contain the Actual Cost in the Units / Rate field as it has in the past.
 - For all other Units of Measure the system will default “1” as the Units and does not need to be included in the file.
- Billed Amount
 - The system will calculate this amount as Rate times Units, therefore it does not need to be included in the file.

20. The following rules remain the same.

- Authorized Units, Rate, and Amount reflect what will be on the submitted invoice/voucher. If the available unit balance based on the referral is less than the ‘Billed’ units, the authorized units will reflect the available balance. The authorized rate will reflect the rate based on the referral. The rate billed cannot be greater than the Authorized Rate. If the Billed Rate is greater than the Authorized Rate an Alert will display.
 - Exception: In cases of actual cost or where no contract exists (cost reimbursement components) the billed rate will be reflected as the authorized rate. Examples: personal allowance, holiday/birthday allowance, interpreter services.
- An invoice line can be taken off the invoice by clicking on ‘Remove’.
- An invoice line can be added by clicking on ‘Add Invoice Line’.
- To correct errors on an invoice line, click ‘Edit’.
- Errors, alerts, and informational messages are listed on the Invoice Errors tab.

21. If 'Edit' link is clicked on the left side of the Summary, the details for that line will open.

Voucher Line Details - Line: 001

BURID:

Service:*

Component:*

Person ID: Person Name:

Case ID: Case Type: Awaiting Approval Case Name:

Start Date/Time:* End Date/Time:* Duration: 2 hours, 0 mins

Billed Units:* HOUR Authorized Units: 2.00 Remaining Units: 72.00

Billed Rate:* Authorized Rate: 79.31

Billed Amount:* Authorized Amount: 158.62

Case County*: Hancock

Place of Service:

Warning: Please select at least one Denial Code Reason with a maximum of 5 allowable reasons.

Claim Adj. Reason:

Code:

There are no records to display...

Comments:

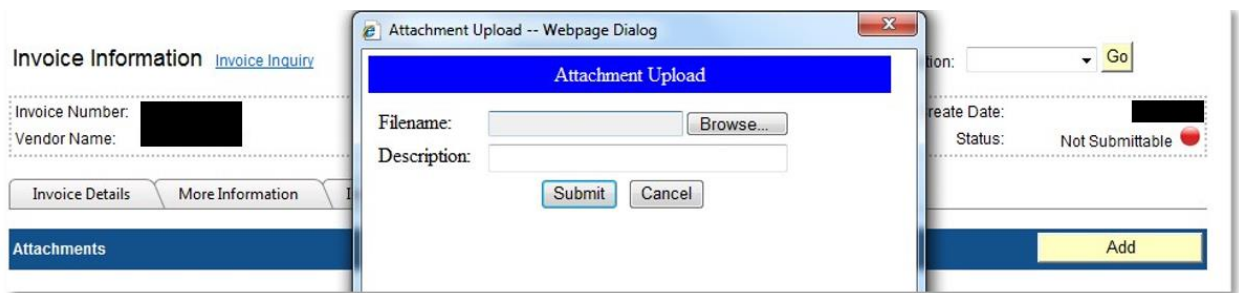
22. Make appropriate adjustments and changes. In this situation the provider and services are Medicaid eligible but have been denied by Medicaid. The Warning message in red indicates that denial reason(s) can be submitted by selecting up to 5 Adjustment Reason Codes, which are listed on the Explanation of Benefits (EOB). There are also a few DCS reason codes at the end of the ARC code list.

23. Once updates are made, one of the following buttons can be selected based on the next action you want to take.

- Save – to save the changes and return to the list of invoice lines.
- Apply – to update the screen without leaving it.
- Save/Add – to save the changes and refresh the screen in order to add another invoice line.
- Save/Add+ – to save the changes and generate another line detail screen with the same Billable Unit Referral ID, Person ID, Case ID, Service, Component and County pre-filled.
- Cancel – to exit the screen without saving.

24. If an error exists on the Invoice Header, click on the 'More Information' tab to correct. After updates have been made, click on 'Update'.

