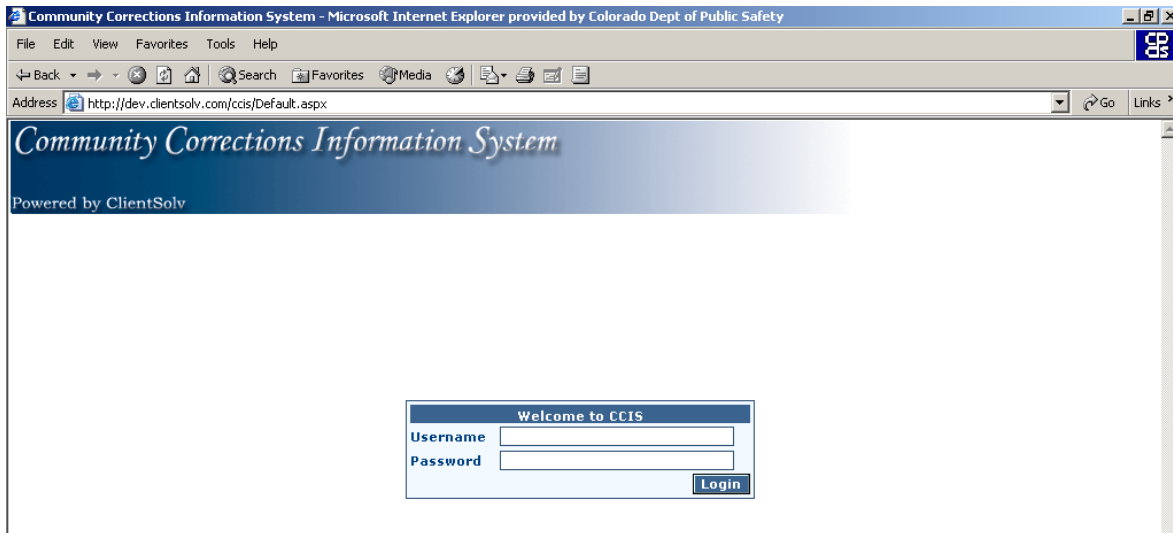


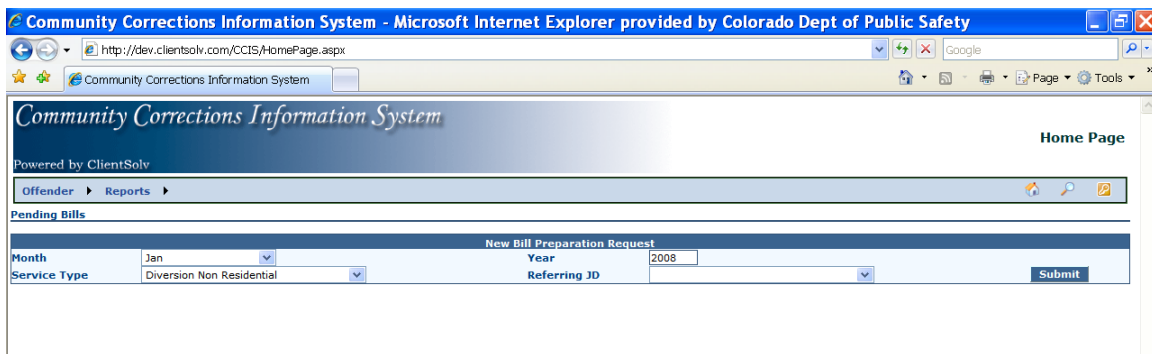
Community Corrections Information System (CCIB) Billing Instruction Guide

Login

Go to webpage: <https://CCIB.state.co.us>. DO NOT type “www” in front of “CCIB.”



Enter your username and password. Your administrator must request this information from the Division of Criminal Justice- Office of Community Corrections (DCJ/OCC).



