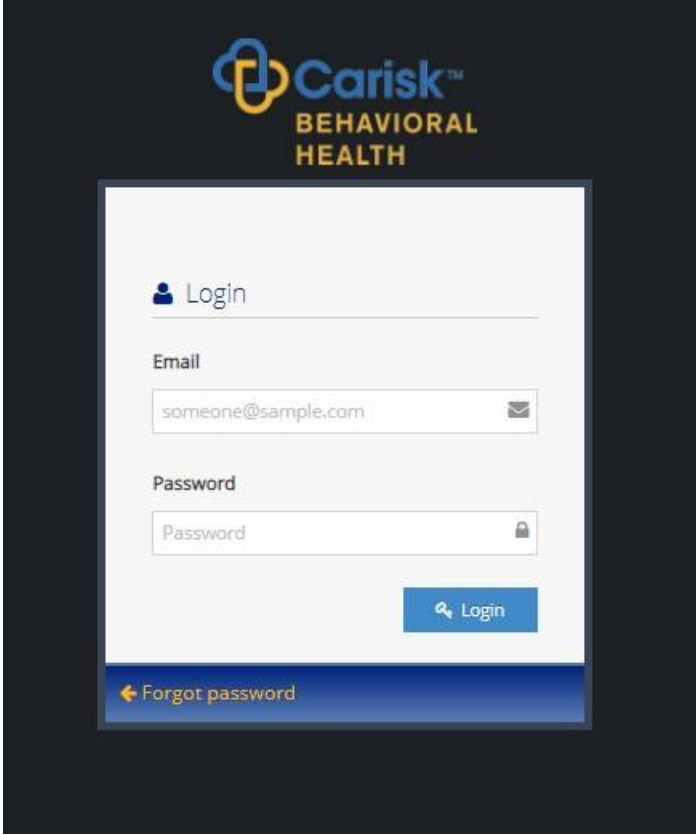




# CARISK PARTNERS – Electronic Invoice Application (EIA)

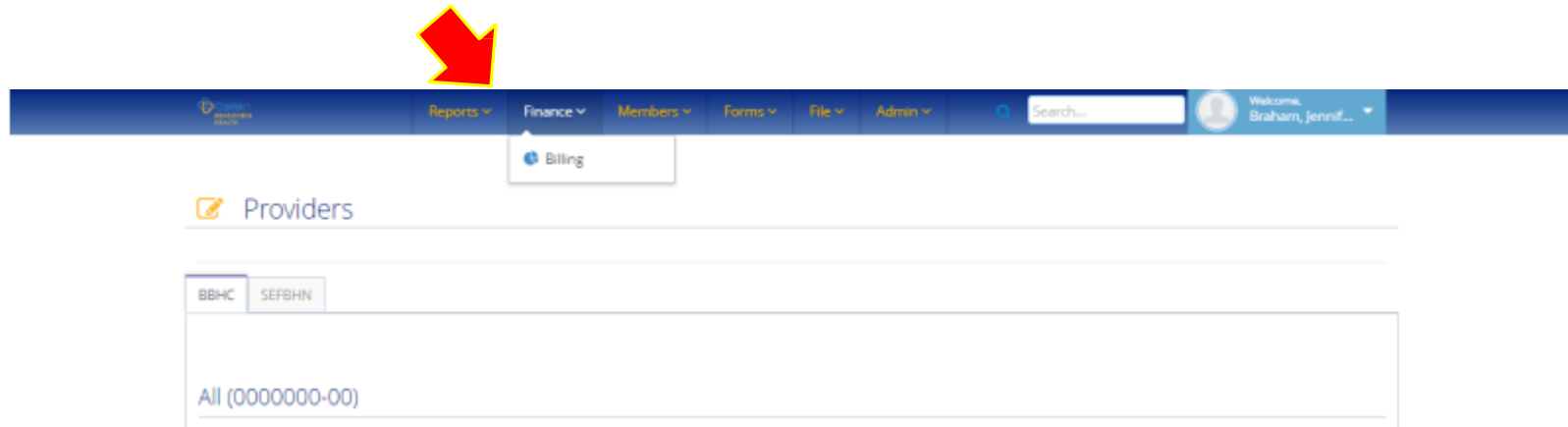
The URL for the Carisk Portal is: <https://apps.cariskpartners.com/login>