25. To view or add an attachment manually click on the Attachments tab.



26. To add attachments, click on the 'Add' button, browse for the file to be added. After it is selected, click 'Submit' to continue.

- a. NOTE: To import an attachment on your CSV or XML file, please follow the directions for documents located at <https://stateofindiana.zendesk.com/hc/en-us/categories/203189488-KidTraks-Vendor-Information>

- i. KidTraks Voucher Build File Specifications-CSV
- ii. KidTraks Voucher Build File Specifications-XML

27. After all adjustments have been made, validate the invoice in order to ensure the errors have been taken care of.

Invoice Information [Invoice Inquiry](#)

Invoice Number: [REDACTED]
Vendor Name: [REDACTED]

Action: [Dropdown] Go
Create: Submit Invoice, Validate Invoice
Status: Submittable ●

Invoice Details | More Information | Invoice Errors | Attachments

Line #	Case Name	Service	Status	
001	[REDACTED]	20700-CHILD CARING INSTITUTIONS	●	Add Invoice Line
Edit	BUID #:	[REDACTED]	Billed Units:	30.00
Remove	Start Date:	[REDACTED]	Billed Rate:	123.12
	End Date:	[REDACTED]	Billed Amount:	3,693.60
			Auth Units:	30.00
			Auth Rate:	123.12
			Auth Amount:	3,693.60
			Line Count:	1
			Total:	3,693.60

28. From the Action drop down select Validate Invoice and click 'Go'.

29. After the validation has been performed, the color indicators determine next steps as follows:

- The status color will indicate if the error must be corrected prior to submission.
- Statuses displayed in green indicate no errors; the invoice line is ready for submission with no additional edits required.
- A yellow status indicates the invoice line may be submitted but will require DCS review.
- A red status indicator requires that the error(s) be corrected prior to submission.

30. If the color indicators are yellow or red, then click on the Invoice Errors tab.

Invoice Information [Invoice Inquiry](#)

Invoice Number: [REDACTED]
Vendor Name: [REDACTED]

Action: Validate Invoice Go
Create Date: [REDACTED]
Status: Not Submittable ●

Invoice Details | More Information | Invoice Errors | Attachments

Invoice Error:

Error ID	Voucher ID	Line Number	System	Type	Severity	Message
10048	1000810	001	E-Invoicing	E-Invoicing Line Alert	Duplicate Service Billed OverLap	Voucher ID: 1000808 And OverLap Voucher Line: 001
10041	1000810	002	E-Invoicing	E-Invoicing Line Error	Lines must occur during the same month. Please separate different months in to new voucher lines	
10048	1000810	002	E-Invoicing	E-Invoicing Line Alert	Duplicate Service Billed OverLap	Voucher ID: 1000808 And OverLap Voucher Line: 001

31. Review errors (red) and alerts (yellow), and take any needed action on items displayed.

32. Please note the following regarding units and rates:

- If the available referral unit balance is less than the number of 'Billed' units, the authorized units will reflect the available balance; in other words, invoice lines will not be allowed to include more units than are available.

- The authorized rate will reflect the rate based on the referral. If the Billed Rate is different from the Authorized Rate, an Alert will display. The authorized rate will be submitted. *Exception:* In cases of actual cost, where no contract exists (cost reimbursement components) the billed rate will be reflected as the authorized rate. Examples: personal allowance, birthday/holiday allowance, interpreter services.
33. If the errors have been corrected, the status will change to green or yellow – both are submittable. A yellow status means there are still alerts on the invoice.
 34. Once all of the errors have been addressed, re-run the validation.
 35. If there are no invoice lines displaying a red status code and it appears that any remaining yellow status alerts have been addressed or are not applicable (indicating a fix is not required), then the invoice is ready to be submitted.

