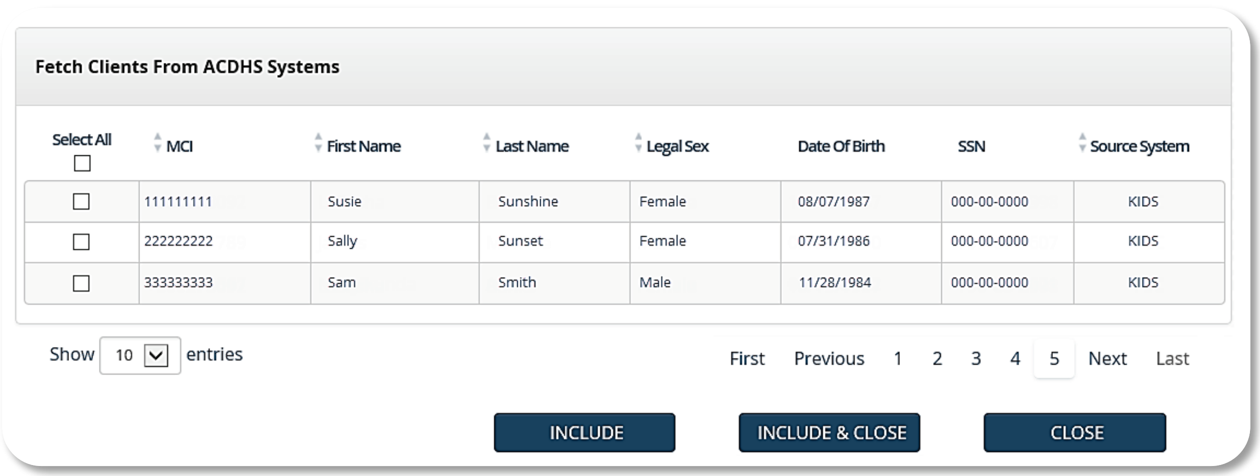
Quick Reference Guide: Invoice Client Detail
Fetching Clients from ACDHS Systems

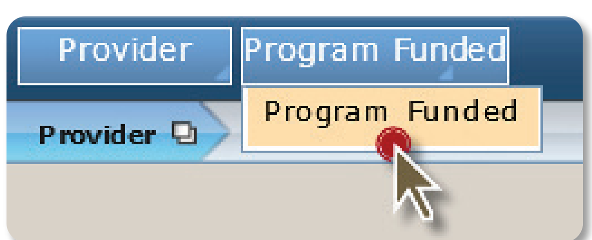
This guide will review how to bring client information into an invoice when the client has been documented in certain ACDHS systems. The goal of the Fetch Client option is to save time by allowing users to import client information rather than entering it over again. Clients can also be copied from previous invoices.

Fetching Clients



MPER Navigation

1. Log in to MPER: https://mper.county.allegheny.pa.us/MPER
    a. Navigate to: **Program Funded** → **Program Funded**



Requirements

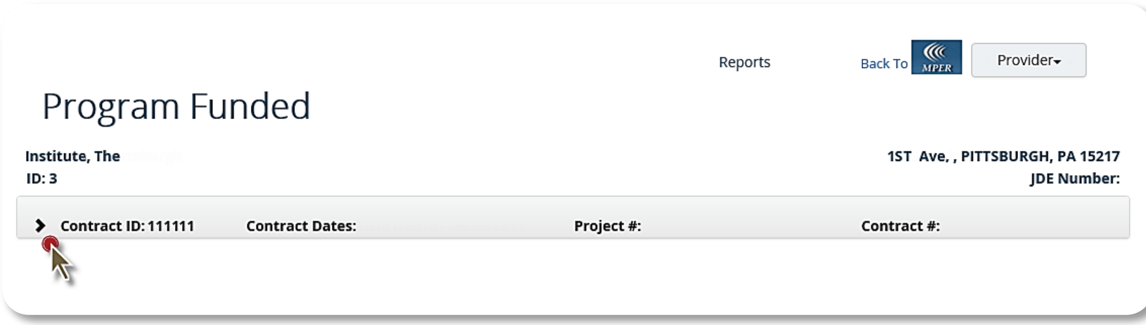
There are certain requirements that must be met before the Fetch utility can be used. All providers must have a valid contract and contracted service documented in MPER. Providers operating in the KIDS, HMIS, CIPS, or IRES systems must also have a valid service offering, and allocation statement in MPER.

