COUNTY OF LOS ANGELES
DEPARTMENT OF PUBLIC HEALTH
SUBSTANCE ABUSE PREVENTION AND CONTROL

Provider Invoice Automation System Training Manual

Table of Contents

ACKNOWLEDGMENTS

We would like to acknowledge the SAPC Provider Invoice Automation Planning team and SAPC IT for all their hard work assisting with the development, recommendations, edits, and revisions of the Provider Invoice Automation System Training Manual.

PURPOSE

The Los Angeles County Department of Public Health Substance Abuse Prevention and Control's (SAPC) Provider Invoice Automation System Pilot is designed to automate the process of submitting and approving monthly provider invoices. Monthly invoice statements must be verified by SAPC Finance and SAPC Program Specialists prior to payment. The monthly invoices report monthly expenditures by each agency/contract. Claims must be paid or denied based on correct invoice statements and in line with any federal/local/SAPC restrictions and written contracts. Contracted agencies will only be reimbursed after their monthly invoices are submitted. These invoices are also relied on for auditing purposes.

The Provider Invoice Automation System is used to submit monthly expenditures monthly in an accurate manner. Once the invoice has been submitted by the provider, it allows SAPC to verify them in a timely manner.

SECTION 1: THE PROVIDER INVOICE AUTOMATION SYSTEM

Accessing the Provider Invoice Automation System

To log into the system, Provider must go to the Community Information System (CIS):

Step: 1

Prior to accessing CIS, providers must have a C# assigned to them. If providers do not have a C#, they can access this website, fill out the form and submit it.

Step: 2

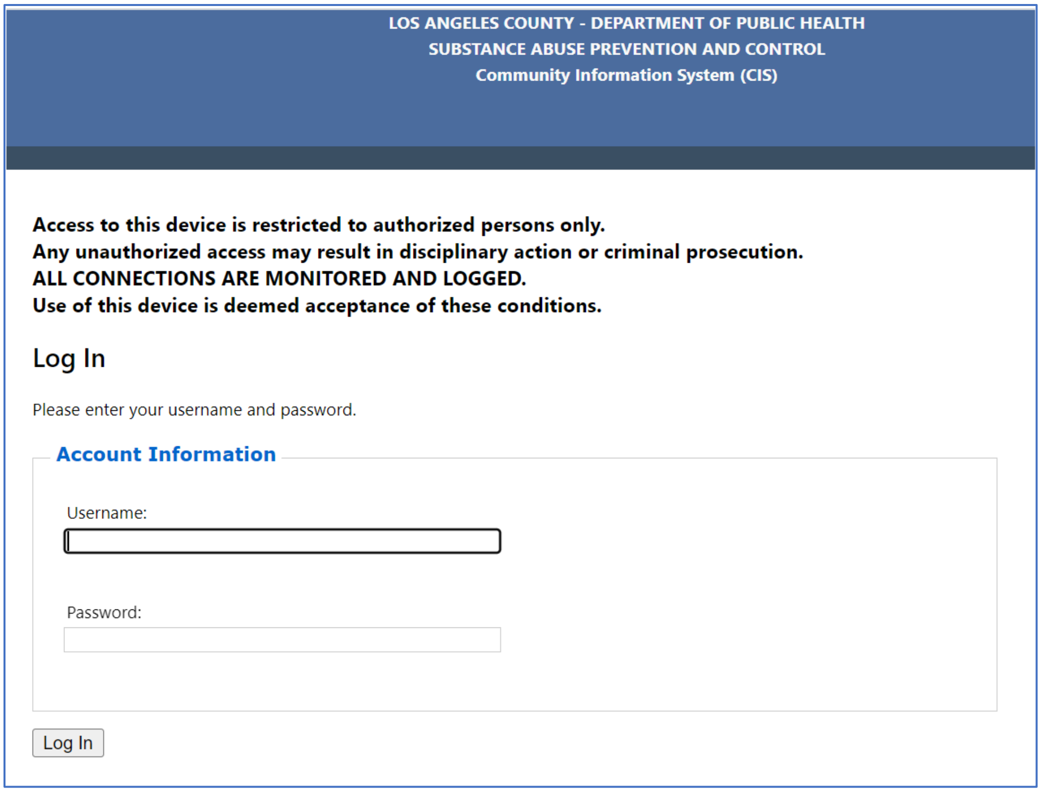
Providers need to have VPN access. The VPN registration form can be found here. Please fill out the sections 1-9, 29-32 and sign at the very end. All pages must be emailed to:

SAPC_APP_SUPPORT@ph.lacounty.gov

Step: 3

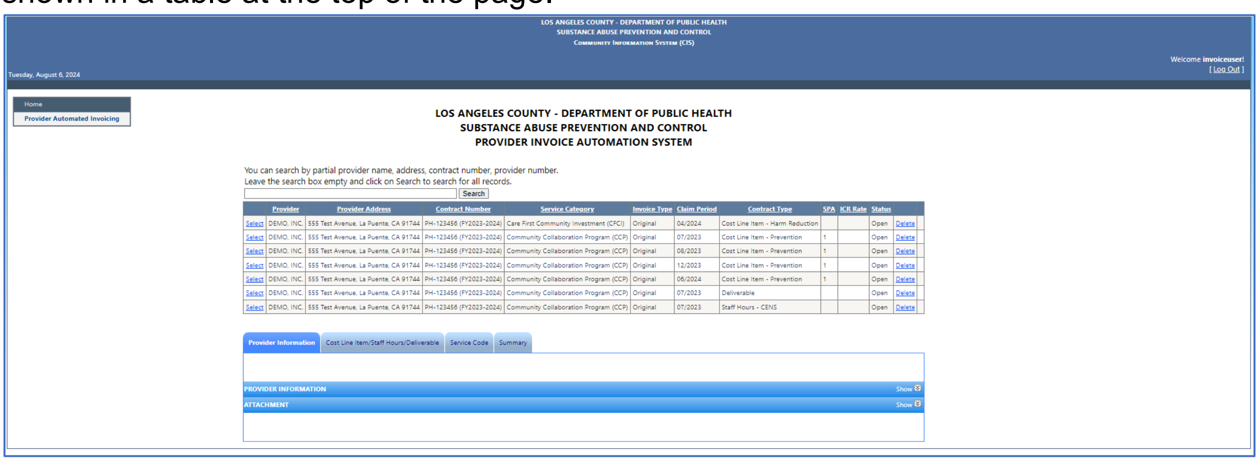
Providers need to fill out the application user registration form. The application user registration form can be found here. This form should be completed and signed. All pages must be emailed to:

SAPC_APP_SUPPORT@ph.lacounty.gov



Home Screen

The invoice home page will display as below once logged in. Previous invoices will be shown in a table at the top of the page.



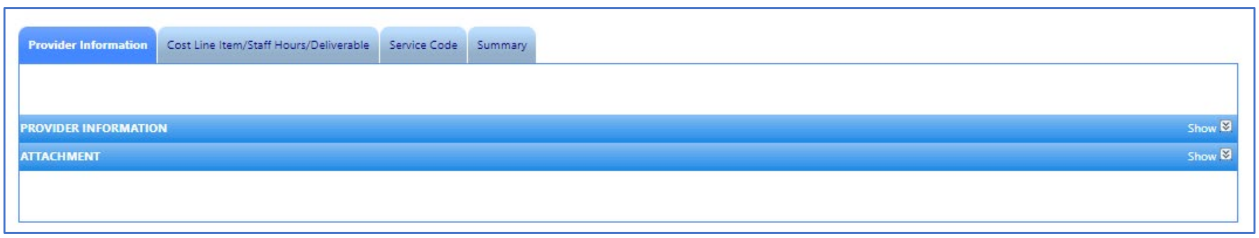
The invoice home page will also contain the following tabs with fields under each:

A. **Provider Information**
    a. Provider Information
    b. Attachment

B. **Cost Line Item/Staff Hours/Deliverable**
   a. Personnel Salary/Staff Hour
   b. Benefit/Deliverable
   c. Service and Supplies
   d. Equipment Leases
   e. Facility Rent/Leases
   f. Administrative Overhead

C. **Service Codes**
   a. Service Codes

D. **Summary**
   a. Add Approved Budget
   b. Section 1- Budgeted Line Item
   c. Section 2- Revenue
   d. Section 3- Net Amount Requested
   e. Invoice Status



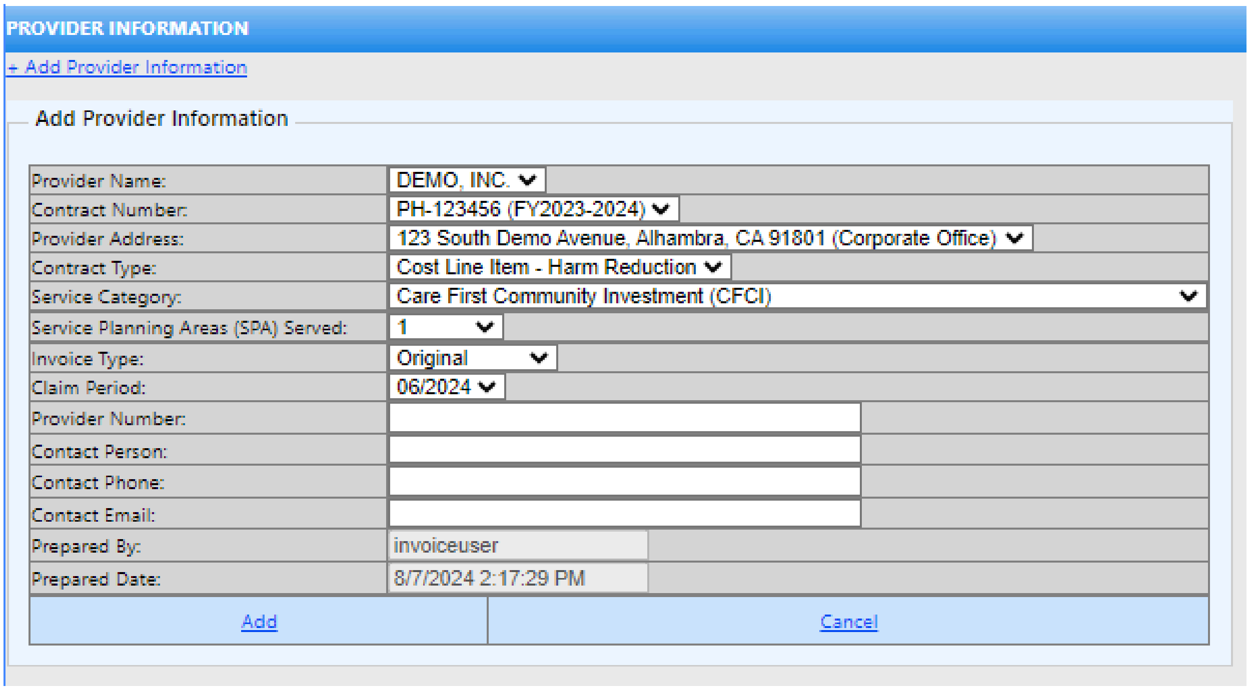
SECTION 2: ADDING INVOICES

Adding a Provider

Click on the “Provider Information” tab. Once tab opens, click “+Add Provider Information”

A form will open in the tab. Select the correct contract number, provider address, service planning areas served, supervisorial districts served, contract type, service category, invoice type and claim period. Enter the required fields of contact person, contact phone, contact email as well. For contract type, users may select from 5 options-Cost Line Item-Harm Reduction, Cost Line Item- Prevention, Deliverable, Staff Hours CENS, and Staff Hours SYTF. Providers may contact their program specialist if clarification is needed on selecting contract type. Dependent on the contract type, the service category will change. The SPA Served and SUP Served fields will populate dependent on the contract type as well. The invoice type can be selected as Original or Supplemental. (Please note, if selecting Supplemental and no original invoice is found, a validation message will appear asking provider to create the original invoice first.) Once the Provider Information form is filled, click “Add”.

If Contract type: Cost Line Item- Harm Reduction is selected:


PROVIDER INFORMATION

+ Add Provider Information

Add Provider Information

Provider Name:	DEMO, INC.
Contract Number:	PH-123456 (FY2023-2024)
Provider Address:	123 South Demo Avenue, Alhambra, CA 91801 (Corporate Office)
Contract Type:	Cost Line Item - Harm Reduction
Service Category:	Care First Community Investment (CFCI)
Service Planning Areas (SPA) Served:	1
Invoice Type:	Original
Claim Period:	06/2024
Provider Number:	
Contact Person:	
Contact Phone:	
Contact Email:	
Prepared By:	invoiceuser
Prepared Date:	8/7/2024 2:17:29 PM

Add | Cancel

If Contract Type: Cost Line Item – Prevention is selected:

PROVIDER INFORMATION

+ Add Provider Information

Add Provider Information

Provider Name:	DEMO, INC.
Contract Number:	PH-123456 (FY2023-2024)
Provider Address:	123 South Demo Avenue, Alhambra, CA 91801 (Corporate Office)
Contract Type:	Cost Line Item - Prevention
Service Category:	Community Collaboration Program (CCP)
Service Planning Areas (SPA) Served:	1
Invoice Type:	Original
Claim Period:	06/2024
Provider Number:	
Contact Person:	
Contact Phone:	
Contact Email:	
Prepared By:	invoiceuser
Prepared Date:	8/6/2024 10:39:08 AM
Add	Cancel

If Contract Type: Deliverables is selected:

PROVIDER INFORMATION

+ Add Provider Information

Add Provider Information

Provider Name:	DEMO, INC.
Contract Number:	PH-123456 (FY2023-2024)
Provider Address:	123 South Demo Avenue, Alhambra, CA 91801 (Corporate Office)
Contract Type:	Deliverable
Service Category:	Community Collaboration Program (CCP)
Invoice Type:	Original
Claim Period:	06/2024
Provider Number:	
Contact Person:	
Contact Phone:	
Contact Email:	
Prepared By:	invoiceuser
Prepared Date:	8/6/2024 10:40:39 AM
Add	Cancel

If Contract Type: Staff Hours – CENS is selected:

PROVIDER INFORMATION

+ Add Provider Information

Add Provider Information

Provider Name:	DEMO, INC.
Contract Number:	PH-123456 (FY2023-2024)
Provider Address:	123 South Demo Avenue, Alhambra, CA 91801 (Corporate Office)
Contract Type:	Staff Hours - CENS
Service Category:	AB 109
Invoice Type:	Original
Claim Period:	06/2024
Provider Number:	
Contact Person:	
Contact Phone:	
Contact Email:	
Prepared By:	invoiceuser
Prepared Date:	8/6/2024 10:40:54 AM
Add	Cancel

If Contract Type: Staff Hours – SYTF is selected:

