



CCFA End to End Billing: Providers with Contract and Voucher Agreements



- **Billing Overview**
- **Step by step billing process**
- **Submitted Invoices**
- **View Monthly Billing History**



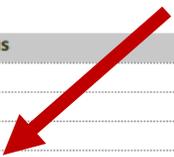
- 1. Generate Ledgers once your attendance has been entered and is complete**
 - Requires you to agree attendance is accurate
- 2. Go to Pending Invoices**
- 3. Review Pending Invoice and approve/reject**
- 4. Click Review Submission**
- 5. Review Submission**
- 6. Submit and Confirm**

1. Generate Ledgers and Agree to Attendance



When you agree to the attendance, your billing status will change to "in progress". You must refresh the page in order to view the status to "billed".

- As billing is processing you can continue to do other functions in CCFA.**



Service Month	Billing Status	Placement Count	Incomplete Attendance
5/1/2016	Billed	5	0
4/1/2016	Billed	5	0
3/1/2016	Billed	7	0
2/1/2016	Billed	11	0
1/1/2016	Billed	10	0
12/1/2015	Billed	8	0
11/1/2015	Billed	6	0
10/1/2015	Billed	9	0
9/1/2015	Billed	6	0
8/1/2015	Billed	2	0

View Monthly Billing History



The View Monthly Billing History page allows you to see your invoice amounts by location from a monthly perspective

Provider + Billing + A

- Search Provider
- Attendance
- Submit Monthly Billing
- View Placements
- View Monthly Billing History**

Monthly Billing

Fiscal Year: 2016

Provider : 1 selected

Name : Dartmouth YMCA

Program Number : 390922

ProviderAddresses : 276 Gulf Road Dartmouth Massachusetts 02748

Service Month	Invoice Amount	Service Month Amount
6/1/2016	0.00	0.00
5/1/2016	0.00	2533.94
4/1/2016	0.00	3204.55
3/1/2016	0.00	2829.68
2/1/2016	0.00	2961.47
1/1/2016	0.00	2695.70
12/1/2015	0.00	3450.82
11/1/2015	0.00	2992.17
10/1/2015	0.00	2896.57
9/1/2015	0.00	2557.34
8/1/2015	0.00	1299.68
7/1/2015	0.00	0.00

2. Go to Pending Invoices



 **Training** Department of Early Education and Care
Child Care Financial Assistance
Welcome [Miranda](#). [Reset Profile](#) [Logout](#)
Org Admin for Young Men's Christian Association Southcoast, Inc.

- Home
- Intake +
- Provider +
- Billing +**
- Admin +
- Reports +
- Help +

Invoice Summary

Monthly Billing

Provider : 1 selected

Name : YMCA Sippican Child Care Program

Program Number : 290988

ProviderAddresses : 16 Spring Street Marion Massachusetts 02738

- Pending Invoices
- Submitted Invoices
- + Adjustments
- Reconciliation



Service Month	Billing Status	Placement Count	Incomplete Attendance
5/1/2016	Billed	5	0
4/1/2016	Billed	5	0
3/1/2016	Billed	7	0
2/1/2016	Billed	11	0
1/1/2016	Billed	10	0
12/1/2015	Billed	8	0
11/1/2015	Billed	6	0
10/1/2015	Billed	9	0
9/1/2015	Billed	6	0
8/1/2015	Billed	2	0

3. Review Pending Invoice and approve/reject





Training

Child Care Financial Assistance
 Welcome Miranda. [Reset Profile](#) [Logout](#)
 Org Admin for Young Men's Christian Association Southcoast, Inc.