Tip: Prior to invoice submission, vendors have the option of either fixing or removing any invoice lines that are inaccurate or incomplete (i.e. a referral is needed; a Medicaid denial should be attached; missing receipt). If the correction or update may be handled quickly, it may be easier to keep the invoice in pending status until the necessary updates and/or additions are made to the invoice. If the updates and/or additions will take longer to complete, the vendor may wish to remove the affected invoice line(s) and submit them at a later date, in order to expedite submission of the valid lines. The “Remove” button displayed at the end of each invoice line may be used for such instances. Invoice lines left in pending status remain there indefinitely, until submitted or deleted. And please keep in mind that invoices submitted as First Bills must be submitted within 90 days of the end of the month during which the service was performed; Rebills must be submitted within 90 days of the most recent denial.

36. To submit an invoice, click the drop down Action menu and choose “Submit Invoice.” Click “Go.”


How do I submit?

1. Go back to the Invoice Inquiry screen on the Add New\Submit Pending Invoice tab.

Invoice Inquiry

Find Existing Invoice... Add New \ Submit Pending Invoice...

Enter Invoice Online... Import Invoice... Pending \ Not Submitted Invoices...

1	2	3	4	5	6	7	8	
Stage ID	Process ID	Invoice Number	Invoice Date	Lines	Start Date	End Date	Amount	Status
<input type="checkbox"/>	1000812	247052		1			\$19.67	Open ●
<input type="checkbox"/>	1000797	247043		1			\$14.74	Open ●
<input type="checkbox"/>	1000776	247019		1			\$19.42	Open ● 
<input type="checkbox"/>	1000770	247012		1			\$19.42	Open ● 1 Attachment(s)
<input type="checkbox"/>	1000768	247010		1			\$19.42	Open ●
<input type="checkbox"/>	1000767	247009		4			\$538.20	Open ●
<input type="checkbox"/>	1000766	247008		1			\$14.74	Open ●
<input type="checkbox"/>	1000763	247005		38			\$3,686.71	Open ●

Delete Pending Items Submit Pending Items

- Select the invoices you want to submit by clicking in the box on the left-hand side of the invoices. Once they are selected, click on the 'Submit Pending Items' button. Only green and yellow status invoices can be selected.
- If attachments have been added to an invoice a paperclip will appear to the right of the color status. Hover over the paperclip and it will identify how many attachments exist.

Note: Invoices can also be deleted from the staging area, if you want to start over with addressing them. Select the invoices you want to delete by clicking in the box on the left-hand side of the invoices. Once they are selected, click on the 'Delete Pending Items' button.

Or

- An invoice can be submitted from the Invoice Information screen.

Invoice Information [Invoice Inquiry](#)

Action: Submit Invoice Go

Invoice Number: [REDACTED] Create Validate Invoice [REDACTED]

Vendor Name: [REDACTED] Status: Submittable ●

Invoice Details More Information Invoice Errors Attachments

Line #	Case Name	Service	Status	
001	[REDACTED]	20700-CHILD CARING INSTITUTIONS	●	Add Invoice Line
Edit	BUID #: [REDACTED]	Billed Units: 30.00	Auth Units: 30.00	Line Count: 1
Remove	Start Date: [REDACTED]	Billed Rate: 123.12	Auth Rate: 123.12	Total: 3,693.60
	End Date: [REDACTED]	Billed Amount: 3,693.60	Auth Amount: 3,693.60	

3. If all errors have been addressed and validate has been run on the invoice, from the Action drop down select Submit Invoice and click 'Go'.
4. Upon submission, you will be taken to the Invoice E-Signature screen.
5. If you submitted from the Pending\Not Submitted Invoices tab, the submitted invoices will be listed as follows.

Invoice E-Signature

Stage ID	Invoice Number	Invoice Date	Vendor ID	Lines	Start Date	End Date	Amount	Status	
1000667			ST111111	17			\$0.00	Open	●
1000600			ST111111	48			\$4,552.92	Open	●
1000599			ST111111	9			\$9.00	Open	●

I Agree to the Terms of Use

Pursuant to the provisions and penalties of Indiana Code 5-11-10-1, I hereby certify that the foregoing invoice is just and correct, that the amount claimed is legally due, after allowing all just credits, and that no part of the same has been paid.

