# U.S. Probation District of New Jersey Treatment Billing Work Flow

# (1) Officer sends Treatment Referral Packet

- Program Plan (Prob 45) Signed by officer and referral agent
- · Treatment referral letter
- Release of Information Form (Prob 11)
- PSR (Password protected Client PACTS No.)

#### Notes:

- May be delivered by hand, fax, email
- Must have both signatures
- Prob 45 will identify dynamic risk factors and goals of treatment
- Prob 45 must be updated every 90 days

# (2) Vendor Provides Services

- Reviews program plan
- · Contacts officer if questions
- · Schedules initial session with client
- Provides authorized services
- · Staffs case with officer every 30 days

#### Motes

- Services provided must match Prob 4: (no more, no less)
- Most recent Prob 45 (not older than 90 days) must be in vendor file

### (3) Vendor Emails Billing Packet

- NJP Treatment Billing a njp uscourts gov
- ERS Excel Spreadshee
- · Treatment Services Invoice
- Supporting Documentation\*

#### Notes:

- Email all items with standard subject line: Vendor-Last 4 digits of BPA No.-Month-Year
- Invoice contains Part A and Part

  Flootropic signature accepted
- \*MTR, Prob 45, Assessments, COC forms, Treatment plan, Sign in sheets

# (4a) Validation Report No Errors

 Admin Specialist emails Contracting Specialist that invoice is ready for approval

#### (4) Administrative Specialist

- Uploads spreadsheet into PACTS
   Runs validation report
  - Documentation, and Validation reports Shared Probation Billing Folder

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## (4b) Validation Report Admin Errors

- Admin Specialist resolves minor errors (commas, dates, typos, outdated prices)
- Reruns validation report and follows "No Errors" Procedure

# (4c) Validation Report Substantive Errors

- Substantive errors include Prob 45 missing or invalid, unauthorized service, missing documentation
- Admin Specialist emails liaison Treatment Specialist, case officer and SUSPO advising of substantive error
- Bill not forwarded to payment pending investigation/resolution

# Treatment Specialist determines error cannot be resolved, advises Admin Specialist Admin Specialist adjust bill to remove incorrect item (5) Treatment Specialist investigates Admin Specialist informs vendor of adjustment substantive validation error Appeals to adjustments are resolved by Contracting Specialist • Identifies error and appropriate resolution · Instructs case officer and/or vendor of necessary action and confirms complete within 48 hours (5a) Validation Error Resolved (6) Contracting Specialist approves payment Enters in Annual Treatment Expenses spreadsheet · Receives email that validation report shows no · Reviews and confirms no errors · Authorizes payment by electronic signature on shared PDF of invoice • Emails Budget analyst that bill approved for payment (9) Chief or Deputy Chief approves (8) B&P Administrator enters payment payment in JIFMS into JIFMS

(5b) Validation Error Not Resolved

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