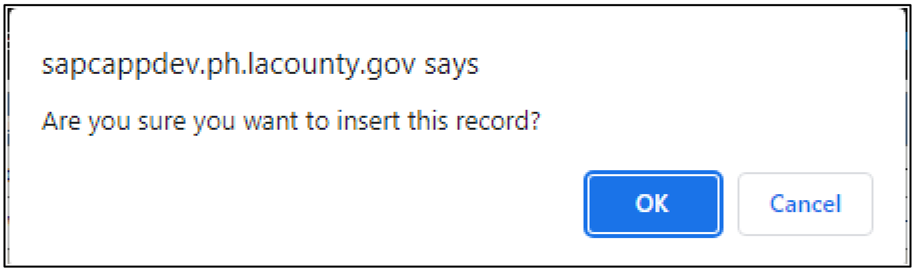
PROVIDER INFORMATION

+ Add Provider Information

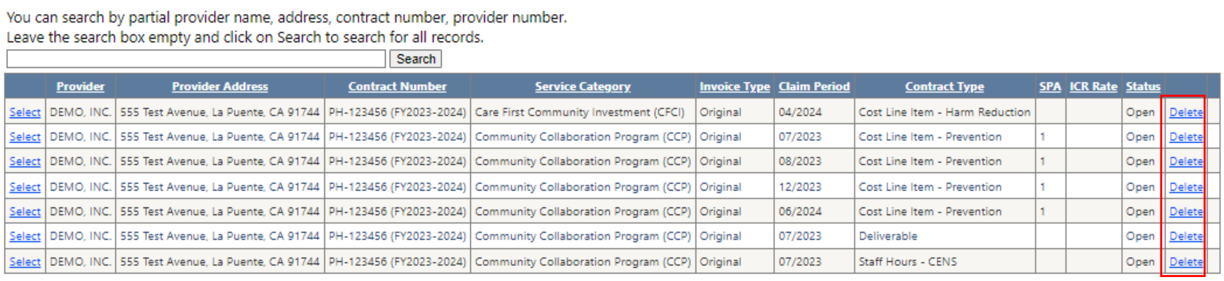
Add Provider Information

Provider Name:	DEMO, INC.
Contract Number:	PH-123456 (FY2023-2024)
Provider Address:	123 South Demo Avenue, Alhambra, CA 91801 (Corporate Office)
Contract Type:	Staff Hours - SYTF
Service Category:	JJRBG
Invoice Type:	Original
Claim Period:	06/2024
Provider Number:	
Contact Person:	
Contact Phone:	
Contact Email:	
Prepared By:	invoiceuser
Prepared Date:	8/6/2024 10:41:07 AM
Add	Cancel

Click “OK” when a pop up will appears asking whether user wants to insert the record. Once added, the invoice will appear in the table at the top with the status of Open. (Please note: Any action will prompt a pop-up screen confirming whether the provider wants to complete the action or not – creating a new record, editing, and saving a record, or deleting records.)



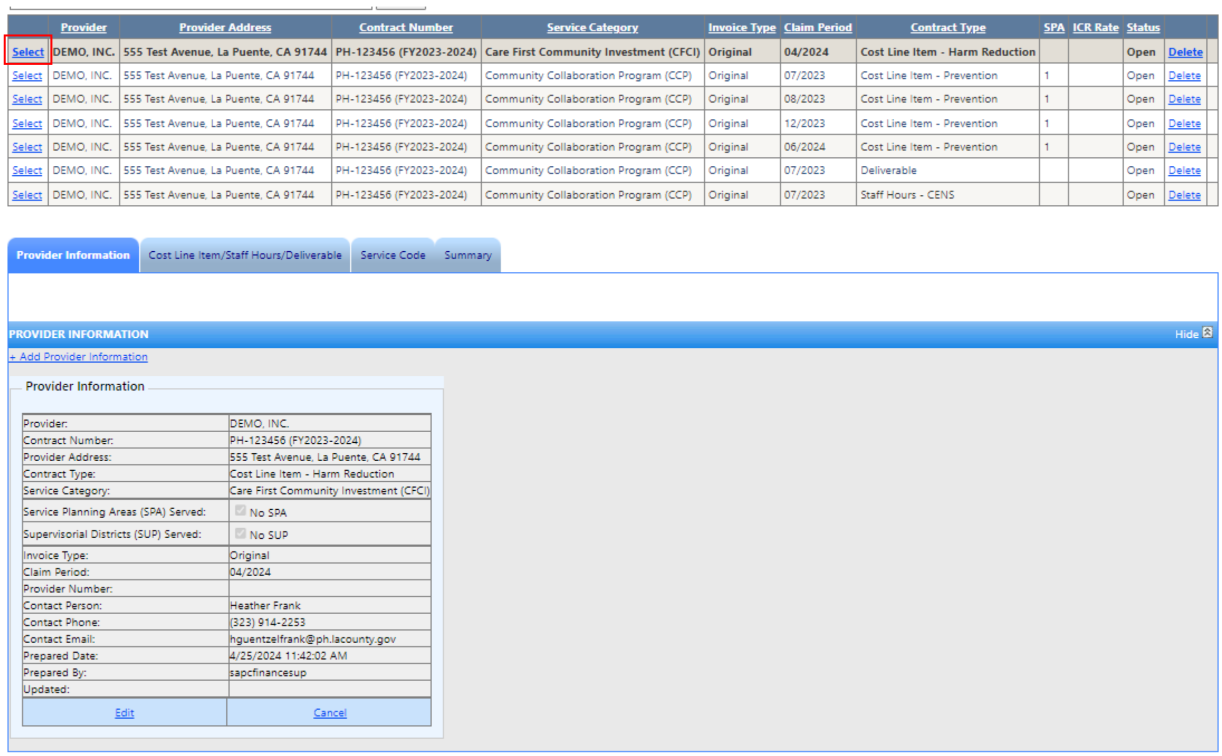
If something is entered incorrectly or invoice needs to be deleted, it can be deleted by selecting the hyperlink on the right side of the record. The record may only be deleted when the status is “Open”.


You can search by partial provider name, address, contract number, provider number.
Leave the search box empty and click on Search to search for all records.

Search

	Provider	Provider Address	Contract Number	Service Category	Invoice Type	Claim Period	Contract Type	SPA	ICR Rate	Status	
Select	DEMO, INC.	555 Test Avenue, La Puente, CA 91744	PH-123456 (FY2023-2024)	Care First Community Investment (CFCI)	Original	04/2024	Cost Line Item - Harm Reduction			Open	Delete
Select	DEMO, INC.	555 Test Avenue, La Puente, CA 91744	PH-123456 (FY2023-2024)	Community Collaboration Program (CCP)	Original	07/2023	Cost Line Item - Prevention	1		Open	Delete
Select	DEMO, INC.	555 Test Avenue, La Puente, CA 91744	PH-123456 (FY2023-2024)	Community Collaboration Program (CCP)	Original	08/2023	Cost Line Item - Prevention	1		Open	Delete
Select	DEMO, INC.	555 Test Avenue, La Puente, CA 91744	PH-123456 (FY2023-2024)	Community Collaboration Program (CCP)	Original	12/2023	Cost Line Item - Prevention	1		Open	Delete
Select	DEMO, INC.	555 Test Avenue, La Puente, CA 91744	PH-123456 (FY2023-2024)	Community Collaboration Program (CCP)	Original	06/2024	Cost Line Item - Prevention	1		Open	Delete
Select	DEMO, INC.	555 Test Avenue, La Puente, CA 91744	PH-123456 (FY2023-2024)	Community Collaboration Program (CCP)	Original	07/2023	Deliverable			Open	Delete
Select	DEMO, INC.	555 Test Avenue, La Puente, CA 91744	PH-123456 (FY2023-2024)	Community Collaboration Program (CCP)	Original	07/2023	Staff Hours - CENS			Open	Delete

To enter monthly expenditures, click the “Select” hyperlink on the left side of the record. Verify that the record is bolded, and the provider information is populated in the tab below before moving on to enter invoice data.



	Provider	Provider Address	Contract Number	Service Category	Invoice Type	Claim Period	Contract Type	SPA	ICR Rate	Status	
Select	DEMO, INC.	555 Test Avenue, La Puente, CA 91744	PH-123456 (FY2023-2024)	Care First Community Investment (CFCI)	Original	04/2024	Cost Line Item - Harm Reduction			Open	Delete
Select	DEMO, INC.	555 Test Avenue, La Puente, CA 91744	PH-123456 (FY2023-2024)	Community Collaboration Program (CCP)	Original	07/2023	Cost Line Item - Prevention	1		Open	Delete
Select	DEMO, INC.	555 Test Avenue, La Puente, CA 91744	PH-123456 (FY2023-2024)	Community Collaboration Program (CCP)	Original	08/2023	Cost Line Item - Prevention	1		Open	Delete
Select	DEMO, INC.	555 Test Avenue, La Puente, CA 91744	PH-123456 (FY2023-2024)	Community Collaboration Program (CCP)	Original	12/2023	Cost Line Item - Prevention	1		Open	Delete
Select	DEMO, INC.	555 Test Avenue, La Puente, CA 91744	PH-123456 (FY2023-2024)	Community Collaboration Program (CCP)	Original	06/2024	Cost Line Item - Prevention	1		Open	Delete
Select	DEMO, INC.	555 Test Avenue, La Puente, CA 91744	PH-123456 (FY2023-2024)	Community Collaboration Program (CCP)	Original	07/2023	Deliverable			Open	Delete
Select	DEMO, INC.	555 Test Avenue, La Puente, CA 91744	PH-123456 (FY2023-2024)	Community Collaboration Program (CCP)	Original	07/2023	Staff Hours - CENS			Open	Delete

Provider Information | Cost Line Item/Staff Hours/Deliverable | Service Code | Summary

PROVIDER INFORMATION Hide

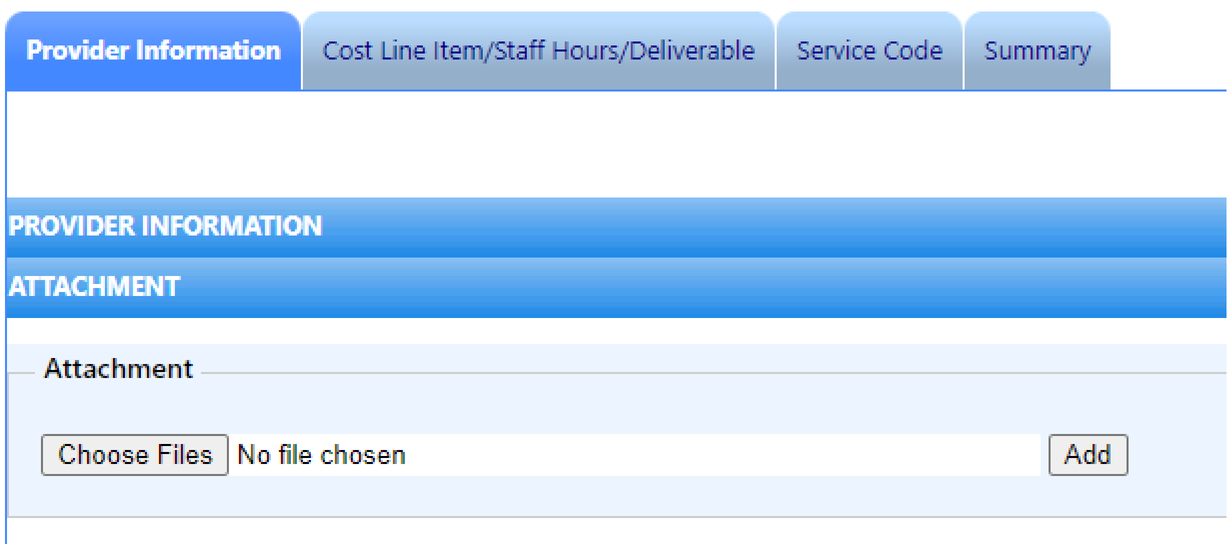
+ Add Provider Information

Provider Information

Provider:	DEMO, INC.
Contract Number:	PH-123456 (FY2023-2024)
Provider Address:	555 Test Avenue, La Puente, CA 91744
Contract Type:	Cost Line Item - Harm Reduction
Service Category:	Care First Community Investment (CFCI)
Service Planning Areas (SPA) Served:	No SPA
Supervisorial Districts (SUP) Served:	No SUP
Invoice Type:	Original
Claim Period:	04/2024
Provider Number:	
Contact Person:	Heather Frank
Contact Phone:	(323) 914-2253
Contact Email:	hguentzelfrank@ph.lacounty.gov
Prepared Date:	4/25/2024 11:42:02 AM
Prepared By:	sapcfinancesup
Updated:	
Edit	Cancel

Adding an Attachment

To attach attachments, click the “Attachment” tab below the “Provider Information” tab. Files may be chosen by clicking “Choose Files” and once selected, click “Add” to attach it to the invoice.



Adding Cost Line Item/Staff Hours/Deliverable

This section will explain how to fill out each section under the Cost Line Item/Staff Hours/Deliverable tab. To open each section, click the drop-down arrow next to the word “Show” on each tab.

This section will require different fields to be filled out depending on which “Contract Type” is selected under the provider information.

Please note: the system will carry over the previous months invoice data to the next month’s invoice so that providers do not have to re-enter invoice information again for below forms.

- Personnel Salary
- Benefit
- Services & Supplies
- Equipment Leases
- Facility Rent
- Administration Overhead

Providers can make changes, add more information, and remove information if needed.

Personnel Salary/Staff Hours

The Personnel Salary/Staff Hours section will populate based off what is selected for Contract Type under Provider Information.

If Cost Line Item – Harm Reduction, Cost Line Item – Prevention, Staff Hours CENS & Staff Hours SYTF is selected, the Personnel Salary/Staff Hours section will be editable. If Deliverable is selected, this section will not be open to enter information.