Clients can only be included in an invoice if their documentation date falls within that month. The invoices, billed services, and programs (if applicable) must also match the services/programs documented in the source system.

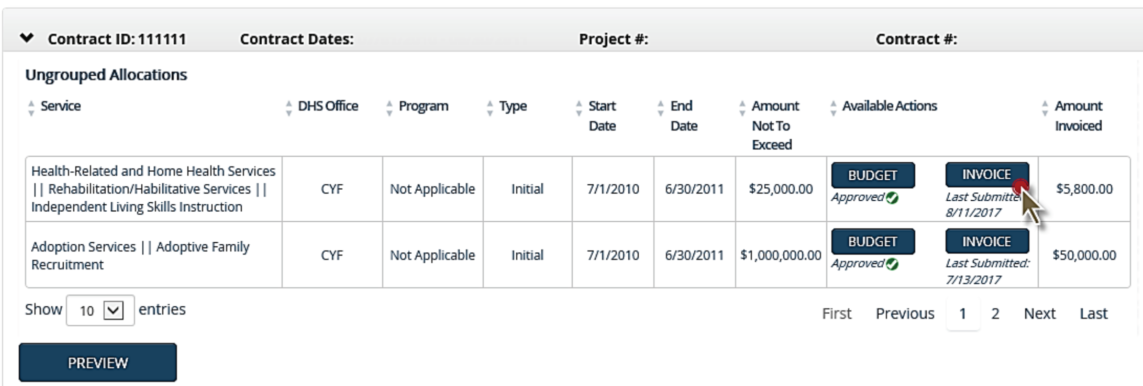
Source Application	Included DHS Office/Programs	Clients will be available to include if this documentation is complete in the source application:	Providers who can use the Fetch Utility	Date used to determine if the Client can be included in the Invoice	Included Service(s) from the source system	Included Programs from the source system
CIPS	OBH (MH), OBH (D&A), OBH (Early Intervention), and OID	Service Claim	Provider listed in the Claim	Service Rendered Date for the Claim	Service selected in the Claim	Program selected in the Claim
HMIS	OCS (H&H)	Open program involvement and program association to the client	Provider/Program associated to the Client in the open program involvement	The client can be included in any invoice month that falls within the Client's open program involvement/association period (Program entry date through program involvement closure date)	Service selected in the Program Involvement	Program selected in the Program Involvement
IRES	OBH (MH) - ires	Service Claim	Provider/Program listed in the Claim	Service Rendered Date	Service selected in the Claim	Program selected in the Claim
KIDS	CYF, JPO, and OCS (Outreach & Prevention)	In Home Service Logs or P&D Service Logs	Provider who documented the Claim	Service Log Date	Service selected in the Service Log	Program selected in the Service Log (where applicable)
Synergy - CSBG (DHSSSP)	CSBG	Contact	Provider who documented the Contact	Contact Date	Employment Training Services Individual/Family Supports|| Employment Assistance Self-Sufficiency Services	Not Applicable
Synergy - Family Support Centers (FSC)	Family Support Centers	Contact	Provider who documented the Contact	Contact Date	Family Support Services/Family Support Centers	Not Applicable
Synergy - Independent Living	Independent Living	Contact	Provider who documented the Contact	Contact Date	Independent and Transitional Living Services/Independence Training	Not Applicable

