

**BILLING INSTRUCTIONS FOR SUBSTANCE ABUSE CONTRACT
TREATMENT PROVIDERS
IN THE EASTERN DISTRICT OF TEXAS**

INVOICE

1. Invoice Part A - This is the top page of the invoice, the page that contains the name of the contract agency, the contract number, and a summary by project code of the services delivered.
 - Make sure that an authorized administrator signs the Contractor Certification. The invoice cannot be processed unless it bears an original signature.
 - One Part A should be submitted with the billing each month for Pretrial Defendants and one Part A should be submitted for Federal Offenders.

2. Invoice Part B - This is the second part of the invoice and can be several pages long, depending on the number of clients receiving services during a month. Part B contains treatment information for each client who has an active Contract Services Treatment Plan (Probation Form 45) on file at your agency. Your clients should be listed in **alphabetical order** on Part B.
 - Leave one blank space between each person listed on Part B.
 - **Individuals with an active plan who do not receive services during the billing period should be listed on the billing and marked “No Service.”**
 - The defendant's/offender's PACTS # should be listed beside their name on this portion of the invoice. (The PACTS # is printed at the top of the Contract Services Treatment Plan.)
 - One Part B should be submitted with the billing each month for Pretrial Defendants and one Part B should be submitted for Federal Offenders. The total units (by project code) of these two Part Bs will be added together and reflected on Part A.

3. Federal Offenders (2526) and Pretrial Defendants (2527) will be on separate Excel spreadsheets.

**VERIFICATION DOCUMENTS
SUBSTANCE ABUSE TREATMENT PROVIDERS**

Substance Abuse Treatment Providers -- Verification Documents to be Submitted With the Invoice:

1. Monthly Treatment Reports
2. Daily Treatment Logs - **It is not necessary to maintain a Daily Treatment Log for clients if they report to your agency for urine collection only.**

If Uas are taken:

3. Non-Instrumented Drug Test Chain of Custody Forms
 4. Alere Chain of Custody Form, if applicable
 5. Monthly Testcup Inventory Report
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Explanations:

- * 1. Monthly Treatment Report - A Monthly Treatment Report should be prepared for each client for which your agency has an active Contract Services Treatment Plan. (This means even if a client is only giving UA specimens, a Monthly Treatment Report should still be submitted. Also, even if a client did not show up for services, a Monthly Treatment Report should be submitted indicating that the client did not keep his/her appointments.) Don't forget to sign the Monthly Treatment Report.
 - Scan and email the Monthly Treatment Report with your billing.
 - Retain the Monthly Treatment Report for your files.
 - Please enter the name of U.S. Probation Officer on the Monthly Treatment Report.

- * 2. Daily Treatment Log - A Daily Treatment Log should be kept for each client who is receiving services billed on a time basis, i.e. individual and/or group counseling sessions.
 - It is not necessary for clients to sign the Daily Treatment Log if they report to your agency for urine collection only.
 - Scan and email the Daily Treatment Log with the billing each month.
 - Retain the Daily Treatment Log in the client's file.

- * **Please arrange the Daily Treatment Logs and the Monthly Treatment Reports in the same order they are listed on Part B of the invoice, which should be **alphabetical order for pretrial clients and alphabetical order for federal offenders.****

Billing Instructions

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3. Non-Instrumented Drug Test Chain of Custody Forms - If your agency collects urine specimens, one form for each urine specimen collected during the billing period should be submitted.
 - Email all Chain of Custody Forms with the invoices.
 - **NOTE: All Chain of Custody forms must be scanned in color.**
 - Retain the Chain of Custody Forms in the client file.

4. Alere Chain of Custody Forms are used when a urine specimen tests positive and is being sent to the lab for confirmation.
 - The Ply 1 (top copy) should be scanned in color and emailed with the invoice. Retain this in the client file.
 - Send the designated copy to the lab along with the specimen.

IMPORTANT:

Do not bill for evaluations or reports that have not received by the U.S. Probation Office. These charges are verified and cannot be paid until the officer and Leia Holcomb receives the evaluation/report.

ADDITIONAL INSTRUCTIONS:

1. **The invoice should be received by the U.S. Probation Office by the 10th of each month.**

Invoices and questions regarding billing should be directed to the following location:

Leia Holcomb
Financial Specialist
936-630-3127
Email: leia_holcomb@txep.uscourts.gov