I hereby swear and affirm under the penalties of perjury the attached bill contains the actual placement and/or service costs provided for the individual listed on such bill. The dates, days, hours and units of time and costs for placement or service are true and accurate. I understand that in submitting this that I am under oath stating and affirming that these services were provided and fully understand that these services may be independently audited and that any discrepancy may be referred to a local prosecutor for criminal prosecution.

I understand that additional audits following invoice submission could result in denial or reduction of payment which could require subsequent rebilling for any valid unpaid expense.

6. If you submitted from the invoice itself, the Invoice E-Signature screen will look as follows.

Invoice E-Signature

Status: Submitted

Staged Basic Information

Vendor Address: [REDACTED]

Invoice Number: [REDACTED]
Transaction ID: [REDACTED]
Period Start: [REDACTED]

Invoice Date: [REDACTED]
Invoice Amount: [REDACTED]
Period End: [REDACTED]

Staged Invoice Lines

Line #	Case Name	Service Desc.	Start Date	End Date	Amount
001	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
002	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

I Agree to the Terms of Use

Pursuant to the provisions and penalties of Indiana Code 5-11-10-1, I hereby certify that the foregoing invoice is just and correct, that the amount claimed is legally due, after allowing all just credits, and that no part of the same has been paid.

I hereby swear and affirm under the penalties of perjury the attached bill contains the actual placement and/or service costs provided for the individual listed on such bill. The dates, days, hours and units of time and costs for placement or service are true and accurate. I understand that in submitting this that I am under oath stating and affirming that these services were provided and fully understand that these services may be independently audited and that any discrepancy may be referred to a local prosecutor for criminal prosecution.

I understand that additional audits following invoice submission could result in denial or reduction of payment which could require subsequent rebilling for any valid unpaid expense.

7. Click the box to agree to the terms of use.
 - This will be viewed as the electronic signature on the file. Click on 'Submit and Continue'.

8. This will take you back to Invoice Inquiry and the submitted invoices will be listed on the Find Existing Invoice tab with their Voucher ID.

Invoice Inquiry

Find Existing Invoice... Add New \ Submit Pending Invoice...

Last 30 Days Go

Invoice Number	Voucher ID	Invoice Date	Amount	Warrant Number	Warrant Date	Status	Invoice Summary
			2.00			DCS In Process	
			2.00			DCS In Process	
			2.00			DCS In Process	
			2.00			DCS In Process	
			2.00			DCS In Process	
			14.74			Submitted to DCS	
			14.74			DCS In Process	
			19.42			Submitted to DCS	
			19.42			Submitted to DCS	
			29.48			Submitted to DCS	
			14.74			Submitted to DCS	2 Attachment(s)

9. The status will show Submitted to DCS.
10. Once the voucher has been initiated for processing by KidTraks Invoicing staff, the status will change to DCS In Process.
 - Note: If attachments have been added to an invoice a paperclip will appear to the right of the print icon. Hover over the paperclip and it will identify how many attachments exist.
11. To view the detail of the invoice/voucher, click on the Invoice Number.
12. You will now only see two tabs – Voucher Summary and Attachments.

Invoice Information [Invoice Inquiry](#) Action: Denial Summary (PDF)

Voucher Summary Attachments

Basic Information Status: DCS In Process

Vendor Address: [REDACTED] Invoice Number: [REDACTED] Invoice Date: [REDACTED]
 Voucher ID: [REDACTED] Invoice Amount: [REDACTED]
 Period Start: [REDACTED] Period End: [REDACTED]
 Warrant Number: [REDACTED] Warrant Date: [REDACTED]

Invoice Lines

Line #	Case Name	Service	Status
001	[REDACTED]	HOME-BASED FAMILY CENTERED THERAPY SERVICES - FACE TO FACE	Open
BUD #: [REDACTED]		Auth Units: 2.50	Submitted Units: 2.50
Start Date: [REDACTED]		Auth Rate: 78.00	Submitted Rate: 78.66
End Date: [REDACTED]		Auth Amount: 195.00	Submitted Amount: 196.65

- The Submitted Units/Rate/Amount fields are populated at the time the invoice is submitted and they are based on the Authorized Units/Rate/Amount. They will not change. If DCS adjusts the Units/Rate/Amount based on their review, the adjusted amounts will be reflected in Authorized Units/Rate/Amount.