Program Funded – Contracts and Invoices

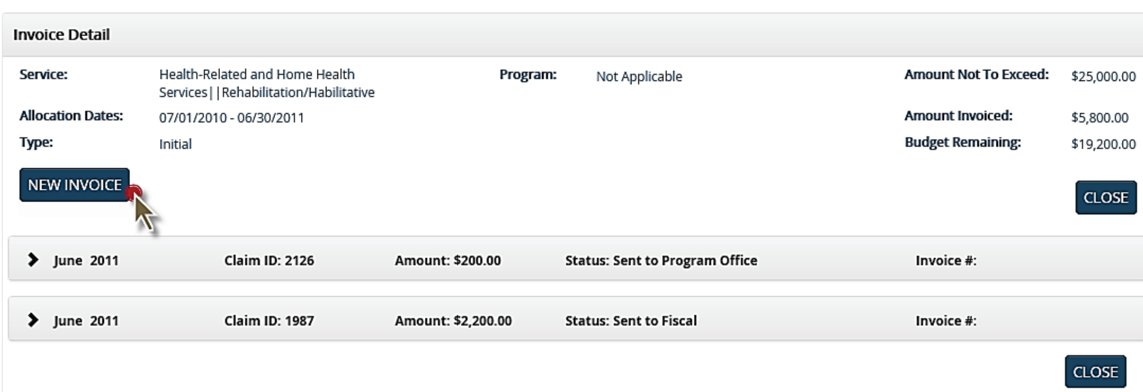
1. Program Funded – Contracts screen: Expand the desired contract by clicking on the chevron [❯].



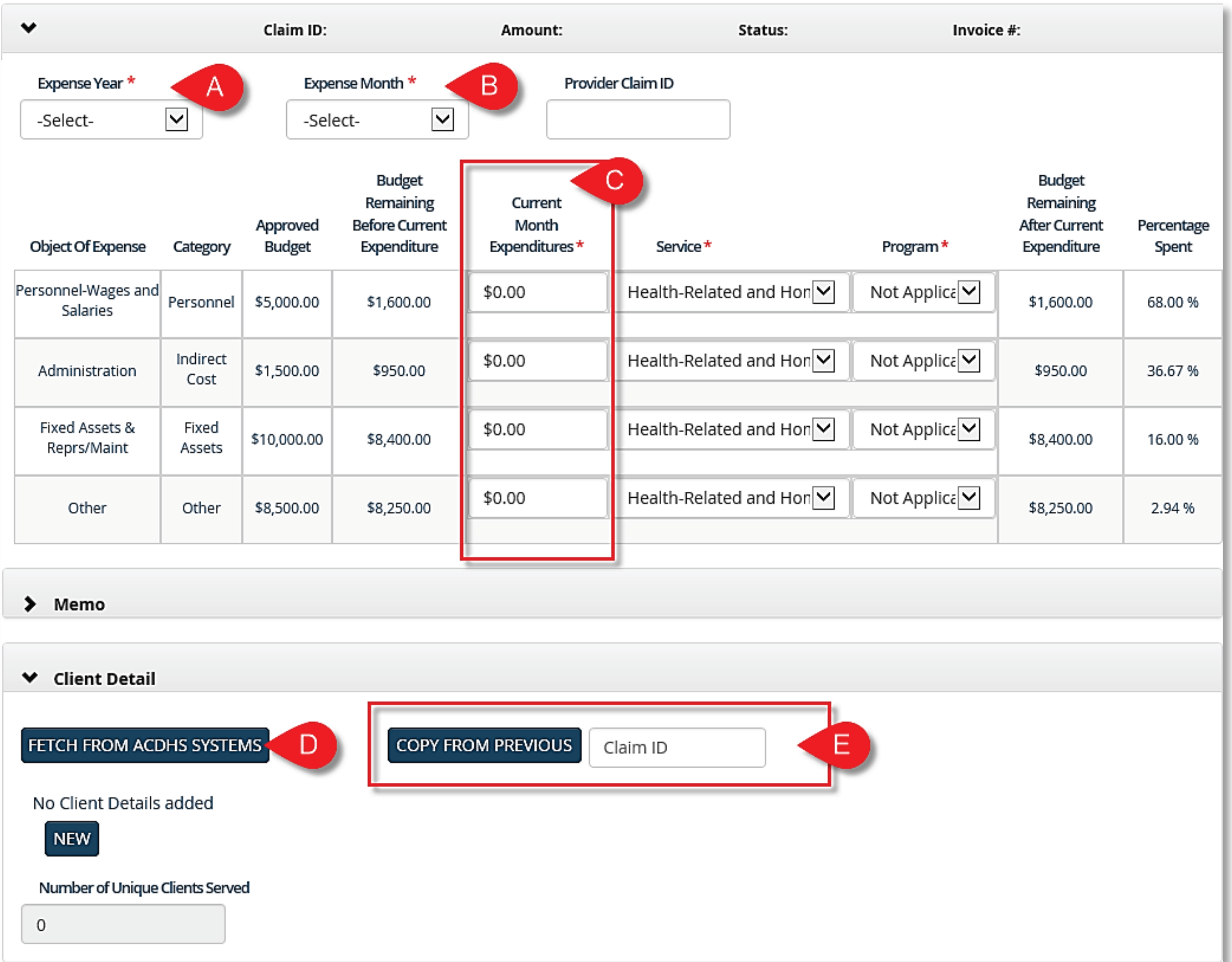
2. Locate the desired service and click INVOICE to open the *Invoice Detail* pop-up.
   Note: Invoices can only be documented on services with approved budgets [*Approved* ✔].