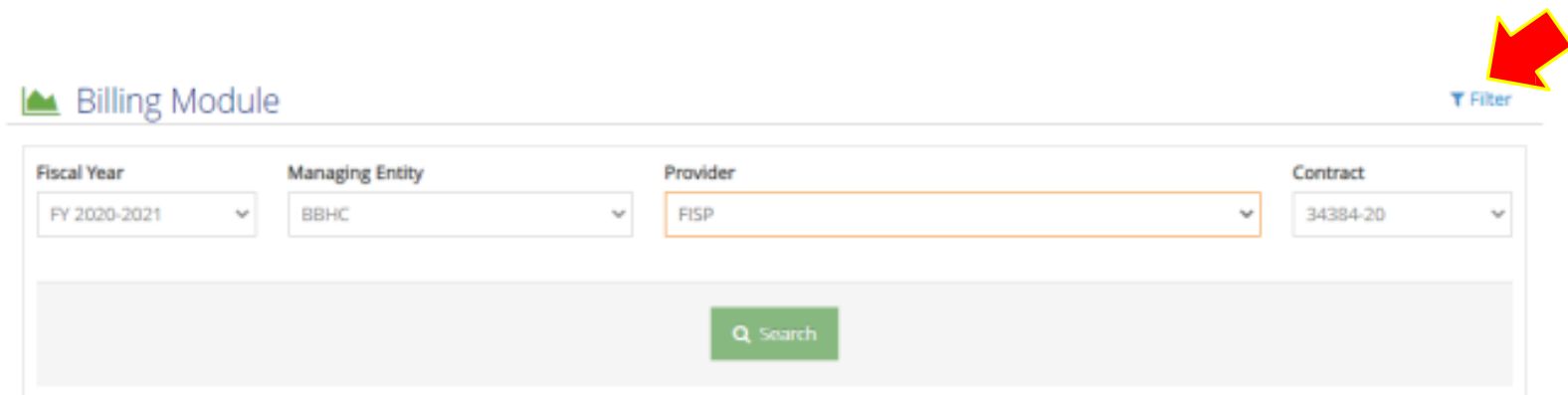
The screenshot displays the Carisk Behavioral Health login interface. At the top, the Carisk logo is shown, consisting of two interlocking loops in blue and yellow, followed by the text "Carisk™ BEHAVIORAL HEALTH". Below the logo, the word "Login" is displayed next to a person icon. The form includes an "Email" field with the placeholder text "someone@sample.com" and an envelope icon, and a "Password" field with the placeholder text "Password" and a lock icon. A blue "Login" button with a magnifying glass icon is positioned below the password field. At the bottom of the form, there is a blue link that says "← Forgot password".

# The Finance Menu

Once you are logged on to the Carisk portal, click on 'Finance' at the top of the page to access the Billing dropdown menu.



Click the "Filter" button, and pick the Fiscal Year, Managing Entity, Provider and Contract Number.

