

Billing Updates

Tone Silva-Jose

OSAP Prevention Executive Manager

Billing Registration and Training

- Designate at least two (2) people to register for access to STAR.
- Must receive BHSD STAR billing training from OSAP Program Manager
- Enter billing by Center for Substance Abuse Prevention (CSAP) 6, strategy and activity.

Fiscal Year 2023 - General Prevention Detail

Add Service ▾

- Alternatives
- Community Based Process (OSAP)
- Education
- Environmental
- Information Dissemination
- Problem Identification and Referral
- Supporting Documentation

ate(s)

Billing must be entered before the 1st & 16th

- No later than 11:59PM on the last working day of the month for the prior month.
- If you bill twice a month, no later than 11:59PM on the 15th of the month for the current month.
- Invoices generate at 12AM twice a month on the 1st and 16th.

Open Billing Window Request

- If you do not submit all billing due to extenuating circumstances by the deadline, you must submit an open billing window request form to Program Manager for Finance Director approval.
 - Complete form
 - State reasons for why the request is needed.

Project Name(s):

**Date to open window back to:
(must be the 1st of a month)**

Explain the reason for this request:

(Why did you miss the Billing Window?)

BHSDSTAR Open Billing Window Request

Date of Request:	
Organization Name:	
Requestor Name:	
Requestor Email Address:	

Project Name(s):	
Date to open window back to: (must be the 1 st of a month)	

Explain the reason for this request: (Why did you miss the Billing Window?)	
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Send completed form to Lead Agency Program Manager. They must Approve or Deny prior to this form being sent to support@fallingcolors.com.

Program Manager	Date	Approved or Denied?	If Denied, indicate Reason

Supporting Documentation

- Providers are responsible for maintaining sufficient records onsite to document costs and activities billed monthly.
- Supporting documentation must be submitted into BHSD STAR and match the invoice totals.
- Includes but not limited to accounting ledger; timesheet spreadsheets; copy of receipts; strategy breakdown by hour, staff, cost, and activity; copy of calendars; etc.

Updates!

Out of State Travel approved for FY23!

- \$2,000 per person per training.
- 2 staff at \$2,000 attend 1 training.
- Purchase of lodging, flight, per diem, ground transportation, parking, registration.
- Max of \$4,000 per year

Reminder

- Budget revisions must be submitted before funding is moved to another category.
- Make revisions to OSAP budget template and send to Program Manager and cc: Tone.

Billing Webinar March 2023

- We will host a Billing Webinar in March.

Questions

Thank you!