The task bar at the top of the screen will remain there at all times and includes:

Left Side - Offender Menu - see Offender Entry Instructions for a description of this

Right Side - Reports Menu (three small icons)

House Icon – CCIS homepage

Magnifying Glass Icon – Offender Profile search page

Box w/Key Icon – Logs out of the system

Community Corrections Information System - Microsoft Internet Explorer provided by Colorado Dept of Public Safety

http://dev.clientsolv.com/CCIS/HomePage.aspx

Community Corrections Information System

Community Corrections Information System

Home Page

Powered by ClientSolv

Offender Reports

Pending Bills

JD #	Service Type	Billing Period	Amount	Status	Notes
01	Diversion IRT	May 2008	\$297.44	Prepared	
04	Diversion Mental Health	April 2008	\$1,115.40	Returned	return for correction
04	Diversion Non Residential	April 2008	\$420.00	Returned	return for correction
04	Diversion Residential	April 2008	\$5,577.00	Prepared	
04	Diversion IRT	May 2008	\$1,152.58	Prepared	
04	Transition	May 2008		Queued for Preparation	
16	Transition	May 2008		Queued for Preparation	

New Bill Preparation Request

Month: May Year: 2008

Service Type: Transition Referring JD: 16 Crowley/Otero/Bent

Submit

Program

The home page contains a list of:

- bills “Queued for Preparation”
- bills “Prepared”
- bills “Returned” (for corrections)

Provider and Judicial District

The home page contains a list of:

- Pending Bills

NOTE: When a bill is submitted it will be removed from list.

PROCESSING RESPONSIBILITIES

Program

Queue Monthly Billing (bill is populated from the offender record)
Review, verify, correct if needed, and submit bill.

If there is a Provider associated with the program the bill will go to the Provider first.

If there is no Provider associated with the program the bill will go directly to the Judicial District.

Provider

Review, verify, return if corrections are needed, and submit bills.

Judicial District

Review, verify, return if corrections are needed, and submit bills.

DCJ/OCC

Review, verify, return if corrections are needed, and approve bills.

QUEUE BILLING

Community Corrections Information System - Microsoft Internet Explorer provided by Colorado Dept of Public Safety

http://dev.clientsolv.com/CCIS/HomePage.aspx

Community Corrections Information System

Community Corrections Information System Home Page

Powered by ClientSolv

Offender Reports

JD #	Service Type	Billing Period	Amount	Status	Notes	
01	Diversion IRT	May 2008	\$297.44	Prepared		X
04	Diversion Mental Health	April 2008	\$1,115.40	Returned	return for correction	X
04	Diversion Non Residential	April 2008	\$420.00	Returned	return for correction	X
04	Diversion Residential	April 2008	\$5,577.00	Prepared		X
04	Diversion IRT	May 2008	\$1,152.58	Prepared		X

New Bill Preparation Request

Month: May Year: 2008

Service Type: Day Reporting Center
Diversion IRT
Diversion Mental Health
Diversion Non Residential
Diversion Residential
Transition
Transition IRT
Transition Mental Health
Transition Parole

Referring JD: Submit

Program Only

At the bottom of the home page there is a section named “New Bill Preparation Request”.

Mandatory Fields are month and year. If the Referring JD field is left blank, a bill will be prepared for all Judicial Districts that have offenders in the program. If the Service Type field is left blank, a bill will be prepared for all service types that offenders are found in.

After populating the fields press the “Submit” button.

Community Corrections Information System - Microsoft Internet Explorer provided by Colorado Dept of Public Safety

http://dev.clientsolv.com/CCIS/HomePage.aspx

Community Corrections Information System

Community Corrections Information System Home Page

Powered by ClientSolv

Offender Reports

JD #	Service Type	Billing Period	Amount	Status	Notes	
01	Diversion IRT	May 2008	\$297.44	Prepared		X
04	Diversion Mental Health	April 2008	\$1,115.40	Returned	return for correction	X
04	Diversion Non Residential	April 2008	\$420.00	Returned	return for correction	X
04	Diversion Residential	April 2008	\$5,577.00	Prepared		X
04	Diversion IRT	May 2008	\$1,152.58	Prepared		X
04	Transition	May 2008		Queued for Preparation		X
16	Transition	May 2008		Queued for Preparation		X

New Bill Preparation Request

Month: May Year: 2008

Service Type: Transition Referring JD: 16 Crowley/Otero/Bent Submit

Program Only

The bill will now be added to the list as “Queued for Preparation”. During the next batch cycle, the status will be changed to “Prepared”. Bills cannot be reviewed until they are in “Prepared” status. Once the batch process is completed, all bills formerly queued will now indicate that they are “Prepared” and any data relevant to that bill is locked down and cannot be edited.