How do I attach documents?

- Attachments can still be added either after the invoice has been submitted or in the import file. Once DCS begins working on an invoice, as indicated by an invoice no longer in Submitted status, then attachments can no longer be added to the invoice.
- To add manually go to the Attachments tab and click the Add button.

Invoice Information [Invoice Inquiry](#) Invoice Summary

Voucher Summary Attachments

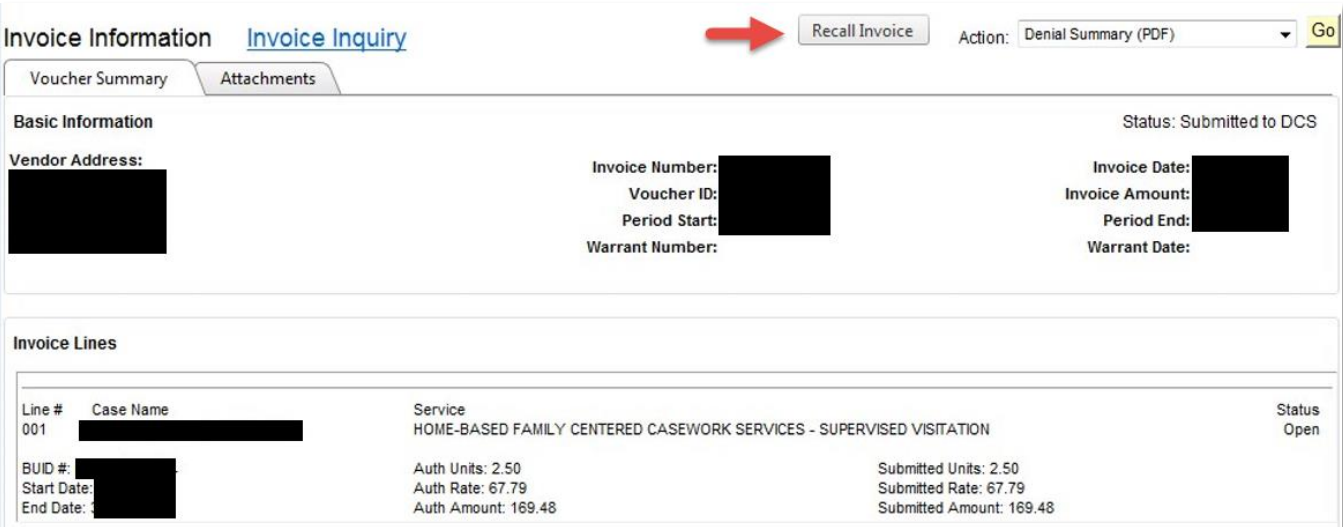
Attachments

- To add via the import file, see instructions on the CSV or the XML Specifications document located at: <https://stateofindiana.zendesk.com/hc/en-us/categories/203189488-KidTraks-Vendor-Information>
 - KidTraks Voucher Build File Specifications-CSV
 - KidTraks Voucher Build File Specifications-XML

How do I recall an invoice/voucher?

If it is discovered that an invoice should not have been submitted, the Vendor has the ability to recall it. Any invoice displaying a “Submitted to DCS” status may be recalled.

1. From the Invoice Information screen select the invoice you wish to recall by clicking on the invoice number.
2. Click on the Recall Invoice button.



