

Wraparound Milwaukee
Invoicing Changes
Attendance Reporting
 (RCCCY and Group Home Providers only)

A minor change to the Invoicing screen will be installed later this month. For group home and residential services, vendors will continue to submit invoices by date of service as they do currently. However, instead of typing in a '1' each day you're billing for, you'll enter an attendance code for the day. The new screen is shown below, along with the attendance code options:

NEW INVOICING SCREEN FOR GROUP HOME AND RESIDENTIAL BILLING

Anderson, Ola
 Anderson, Ola

5340 - Residential Treatment

Vendor Staff

\$150.00

Attendance Reporting

- A - Attended
- D - Detention
- H - Home Pass
- I - Inpatient
- P - Preplacement
- R - Runaway

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 - <input type="button" value="v"/>	2 - <input type="button" value="v"/>	3 - <input type="button" value="v"/>	4 - <input type="button" value="v"/>	5 - <input type="button" value="v"/>
6 - <input type="button" value="v"/>	7 - <input type="button" value="v"/>	8 - <input type="button" value="v"/>	9 - <input type="button" value="v"/>	10 - <input type="button" value="v"/>	11 - <input type="button" value="v"/>	12 - <input type="button" value="v"/>
13 - <input type="button" value="v"/>	14 - <input type="button" value="v"/>	15 - <input type="button" value="v"/>	16 - <input type="button" value="v"/>	17 - <input type="button" value="v"/>	18 - <input type="button" value="v"/>	19 - <input type="button" value="v"/>
20 - <input type="button" value="v"/>	21 - <input type="button" value="v"/>	22 - <input type="button" value="v"/>	23 - <input type="button" value="v"/>	24 - <input type="button" value="v"/>	25 - <input type="button" value="v"/>	26 - <input type="button" value="v"/>
27 - <input type="button" value="v"/>	28 - <input type="button" value="v"/>	29 - <input type="button" value="v"/>	30 - <input type="button" value="v"/>	31 - <input type="button" value="v"/>		

You should select the attendance reporting code that reflects the youth's status at 12:00 midnight on the date of service.

We are not making any changes to what agencies can bill for; we are simply changing how you report that billing.

When invoicing using attendance codes, data entry staff can either use their mouse to select a value from the drop-down box in each date field, or they can simply use the keyboard to make their entries, tabbing from one box to the next as they do now. Instead of typing a 1 in each box, they'll type in one of the letters used for attendance codes. **It does not matter whether you use upper- or lower-case letters;** however, you do have to use one of the valid attendance codes (A, D, H, I, P or R).

Because we are capturing attendance information now – the ability to “Invoice for Each Day” won't appear for these service codes any longer.

This change will be installed on or around February 1st, 2010.

If you have any questions or problems using the new “Attendance Reporting” feature, you can contact either Aggie Hale at (414) 257-4766 or the Synthesis Help Desk at (414) 257-7547.