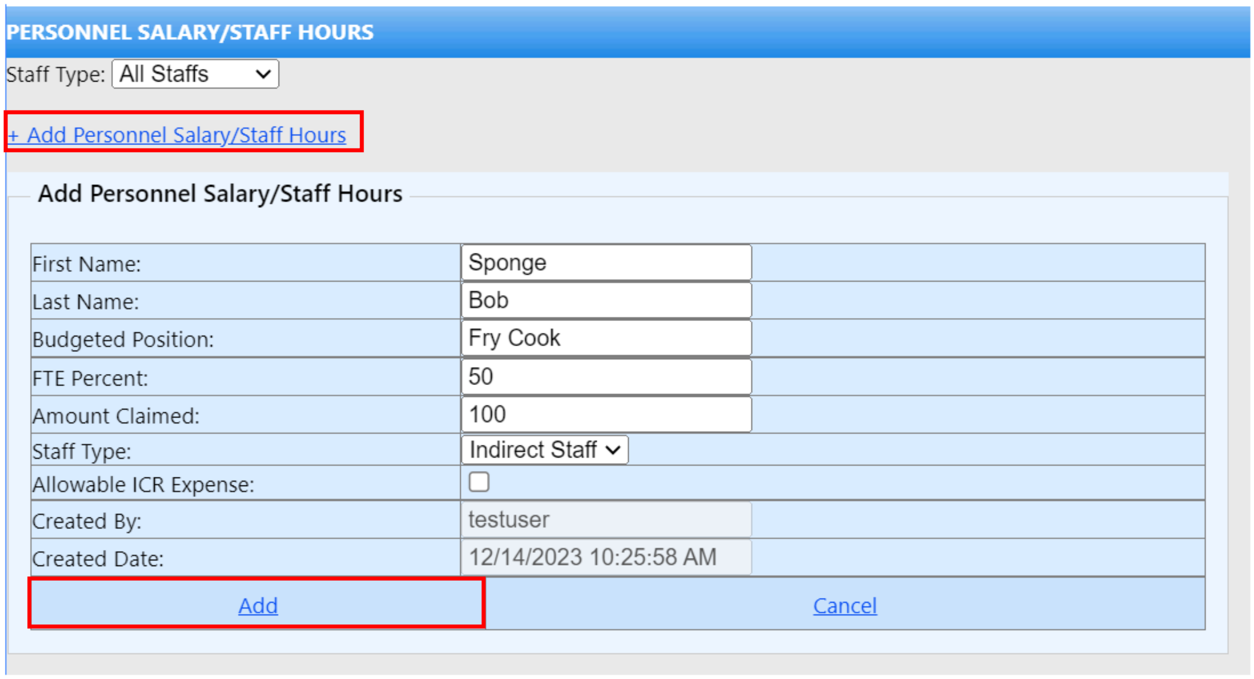
Personnel Salary

To enter Personnel Salary, click the “+Add Personnel Salary/Staff Hours” hyperlink. This will open a table to enter personnel and staff information. Enter the required fields of first name, last name, budgeted position, FTE percent, and amount claimed. Select staff type and whether this is an allowable ICR expense. Once information has been entered, click the “Add” button at the bottom of the table. A pop up will appear asking whether provider wants to save record. Provider may click “OK” or “Cancel”.

Please note: If the staff type is direct, 100% of the staff’s amount is counted in the total Administrative Overhead amount.

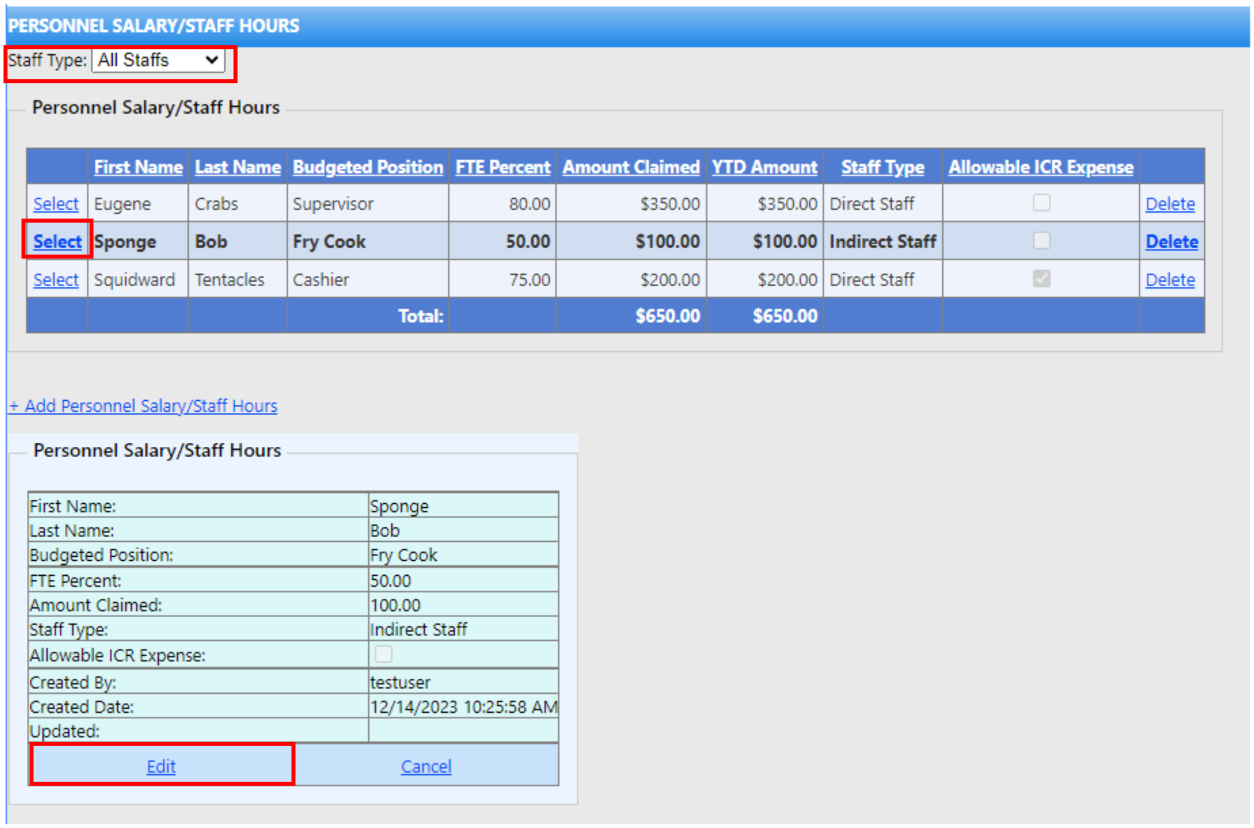
If the staff type is indirect, only 10% of the staff's amount is counted in the total Administrative Overhead amount.

If the allowable ICR expense is checked, the amount of that record is counted in the total Administrative Overhead amount (and based on the selection above as well). If not checked, the amount is not counted in the total Administrative Overhead amount.



If information does not need to be entered, provider may click "Cancel" at any time of editing the record. If more records need to be added, provider may click "+Add Personnel Salary/Salary Hours" again.

If a record has been added, but needs to be edited at any point, provider may click "Select" next to the record which will populate the record in a table below. In the table, clicking "Edit" will allow the provider to edit the already inputted record. Staff type may also be filtered based on all staff, indirect staff, and direct staff.

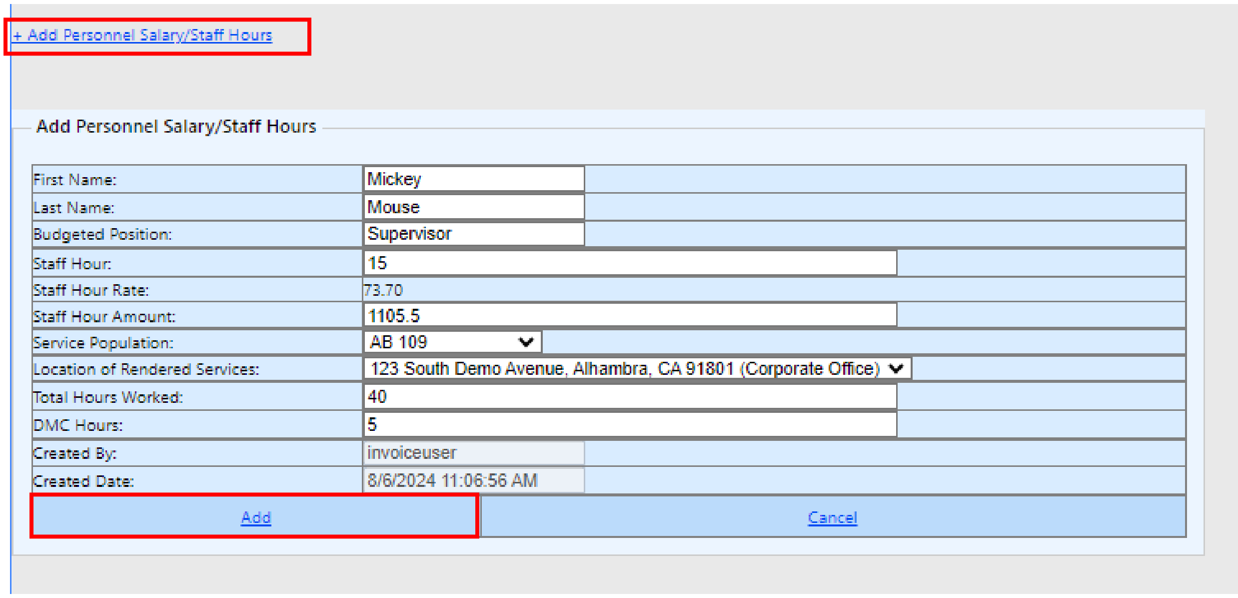


The provider may also delete a record by clicking the “Delete” hyperlink found on the right side of the table.

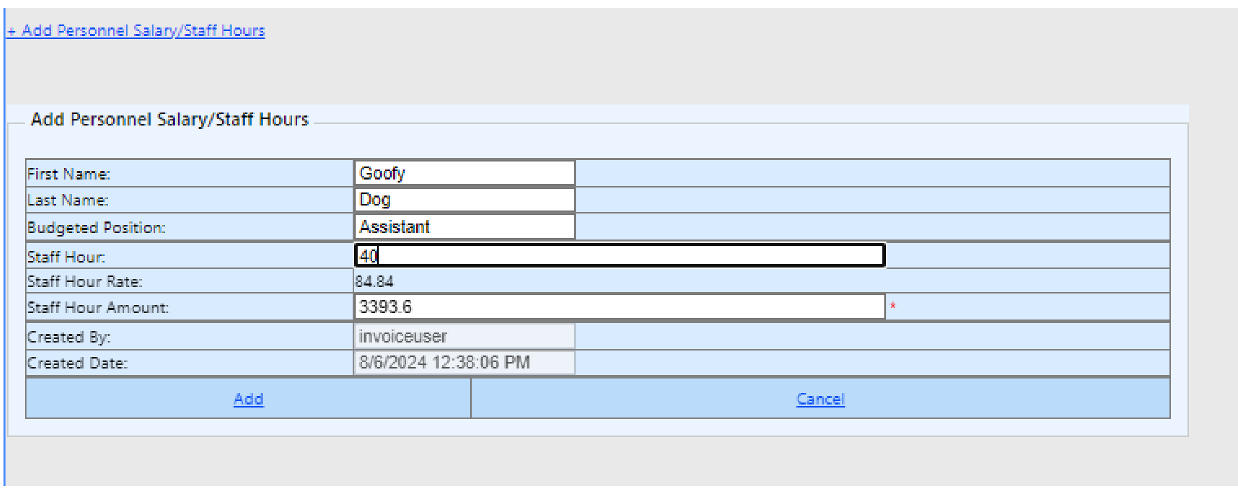
Staff Hours

To enter Staff Hours, Click “+Add Personnel Salary/Staff Hours”. This will open a table to enter personnel and staff information. Depending on the contract type, Staff Hours-CENS or SYTF, certain fields will prepopulate and the staff hour rate will be set. Fill out the required information. The staff hour amount will be calculated once staff hour is entered. Once information has been entered, click the “Add” button at the bottom of the table.

Staff Hour – CENS:

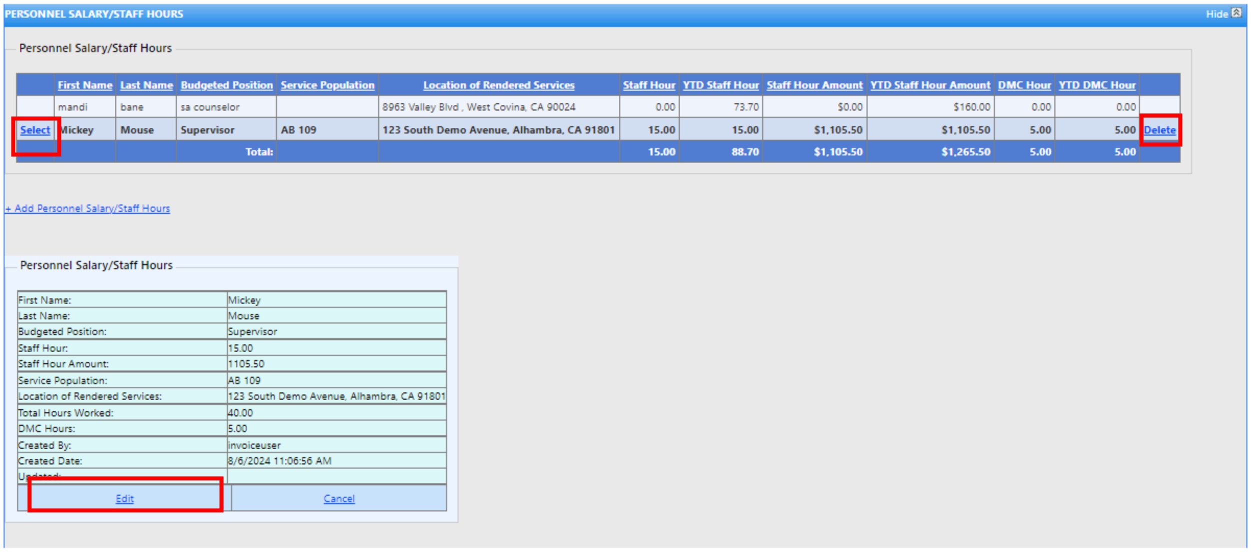


Staff Hour – SYTF:



If information does not need to be entered, provider may click “Cancel” at any time of editing the record. If more records need to be added, provider may click “+Add Personnel Salary/Salary Hours” again.

If a record has been added, but needs to be edited at any point, provider may click “Select” next to the record which will populate the record in a table below. In the table, clicking “Edit” will allow providers to edit the already inputted record. Providers may also delete a record by clicking the “Delete” hyperlink found on the right side of the table.