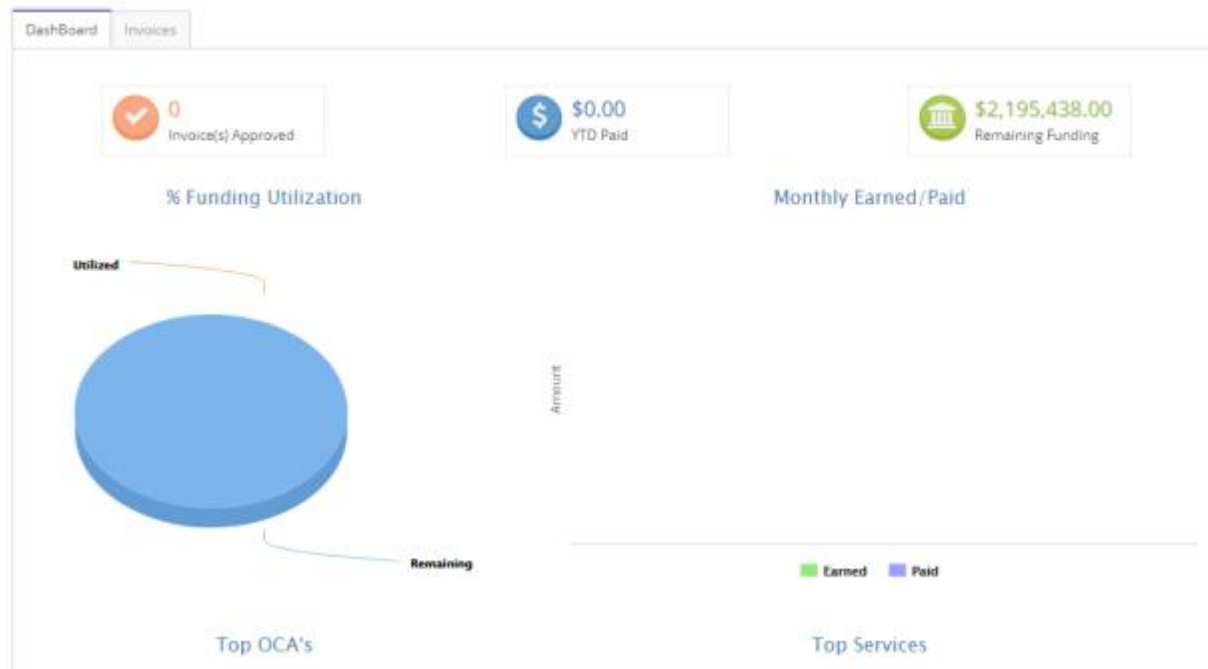


# Billing Module and Dashboard

Click the Search button and the Dashboard will open:

**Billing Module** Filter

<b>Fiscal Year</b> FY 2020-2021	<b>Managing Entity</b> BBHC	<b>Provider</b> FISP	<b>Contract</b> 34384-20
------------------------------------	--------------------------------	-------------------------	-----------------------------



Click the “Invoices” tab. Each month will not be able to be created until the first day after the month ends. Example February invoice can not be created until March 1, 2021.

Also, you cannot create the next month’s invoice until the month prior is “PAID.”

The screenshot shows the 'Invoices' tab selected in the top navigation bar. Below the navigation bar, there are three main sections: 'New Invoice', 'Invoice History', and 'Invoice Summary'. Red arrows with labels point to specific elements: 'Step 1' points to the 'Invoices' tab; 'Step 2' points to the 'Jul 2020' button in the 'New Invoice' section; 'Step 3 and 5' points to the 'Open' button in the 'Invoice Summary' section; and 'Step 4' points to the 'Jul / 2020' row in the 'Invoice History' table.

**Step 1** → Invoices tab

**Step 2** → Jul 2020 button

**Step 3 and 5** → Open button

**Step 4** → Jul / 2020 row

Month / Year	Amount	Status
Jul / 2020	\$25,867.64	Created

**Invoice Summary**

Created 01/13/2021

Submission

Review

Paid

**Paid By OCA**

Account	Amount
MH009	17 534.32
MS021	8 333.32

This Master tab captures all the information from the additional tabs. You see the status as “Created” which means the Provider has started the Invoice. This page includes the month count which will be updated electronically.

