# EBA Monthly Billing Process



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13 years of financial and accounting experience. Fleet Administrator for Frito-Lay Fleet for about 10 years and Finance Coordinator for 3 years at NBC Universal/GoldNow.

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## Learning Objective

- Billing Process
- Service Authorization
- Complete an Activity Form
- Questions

### EBA Service Authorizations

- ► EBA shall issue a referral packet and POSO to PROVIDER. The POSO will describe which Services are requested and shall include Dosage Guidelines.
- ▶ PROVIDER shall invoice EBA only for those Services described in the POSO, at the rates established in the Fee Schedule ....
  - ▶ Only for services authorized by a POSO between the "Effective Date" and the "Termination Date" shown on the POSO.
  - ▶ EBA shall not pay PROVIDER for (i) any Services not indicated on a POSO, or (ii) any Services delivered which exceed the approved number of units in the POSO allotted for the Youth, unless PROVIDER receives **prior written** approval from EBA.
  - Unused units of service shall not accumulate or transfer from month to month without prior written approval from EBA.
- Should the PROVIDER receive a request from designated DJJ staff to begin providing services prior to receipt of a POSO, the PROVIDER must contact the EBA to obtain a copy of the POSO and referral.

### Billing

- ▶ **DSP** shall prepare and submit one comprehensive monthly invoice, by the 5th day of the month following the month in which Services were delivered, for all Youth served.
- ▶ The PROVIDER shall bill EBA for any and all Services provided, within thirty (30) calendar days of the date on which the Service was provided.
- ▶ The PROVIDER shall bill the DSP for the actual increments of Services, not to exceed the Dosage Guidelines in the POSO.
- ► The DSP invoice shall be accompanied by a Service Plan or Progress Report for each Service provided.
- Payment shall not be processed until all required documentation is received.
- In no case shall the EBA be obligated to pay for services rendered if the DSP fails to submit an invoice within forty-five (45) calendar days after the end of the calendar month in which the Services were provided.

### **Centralized Billing Process**

invoic e the RSC by the 5<sup>th</sup> calen dar

**CSU** for all servic es provid ed (hundl

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RSC pays the DSPs

The DJJ approved calendar is located on the EBA website.

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## Monthly Billing Process

- 1. Download new activity forms from EBA website
- 2. Securely submit activity forms along with backup documentations

Please save and submit documentation naming convention

Supporting Documentation: CSU#, first initial last name, month and year

Example:: CSU24 J Smith Aug 2019

Activity Forms: provider name, activity form, month and year.

Example: ABC Company residential Aug 209

3. Billing is compiled and reviewed by EBA (including the RSC's) before going to DJJ for authorization.

New Activity Forms Located <u>https://www.evidencebasedassociates.com/virginia-</u>



A RSC Projec	ct				
Description	Resources	CSU Docs	Provider Docs	Communications	CS/
Connections					

Direct Service Providers (DSP) Information

#### **TESTIMONIALS**

"EBA is a top notch professional organization. Staff are exceptional; knowledgeable, professional, responsive to state and local needs, honest and they deliver what they promise."