3. Invoice Detail: Click NEW INVOICE to add a new invoice.



4. Completing the new invoice:



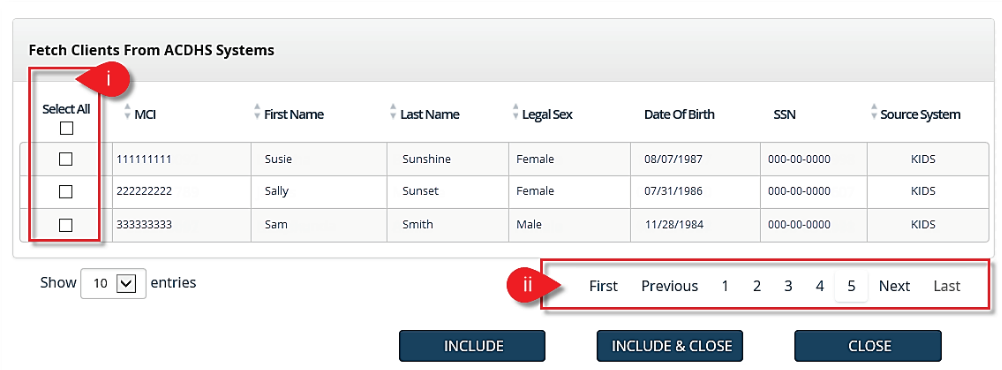
a. *Expense Year*: Select the expense year from the drop-down.

b. *Expense Month*: Select the expense month from the drop-down.

c. *Current Month Expenditures*: Enter the current month's expenditures.

> ***NOTE:*** Client Details *cannot be entered until an* Expense Year *and* Expense Month *have been selected and the* Current Month's Expenditures *have been entered. Review the* Service *and* Program *drop-downs for accuracy. If applicable, enter the* Provider Claim ID *as well.*

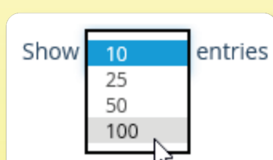
d. Client Detail → FETCH FROM ACDHS SYSTEMS: Client Details can be imported from the ACDHS System where the provider has documented the client's information. Click on the FETCH FROM ACDHS SYSTEMS button to open the *Fetch Clients From ACDHS Systems* pop-up.