Home Intake + Provider + Billing + Admin + Reports + Help +

Pending Invoices

Billing Date: June, 2016

Review Submission

CONTRACT

Show 25 entries

	Provider ID	Name	Type	Subtotal	Union	Fee	Total
<input type="checkbox"/>	3862 - 2016	Dartmouth YMCA	CBC	\$11,492.90	\$0.00	(\$4,559.00)	\$6,933.90
<input type="checkbox"/>	10407 - 2016	Gleason Y Afterschool Care	CBC	\$9,296.14	\$0.00	(\$2,523.00)	\$6,773.14
<input type="checkbox"/>	3699 - 2016	Mattapoisett YMCA - Rochester	CBC	\$3,040.78	\$0.00	\$0.00	\$3,040.78
<input type="checkbox"/>	2741 - 2016	Mattapoisett YMCA Preschool & School Age Program	CBC	\$2,759.17	\$0.00	(\$376.75)	\$2,382.42
<input type="checkbox"/>	2712 - 2016	New Bedford Child Care	CBC	\$113,686.18	\$0.00	(\$25,941.80)	\$87,744.38
<input type="checkbox"/>	3950 - 2016	SACC at the YMCA	CBC	\$40,303.26	\$0.00	(\$7,060.27)	\$33,242.99
<input type="checkbox"/>	3080 - 2016	YMCA Sippican Child Care Program	CBC	\$4,118.93	\$0.00	\$0.00	\$4,118.93

Approve the invoice by clicking the green check. Reject the invoice by clicking the red X.

Clicking the "+" sign will expand the invoice and provide details for each child by each month billed

✓
✗
2741 - 2016
Mattapoisett YMCA Preschool & School Age Program
CBC
\$2,759.17
\$0.00
(\$376.75)
\$2,382.42

Show 25 entries

Name	Program	Type	Month	Paid				Modifiers				Subtotal	Union	Fee	Total
				FT	PT	2T	1T	UA	EA	FI	PI				
GERDHARDT, Owen	CBAftSchool	IE	12/1/2015	1	0	0	0	0	0	4	9	\$320.94	\$0.00	(\$49.50)	\$271.44
GERDHARDT, Owen	CBAftSchool	IE	1/1/2016	2	0	0	0	0	0	0	19	\$401.90	\$0.00	(\$57.75)	\$344.15
GERDHARDT, Owen	CBAftSchool	IE	2/1/2016	16	0	0	16	1	1	5	0	\$515.75	\$0.00	(\$71.50)	\$444.25
GERDHARDT, Owen	CBAftSchool	IE	3/1/2016	23	0	0	23	0	0	0	0	\$508.30	\$0.00	(\$63.25)	\$445.05
GERDHARDT, Owen	CBAftSchool	IE	4/1/2016	16	0	0	16	0	0	5	0	\$515.75	\$0.00	(\$71.50)	\$444.25
GERDHARDT, Owen	CBAftSchool	IE	5/1/2016	21	0	0	21	0	0	1	0	\$496.53	\$0.00	(\$63.25)	\$433.28

Showing 1 to 6 of 6 entries

◀ Previous Next ▶

3. Review Pending Invoice and approve/reject



- **Clicking the child's name will open a separate tab with the Monthly View and the ledger entries for that month.**

- Service entries
- Copay
- Transportation
- Intermittent entries (if applicable)
- Union dues (if applicable)

Placement	Provider	Program Type	Start Date	End Date				
GERDHARDT, Owen	Mattapoissett YMCA Preschool & School Age Program	CBAftSchool	12/14/2015	12/10/2016				
Attendance Date								
<input type="text" value="02/1/2016"/>								
Ledger ID	Adjusting Ledger	Billing Date	Ledger Type	Status	Gross Quantity	Billable Quantity	Billing Rate	Total
2798875	0	06/01/2016	Full Time Service Entry	New Ledger Entry	16	16	\$16.10	\$257.60
2798877	0	06/01/2016	Full Time Intermittent Care Service Entry	New Ledger Entry	5	5	\$32.43	\$162.15
2798876	0	06/01/2016	One Way Transportation Entry	New Ledger Entry	16	16	\$6.00	\$96.00
2798878	0	06/01/2016	Copay Entry	New Ledger Entry	21	13	(\$5.50)	(\$71.50)
Show Legend								
Sun	Mon	Tue	Wed	Thu	Fri	Sat		
31	1	2	3	4	5	6		
	Attendance - A1	Attendance - A1	Attendance - A1	Attendance - A1	Attendance - A1			
	Schedule - AS - 1I	Schedule - AS - 1I	Schedule - AS - 1I	Schedule - AS - 1I	Schedule - AS - 1I			
7	8	9	10	11	12	13		
	Attendance - A1	Attendance - A1	Attendance - A1	Attendance - A1	Attendance - EA1			
	Schedule - AS - 1I	Schedule - AS - 1I	Schedule - AS - 1I	Schedule - AS - 1I	Schedule - AS - 1I			
14	15	16	17	18	19	20		
	Attendance - IF0	Attendance - IF0	Attendance - IF0	Attendance - IF0	Attendance - IF0			
	Schedule - AS - 1I	Schedule - AS - 1I	Schedule - AS - 1I	Schedule - AS - 1I	Schedule - AS - 1I			
21	22	23	24	25	26	27		
	Attendance - A1	Attendance - A1	Attendance - A1	Attendance - A1	Attendance - A1			
	Schedule - AS - 1I	Schedule - AS - 1I	Schedule - AS - 1I	Schedule - AS - 1I	Schedule - AS - 1I			
28	29	1	2	3	4	5		
	Attendance - UA1							
	Schedule - AS - 1I							