 Judge John Sumner, Presiding Judge, Cherokee County (Georgia) Juvenile

ourt

### Billing Activity forms are updated to the EBA website on the 25<sup>th</sup> of every month

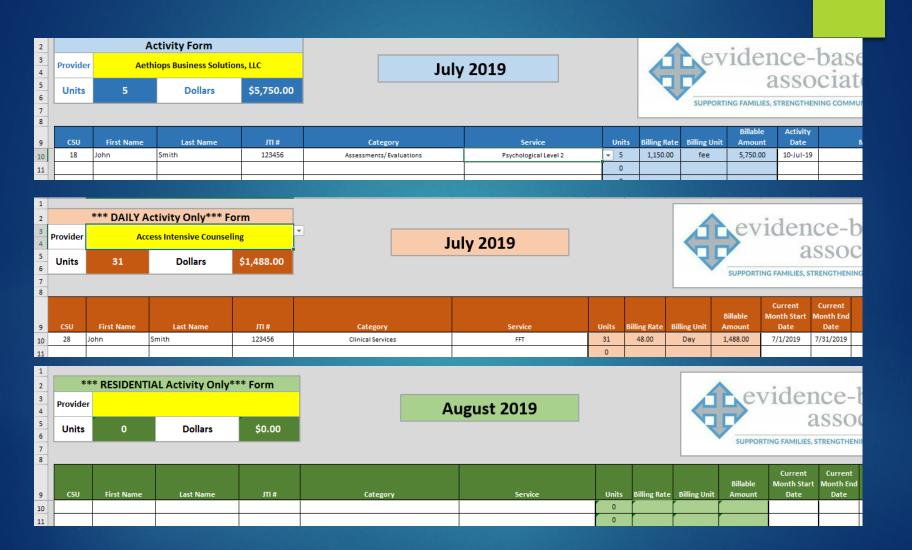
Please note the different types of activity forms for different types of services

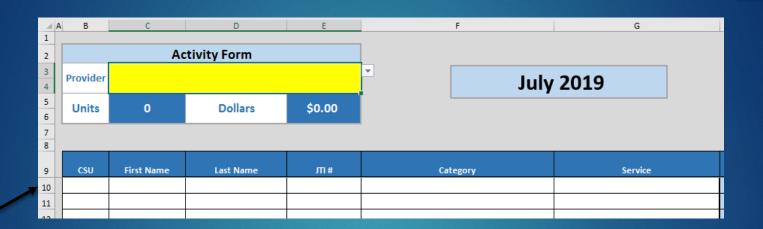
#### DSP Forms

- Direct Care DSP Incident Report Form
- Monthly Report Template

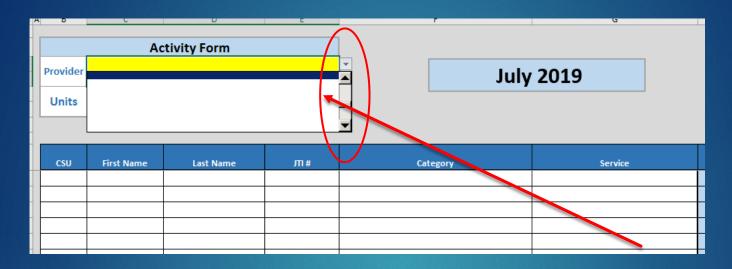
#### Billing Activity Related Documents

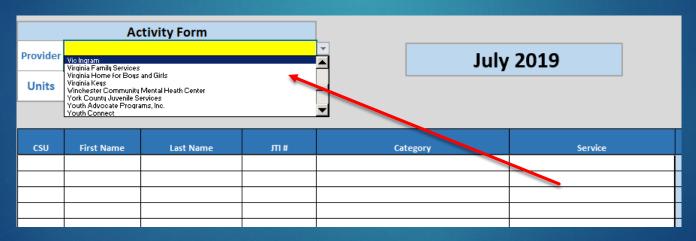
- Billing Calendar 2019
- Monthly Provider Activity Form- \*\*Updated for July 2019\*\*
- Monthly Residential Activity Form \*\*Updated for July 2019\*\*
- Monthly Daily Activity Form (Use this for FFT, GPS/EM & MST) -\*\*Updated for July 2019\*\*
- Service Completion Form