NOTE: CCIB processes “Bill Preparation Requests” every half hour in a batch process to prevent the system from overloading. Accordingly, a bill that is “Queued for Preparation” will be processed during the next batch process (you do not need to be logged onto the system for the batch process to run).

REVIEW, RE-PROCESS, SUBMIT, AND OTHER FUNDING

Community Corrections Information System - Microsoft Internet Explorer provided by Colorado Dept of Public Safety

http://dev.clientsolv.com/CCIS/ProgramServiceBill.aspx?qry=sud24iqnW%2b0TqP1Dwvcen7nQEE74G%2bpQzBxGNPQ164m7HEEOx%2b34d1k

Community Corrections Information System

Community Corrections Information System

Powered by ClientSolv

Offender Reports

Com Cor - 4th - Transition Bill

Bill Month/Year: 5/2008

ID #	Name	DOC #	Case #	Entry Date	Activity	Term. Date	Bill Start	Bill End	Serv. Days	Rate	Cost	Other Funding
04	Bell, Daidra	48236794		01/04/2008	Service		05/01/2008	05/31/2008	31.00	\$37.18	\$1,152.58	<input type="checkbox"/>
04	Hurst, Jennifer	134271		07/25/2007	Service		05/01/2008	05/06/2008	6.00	\$37.18	\$223.08	<input type="checkbox"/>
04	Hurst, Jennifer	134271		07/25/2007	Arrest 05/06/2008 - 05/09/2008		05/07/2008	05/09/2008	3.00	\$18.59	\$55.77	<input type="checkbox"/>
04	Hurst, Jennifer	134271		07/25/2007	Service		05/10/2008	05/31/2008	22.00	\$37.18	\$817.96	<input type="checkbox"/>
04	Tait, Christopher	00133116		03/14/2007	Service		05/01/2008	05/31/2008	31.00	\$37.18	\$1,152.58	<input type="checkbox"/>

Save Re-Process Submit

To view a “Prepared” bill, click on the underlined dollar amount in blue in the previous screen. This will allow the basic details of the bill to be viewed and to submit or re-process the bill.

Review

Program

Review the bill for accuracy. Check for accuracy of such things as name, date, service type, cost, referring Judicial District, and activities (moves). If errors are found, the bill must be deleted, the errors corrected and the bill queued for preparation again. The bill is deleted on the previous screen by clicking on the red “X”.

Provider and Judicial District

Review the bill for accuracy. Check for accuracy of such things as name, date, service type, cost, referring Judicial District, and activities (moves). If errors are found, click the “Return for Corrections” button to return the bill to the program for correction. The system will require a note to be typed in a memo field explaining the billing error(s). The program will have to make the correction and start the process over.

Re-Process

Program

If it is discovered that an offender has not been entered into CCIB and is missing from the bill have the offender’s information entered into the system. (see Offender Entry Instructions). Once data entry is completed, click “Re-Process” button to update the bill.

Provider and Judicial District

If it is discovered that an offender has not been entered into CCIB and is missing from the bill, click the “Return for Corrections” button to return the bill to the program for correction. The system will require a note to be typed in a memo field explaining the billing error(s). The program will have to make the correction and start the process over.

Other Funding

Program

If there is funding from another agency being used to pay for the offender's services, check the appropriate box in the "Other Funding" column and then click on the "Save" button to save the change. This will remove the charge for services from the bill.

Provider and Judicial District

If there is funding from another agency being used to pay for the offender's services, click the "Return for Corrections" button to return the bill to the program for correction. The system will require a reason to be typed in a memo field explaining the reason for the bill being returned. The program will have to make the correction and start the process over.

Submit

Program

If no errors are found, the bill is ready to be processed. By clicking on the "Submit" button the bill will be removed from the pending bill list and forwarded to the appropriate approving entity.

If there is a Provider (corporate ownership structure) associated with the program the bill will go to the Provider first.

If there is no Provider associated with the program the bill will go directly to the Judicial District.

Provider

If no errors are found, the bill is ready to be processed. By clicking on the "Submit" button the bill will be removed from the pending bill list and forwarded to the appropriate approving entity (referring Judicial District).