4. Click Review Submission



- **Rejecting an invoice will change the provider's attendance status to "rejected" and allow him or her to make changes.**
- **Approving an invoice will change the check mark to gray. After approval, click "Review Submission"**

Pending Invoices
Billing Date: June, 2016

CONTRACT

Show 25 entries Filter by:

	Provider ID	Name	Type	Subtotal	Union	Fee	Total
✓	3862 - 2016	Dartmouth YMCA	CBC	\$11,492.90	\$0.00	(\$4,559.00)	\$6,933.90
✓	10407 - 2016	Gleason Y Afterschool Care	CBC	\$9,296.14	\$0.00	(\$2,523.00)	\$6,773.14
✓	3699 - 2016	Mattapoisett YMCA - Rochester	CBC	\$3,040.78	\$0.00	\$0.00	\$3,040.78
✓	2741 - 2016	Mattapoisett YMCA Preschool & School Age Program	CBC	\$2,759.17	\$0.00	(\$376.75)	\$2,382.42
✓	2712 - 2016	New Bedford Child Care	CBC	\$113,686.18	\$0.00	(\$25,941.80)	\$87,744.38
✓	3950 - 2016	SACC at the YMCA	CBC	\$40,303.26	\$0.00	(\$7,060.27)	\$33,242.99
✓	3080 - 2016	YMCA Sippican Child Care Program	CBC	\$4,118.93	\$0.00	\$0.00	\$4,118.93

[Review Submission](#)

A red arrow points from the top right towards the 'Review Submission' button, which is located at the bottom right of the table area.

5. Review Submission



- The black rewind button is your last chance to reject billing before submitting.
- You will see a "Denied" tab if you have rejected any invoices AND have not re-generated ledgers within the current billing month.
- You will see a "missing Attendance" tab if you have providers with missing attendance for the current billing cycle.

The screenshot shows the 'Training' portal for the Department of Early Education and Care. The header includes the state seal and the text 'Training Department of Early Education and Care Child Care Financial Assistance'. A navigation bar contains links for Home, Intake, Provider, Billing, Admin, Reports, and Help. A search bar is present with 'Family/Person' selected. Below the navigation, there are icons for SDR Summary, SDR Details, and Payment Voucher. The main content area is titled 'Pending Invoices' with a 'Billing Date: June, 2016'. It features three tabs: 'Approved', 'Denied', and 'Missing Attendance'. A table of invoices is displayed with columns for Provider ID, Name, Organization Type, and Amount Billed. A red arrow points to the bottom of the table. To the right, a 'Dashboard' section shows a 'Submit' button and a 'Month in Review' summary for June 2016.

Provider ID	Name	Organization Type	Amount Billed
2712 - 2016	New Bedford Child Care	CBC	\$87,744.38
2741 - 2016	Mattapoisett YMCA Preschool & School Age Program	CBC	\$2,382.42
3080 - 2016	YMCA Sippican Child Care Program	CBC	\$4,118.93
3699 - 2016	Mattapoisett YMCA - Rochester	CBC	\$3,040.78
3862 - 2016	Dartmouth YMCA	CBC	\$6,933.90
3950 - 2016	SACC at the YMCA	CBC	\$33,242.99
10407 - 2016	Gleason Y Afterschool Care	CBC	\$6,773.14

Month in Review

June's Total:	\$144,236.54
May's Total:	\$0.00
Total Difference:	\$144,236.54
Placements Invoiced:	31.96 %