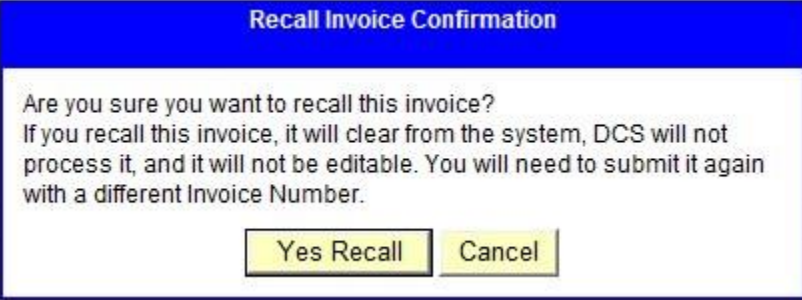
The screenshot shows the 'Invoice Information' screen with the 'Invoice Inquiry' tab selected. A red arrow points to the 'Recall Invoice' button. The 'Action' dropdown is set to 'Denial Summary (PDF)' and a 'Go' button is visible. The 'Basic Information' section shows the status as 'Submitted to DCS'. The 'Vendor Address' is redacted. The 'Invoice Number', 'Voucher ID', 'Period Start', and 'Warrant Number' are also redacted. The 'Invoice Date', 'Invoice Amount', 'Period End', and 'Warrant Date' are redacted. The 'Invoice Lines' section shows a table with one line item.

Line #	Case Name	Service	Status
001	[REDACTED]	HOME-BASED FAMILY CENTERED CASEWORK SERVICES - SUPERVISED VISITATION	Open

Additional details for the invoice line:

BUID #:	[REDACTED]	Auth Units: 2.50	Submitted Units: 2.50
Start Date:	[REDACTED]	Auth Rate: 67.79	Submitted Rate: 67.79
End Date:	[REDACTED]	Auth Amount: 169.48	Submitted Amount: 169.48

3. A confirmation pop-up window will appear.



The screenshot shows a blue-bordered pop-up window titled 'Recall Invoice Confirmation'. The text inside reads: 'Are you sure you want to recall this invoice? If you recall this invoice, it will clear from the system, DCS will not process it, and it will not be editable. You will need to submit it again with a different Invoice Number.' At the bottom, there are two buttons: 'Yes Recall' and 'Cancel'.

4. If you wish to recall the invoice, click “Yes Recall.”
5. If not, click “Cancel.”

6. You will then be returned to the Invoice Information screen.

The screenshot shows the 'Invoice Information' screen with the 'Invoice Inquiry' tab selected. At the top right, there is an 'Action:' dropdown menu set to 'Denial Summary (PDF)' and a 'Go' button. Below this are two tabs: 'Voucher Summary' and 'Attachments'. The main content area is divided into 'Basic Information' and 'Invoice Lines'.

Basic Information:

- Vendor Address: [Redacted]
- Invoice Number: [Redacted]
- Voucher ID: [Redacted]
- Period Start: [Redacted]
- Warrant Number: [Redacted]
- Invoice Date: [Redacted]
- Invoice Amount: [Redacted]
- Period End: [Redacted]
- Warrant Date: [Redacted]
- Status: Vendor Recalled (indicated by a red arrow)

Invoice Lines:

Line #	Case Name	Service	Status
001	[Redacted]	HOME-BASED FAMILY CENTERED CASEWORK SERVICES - SUPERVISED VISITATION	Recalled (indicated by a red arrow)

Additional details for Line 001:

- BUID #: [Redacted]
- Start Date: [Redacted]
- End Date: [Redacted]
- Auth Units: 2.50
- Auth Rate: 67.79
- Auth Amount: 169.48
- Submitted Units: 2.50
- Submitted Rate: 67.79
- Submitted Amount: 169.48

7. The status for the recalled invoice will now display “Vendor Recalled.” The status also changes on the “Find Existing Invoice” tab.

The screenshot shows the 'Invoice Inquiry' screen with the 'Find Existing Invoice...' tab selected. At the top right, there is a 'Last 90 Days' dropdown menu and a 'Go' button. Below this is a table of invoices.

Invoice Number	Voucher ID	Invoice Date	Amount	Warrant Number	Warrant Date	Status	Invoice Summary
[Redacted]	[Redacted]	[Redacted]	191.70	[Redacted]	[Redacted]	Vendor Recalled (indicated by a red arrow)	
[Redacted]	[Redacted]	[Redacted]	406.75	[Redacted]	[Redacted]	Submitted to DCS	

How do I re-bill an expense?

1. To re-bill an expense, ensure all corrections have been made and then select Bill Type of “Re-Bill”.
2. Be sure to use a new Invoice Number and attach the most recent Invoice Denial Notification. Note that e-invoice re-bills must be submitted within 90 days of the most recent denial.