Judicial District

If no errors are found, the bill is ready to be processed. By clicking on the "Submit" button the bill will be removed from the pending bill list and forwarded to the appropriate approving entity (DCJ/OCC).

NOTE: Print the bill for your records!

See the following instructions

PRINTING AND EXPORTING BILLING

Community Corrections Information System - Microsoft Internet Explorer provided by Colorado Dept of Public Safety

http://dev.clientsolv.com/CCIS/HomePage.aspx

Community Corrections Information System

Community Corrections Information System

Home Page

Powered by ClientSolv

Offender > Reports

Pending Bills

JD #	Service Type	Billing Period	Amount	Status	Notes	
01	Diversion IRT	May 2008	\$297.44	Prepared		X
01	Transition IRT	May 2008	\$910.91	Prepared		X
04	Diversion Mental Health	April 2008	\$1,115.40	Returned	return for correction	X
04	Diversion Non Residential	April 2008	\$420.00	Returned	return for correction	X
04	Diversion Residential	April 2008	\$5,577.00	Prepared		X
04	Diversion IRT	May 2008	\$1,152.58	Prepared		X
04	Transition	May 2008	\$3,401.97	Prepared		X
16	Transition	May 2008	\$2,921.04	Prepared		X

New Bill Preparation Request

Month: Jan, Year: 2008

Service Type: Day Reporting Center, Referring JD: []

Submit

Community Corrections Information System - Microsoft Internet Explorer provided by Colorado Dept of Public Safety

http://dev.clientsolv.com/CCIS/ReportManager.aspx?rpt=QmlsbGUzYShc2N4E3pbGxpbnmc=

Community Corrections Information System

Community Corrections Information System

Billing

Powered by ClientSolv

Offender > Reports

Report Parameters

Judicial District: []

Program: []

Service Type: []

Reporting Period

Start Month/Year: May 2008, End Month/Year: May 2008

Report Option: Regular Differential

Preview

Community Corrections Information System - Microsoft Internet Explorer provided by Colorado Dept of Public Safety

http://dev.clientsolv.com/CCIS/ReportManager.aspx?rpt=QmlsbGUzYShc2N4E3pbGxpbnmc%3d

Community Corrections Information System

Community Corrections Information System

Billing

Powered by ClientSolv

Offender > Reports

Report Parameters

Judicial District: []

Program: []

Service Type: []

Reporting Period: []

Report Option: Regular Differential

Community Corrections Billing

Program Name: Com Cor - 4th, Bill Month / Year: May 2008

Bill Type: Transition, Judicial District: 16 - Crowley/Otero/Bent

Last Name	First Name	Doc #	Case #	Entry Date	Activity	Term. Date	Bill Start	Bill End	Serv. Days	Rate	Cost
Bobian	Vanessa			9/15/2007	Service		5/1/2008	5/31/2008	31.00	\$37.18	\$1,152.58
					Mileage		5/16/2008	1/1/0001	50.00	\$0.42	\$21.00
Clark	Timothy	133595		4/13/2007	Service	5/16/2008	5/1/2008	5/16/2008	16.00	\$37.18	\$594.88
White	Brian	78243512		1/15/2008	Service		5/1/2008	5/31/2008	31.00	\$37.18	\$1,152.58
Total									128.00		\$2,921.04

Export: Select a format (Excel, Acrobat (PDF) file)

Preview

Program, Providers, and Judicial Districts

Printing

- Click “Reports” at the top left of the screen and select “Billing”.
- The “Reporting Period” (i.e. Start Month/Year and End Month/Year) portion of this query screen is mandatory fields.
- Fields left blank will retrieve all relevant records associated with that query field (e.g. a blank Judicial District field will retrieve billing records from ALL associated Judicial Districts).
- Click “Preview” button. A pop-up window will generate the billing report you queried.
- Depending on your query criteria, the report may have multiple pages. Each separate service type and Judicial District will have its own page. Use the scroll arrows in the top left-hand corner to move through report pages.
- The printer icon at the top of the report page will send the report to a printer you select.

Exporting

- Click on “Select a format” drop down menu arrow.
- Choose Excel or PDF.
- Click on “Export” button.
- When exported, the report will maintain its formatting.

