

## ADVSD Community Services

### Invoice Adjustment Instructions for Partner Agencies

#### Instructions

Add a new line to your invoice for each service you are adjusting. You may combine months on the same line as long as they are for the same service code within the same fiscal year. Multnomah County's fiscal years run July-June.

Add the adjustment to the corresponding backup deliverable. The units on the invoice should match the units on the backup. Please be sure to note the month you're adjusting for.

#### Examples

##### Moving a client from one program to another

3 units of OAA Case Management were billed for an OPI client in error for the month of February. The month you are currently invoicing for is March.

34	Case Management Family Caregivers	Mar-22		\$ 60.00	\$ -		\$ -
35	OAA Case Management	Mar-22		\$ 60.00	\$ -		\$ -
35	OAA Case Management Adjustment	Feb-22	-3	\$ 60.00	\$ (180.00)		\$ (180.00)
36	Case Management (OPI CM)	Mar-22		\$ 60.00	\$ -		\$ -
36	Case Management (OPI CM) Adjustment	Feb-22	3	\$ 60.00	\$ 180.00		\$ 180.00
3C	Case Management Assistance-Employee	Mar-22		\$ 30.00	\$ -		\$ -

Turnaround:

Agency	Service Code	Prime Number	Last Name	First Name	Units	CaseWorker	Month
AA	35	EXAMPLE12	Dactyl	Teri	0.5	XYZ	Mar-22
AA	35	EXAMPLE12	Dactyl	Teri	-3	XYZ	Feb-22
AA	36	EXAMPLE12	Dactyl	Teri	3	ABC	Feb-22
AA	36	EXAMPLE12	Gator	Allie	0.25	ABC	Mar-22
AA	36	EXAMPLE12	Gator	Allie	1.5	ABC	Mar-22
AA	36	EXAMPLE12	Gator	Allie	3	ABC	Mar-22

##### Billing Retroactively for a Rate Change

Rate changes were approved in the month of October and you need to bill retroactively back to July 1st.

Rate: The rate is the the difference between the new rate and the old rate

Month/Year: You can combine multiple months into one line for each different service for rate changes only, not other adjustment scenarios like those noted above and below this example.

**Units:** Enter the number of units you invoiced for the months you are billing retroactively for. *ie: 10 units in July + 1 unit in August + 3 units in September = 14 units on the adjustment line*

Code	Service Category	Mo/Yr	Billed Units	Unit Rate	Total Amount	Income	Request
23	Focal Point	Sep-22	1.00	\$4,177.33	\$ 4,177.33		\$ 4,177.33
29	Information	Sep-22	2.00	\$15.00	\$ 30.00		\$ 30.00
29	Information backbilling from July, Aug & Sept 2022	July-Sept. 22	14.00	\$3.00	\$ 42.00		\$ 42.00
30	Referral and Assistance	Sep-22	102.00	\$30.00	\$ 3,060.00		\$ 3,060.00
30	Referral and Assistance backbilling from July, Aug & Sept 2022	July- Sept. 22	128.00	\$6.00	\$ 768.00		\$ 768.00
31	Referral and Assistance (Calls greater than 30 minutes)	Sep-22	9.00	\$60.00	\$ 540.00		\$ 540.00
31	Referral and Assistance (Calls greater than 30 minutes) backbilling from July, Aug & Sept. 2022	July-Sept. 22	51.00	\$12.00	\$ 612.00		\$ 612.00

## Removing units billed in error on a previous invoice

3 extra units were billed for an OAA client in February.

35	OAA Case Management	Mar-22	60	\$ 60.00	\$ 3,600.00		\$ 3,600.00
35	OAA Case Management Adjustment	Feb-22	-3	\$ 60.00	\$ (180.00)		\$ (180.00)

Agency	Service Code	Prime Number	Last Name	First Name	Units	CaseWorker	Month
AA	35	EXAMPLE12	Dactyl	Teri	0.5	XYZ	Mar-22
AA	35	EXAMPLE12	Dactyl	Teri	-3	XYZ	Feb-22

## Adding units missed on a previous invoice

3 units of OPI Case Mgmt were missed on the February invoice. You're adding them to the March invoice.

36	Case Management (OPI CM)	Mar-22	25	\$ 60.00	\$ 1,500.00		\$ 1,500.00
36	Case Management (OPI CM) Adjustment	Feb-22	3	\$ 60.00	\$ 180.00		\$ 180.00
3C	Case Management Assistance-Employee	Mar-22	0.5	\$ 30.00	\$ 15.00		\$ 15.00

You Turnaround would look like this:

Agency	Service Code	Prime Number	Last Name	First Name	Units	CaseWorker	Month
AA	35	EXAMPLE12	Dactyl	Teri	0.5	XYZ	Mar-22
AA	36	EXAMPLE12	Dactyl	Teri	3	ABC	Feb-22
AA	36	EXAMPLE12	Gator	Allie	0.25	XYZ	Mar-22