Where do I find Help Documents?

1. For Help documents go to the E-Invoicing tab and click on the “Click Here” link.



The screenshot displays the 'Vendor Profile' page with a navigation bar containing tabs for 'Profile', 'Contact', 'E-Invoicing', 'Subscriptions', and 'Attachments'. A red arrow points to the 'E-Invoicing' tab. Below the tabs, the page lists various vendor identifiers: DCS Vendor ID, AOS Vendor ID, Legal Name, and e-Invoice Token, all of which are redacted with black boxes. Further down, it shows 'Location: REMIT001', 'Address Seq: 1', and 'Address:' followed by another redacted box. A section titled 'Notes for files:' contains a link that says 'Click on the link to be taken to the e-Invoicing File Documentation section of the Helpdesk: [Click Here](#)'. A second red arrow points to this link. Below the notes, a list of documents available for download is provided, including XSD Schema, Sample XML, XML File Specification, File Import, Manual Input, CSV File Specification, CSV Template, Sample CSV, and List of County Codes.

Vendor Profile

Profile Contact **E-Invoicing** Subscriptions Attachments

DCS Vendor ID: [REDACTED]
AOS Vendor ID: [REDACTED]
Legal Name: [REDACTED]
e-Invoice Token: [REDACTED]

Location: REMIT001
Address Seq: 1
Address: [REDACTED]

Notes for files:

Click on the link to be taken to the e-Invoicing File Documentation section of the Helpdesk: [Click Here](#)

Documents will be available for:

- o XSD Schema - Voucher Build
- o Sample XML - Sample
- o XML File Specification - KidTraks Voucher Build File Specification-XML
- o File Import - KidTraks e-Invoicing File Import Desktop Proc
- o Manual Input - KidTraks e-Invoicing Manual Input Desktop Proc
- o CSV File Specification - KidTraks Voucher Build File Specification-CSV
- o CSV Template - VoucherTemplate
- o Sample CSV - Sample_CSV
- o List of County Codes - Counties

Additional Information

Voucher Type Description:

- Regular - This is used for most provider claims entered (Preservation Services, Residential & LCPA Placement Per Diem).
- Family Foster Home - Used for DCS (not LCPA) foster parents to bill for per diem & personal allowance.

Bill Type:

- First Bill - Includes expenses being submitted for the first time.
- Re-Bill - Notes that a claim has been submitted previously and denied.
- Appeal - This is for any expense that has not been submitted timely; i.e. 90 days from the end of the month that the service was provided or 90 days from the most recent denial. Please note the appeal process is no longer an option after a year.
- Deductible/Co-pay – This is for a claim where the Billed Rate is less than Contracted Rate. Supporting documentation should be attached.

Invoice Service Type Description:

- Residential - Placements at institutions (including group homes).
- LCPA (Licensed Child Placing Agency) - Placements with foster parents that are being paid through an outside provider.
- FosterParent – Authorized placement expenses paid to foster parents directly.
- FamilyPreservation - Services provided to the family (i.e. counseling, home base therapy, etc.).
- Adoption - Assistance paid to families of adopted children or families preparing to adopt a ward.
- CMHC – Services provided by Community Mental Health Centers.
- Medicaid/BX/BH - Services which may be Medicaid eligible and/or behavioral health services provided as part of an ICPR.
- Group – Services provided in a group setting.
- Court - Providers billing for court appearance to testify on a case.
- Reports - Providers billing for report writing for services provided when those services are paid by a 3rd party such as Medicaid.
- Cross System Care Coord – Comprehensive system of services for youth & families with complex needs.
- Appeals/Recon – Submissions for special consideration; generally outside of normal policies & procedures; e.g. past the 90-day invoicing window, denied multiple times, etc.
- CMHI-Children receiving services via the Children’s Mental Health Initiative.
- Fam Pres – Per Diem - All-inclusive, per diem based service standard beginning 6/1/2020 for families with in-home CHINS and Informal Adjustments.