ACTIVITY (MOVEMENTS)

Community Corrections Billing

Program Name	Com Cor - 4th			Bill Month / Year	May 2008		
Bill Type	Transition			Judicial District	16 - Crowley/Otero/Bent		

Last Name	First Name	Doc #	Case #	Entry Date	Activity	Term. Date	Bill Start	Bill End	Serv. Days	Rate	Cost
Bobian	Vanessa			9/15/2007	Service		5/1/2008	5/31/2008	31.00	\$37.18	\$1,152.58
					Mileage		5/16/2008	1/1/0001	50.00	\$0.42	\$21.00
Clark	Timothy	133595		4/13/2007	Service	5/18/2008	5/1/2008	5/18/2008	16.00	\$37.18	\$594.88
White	Brian	78243512		1/15/2008	Service		5/1/2008	5/31/2008	31.00	\$37.18	\$1,152.58
Total									128.00		\$2,921.04

Community Corrections Billing

Program Name	Com Cor - 4th			Bill Month / Year	May 2008		
Bill Type	Transition			Judicial District	04 - El Paso/Teller		

Last Name	First Name	Doc #	Case #	Entry Date	Activity	Term. Date	Bill Start	Bill End	Serv. Days	Rate	Cost
Tait	Christopher	00133116		3/14/2007	Service		5/1/2008	5/31/2008	31.00	\$37.18	\$1,152.58
Hurst	Jennifer	134271		7/25/2007	Service		5/1/2008	5/6/2008	6.00	\$37.18	\$223.08
					Arrest 05/06/2008 - 05/09/2008		5/7/2008	5/9/2008	3.00	\$18.59	\$55.77
					Service		5/10/2008	5/31/2008	22.00	\$37.18	\$817.96
Bell	Daibra	48236794		1/4/2008	Service		5/1/2008	5/31/2008	31.00	\$37.18	\$1,152.58
Total									93.00		\$3,401.97

The “activity” field will still be used to reflect any offender movements such as hospitalizations and arrests that affect the rate that can be charged as well as charges for mileage. Movements are made in the offender record and will be reflected when a bill is generated. For a description of how to enter this information into the database for processing see the Offender Data Entry instruction manual.

Service Levels

This is also the area where different service levels, such as those found in the Non-Residential and Day Reporting services will be entered. It is **very important** that the move identifying the service level be entered, in order for the billing to charge correctly.

First Day / Last Day Rule: Do not bill for the first day the offender is in the program, but do bill for the last day the offender is in the program

This rule still applies however it must be entered correctly or the count of service days will be incorrect. A movement occurs on one specific day. It is the last day of the previous move and the first day of the new move.

If you have someone in a res program and they get arrested on May 12th, May 12th is now the last day of res and the first day of the arrest. The bill will reflect full per diem on the 12th for res and ½ per diem on the 13th. No days are skipped.

DIFFERENTIAL BILLING

Community Corrections Information System - Microsoft Internet Explorer provided by Colorado Dept of Public Safety

http://dev.clientsolv.com/CCIS/ReportManager.aspx?pt=QmlsbGUZy5hc2N4FE3pbGxpbnmc%3d

Community Corrections Information System

Community Corrections Information System Billing

Powered by ClientSolv

Offender > Reports >

Report Parameters

Judicial District [Dropdown]

Program [Dropdown]

Service Type [Dropdown]

Reporting Period

Start Month/Year: May 2008 End Month/Year: May 2008

Report Option: Regular Differential Preview

Community Corrections - Microsoft Internet Explorer provided by Colorado Dept of Public Safety

http://dev.clientsolv.com/CCIS/ReportViewer.aspx?ptNm=MonthlyDifferentialBill.rdlc|cpGetOffenderServiceBill

Community Corrections Differential Billing

Program Name	Com Cor - 4th			Bill Month / Year	May 2008
Bill Type	Transition IRT			Judicial District	01 - Jefferson /Gilpin