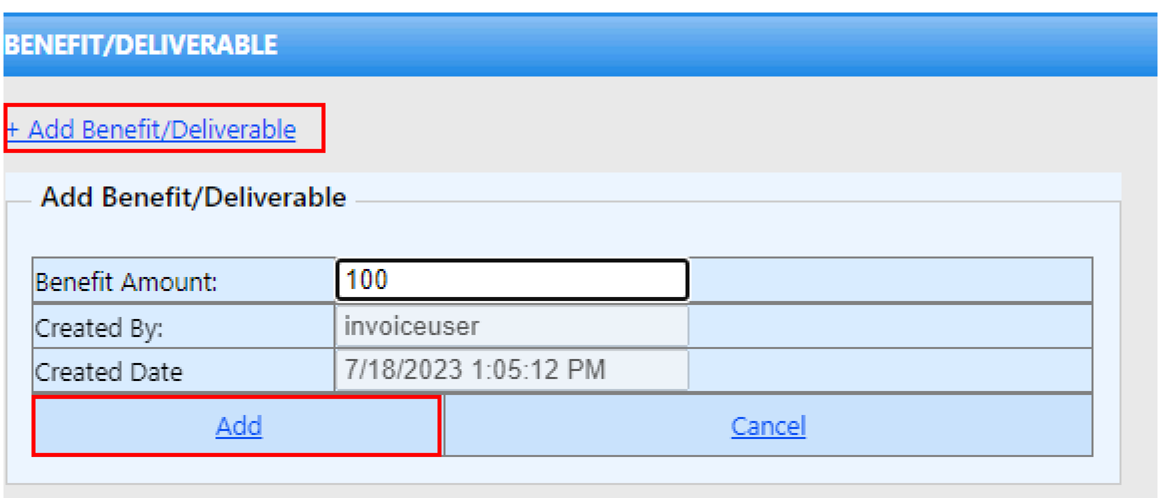
Benefit/Deliverable

The Benefit/Deliverable section will populate based off what is selected for Contract Type under Provider Information.

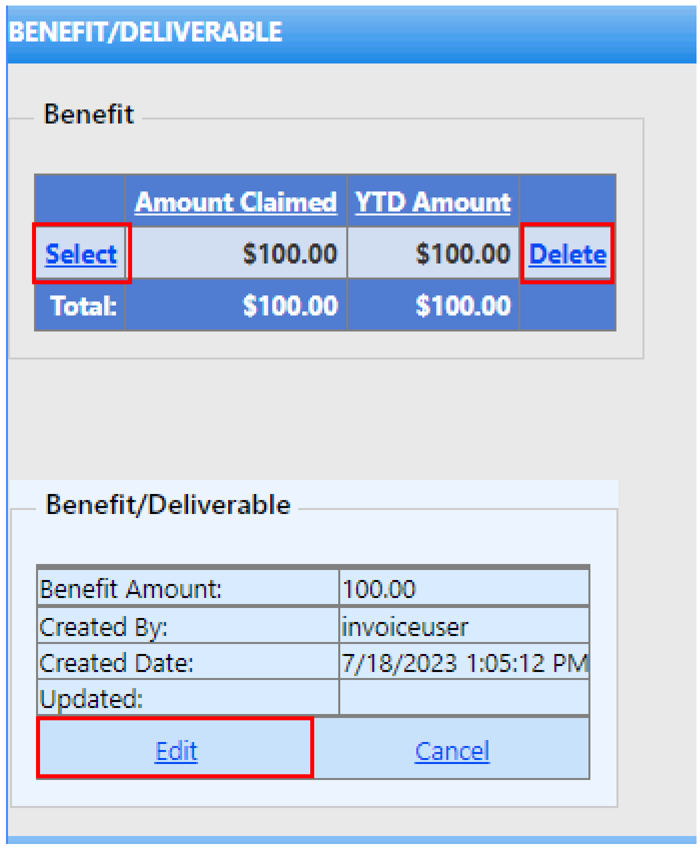
If Cost Line Item-Prevention & Harm Reduction and Deliverable is selected for contract type, the Benefit/Deliverable section will be editable.

Benefit

To enter Benefits, Click “+Add Benefit/Deliverable”. This will open a table to enter benefits information. Enter the required fields of first name, last name, budgeted position, service population, location of rendered services, staff hour, staff hour and staff hour amount. Once information has been entered, click the “Add” button at the bottom of the table

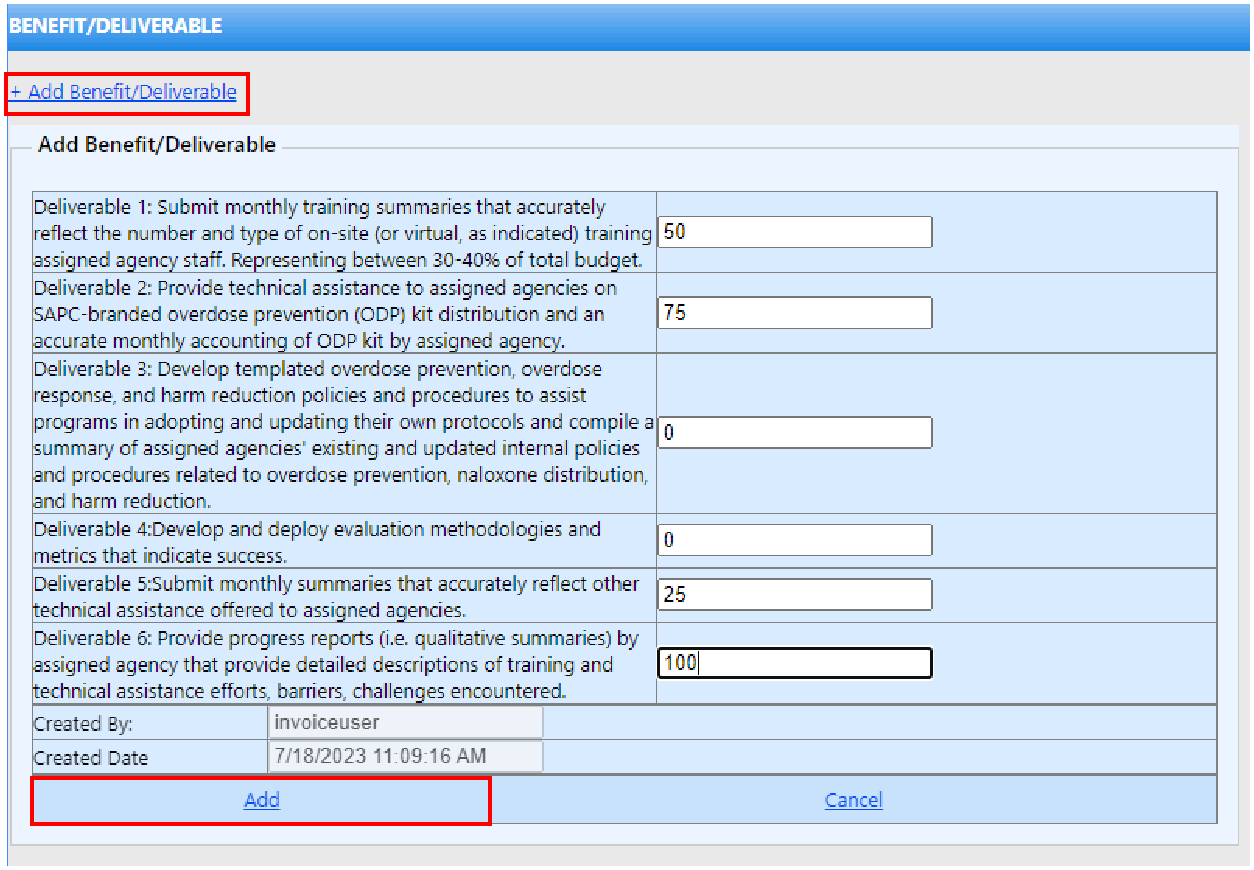


Once the benefits record has been added, but needs to be edited at any point, provider may click “Select” next to the record which will populate the record in a table below. In the table, clicking “Edit” will allow providers to edit the already inputted record. Providers may also delete a record by clicking the “Delete” hyperlink found on the right side of the table.



Deliverable

To enter Deliverables, Click “+Add Benefit/Deliverable”. This will open a table to enter deliverable information. Enter the required fields of all six deliverables. The information must be entered numerically and if no information is needed to be input for a deliverable, enter “0”. Once information has been entered, click the “Add” button at the bottom of the table. If information does not need to be entered, provider may click “Cancel” at any time of editing the record



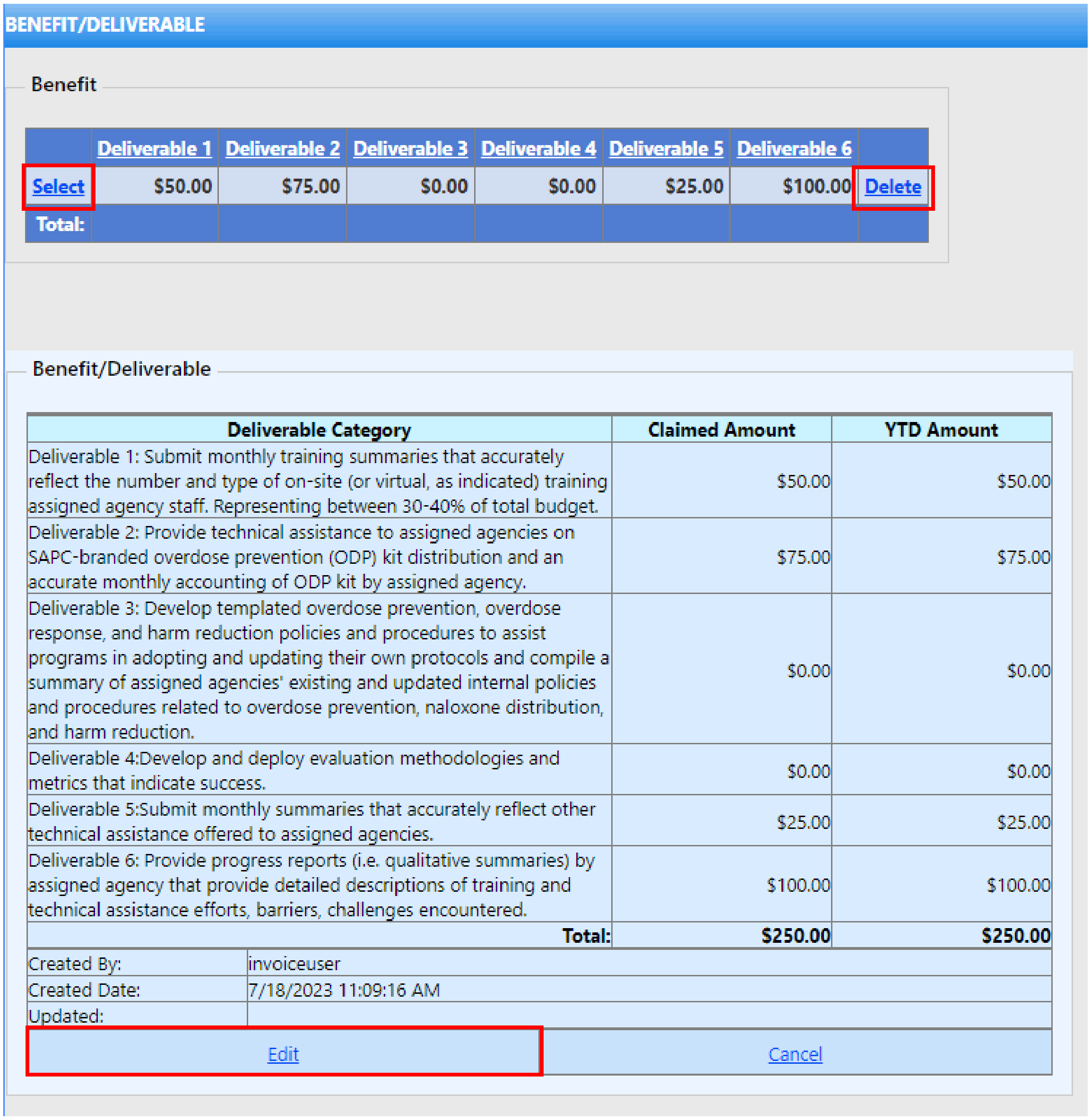
BENEFIT/DELIVERABLE

+ Add Benefit/Deliverable

Add Benefit/Deliverable

Deliverable 1: Submit monthly training summaries that accurately reflect the number and type of on-site (or virtual, as indicated) training assigned agency staff. Representing between 30-40% of total budget.	50
Deliverable 2: Provide technical assistance to assigned agencies on SAPC-branded overdose prevention (ODP) kit distribution and an accurate monthly accounting of ODP kit by assigned agency.	75
Deliverable 3: Develop templated overdose prevention, overdose response, and harm reduction policies and procedures to assist programs in adopting and updating their own protocols and compile a summary of assigned agencies' existing and updated internal policies and procedures related to overdose prevention, naloxone distribution, and harm reduction.	0
Deliverable 4:Develop and deploy evaluation methodologies and metrics that indicate success.	0
Deliverable 5:Submit monthly summaries that accurately reflect other technical assistance offered to assigned agencies.	25
Deliverable 6: Provide progress reports (i.e. qualitative summaries) by assigned agency that provide detailed descriptions of training and technical assistance efforts, barriers, challenges encountered.	100
Created By:	invoiceuser
Created Date	7/18/2023 11:09:16 AM
Add	Cancel

Once the deliverable record has been added, but needs to be edited at any point, provider may click “Select” next to the record which will populate the record in a table below. In the table, clicking “Edit” will allow providers to edit the already inputted record. Providers may also delete a record by clicking the “Delete” hyperlink found on the right side of the table.



