

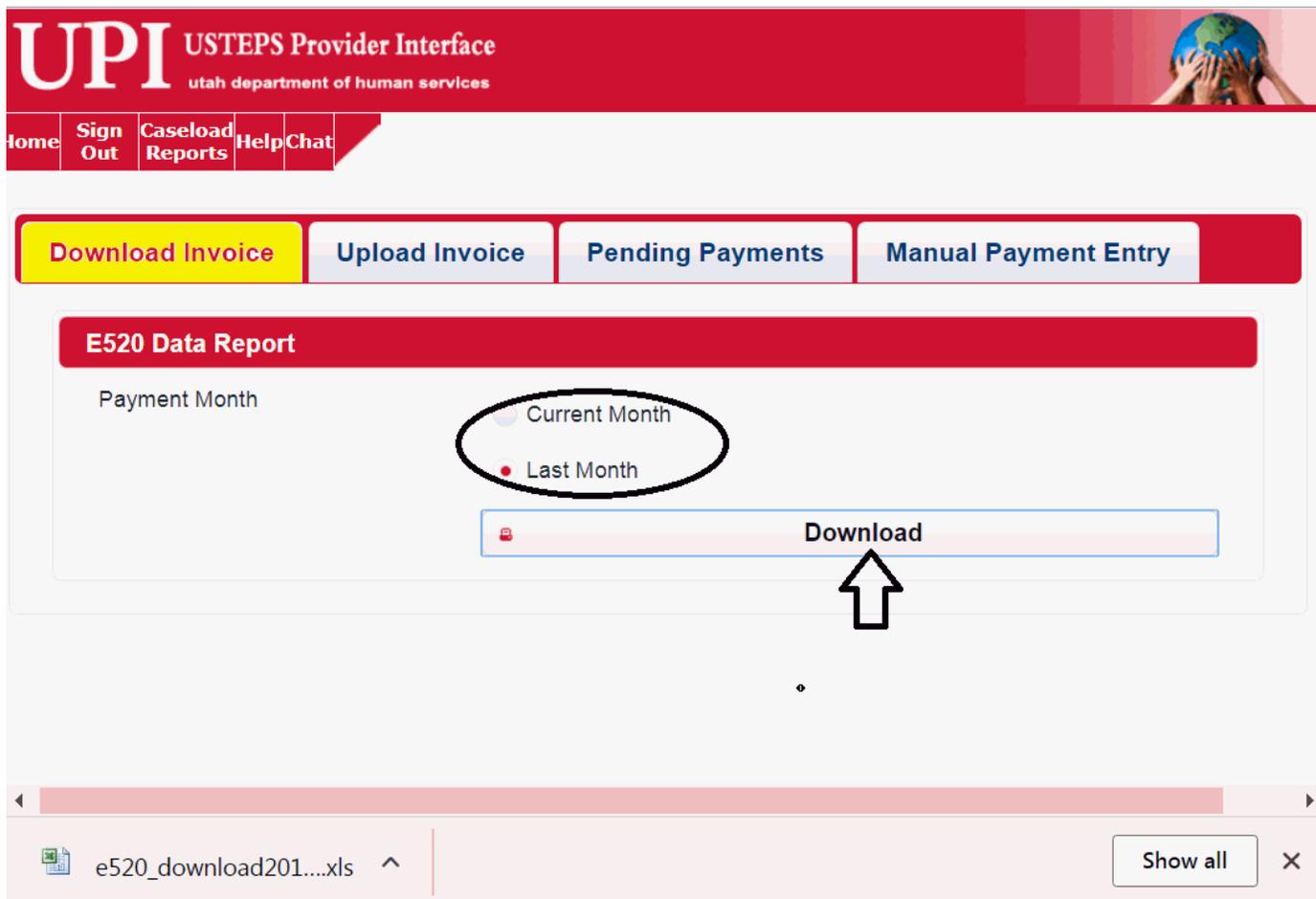
Download Invoice

From the UPI Interface > Caseload Reports > Payments > Download Invoice

The electronic payment process allows the provider to download the set of available payments directly from all of the PCSP Budgets where they are listed as providing services. This process is not dependent upon the traditional 520 run the Department of Human Services executes on the 20th of each month. Consequently, the downloadable invoice is more timely and accurate because it is based on the data that exists at that moment in the PCSP Budget.

To download the file:

1. Select Current or Last Month
2. Click on the Download button.



The invoice downloads as XML data and loads in a spreadsheet (such as MS Excel)

After the data is loaded inside the spreadsheet, the file can be prepared to upload.

