

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P. O. BOX 88

JEFFERSON CITY, MISSOURI

September 13, 2012

M E M O R A N D U M

What's Inside:

On-line Invoicing

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND CHILDREN'S DIVISION STAFF

FROM: CANDACE A. SHIVELY, DIRECTOR

SUBJECT: ON-LINE INVOICING

DISCUSSION:

This purpose of this memorandum is to introduce On-line Invoicing for Children's Treatment Services and Residential Care providers.

Effective September 18, 2012, the Children's Division will begin an On-line Invoicing pilot with Great Circle, Cornerstones of Care, Mark Bradford & Associates and Dietzman, Leavell and Associates, LLC.

On-line Invoicing will allow these providers to utilize a web based program to submit electronic invoices to the Children's Division (CD). Children's Division staff will continue the authorization of services process used today. Once an authorization is submitted by CD staff, providers will receive an electronic notification that an authorization for services has been completed. Providers will then complete an on-line invoice and submit it to CD electronically for remittance. Once submitted, these invoices will appear on the Approval Work List pending Level 1 approval.

This process will eliminate the need for CD to complete the initial invoice entry process for these pilot providers as well as eliminate the current paper process.

An [On-line Invoicing PowerPoint](#) explaining the On-Line Invoicing process as it relates to CD staff is available on the FACES Information page.

With the successful completion of the pilot, statewide implementation for On-line invoicing will tentatively begin November 18, 2012.

Children's Treatment Service and Residential Care providers are not required to utilize the On-line Invoicing process at this time. Providers will have the ability to enroll as an On-line Invoicing provider anytime. Those providers not enrolled will continue to utilize our paper invoice process.

NECESSARY ACTION	
<ol style="list-style-type: none"> 1. Review this memorandum with all Children’s Division staff. 2. All questions should be cleared through normal supervisory channels and directed to: 	
PDS CONTACT Cindy Gibson 573-526-5218 cynthia.l.gibson@dss.mo.gov	PROGRAM MANAGER Leanne Leason 573-526-0700 leanne.d.leason@dss.mo.gov
CHILD WELFARE MANUAL REVISIONS	
N/A	
FORMS AND INSTRUCTIONS	
N/A	
REFERENCE DOCUMENTS AND RESOURCES	
N/A	
RELATED STATUTE	
N/A	
ADMINISTRATIVE RULE	
N/A	
COUNCIL ON ACCREDITATION (COA) STANDARDS	
N/A	
CHILD AND FAMILY SERVICES REVIEW (CFSR)	
N/A	
PROTECTIVE FACTORS N/A	
Parental Resilience Social Connections Knowledge of Parenting and Child Development Concrete Support in Times of Need Social and Emotional Competence of Children	
FACES REQUIREMENTS	
Online Invoicing for CTS and RT Providers PowerPoint	