5. Review Submission



- **The SDR Summary, SDR Detail, and Payment Voucher are available for download in draft form**
- **The SDR Summary shows a breakdown of your invoice from a monthly perspective**
- **The SDR Detail report provides a more detailed look at your invoice, broken down by child and the attendance entered against that child**
- **The Payment voucher will show the monthly totals by contract line**

SDR Summary



Service Delivery Report (SDR) - Summary

23A MOULTON ST
 CHARLESTOWN, MA 02129
 (617)241-8866

Report Print Date: 06/22/2016 10:36:37AM
 Billing Date: 06/01/2016

Contract/Agreement	Region	Contract Type	Contract Start Date	Contract End Date	Contract Amount	
600010.	41IE	6	IE	09/01/2009	08/31/2016	227,880.37

Program Type:	Rate	CommLine	ActgLine	Parent Fee	Line Total Billed
Center-Based After School Only	18.48 AS / 34.48 SA	7	1	-1,736.50	4,607.82

Service Date: 07/01/2015

Fee Total

Total Billed

Regular Rate: 18.48 AS / 34.48 SA Units: 184.00 Fee: -1,736.50 Total: 4,607.82

Program Type:	Rate	CommLine	ActgLine	Parent Fee	Line Total Billed
Center-Based PreSchool	38.76	7	1	-4,338.00	24,892.84

Service Date: 07/01/2015

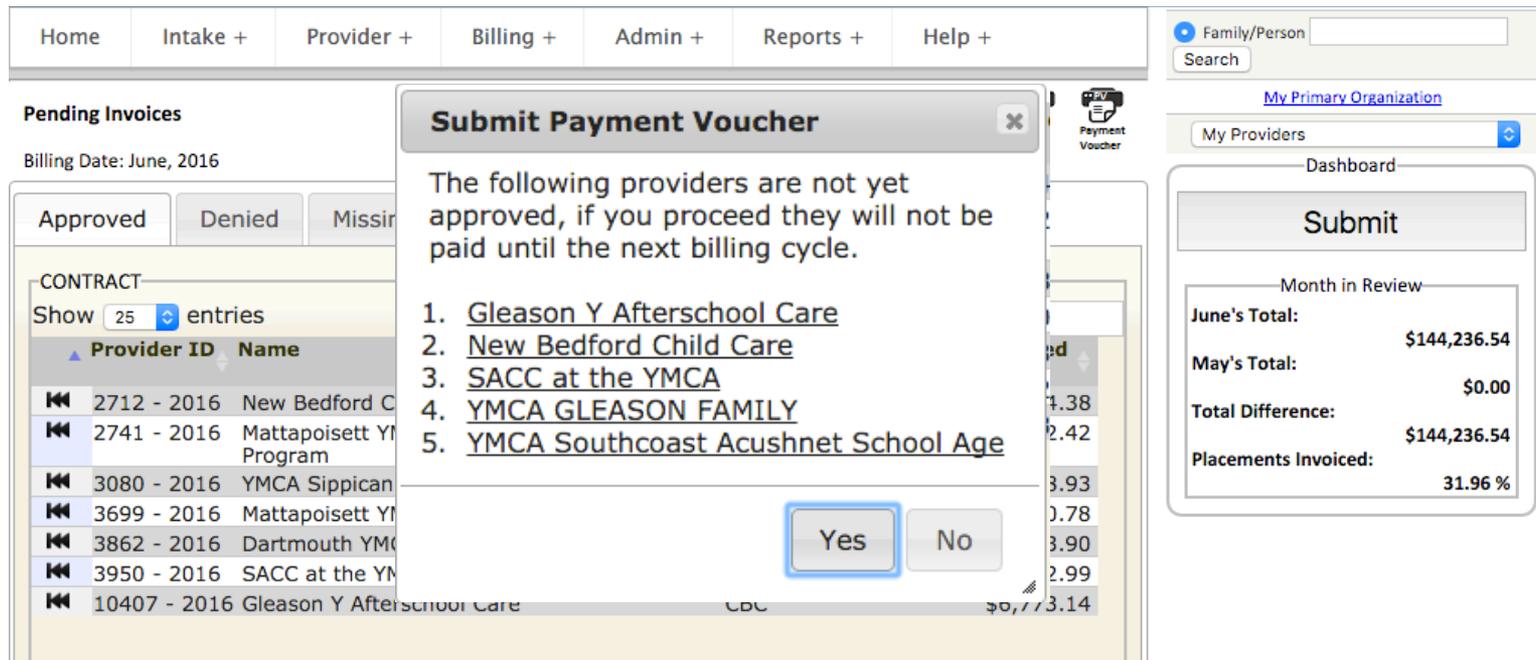
Fee Total

Total Billed

Regular Rate: 38.76 Units: 754.00 Fee: -4,338.00 Total: 24,887.04
 QRIS Add On Rate: 1.16 = .03 * Provider Rate Units: 5.00 Fee: 0.00 Total: 5.80