Last Updated: 01/13/2021 By Jennifer Braham

Status: Created 

# Months Of Funding In Current FY: 12

# Of Months Remaining: 12

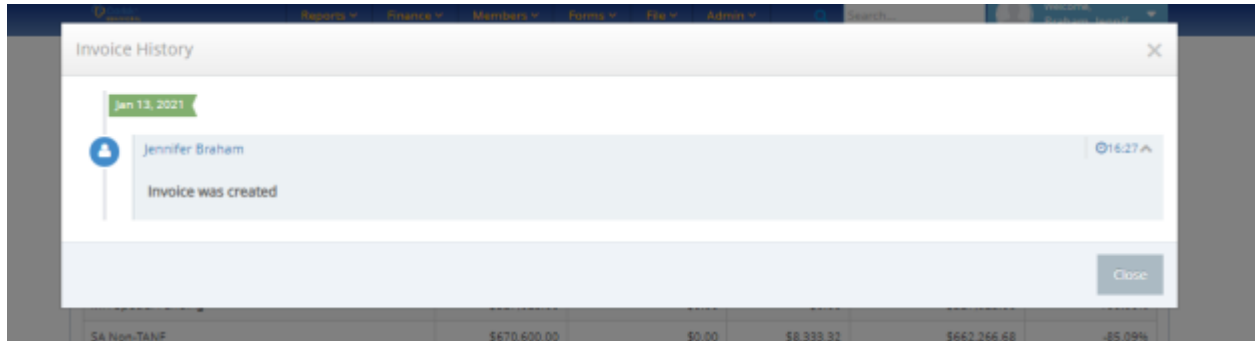
# Of Months Incurred: 0

Invoice History 

Master MH Non-TANF MH Special SA Non-TANF SA Special Lapse Analysis

Funding Type	Total Funding	YTD Paid Amount	Amount Due	Funding Remaining	% Total Billing
MH Non-TANF	\$761,111.00	\$0.00	\$17,534.32	\$743,576.68	-72.35%
MH TANF	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
MH Special Funding	\$327,028.00	\$0.00	\$0.00	\$327,028.00	-100.00%
SA Non-TANF	\$670,600.00	\$0.00	\$8,333.32	\$662,266.68	-85.09%
SA TANF	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
SA SPECIAL FUNDING	\$222,200.00	\$0.00	\$0.00	\$222,200.00	-100.00%
<b>SUB-TOTAL 1</b>	<b>\$1,980,939.00</b>	<b>\$0.00</b>	<b>\$25,867.64</b>	<b>\$1,955,071.36</b>	<b>-84.33%</b>
MH ME-Transition Vouchers		\$0.00	\$0.00		
SA ME-Transition Vouchers		\$0.00	\$0.00		
<b>SUB-TOTAL 2</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
Special Funding - Other Government Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>SUB-TOTAL 3</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>GRAND-TOTAL</b>	<b>\$1,980,939.00</b>	<b>\$0.00</b>	<b>\$25,867.64</b>	<b>\$1,955,071.36</b>	

Invoice History is tracked from the “Created” through the “Paid.”



When you are finished reviewing the invoice you will return to the Master Tab to submit it to Carisk for “Review”, “Approved” and to be “Paid”.

Here the Provider can add notes, Delete, Save and Forward/Submit.

A screenshot of a 'CERTIFICATION & APPROVAL' form. The form contains several paragraphs of text regarding the provider's certification. Below the text is a 'Provider Comments' text area. At the bottom right of the form are three buttons: 'Delete', 'Save', and 'Forward'. A red arrow points to the 'Provider Comments' field, and another red arrow points to the 'Forward' button.



Providers will need to identify which staff will hold the following roles:

- Creator- will create the invoice and when completed will forward to Provider's submitter, this individual will not be able to submit to Carisk for processing.
- Submitter- this individual will submit the invoice to Carisk for processing.
- Creator/Submitter- this individual can create and submit to Carisk for processing.
- If new staff need access they will need to complete the Database Access form, DCF trainings and submit via the ticket system.



The Program specific tab will show you the funding per OCA. Click the detail button to open the covered services tab.

▶ Invoice History

OCA	Funding Amount	Total YTD Eligible Earnings	YTD Paid for Earnings	YTD Unpaid Earnings	Prorated Share	Amount Due	Detail
MH009 - Ambulatory/Community Non-24 Hour Care	\$50,000.00	\$0.00	\$0.00	\$0.00	\$4,166.67	\$0.00	
MH009 - Ambulatory/Community Non-24 Hour Care	\$711,111.00	\$17,534.32	\$0.00	\$17,534.32	\$59,259.25	\$17,534.32	
Total	\$761,111.00	\$17,534.32	\$0.00	\$17,534.32		\$17,534.32	



## The Covered Services tab

MS011 - SA Non-Residential Services											
Program	Covered Services	Invoice Unit of Measure	Rate	Funding Amount	YTD Units Eligible to be Billed	Total YTD Eligible Earnings	YTD Paid for Earnings	YTD Unpaid Earnings	Prorated Share	Amount Due	Units Paid for Current Month
Adult Substance Abuse											
ASA	01 - Assessment	Direct Staff Hours	\$64.30		282.7012	\$18,177.69	\$10,491.63	\$7,686.06		\$1,637.49	25.4664
ASA	02 - Case Management	Direct Staff Hours	\$53.74		153.6528	\$8,257.30	\$4,838.83	\$3,418.47		\$728.41	13.5543
ASA	04 - Crisis Support/Emergency	Direct Staff Hours	\$33.00		6,690.9167	\$220,800.25	\$28,709.25	\$192,091.00		\$40,925.27	1,240.1597
ASA	11 - Intervention - Individual	Direct Staff Hours	\$64.28		942.2940	\$60,570.66	\$31,260.45	\$29,310.21		\$6,243.27	97.1262
ASA	12 - Medical Services	Direct Staff Hours	\$337.04		195.6335	\$65,936.31	\$36,767.81	\$29,168.50		\$6,215.01	18.4400
ASA	14 - Outpatient - Individual	Direct Staff Hours	\$100.00		485.5667	\$48,556.67	\$28,895.26	\$19,661.41		\$4,189.14	41.8914
ASA	24 - Substance Abuse Inpatient Detoxification	Day	\$250.00		1,104.0000	\$276,000.00	\$52,881.94	\$223,118.06		\$47,535.53	190.1421

