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|  |  | OFFICE OF BUDGET, CONTRACTS & BUSINESS SERVICES DIVISION OF DEVELOPMENTAL DISABILITIES SERVICES |

# OBCBS ALERT 16-02

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| + | REVISED INVOICE TEMPLATES FOR DIRECT BILLING TO DDDS |
|  | Submission of invoices to DDDS for clinical, day and residential services will now require using the following invoice templates attached.  Effective October 1, 2015 to simplify this process, it is no longer necessary to list all consumers served. Only those consumers where DDDS is the identified funding source should be listed.  Templates can be modified to add additional rows if needed but we ask that the basic format not be altered.  Residential Invoices must be accompanied with a monthly fleet report, provider census report and have utilization finalized in Therap before DDDS will issue a payment to a provider.  Day Service Invoices must be accompanied with manual utilization reporting spreadsheets when utilization is not reported in Therap before DDDS will issue a payment to a provider. If a specific day service is not provided, that section of the invoice template may be deleted. |