BENEFIT/DELIVERABLE

Benefit

	Deliverable 1	Deliverable 2	Deliverable 3	Deliverable 4	Deliverable 5	Deliverable 6	
Select	$50.00	$75.00	$0.00	$0.00	$25.00	$100.00	Delete
Total:							

Benefit/Deliverable

Deliverable Category	Claimed Amount	YTD Amount
Deliverable 1: Submit monthly training summaries that accurately reflect the number and type of on-site (or virtual, as indicated) training assigned agency staff. Representing between 30-40% of total budget.	$50.00	$50.00
Deliverable 2: Provide technical assistance to assigned agencies on SAPC-branded overdose prevention (ODP) kit distribution and an accurate monthly accounting of ODP kit by assigned agency.	$75.00	$75.00
Deliverable 3: Develop templated overdose prevention, overdose response, and harm reduction policies and procedures to assist programs in adopting and updating their own protocols and compile a summary of assigned agencies' existing and updated internal policies and procedures related to overdose prevention, naloxone distribution, and harm reduction.	$0.00	$0.00
Deliverable 4:Develop and deploy evaluation methodologies and metrics that indicate success.	$0.00	$0.00
Deliverable 5:Submit monthly summaries that accurately reflect other technical assistance offered to assigned agencies.	$25.00	$25.00
Deliverable 6: Provide progress reports (i.e. qualitative summaries) by assigned agency that provide detailed descriptions of training and technical assistance efforts, barriers, challenges encountered.	$100.00	$100.00
Total:	**$250.00**	**$250.00**

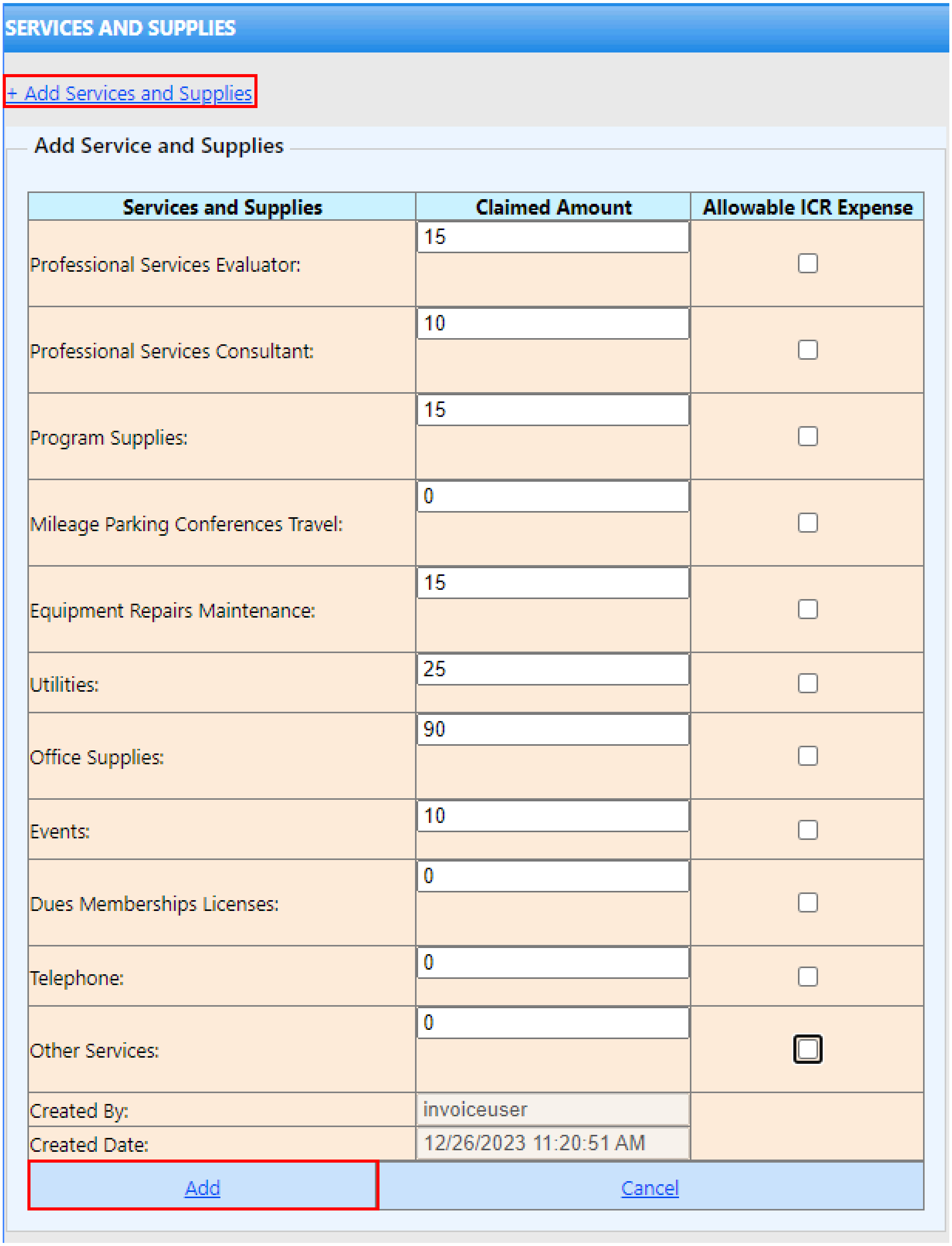
Created By:	invoiceuser
Created Date:	7/18/2023 11:09:16 AM
Updated:	

Edit Cancel

Services and Supplies

The Services and Supplies field will only be editable if the contract type is Cost Line Item – Prevention and Cost Line Item – Harm Reduction.

To enter Services and Supplies, Click "+Add Services and Supplies". This will open a table to enter services and supplies information. Enter values for all the fields. The information must be entered numerically and if no information is needed to be input for a service and supplies, enter "0". Select the checkbox if it is an allowable ICR expense. Once information has been entered, click the "Add" button at the bottom of the table. If information does not need to be entered, provider may click "Cancel" at any time of editing the record.



SERVICES AND SUPPLIES

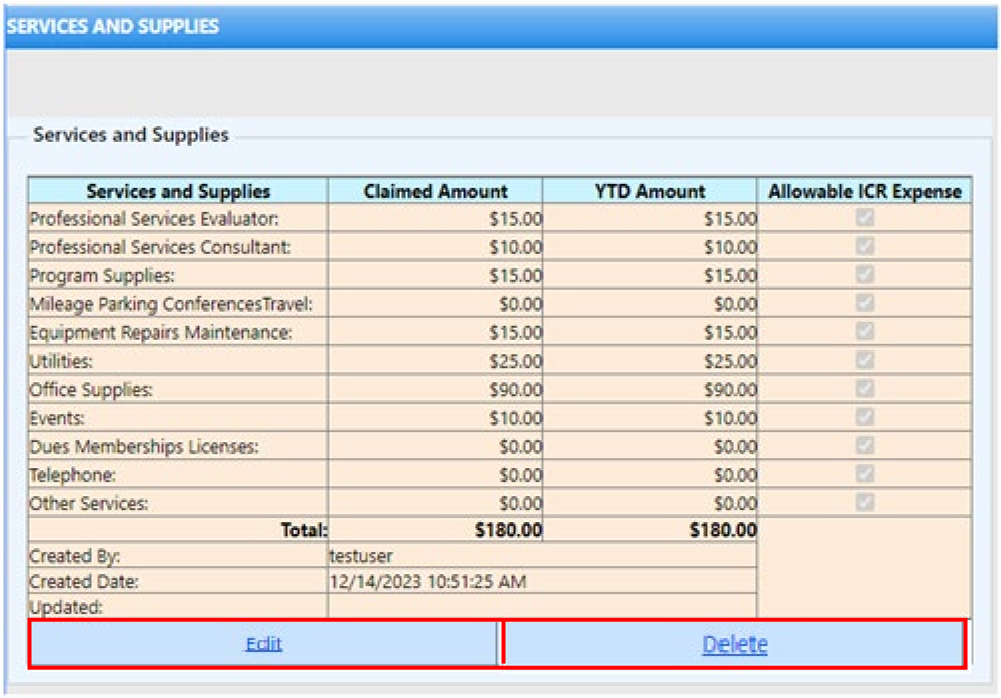
+ Add Services and Supplies

Add Service and Supplies

Services and Supplies	Claimed Amount	Allowable ICR Expense
Professional Services Evaluator:	15	☐
Professional Services Consultant:	10	☐
Program Supplies:	15	☐
Mileage Parking Conferences Travel:	0	☐
Equipment Repairs Maintenance:	15	☐
Utilities:	25	☐
Office Supplies:	90	☐
Events:	10	☐
Dues Memberships Licenses:	0	☐
Telephone:	0	☐
Other Services:	0	☐
Created By:	invoiceuser	
Created Date:	12/26/2023 11:20:51 AM	

Add | Cancel

Once the services and supplies record has been added, a table will populate. In the table, clicking “Edit” will allow providers to edit the already inputted record. Providers may also delete a record by clicking the “Delete” hyperlink found on the right side of the table.



SERVICES AND SUPPLIES

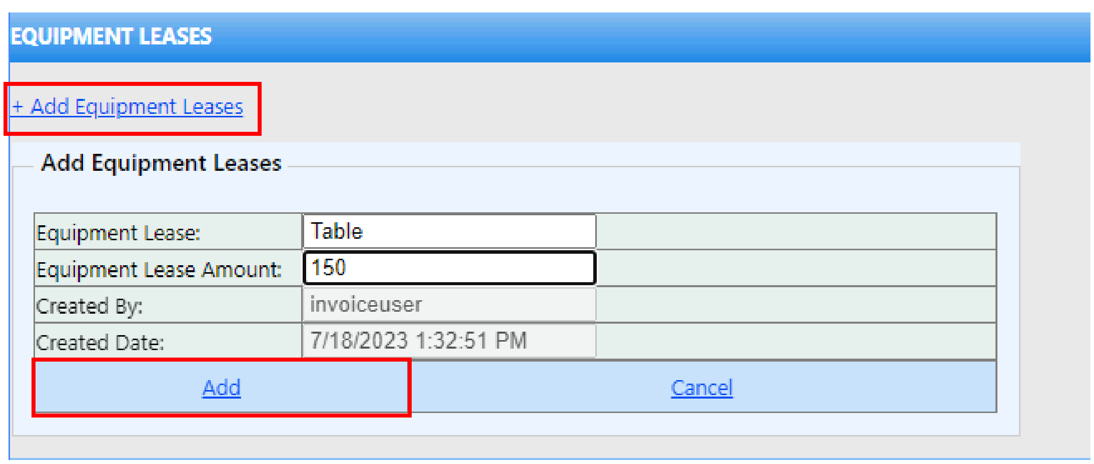
Services and Supplies

Services and Supplies	Claimed Amount	YTD Amount	Allowable ICR Expense
Professional Services Evaluator:	$15.00	$15.00	☑
Professional Services Consultant:	$10.00	$10.00	☑
Program Supplies:	$15.00	$15.00	☑
Mileage Parking ConferencesTravel:	$0.00	$0.00	☑
Equipment Repairs Maintenance:	$15.00	$15.00	☑
Utilities:	$25.00	$25.00	☑
Office Supplies:	$90.00	$90.00	☑
Events:	$10.00	$10.00	☑
Dues Memberships Licenses:	$0.00	$0.00	☑
Telephone:	$0.00	$0.00	☑
Other Services:	$0.00	$0.00	☑
Total:	**$180.00**	**$180.00**	
Created By:	testuser		
Created Date:	12/14/2023 10:51:25 AM		
Updated:			
Edit	Delete		

Equipment Leases

The Equipment Leases field will only be editable if the contract type is Cost Line Item – Prevention and Cost Line Item – Harm Reduction.

To enter Equipment Leases, Click “+Add Equipment Leases”. This will open a table to enter equipment lease information. Enter the name of the equipment lease and equipment lease amount. Once information has been entered, click the “Add” button at the bottom of the table.



EQUIPMENT LEASES

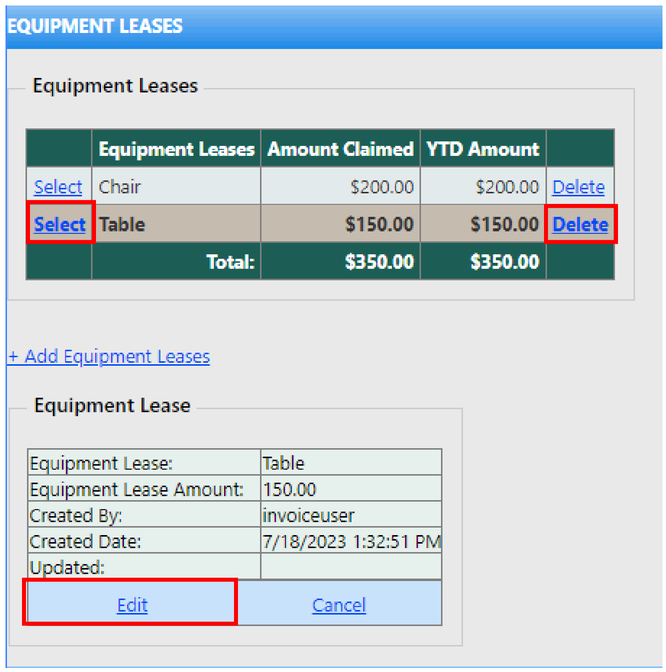
+ Add Equipment Leases

Add Equipment Leases

Equipment Lease:	Table
Equipment Lease Amount:	150
Created By:	invoiceuser
Created Date:	7/18/2023 1:32:51 PM
Add	Cancel

If information does not need to be entered, providers may click “Cancel” at any time of editing the record. If more records need to be added, providers may click “+Add Equipment Leases” again.

Once the equipment lease record has been added, but needs to be edited at any point, provider may click “Select” next to the record which will populate the record in a table below. In the table, clicking “Edit” will allow providers to edit the already inputted record. Providers may also delete a record by clicking the “Delete” hyperlink found on the right side of the table.


EQUIPMENT LEASES

Equipment Leases

	Equipment Leases	Amount Claimed	YTD Amount	
Select	Chair	$200.00	$200.00	Delete
Select	Table	$150.00	$150.00	Delete
	Total:	$350.00	$350.00	

+ Add Equipment Leases

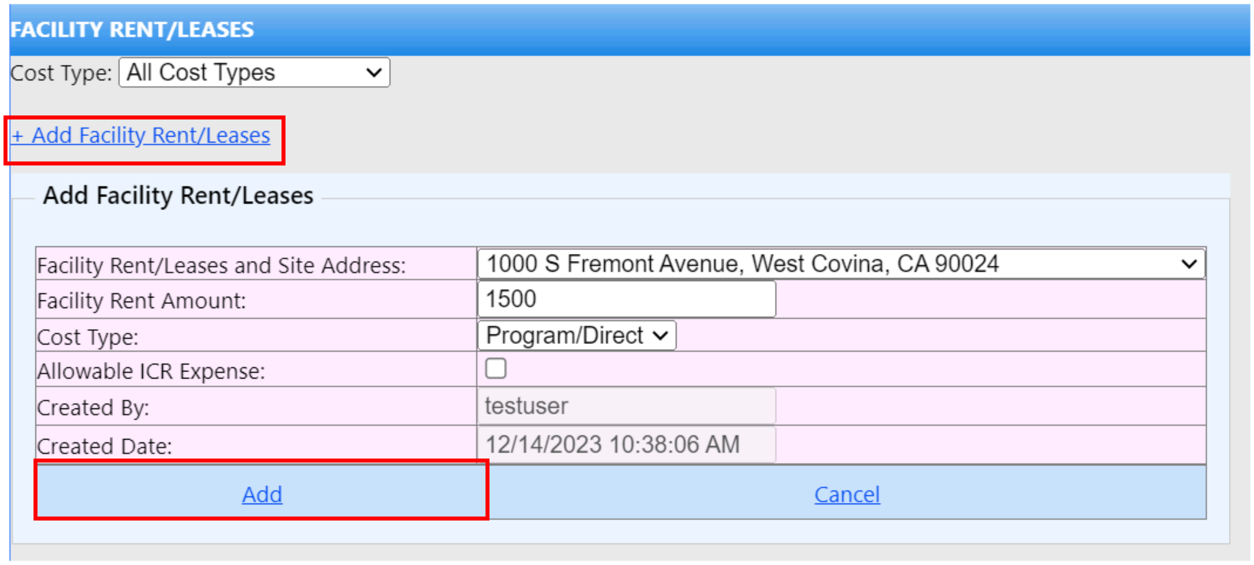
Equipment Lease

Equipment Lease:	Table
Equipment Lease Amount:	150.00
Created By:	invoiceuser
Created Date:	7/18/2023 1:32:51 PM
Updated:	
Edit	Cancel

Facility Rent/Leases

The Facility Rent/Leases field will only be editable if the contract type is Cost Line Item – Prevention and Cost Line Item – Harm Reduction.