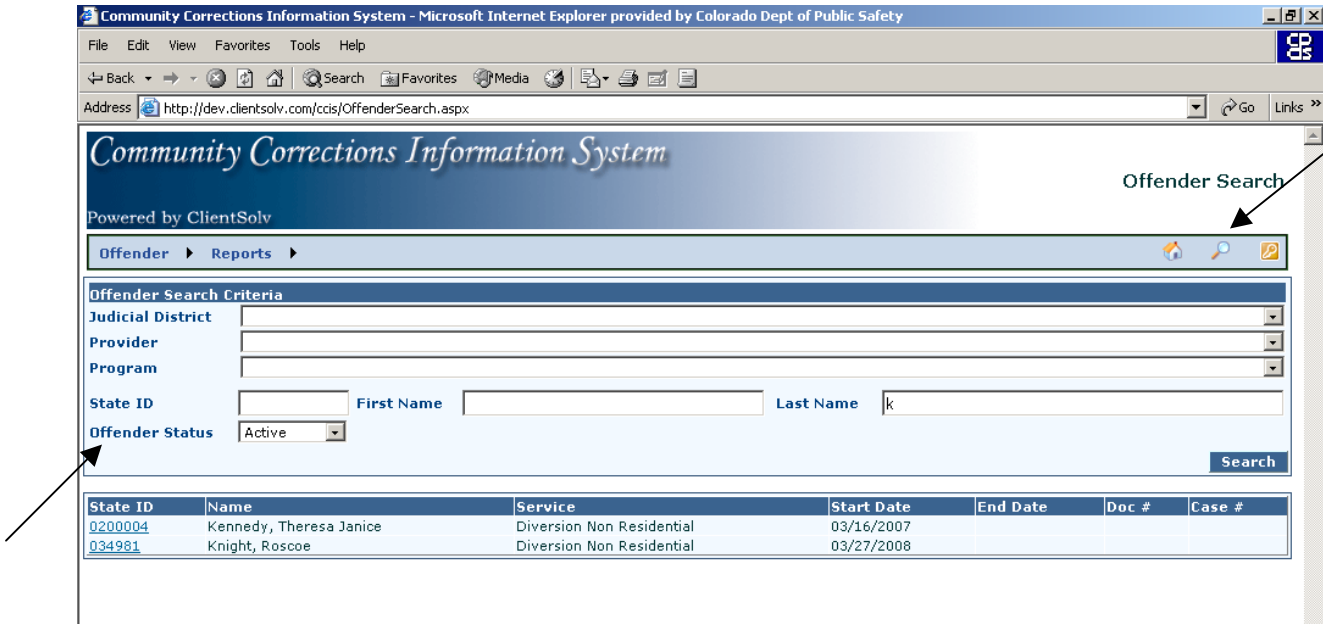
Last Name	First Name	Doc #	Case #	Entry Date	Activity	Term. Date	Bill Start	Bill End	Serv. Days	Rate	Cost
Jones	Jeff	68297483		5/22/2008	Service		5/23/2008	5/31/2008	9.00	\$17.52	\$157.68
Martinez	Jose			5/22/2008	Service		5/23/2008	5/25/2008	3.00	\$17.52	\$52.56
					Hospitalization 05/25/2008 - 05/28/2008		5/28/2008	5/28/2008	3.00	\$8.76	\$26.28
					Service		5/29/2008	5/31/2008	3.00	\$17.52	\$52.56
Hill	Henry	54985157		5/23/2008	Service		5/24/2008	5/31/2008	8.00	\$17.52	\$140.16
Total									26.00		\$429.24

Report Option:

- Click on “Regular” to generate the regular bed bill.
- Click on “Differential” to generate the differential bill associated with the bed bill.

The system will automatically generate the differential bill according to the Bill Type identified on the bill being processed. The system then submits the differential bill directly to DCJ/OCC once the associated base bed bill has been received by DCJ/OCC for review and approval.

OFFENDER SEARCH



The “magnifying glass” icon at the top right of the page will open the offender profile search page.

Offender Status drop-down list:

- Active – will generate a list of active records only
- Terminated – will generate a list of terminated records only
- Blank – will generate a list of both active and terminated records

Program

The offender search will only result in a list of offenders who have had services at that program.

Provider

The offender search will produce a list of offenders who have had services at any program associated with the provider.

Judicial District

The offender search will produce a list of offenders directly related to the referring Judicial District.