	A	B	C	D	E	F	G	H	I	J	K	L
1	line_number	provider_approver_email	consumer_name	consumer_pid	service_code	rate	unit_type	service_start_date	service_end_date	units	remaining_units	support_coordinator
2	1	myemail@email.com	John Doe	012345678	CH1	4.35	Q	08/1/2018	08/31/2018	0	240	Mary Smith
3	2	myemail@email.com	John Doe	012345678	RP7	2.34	Q	08/1/2018	08/31/2018	0	88	Mary Smith
4	3	myemail@email.com	John Doe	012345678	FMS	95.24	M	08/1/2018	08/31/2018	0	4	Mary Smith
5	4	myemail@email.com	John Doe	012345678	RP1	3.5	Q	08/1/2018	08/31/2018	0	72	Mary Smith
6	5	myemail@email.com	John Doe	012345678	FMS	95.24	M	08/1/2018	08/31/2018	0	9	Mary Smith

Item 1 (in the graphic above): the submitter's email address. This item is autofilled based on the email address on file in UPI belonging to the person who logged into UPI and downloaded the file. If needed, the email address on the payment can be changed by hand. Even so, the "Provider_Approver_Email" serves as the provider's electronic signature on the payment. The email address must belong to the provider employee who is authorized to sign the invoice and has the following:

- i. A valid, open UPI user account.
- ii. The user role in UPI which authorizes them to submit payments.

If the conditions described above are not met, the payment will be rejected.

Item 2 (in the graphic above): the Units. This item is intentionally prefilled with "0" in order to motivate the provider to examine each payment and ensure they enter the correct number of units that must be billed.

Items 3 and 4 (in the graphic above): the payment's start and end dates. These items are prefilled based on the choice the user made when they downloaded the file (i.e. the "Current Month" or the "Previous Month"). The dates represent the duration of the payment. If the payment's duration did not span the entire month, then it must be changed to match the date range during which the person received the service.

The duration must reside within the same month (meaning the dates cannot cross months) and the duration must be accurate.

Depending on the unit_type, CAPS (DHS's payment system) will require the duration to be compatible with the number of units being billed. For example, if the unit_type is "Daily" and the provider is billing 13 units (i.e. 13 days), then the duration cannot be less than 13 days. Otherwise, CAPS will reject the payment.

General considerations for Payment Accuracy:

The payment data should be reviewed and verified before submitting the file to DSPD. That is:

1. The email address in the "provider_approver_email" column must accurately reflect the person who is authorized to approve the payment. Note: the same email address should be used for all payments in the file.

2. The number "0" cannot exist in the "units" column for any payment when the file is submitted to DSPD.
3. The start and end dates on the payment must be accurate (i.e. if the person was in the hospital for a period of time, the duration cannot overlap with their hospital stay.). Where necessary, a duplicate payment line can be added to the spreadsheet in order to account for breaks when the person did not receive the service in the same month.
4. Delete all payments from the spreadsheet where the person did not receive the service.
5. A late payment can be added to the spreadsheet by hand with a different duration than the other payments so long as it adheres to the data validation requirements (e.g. it's duration falls within the same month, the units are valid, etc.).

Creating your own payment file to upload

The provider is not required to download the payment file from UPI. If they have a payment system capable of generating the payment file, they may use their system to create it. However, the format of the data in the file must comply with the payment file requirements, which are the following:

All submitted data files are required to have a header row. That is, the first row of the data file (column headings) must have the name of each data column, separated by a comma. The file header must exactly match the format example below. If there is any discrepancy the entire file will be rejected.

File Header Example:

line_number,provider_approver_email,consumer_name,consumer_pid,service_code,rate,unit_type,service_start_date,service_end_date,units

These column header names must be exactly spelled/formatted as listed in the requirements table.

The important thing to note is that the data is organized in rows and columns

Data Elements and file format for USTEPS e520

Data Element	Format	Notes
line_number	Number	line counter; increment by 1; ascending.

provider_approver_email	Email	Person with this email must have the "role_e520_approval" role
consumer_name	Text	Last Name and First Name; No ",", between names
consumer_pid	Text (9)	Must have a leading "0"
service_code	Text (3)	
rate	Number (2 decimal)	Must be greater than 0 and formatted with 2 decimal places (hundredths)
unit_type	Text (1)	
service_start_date	mm/dd/yyyy	
service_end_date	mm/dd/yyyy	
units	Number (0 decimal)	Must be greater than 0
remain_units	Number (0 decimal)	Informational field will be pre-populated when downloading. Data is optional when uploading.
support_coordinator	Text	Informational field will be pre-populated when downloading. Data is optional when uploading.