To enter Facility Rent/Leases, Click “+Add Facility Rent/Leases”. This will open a table to enter facility rent and lease information. Select the site address from the drop down and enter facility rent amount and whether this is an allowable ICR expense. The cost type will be prepopulated based on the site address selection. Once information has been entered, click the “Add” button at the bottom of the table.


FACILITY RENT/LEASES

Cost Type: All Cost Types

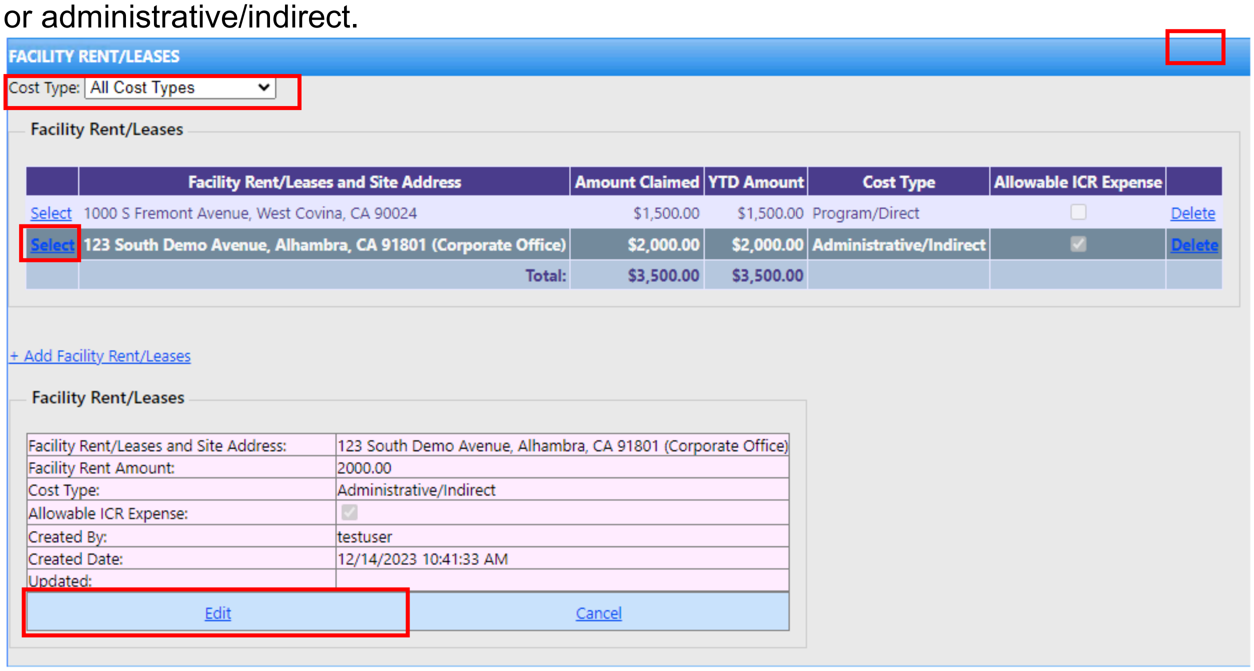
+ Add Facility Rent/Leases

Add Facility Rent/Leases

Facility Rent/Leases and Site Address:	1000 S Fremont Avenue, West Covina, CA 90024
Facility Rent Amount:	1500
Cost Type:	Program/Direct
Allowable ICR Expense:	
Created By:	testuser
Created Date:	12/14/2023 10:38:06 AM
Add	Cancel

If information does not need to be entered, providers may click “Cancel” at any time of editing the record. If more records need to be added, providers may click “+Add Facility Rent/Leases” again.

Once the facility rent/lease record has been added, but needs to be edited at any point, provider may click “Select” next to the record which will populate the record in a table below. In the table, clicking “Edit” will allow providers to edit the already inputted record. Providers may also delete a record by clicking the “Delete” hyperlink found on the right side of the table. Cost type can also be filtered based on all cost types, program/direct, or administrative/indirect.


FACILITY RENT/LEASES

Cost Type: All Cost Types

Facility Rent/Leases

	Facility Rent/Leases and Site Address	Amount Claimed	YTD Amount	Cost Type	Allowable ICR Expense	
Select	1000 S Fremont Avenue, West Covina, CA 90024	$1,500.00	$1,500.00	Program/Direct		Delete
Select	123 South Demo Avenue, Alhambra, CA 91801 (Corporate Office)	$2,000.00	$2,000.00	Administrative/Indirect		Delete
	Total:	$3,500.00	$3,500.00			

+ Add Facility Rent/Leases

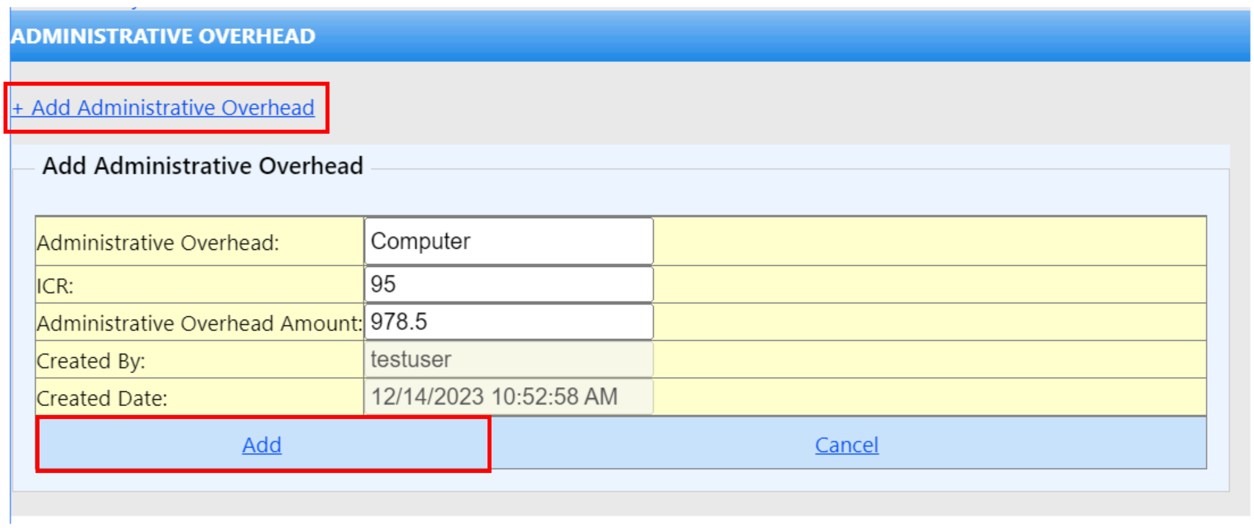
Facility Rent/Leases

Facility Rent/Leases and Site Address:	123 South Demo Avenue, Alhambra, CA 91801 (Corporate Office)
Facility Rent Amount:	2000.00
Cost Type:	Administrative/Indirect
Allowable ICR Expense:	
Created By:	testuser
Created Date:	12/14/2023 10:41:33 AM
Updated:	
Edit	Cancel

Administrative Overhead

To enter Administrative Overhead, Click “+Add Administrative Overhead”. This will open a table to enter administrative overhead information. For the FY 23-24 and prior, enter the name of the administrative overhead and the indirect cost rate. The indirect cost rate should not be above 100%, otherwise a validation message will appear. For FY 24-25, the ICR rate will be prepopulated by SAPC Finance and only administrative overhead needs to be entered. The Administrative Overhead Amount will be calculated once the first two fields are complete. Once information has been entered, click the “Add” button at the bottom of the table.

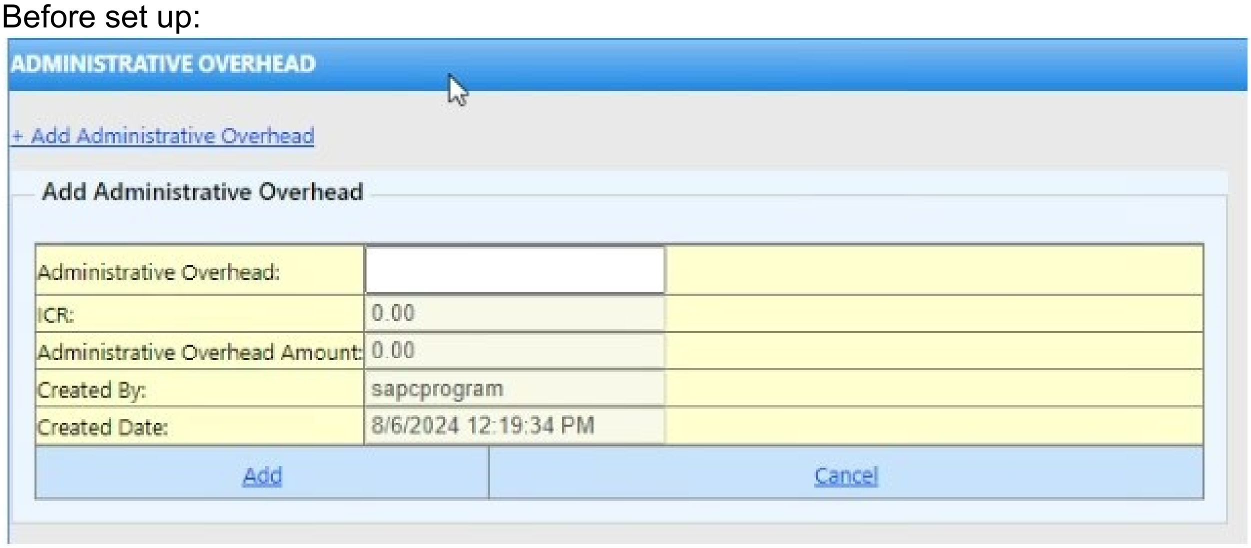
FY 23-24:



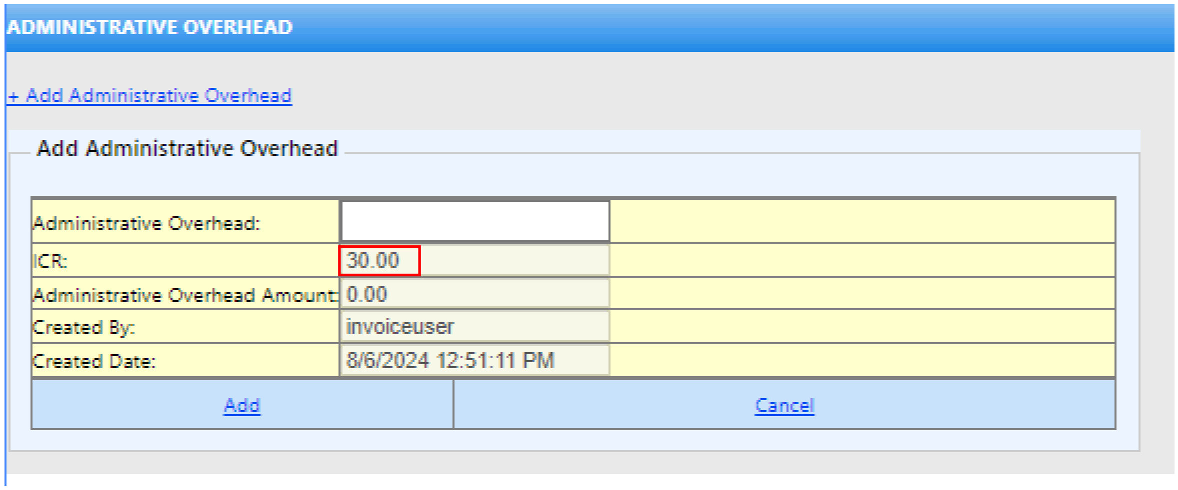
FY 24-25:

If ICR is prepopulated to 0, contact SAPC Finance to have them set up the ICR rate. Once Finance sets up ICR, the ICR field will prepopulated. User may continue by entering the administrative overhead field and selecting “Add”.