## Client or Non-Client Specific Detail:






















MS011 - SA Non-Residential Services											
Program	Covered Services	Invoice Unit of Measure	Rate	Funding Amount	YTD Units Eligible to be Billed	Total YTD Eligible Earnings	YTD Paid for Earnings	YTD Unpaid Earnings	Prorated Share	Amount Due	Units Paid for Current Month
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ASA	12 - Medical Services	Direct Staff Hours	\$337.04		195.6335	\$65,936.31	\$36,767.81	\$29,168.50		\$6,215.01	18.4400
ASA	14 - Outpatient - Individual	Direct Staff Hours	\$100.00		485.5667	\$48,556.67	\$28,895.26	\$19,661.41		\$4,189.14	41.8914
ASA	24 - Substance Abuse Inpatient Detoxification	Day	\$250.00		1,104.0000	\$276,000.00	\$52,881.94	\$223,118.06		\$47,535.53	190.1421



## Client or Non-Client Specific Detail:

MS011 - SA Non-Residential Services( 01 - Assessment - ASA) X



















Search:


SRI	Last Name	First Name	Date	Units	Earned	Paid	Balance	Edit
			2020-07-15	70.0000	\$75.02	\$63.57	\$2.44	 
			2020-08-11	121.0000	\$129.67	\$36.86	\$19.77	 
			2020-07-14	90.0000	\$96.45	\$81.73	\$3.14	 
			2020-07-09	80.0000	\$85.73	\$72.65	\$2.79	 
			2020-08-26	60.0000	\$64.30	\$18.28	\$9.80	 
			2020-08-28	67.0000	\$71.80	\$20.41	\$10.95	 
			2020-08-03	79.0000	\$84.66	\$24.07	\$12.91	 



## Client or Non-Client Specific Detail:

Search:

Earned	Paid	Balance	Edit
\$211.54	\$0.00	<input type="text" value="211.54"/>	 
\$211.54	\$211.54	\$0.00	 
\$211.54	\$211.54	\$0.00	 
\$211.54	\$211.54	\$0.00	 
\$211.54	\$211.54	\$0.00	 
\$211.54	\$211.54	\$0.00	 
\$211.54	\$211.54	\$0.00	 
\$211.54	\$211.54	\$0.00	 
\$211.54	\$211.54	\$0.00	 



## Bed Days:

MS011 - SA Non-Residential Services( 24 - Substance Abuse Inpatient Detoxification - ASA) ✕

Unavailable Beds Search:

Number Days	Purchased Beds	Unavailable Beds	Units	Earned	Paid	Balance	Edit
92.00	12.00	0.0000	1,104.0000	\$276,000.00	\$52,881.94	\$47,535.53	 

Showing 1 to 1 of 1 entries


Previous **1** Next

MS011 - SA Non-Residential Services( 24 - Substance Abuse Inpatient Detoxification - ASA) ✕

[← Back](#)

Report the date when beds were unavailable/not operational

Note that this data cannot be deleted as it will impact this and future invoices.

Provider Site:  Date:   Number Unavailable Beds:

Unavailable Beds Search:

Date	Provider Site	Number Unavailable Beds
No data available in table		

Showing 0 to 0 of 0 entries

Previous Next

OK

Denied Services: Click on 'Reports' 'Financial' at the top of the page to access the Denied Services tab:

The screenshot displays a software interface with a top navigation bar. The 'Reports' dropdown menu is open, showing a 'Financial' submenu. A red arrow points to the 'Reports' dropdown. The 'Financial' submenu is also open, showing various report options. A second red arrow points to the 'Denied Services' option in the 'Financial' submenu. The main content area shows a 'Providers' section with tabs for 'BBHC' and 'SEFBHN', and a 'Subcontracts' section with a table of subcontracts. The table has columns for 'Number' and 'Effect'. Below the subcontracts section, there is a table for 'Amendment' with columns for 'Type', 'Amendment', and 'Amendment I'. The table is currently empty, showing 'No Result(s)'. A '+ Add' button is visible next to the table.