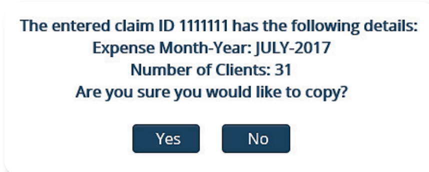
i. Select clients to add to the invoice by checking the checkboxes ☑ to the left of each desired client. To select all of the clients on the current page, check the *Select All* checkbox above the grid.

ii. Navigate through all of the pages to locate and select all of the desired clients.
Important Notes:
1. The *Select All* checkbox will only select the clients on the current page, make sure to click through each page to ensure that no clients are missed.
2. It is strongly recommended that you click INCLUDE before moving on to the next page. This will move the selected clients from this list into the invoice. Clicking INCLUDE & CLOSE will add the selected clients and close the pop-up. Clicking CLOSE will close the pop-up WITHOUT adding the selected clients.

Tip: *You can increase the number of clients per page using the* **Show 10 entries** *drop-down below the grid.*

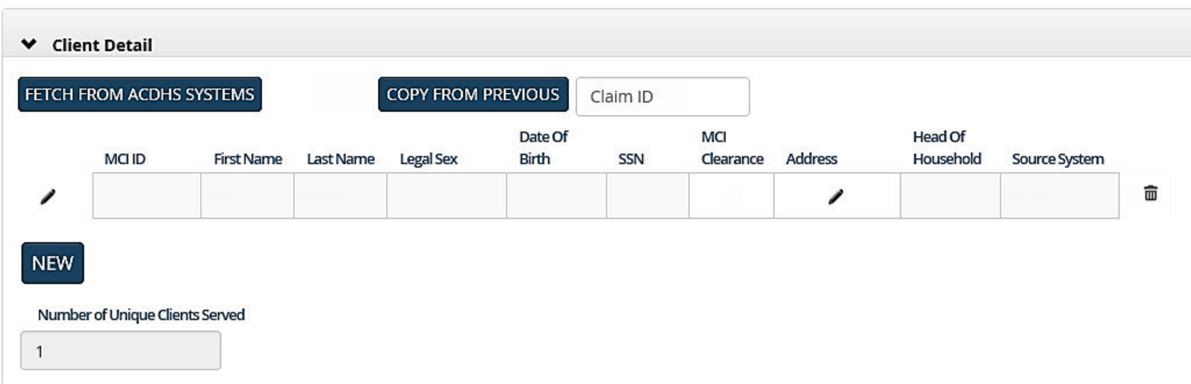


e. Client Detail → COPY FROM PREVIOUS: Client Details can be copied from previous invoices by entering the *Claim ID* of the desired invoice and clicking COPY FROM PREVIOUS. A pop-up will appear that asks for confirmation that the entered Claim ID is correct.



Clicking Yes will copy the Client Details. Clicking No will cancel the action and the Client Details will not be copied.

5. Once all of the desired clients have been Fetched or Copied, they will be visible in the *Client Detail* grid.



a. Editing: Click the Edit Icon [✎] to the left of the grid to edit a client entry. Click the Edit Icon [✎] in the *Address* column to edit or add an address for the client.
b. Deleting: Click the Delete Icon [🗑] to the right of the client in the grid to delete a client from this invoice.
c. Adding another client: If there are additional clients that could not be Fetched or Copied, click the NEW button to manually add the client to the invoice.

6. Once all of the clients have been Fetched, Copied, and/or Added, the rest of the Invoice can be documented and submitted.

For more information…

For assistance, please contact the Allegheny County Service Desk at ServiceDesk@AlleghenyCounty.US or call 412-350-HELP (4357). Select Option 2 for the DHS Service Desk.

To access iService, go to: https://servicedesk.alleghenycounty.us

This and other Job Aids can be found at: http://s3.amazonaws.com/dhs-application-support/index.htm or http://dhsassist.dhs.allegheny.local for internal users.