Before set up:



After set up:



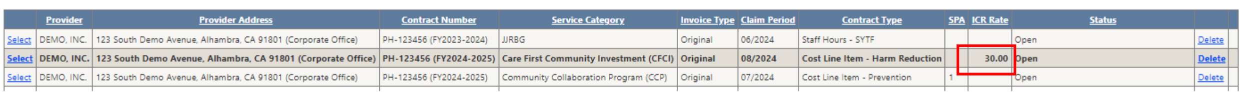
ADMINISTRATIVE OVERHEAD

+ Add Administrative Overhead

Add Administrative Overhead

Administrative Overhead:	
ICR:	30.00
Administrative Overhead Amount:	0.00
Created By:	invoiceuser
Created Date:	8/6/2024 12:51:11 PM
Add	Cancel

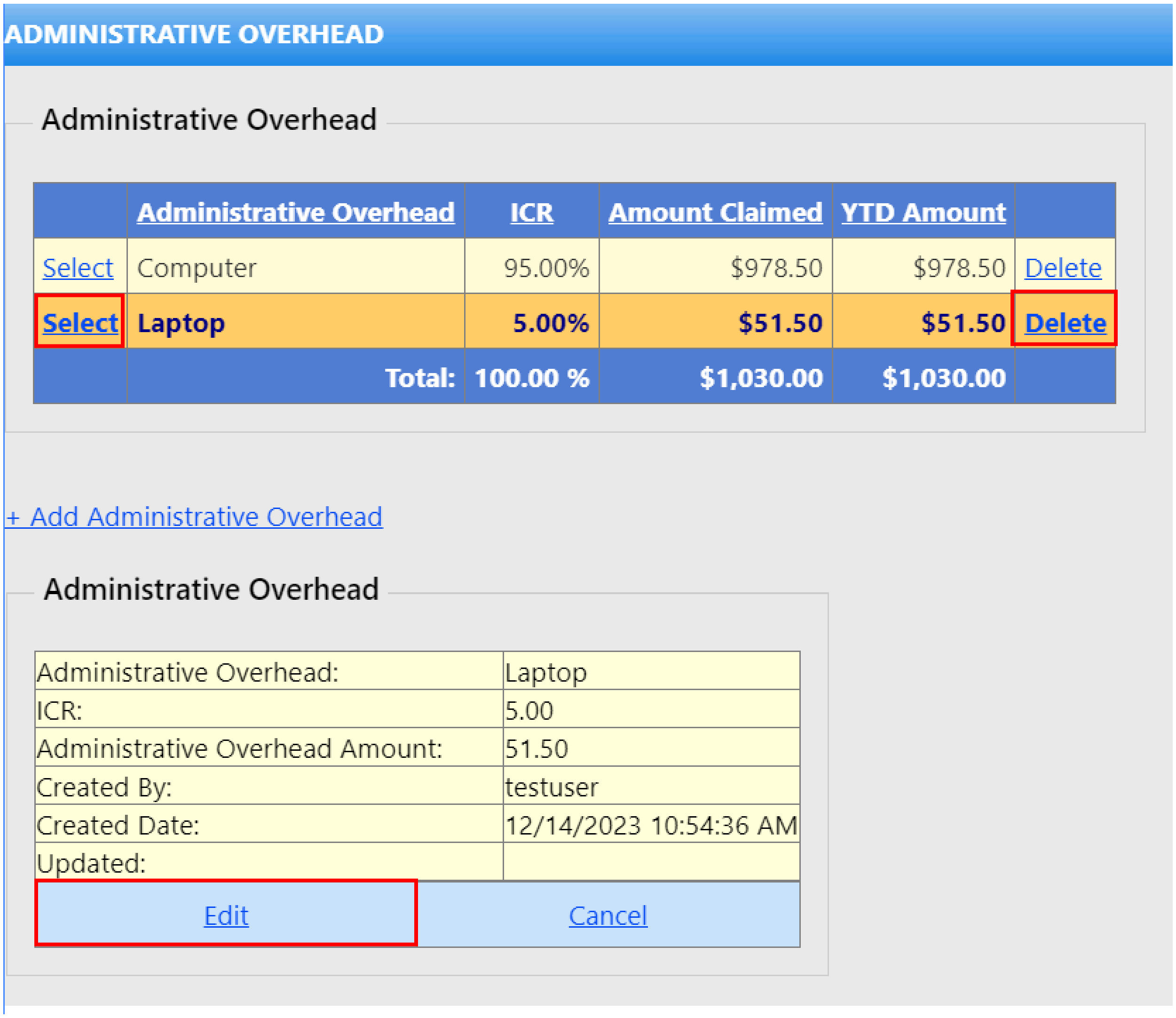
The ICR rate will also be visible on the table at the top of the Invoice page once it is set up by Finance.



	Provider	Provider Address	Contract Number	Service Category	Invoice Type	Claim Period	Contract Type	SPA	ICR Rate	Status	
Select	DEMO, INC.	123 South Demo Avenue, Alhambra, CA 91801 (Corporate Office)	PH-123456 (FY2023-2024)	JJRBG	Original	06/2024	Staff Hours - SYTF			Open	Delete
Select	**DEMO, INC.**	**123 South Demo Avenue, Alhambra, CA 91801 (Corporate Office)**	**PH-123456 (FY2024-2025)**	**Care First Community Investment (CFCI)**	**Original**	**08/2024**	**Cost Line Item - Harm Reduction**		30.00	**Open**	**Delete**
Select	DEMO, INC.	123 South Demo Avenue, Alhambra, CA 91801 (Corporate Office)	PH-123456 (FY2024-2025)	Community Collaboration Program (CCP)	Original	07/2024	Cost Line Item - Prevention	1		Open	Delete

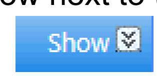
If information does not need to be entered, providers may click “Cancel” at any time of editing the record. If more records need to be added, providers may click “+Add Administrative Overhead” again.

Once the administrative overhead record has been added, but needs to be edited at any point, providers may click “Select” next to the record which will populate the record in a table below. In the table, clicking “Edit” will allow providers to edit the already inputted record. Providers may also delete a record by clicking the “Delete” hyperlink found on the right side of the table.



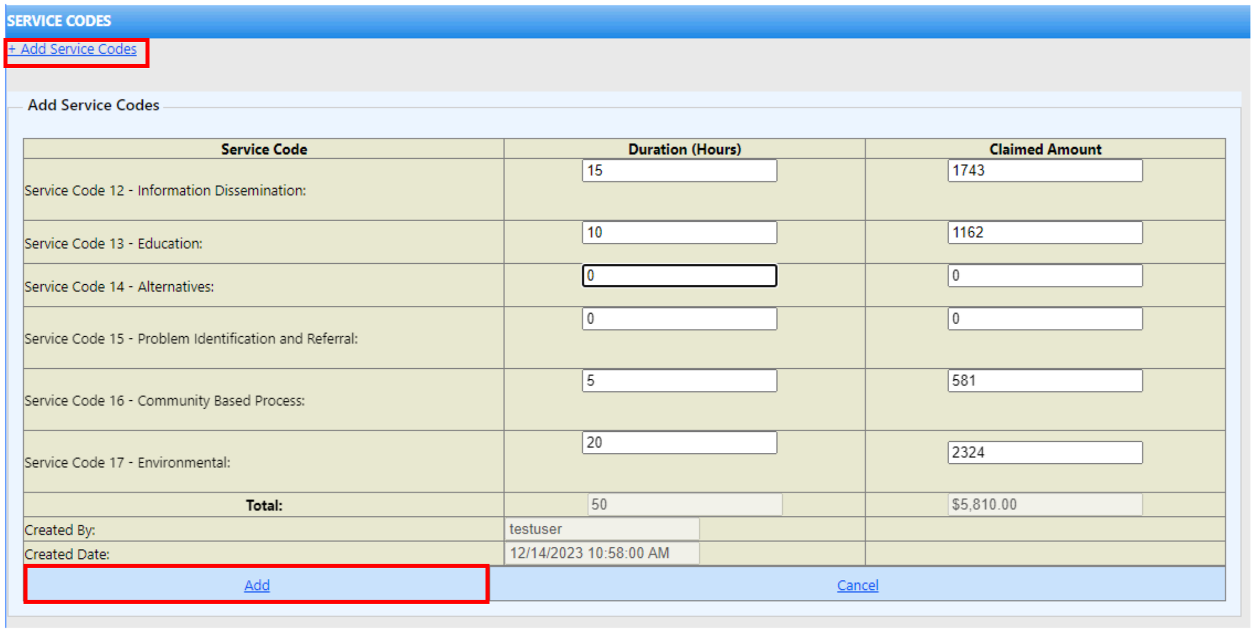
Adding Service Codes

This section will explain how to fill out the service code section. To open the section within this tab, click the drop-down arrow next to the word “Show”.



The Service Code field will only be editable if the contract type is Cost Line Item – Prevention and Cost Line Item – Harm Reduction.

To enter Service Codes, Click “+Add Service Codes”. This will open a table to enter service code information. Enter the duration for each service code. If no hours are to be claimed, input the field as “0”. The Claimed Amount will be calculated once the hours are entered. Once information has been entered, click the “Add” button at the bottom of the table.



SERVICE CODES

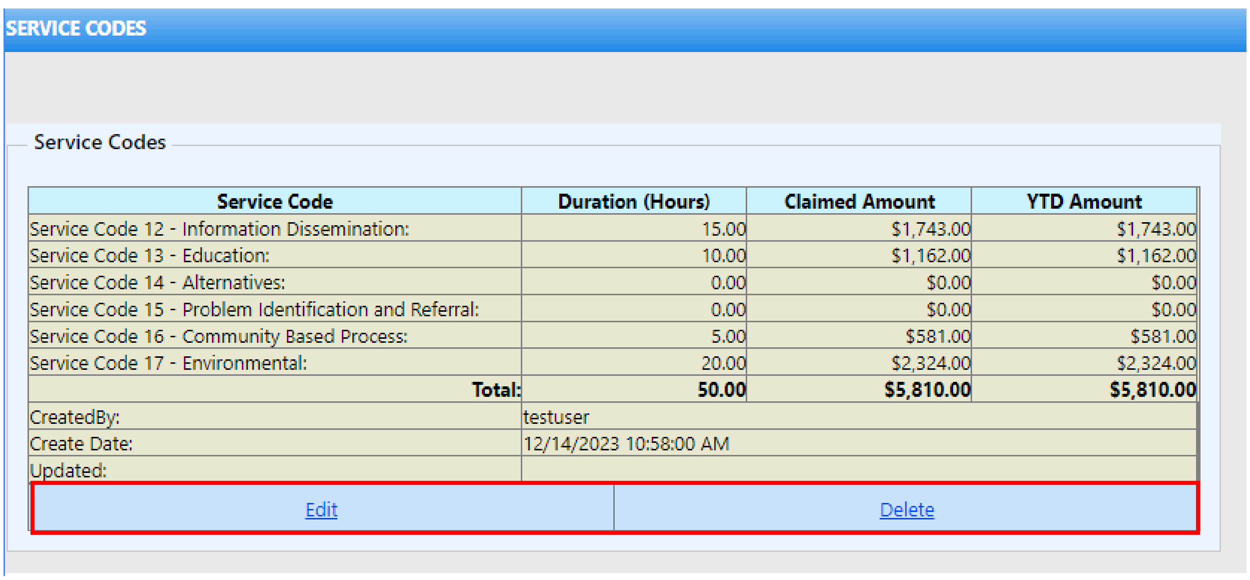
+ Add Service Codes

Add Service Codes

Service Code	Duration (Hours)	Claimed Amount
Service Code 12 - Information Dissemination:	15	1743
Service Code 13 - Education:	10	1162
Service Code 14 - Alternatives:	0	0
Service Code 15 - Problem Identification and Referral:	0	0
Service Code 16 - Community Based Process:	5	581
Service Code 17 - Environmental:	20	2324
Total:	50	$5,810.00
Created By:	testuser	
Created Date:	12/14/2023 10:58:00 AM	
Add	Cancel	

If information does not need to be entered, providers may click “Cancel” at any time of editing the record.

Once the service code record has been added, but needs to be edited at any point, providers may click “Edit”. Providers may also delete a record by clicking the “Delete” hyperlink.



SERVICE CODES

Service Codes

Service Code	Duration (Hours)	Claimed Amount	YTD Amount
Service Code 12 - Information Dissemination:	15.00	$1,743.00	$1,743.00
Service Code 13 - Education:	10.00	$1,162.00	$1,162.00
Service Code 14 - Alternatives:	0.00	$0.00	$0.00
Service Code 15 - Problem Identification and Referral:	0.00	$0.00	$0.00
Service Code 16 - Community Based Process:	5.00	$581.00	$581.00
Service Code 17 - Environmental:	20.00	$2,324.00	$2,324.00
Total:	**50.00**	**$5,810.00**	**$5,810.00**
CreatedBy:	testuser		
Create Date:	12/14/2023 10:58:00 AM		
Updated:			
Edit	Delete		

Adding Summary

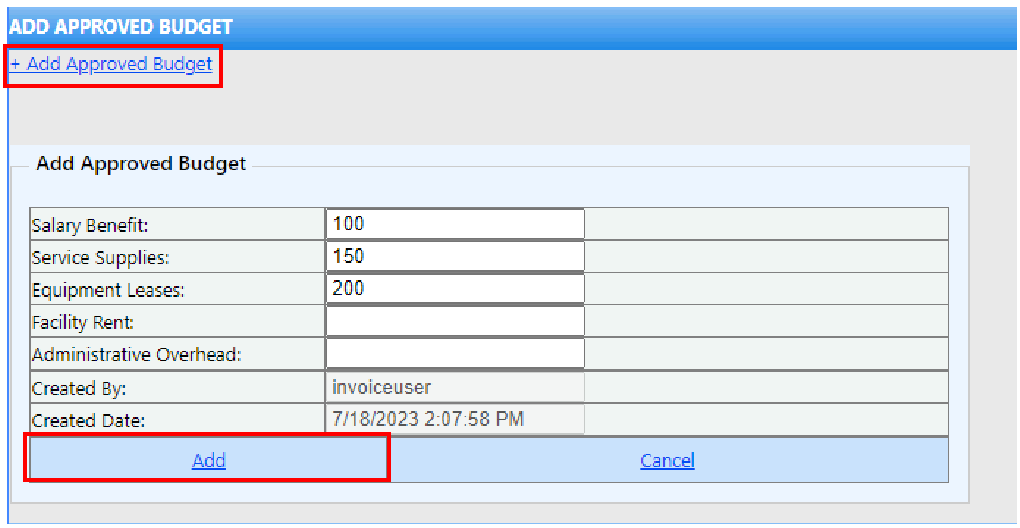
This section will explain how to fill out each section under the Summary tab. To open each section, click the drop-down arrow next to the word “Show” on each tab.

Add Approved Budget

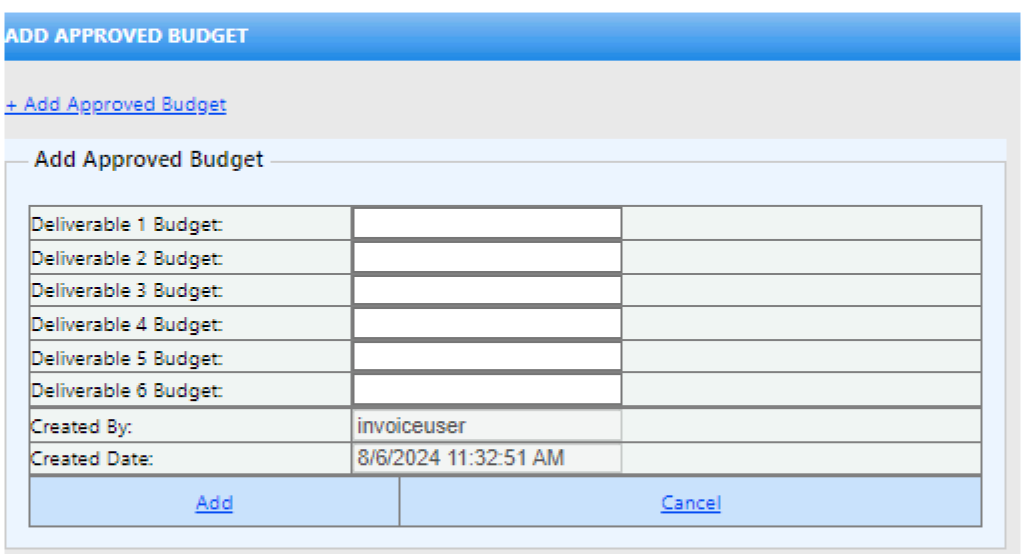
To Add Approved Budget, Click “+Add Approved Budget”. This will open a table to enter approved budget information. The information must be entered numerically. Once information has been entered, click the “Add” button at the bottom of the table. If information does not need to be entered, providers may click “Cancel” at any time of editing the record.