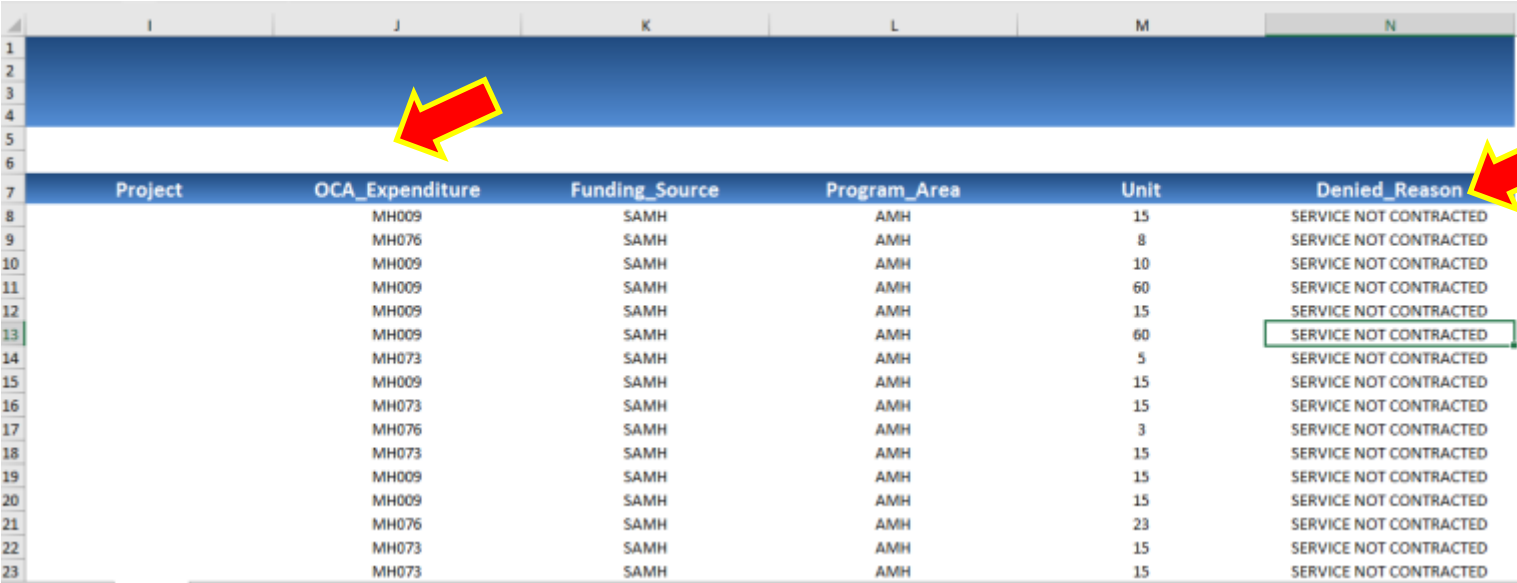
Filter by the timeframe you are looking for:

The screenshot shows a web application interface for 'Denied Services'. At the top is a navigation bar with menu items: Reports, Finance, Members, Forms, File, and Admin. A search bar and a user profile (Welcome, Braham, Jennif...) are also present. Below the navigation bar, the page title 'Denied Services' is displayed on the left, and a 'Filter' button is on the right, highlighted with a red arrow. The main form contains several filter fields: 'Period Type' (Fiscal Year), 'Fiscal Year' (Select), 'Month' (Select), 'Period Begin' (mm/dd/yyyy), 'Period End' (mm/dd/yyyy), 'Managing Entity' (BBHC), 'Provider' (ALTERNATE GROUP CARE INC.), and 'Contract' (ALL). A green 'Search' button is located at the bottom of the form, also highlighted with a red arrow.

A detail of service event claims that were not eligible for payment. Complete the form and the data will be downloaded automatically.