6. Submit and Confirm

- Click **Submit** to submit your voucher invoices to the CCRR and your contract invoices to EEC.
- When you click **“Submit,”** you will be asked to confirm the submission
 - You will be notified of any providers that haven’t been approved.
 - If you click **“yes”**, these providers will be excluded from the current billing cycle.



The screenshot shows the EEC system interface. At the top, there are navigation tabs: Home, Intake +, Provider +, Billing +, Admin +, Reports +, and Help +. Below these is a search bar for 'Family/Person' and a 'My Primary Organization' link. The main content area is titled 'Pending Invoices' with a 'Billing Date: June, 2016'. There are buttons for 'Approved', 'Denied', and 'Missin'. A table of invoices is visible, with columns for 'Provider ID' and 'Name'. A 'Submit Payment Voucher' dialog box is open in the center, displaying a warning message and a list of providers not yet approved. The dialog has 'Yes' and 'No' buttons. To the right, there is a 'Dashboard' section with a 'Submit' button and a 'Month in Review' summary table.

Submit Payment Voucher

The following providers are not yet approved, if you proceed they will not be paid until the next billing cycle.

1. Gleason Y Afterschool Care
2. New Bedford Child Care
3. SACC at the YMCA
4. YMCA GLEASON FAMILY
5. YMCA Southcoast Acushnet School Age

Yes No

Dashboard

Submit

Month in Review

June's Total:	\$144,236.54
May's Total:	\$0.00
Total Difference:	\$144,236.54
Placements Invoiced:	31.96 %

Submitted Invoices Page



After you submit to the CCRR and EEC, you can see all of your past submissions and payments.

- The billing date is the date you submitted your invoice to the CCRR/EEC
- The Submission date is the date the CCRR submitted to EEC
- The Invoice date is the date EEC approved
- You will not see any totals populated under the Month in Review until your invoices are approved.

Billing + Admin +

- Pending Invoices
- Submitted Invoices
- + Adjustments
- Reconciliation

Approved Invoices

Summary Detail Payment Voucher

Billing Date: 6/1/2016 12:00:00 AM

Billing Date Submission Date Invoice Date

CPA

CONTRACT

Show 25 entries

Provider ID	Name	Type	Subtotal	Union	Fee	Total
3862 - 2016	Dartmouth YMCA	CBC	\$11,492.90	\$0.00	(\$4,559.00)	\$6,933.90
10407 - 2016	Gleason Y Afterschool Care	CBC	\$9,296.14	\$0.00	(\$2,523.00)	\$6,773.14
3699 - 2016	Mattapoissett YMCA - Rochester	CBC	\$3,040.78	\$0.00	\$0.00	\$3,040.78
2741 - 2016	Mattapoissett YMCA Preschool & School Age Program	CBC	\$2,759.17	\$0.00	(\$376.75)	\$2,382.42
2712 - 2016	New Bedford Child Care	CBC	\$113,686.18	\$0.00	(\$25,941.80)	\$87,744.38
3950 - 2016	SACC at the YMCA	CBC	\$40,303.26	\$0.00	(\$7,060.27)	\$33,242.99
3080 - 2016	YMCA Sippican Child Care Program	CBC	\$4,118.93	\$0.00	\$0.00	\$4,118.93

My Primary Organization

My Providers

Month in Review

June's Total:	\$0.00
May's Total:	\$0.00
Total Difference:	\$0.00
June's Placements:	131
May's Placements:	0
Total Difference in Placements:	131
June's Placement Cost:	\$0.00 per placement
May's Placement Cost:	\$0.00 per placement
Total Difference in Placement Cost:	\$0.00 per placement