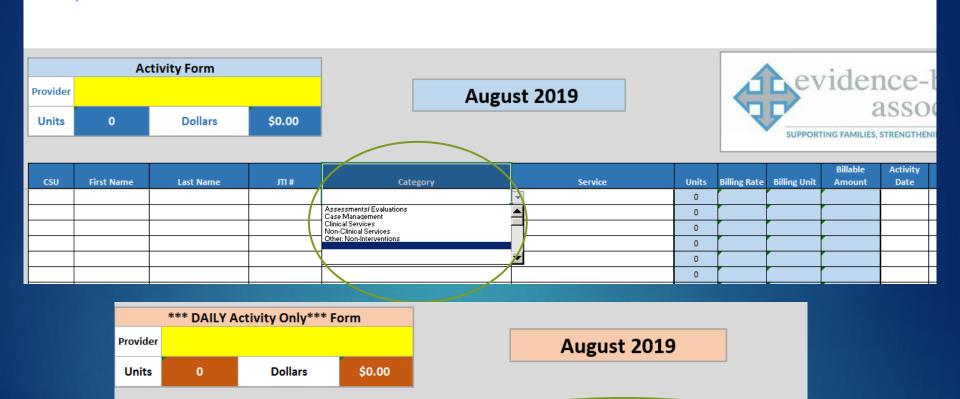












Category

Clinical Services

First Name

**Last Name** 

JTI#

Service

FFT MST Units

Activity Form

Provider About Change, LLC

Units 1 Dollars \$50.00

August 2019



										Billable	Activity	
CSU	First Name	Last Name	JTI#	Category	Service	U	<b>Jnits</b>	B lling Rate	Billing Unit	Amount	Date	Misc
27	John	Smith	123456	Non-Clinical Services	Casey Life Skills		1	50.00	Hour	50.00		

# Billing Activity is Due by the 5<sup>th</sup>

- Submit all Activity forms, monthly reports and evaluations to <u>BillingVA@EBANetwork.com</u>
- You should receive a confirmation email stating your billing has been received and is being processed for payment.

### Payment Terms

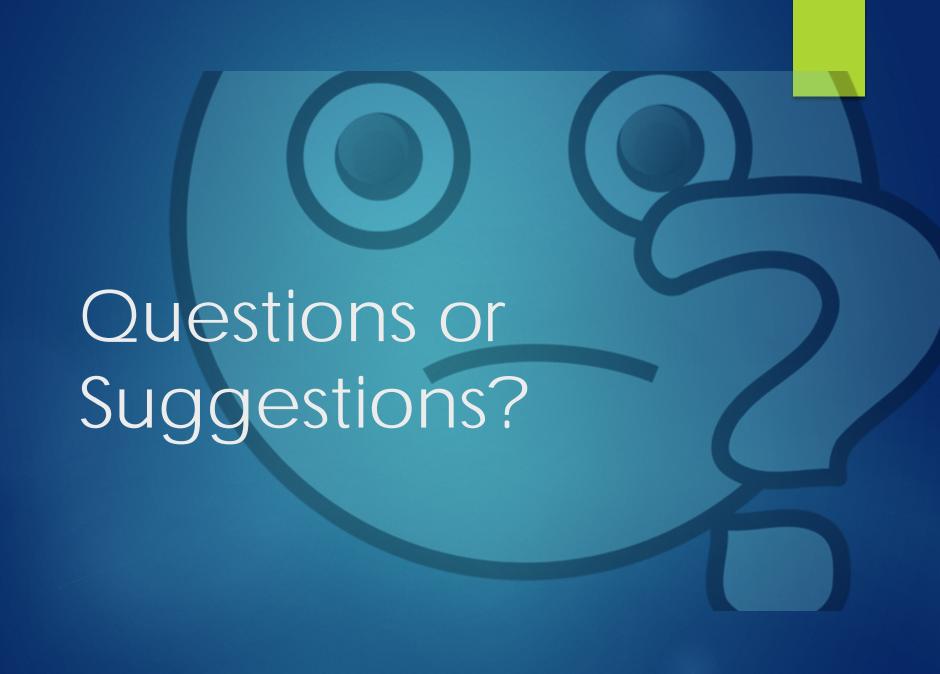
- EBA shall pay the PROVIDER within seven (7) days of receipt of payment from DJJ for all approved and verified services.
  - Refer to the billing calendar for DJJ anticipated dates



### Monthly Reconciliation

### Payment Breakdown

*** Please	e Refer to the tab indica	ted for further detail			
	Activity Submitted	New Rate Adjustment	Activity Submitted for payment	Adjustment/ Denials	Total June Payment
A1	\$2,130.49	\$1,033.89	\$3,164.38	\$ (150.00)	
	\$2,130.49	\$1,033.89	\$3,164.38	\$ (150.00)	\$3,014.38
<b>+</b>	<b>Summary</b> Activit	y New Rate Adj	Adjustment Denials	June Payment	<b>⊕</b>



# EBA Billing Contact Information

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