

Frequently Asked Question #8: How do I invoice under my new RU prior to the release of the new PSP 131 report?

We are still finalizing the new PSP 131 reports for the ODS programs. BHCS/SUD hopes to have the final PSP 131 reports ready to queue to your printers by September 30, 2018. In the interim, we've identified a workaround process to ensure your organization can submit invoices and receive payment for ODS services provided in July and forward until final PSP reports become available:

1. From your organization's internal tracking system (other than InSyst), if one exists, please print backup documentation that indicates the number of services your organization provided for a single month (i.e. July)
 - a. Please protect your client's privacy by removing or redacting all client identifying data from back up documentation sent to your Fiscal Contract Manager.
2. Please use data from this documentation to prepare the ODS Claim Form sent to you from your Fiscal Contract Manager. We recognize the data may be an estimate.
3. Submit the invoice and the backup documentation to your Fiscal Contract Manager to be processed as a regular claim.
 - a. We are expecting the InSyst PSP 131 reports to be ready for your use by the date shown above.
 - b. Once final, we will ask you to submit the PSP 131 reports to us for the same months for which you've already submitted estimates.
 - c. We will compare the final PSP 131 report data for the Quarter 1 (3-month) period to the estimates you've submitted via your invoices, and will make any necessary adjustments at the time we process Quarter 1 Financials.
4. Your organization may use this same process to submit July and August service data and invoices. If final PSP 131 reports are not ready by October 1st, which we expect to be highly unlikely, your organization may use this same estimation process for September services as well.

We hope this clarifies the workaround process, but we understand you may have questions. **Please contact your Fiscal Contract Manager with any questions you have.**