Report will generate, look in column N for the reason:



	I	J	K	L	M	N
1	[Redacted]					
2	[Redacted]					
3	[Redacted]					
4	[Redacted]					
5	[Redacted]					
6	[Redacted]					
7	Project	OCA_Expenditure	Funding_Source	Program_Area	Unit	Denied_Reason
8		MH009	SAMH	AMH	15	SERVICE NOT CONTRACTED
9		MH076	SAMH	AMH	8	SERVICE NOT CONTRACTED
10		MH009	SAMH	AMH	10	SERVICE NOT CONTRACTED
11		MH009	SAMH	AMH	60	SERVICE NOT CONTRACTED
12		MH009	SAMH	AMH	15	SERVICE NOT CONTRACTED
13		MH009	SAMH	AMH	60	SERVICE NOT CONTRACTED
14		MH073	SAMH	AMH	5	SERVICE NOT CONTRACTED
15		MH009	SAMH	AMH	15	SERVICE NOT CONTRACTED
16		MH073	SAMH	AMH	15	SERVICE NOT CONTRACTED
17		MH076	SAMH	AMH	3	SERVICE NOT CONTRACTED
18		MH073	SAMH	AMH	15	SERVICE NOT CONTRACTED
19		MH009	SAMH	AMH	15	SERVICE NOT CONTRACTED
20		MH009	SAMH	AMH	15	SERVICE NOT CONTRACTED
21		MH076	SAMH	AMH	23	SERVICE NOT CONTRACTED
22		MH073	SAMH	AMH	15	SERVICE NOT CONTRACTED
23		MH073	SAMH	AMH	15	SERVICE NOT CONTRACTED

Report the DVI by OCA and Covered Services:

	CBA	Portal	Portal	Portal	Invoice	Invoice	Calculated Field	
Cost Center	Cost Center Rate	YTD Units	YTD Units (cc Unit of Measure)	YTD Earned	YTD Earned	YTD Paid	Difference (\$)	(%) Invoiced/Paid supported by Data
Assessment	\$89.40	9,190.0000	153.1667	\$13,693.10	\$17,857.65	\$17,857.65	-\$4,164.55	77.00%
Case Management	\$71.12	138,636.0000	2,310.6000	\$164,329.87	\$183,105.55	\$183,105.55	-\$18,775.68	90.00%
Outpatient - Individual	\$89.76	22,535.0000	375.5833	\$33,712.36	\$33,958.90	\$33,958.90	-\$246.54	99.00%
Recovery Support - Individual	\$60.41	4,175.0000	69.5833	\$4,203.53	\$7,460.64	\$7,460.63	-\$3,257.10	56.00%
Case Management	\$71.12	45,750.0000	762.5000	\$54,229.00	\$55,455.82	\$55,455.82	-\$1,226.82	98.00%
Outpatient - Group	\$22.44	74,490.0000	1,241.5000	\$27,859.26	\$28,319.28	\$28,319.28	-\$460.02	98.00%



# Suggestion Prior to Creating the Invoice

Run a report builder before you generate the invoice to cut down on errors:

Row Labels	Sum of Service Unit Count (ServiceEvent)	Covert
<b>MH001 - MH 24-Hr Residential Services NonHospitalization</b>	<b>1506</b>	
<b>1 - AMH</b>	<b>1506</b>	
37 - Room and Board with Supervision Level II	1506	
<b>MH009 - Ambulatory Community Non-24 Hour Care</b>	<b>230655</b>	
<b>1 - AMH</b>	<b>226290</b>	
<u>02 - Case Management</u>	<u>27840</u>	<u>464 B7/60</u>
06 - Day Treatment	71025	
10 - Intensive Case Management	23550	
12 - Medical Services	22140	
14 - Outpatient - Individual	5880	
15 - Outreach	75855	
<b>3 - CMH</b>	<b>4365</b>	
02 - Case Management	3660	
12 - Medical Services	705	
<b>MH018 - CSU Baker ACT Inpatient Crisis Services</b>	<b>407783</b>	
<b>1 - AMH</b>	<b>275504</b>	
03 - Crisis Stabilization	7596	
04 - Crisis Support Emergency	267908	
<b>3 - CMH</b>	<b>132279</b>	
04 - Crisis Support Emergency	132279	
<b>MH026 - ME Early Intervention Services for SMI Psych Disorder</b>	<b>96870</b>	

**For More Information, Contact:**

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