Different contract types will open different Add Approved Budgets.

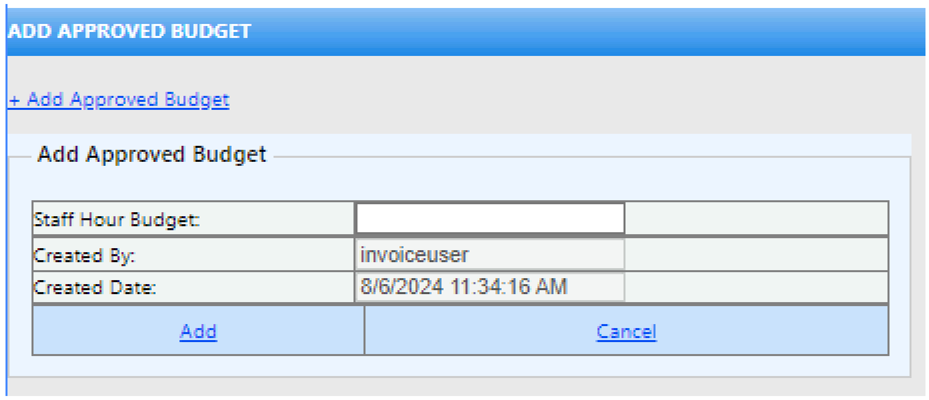
Cost Line Item- Harm Reduction & Cost Line Item – Prevention:



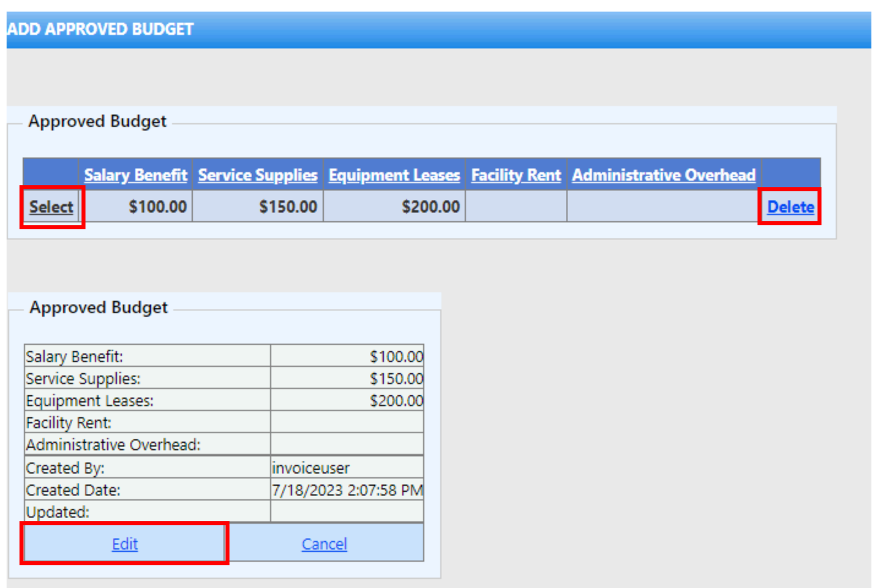
Deliverable:



Staff Hours CENS & Staff Hours SYTF:



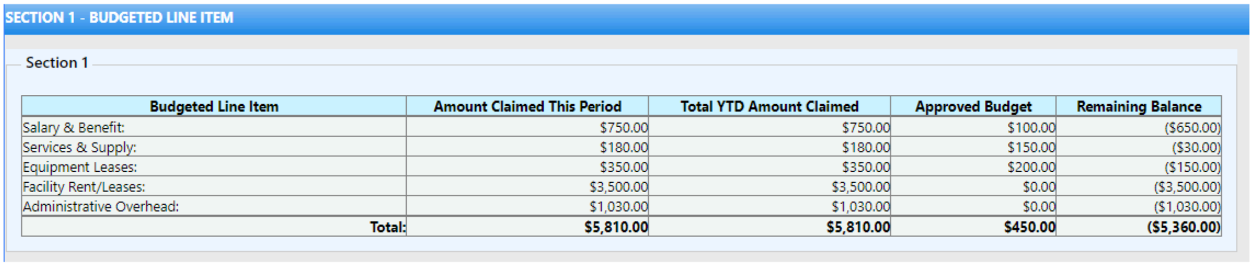
Once the approved budget record has been added, but needs to be edited at any point, providers may click “Select” next to the record which will populate the record in a table below. In the table, clicking “Edit” will allow providers to edit the already inputted record. Providers may also delete a record by clicking the “Delete” hyperlink found on the right side of the table. Once the invoice has been submitted, this Add Approved Budget field will no longer be editable.



Section 1- Budgeted Line Item

Budgeted Line Item will be populated and calculated based off the information entered in the previous tabs and will differ according to the different contract types.

Example: Cost Line Item- Prevention:



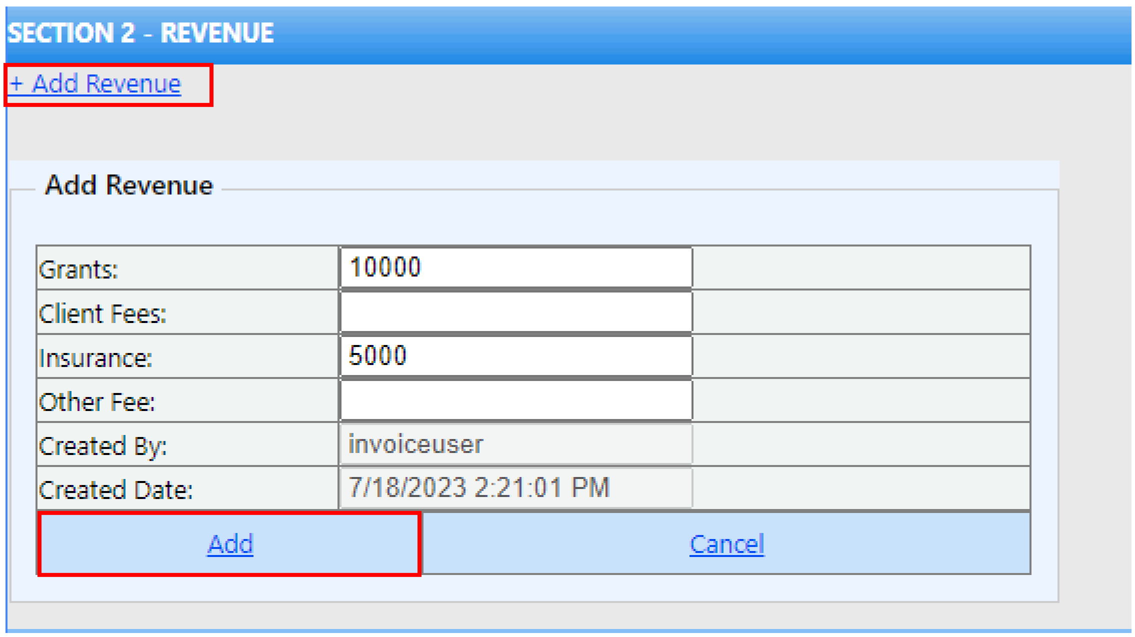
SECTION 1 - BUDGETED LINE ITEM

Section 1

Budgeted Line Item	Amount Claimed This Period	Total YTD Amount Claimed	Approved Budget	Remaining Balance
Salary & Benefit:	$750.00	$750.00	$100.00	($650.00)
Services & Supply:	$180.00	$180.00	$150.00	($30.00)
Equipment Leases:	$350.00	$350.00	$200.00	($150.00)
Facility Rent/Leases:	$3,500.00	$3,500.00	$0.00	($3,500.00)
Administrative Overhead:	$1,030.00	$1,030.00	$0.00	($1,030.00)
Total:	**$5,810.00**	**$5,810.00**	**$450.00**	**($5,360.00)**

Section 2 – Revenue

To enter Revenue, Click “+Add Revenue”. This will open a table to enter revenue information. In this section information regarding grants, client fees, insurance and other fees may be entered. The information must be entered numerically. Once information has been entered, click the “Add” button at the bottom of the table. If information does not need to be entered, providers may click “Cancel” at any time of editing the record.



SECTION 2 - REVENUE

+ Add Revenue

Add Revenue

Grants:	10000
Client Fees:	
Insurance:	5000
Other Fee:	
Created By:	invoiceuser
Created Date:	7/18/2023 2:21:01 PM
Add	Cancel

Once the revenue record has been added, but needs to be edited at any point, providers may click “Edit”. Providers may also delete a record by clicking the “Delete” hyperlink.

SECTION 2 - REVENUE

Revenue

Revenue	Claimed Amount
Grants:	$10,000.00
Client Fees:	
Insurance:	$5,000.00
Other Fee:	
Total:	**$15,000.00**
Created By:	invoiceuser
Created Date:	7/18/2023 2:21:01 PM
Updated:	
Edit	Delete

Section 3- Net Amount Requested

Net Amount Requested will be populated and calculated based off the information entered in the previous tabs.

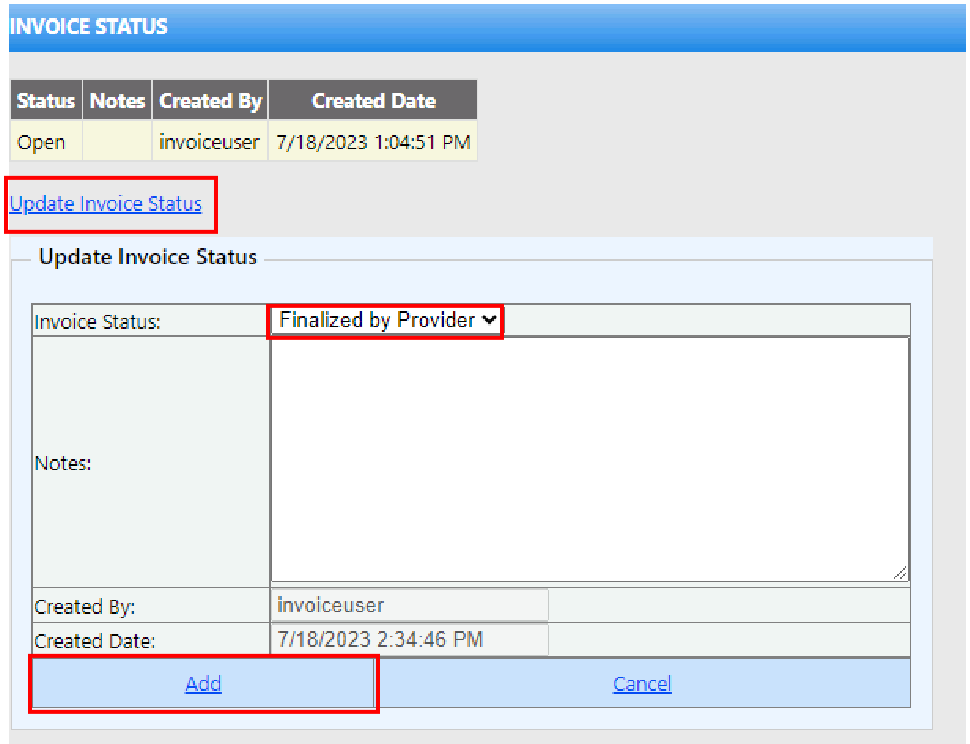
SECTION 3 - NET AMOUNT REQUESTED

Net Amount Requested

Item	Claimed Amount
Gross Amount Requested:	$5,810.00
Total Revenue:	$15,000.00
Net Amount Requested:	**($9,190.00)**

Invoice Status

Once providers are done inputting all the information necessary for the invoice, they may update the invoice status. Click the hyperlink “Update Invoice Status”. This will open a table with an invoice status of “Finalized by Provider”. Providers may add notes in the notes text field. Once ready to submit, click “Add” and select “OK” to the pop up message. If providers do not wish to update the invoice status, click “Cancel”. **Please note: Once an invoice is submitted with the status of “Finalized by Provider”, it can no longer be edited or deleted.**



Once added, the finalized invoice can be found in the table above with the status of "Finalized by Provider". An email notification will be sent to SAPC that the invoice has been finalized by provider.


You can search by partial provider name, address, contract number, provider number.
Leave the search box empty and click on Search to search for all records.
Search

	Provider	Provider Address	Contract Number	Service Category	Invoice Type	Claim Period	Contract Type	SPA	ICR Rate	Status		
Select	DEMO, INC.	123 South Demo Avenue, Alhambra, CA 91801 (Corporate Office)	PH-123456 (FY2023-2024)	JJRBG	Original	06/2024	Staff Hours - SYTF			Open	Delete	
Select	DEMO, INC.	555 Test Avenue, La Puente, CA 91744	PH-123456 (FY2023-2024)	Care First Community Investment (CFCI)	Original	04/2024	Cost Line Item - Harm Reduction			Open	Delete	
Select	DEMO, INC.	555 Test Avenue, La Puente, CA 91744	PH-123456 (FY2023-2024)	Community Collaboration Program (CCP)	Original	07/2023	Cost Line Item - Prevention	1		Open	Delete	
Select	DEMO, INC.	555 Test Avenue, La Puente, CA 91744	PH-123456 (FY2023-2024)	Community Collaboration Program (CCP)	Original	08/2023	Cost Line Item - Prevention	1		Open	Delete	
Select	DEMO, INC.	555 Test Avenue, La Puente, CA 91744	PH-123456 (FY2023-2024)	Community Collaboration Program (CCP)	Original	12/2023	Cost Line Item - Prevention	1		Open	Delete	
Select	DEMO, INC.	555 Test Avenue, La Puente, CA 91744	PH-123456 (FY2023-2024)	Community Collaboration Program (CCP)	Original	06/2024	Cost Line Item - Prevention	1		Open	Delete	
Select	DEMO, INC.	555 Test Avenue, La Puente, CA 91744	PH-123456 (FY2023-2024)	Community Collaboration Program (CCP)	Original	07/2023	Deliverable			Open	Delete	
Select	**DEMO, INC.**	**555 Test Avenue, La Puente, CA 91744**	**PH-123456 (FY2023-2024)**	**Community Collaboration Program (CCP)**	**Original**	**07/2023**	**Staff Hours - CENS**			**Finalized by Provider**		

The status of the invoice will be reflected in the table. It will inform the providers at what stage of the process the invoice is at, whether it is being reviewed, approved, or denied. If approved or denied, an email notification will be sent, notifying the provider of the status. **Please whitelist the email: SAPC-NoReply@ph.lacounty.gov**

If providers need to edit a denied invoice, click "Select" in the table next to the record and update the necessary fields. Once ready to resend, update the invoice status again.