

eBilling Training

System Administration

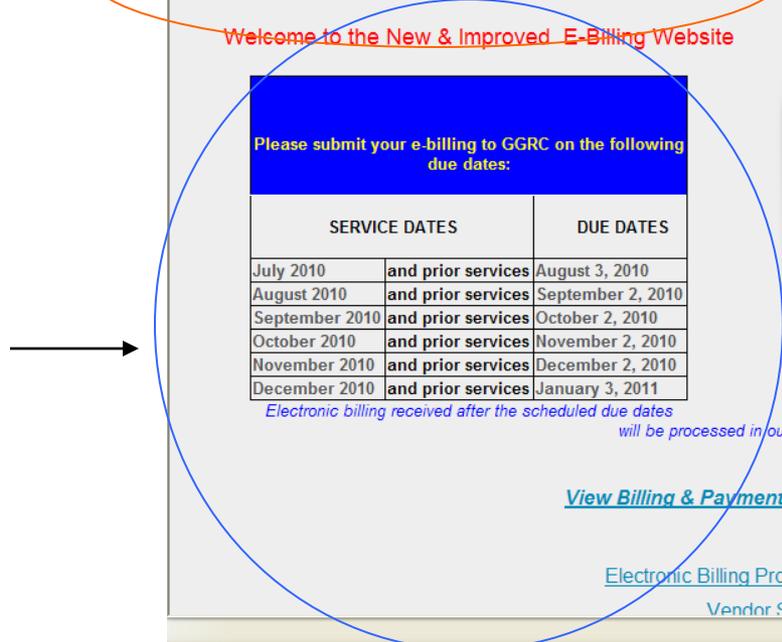
eBilling  system

When the application is first deployed to your regional center, you will want to customize the way it looks with your own logo and pertinent information. The launch page will be the first screen a visitor will see upon linking to the eBilling application.

rclogin.jpg



frame.html



eBilling - Windows Internet Explorer provided by DDS

http://169.3.164.154:10090/login

State of California
Department of Developmental Services

Welcome to the New & Improved E-Billing Website

Please submit your e-billing to GGRC on the following due dates:

SERVICE DATES		DUE DATES
July 2010	and prior services	August 3, 2010
August 2010	and prior services	September 2, 2010
September 2010	and prior services	October 2, 2010
October 2010	and prior services	November 2, 2010
November 2010	and prior services	December 2, 2010
December 2010	and prior services	January 3, 2011

Electronic billing received after the scheduled due dates will be processed in our next month's billing cycle.

[View Billing & Payment History prior to 11/15/2010](#)

[Electronic Billing Process & Enrollment Form](#)

[Vendor Sign-in Sheet](#)

eBilling Home Page
DDS Supplemental Material | eBilling FAQ | Support Contacts | Online Help

eBilling  system

LAUNCH APPLICATION

[Conditions of Use](#) | [Privacy Policy](#)

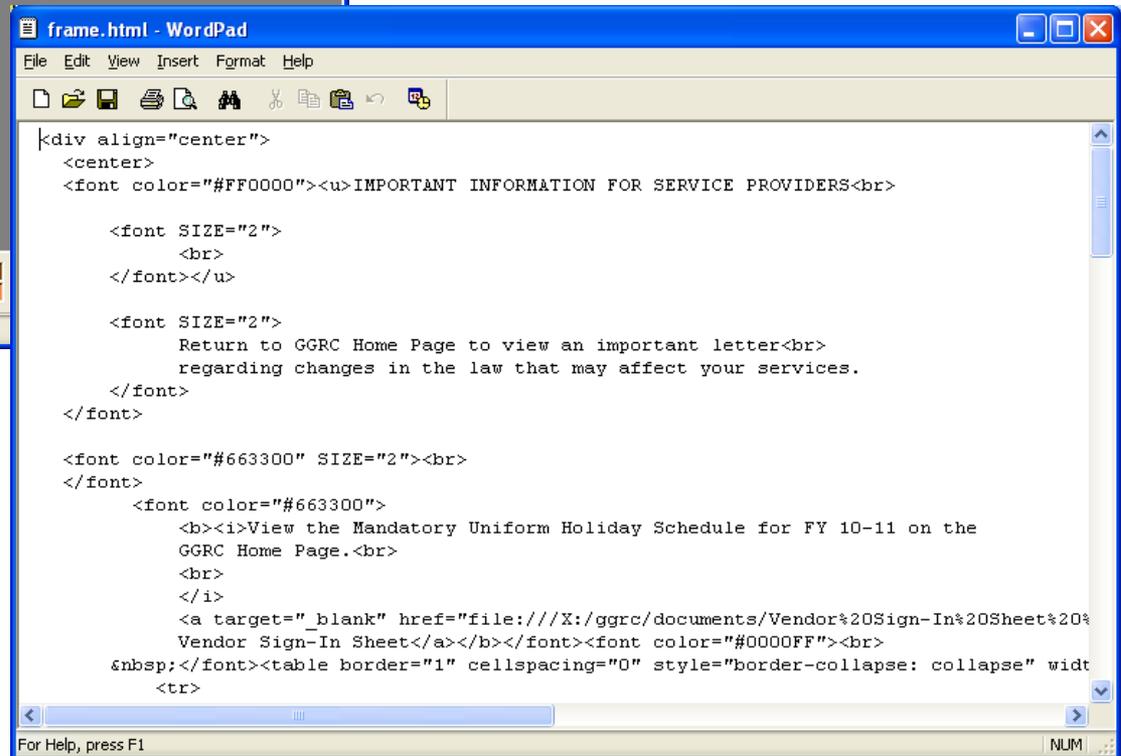
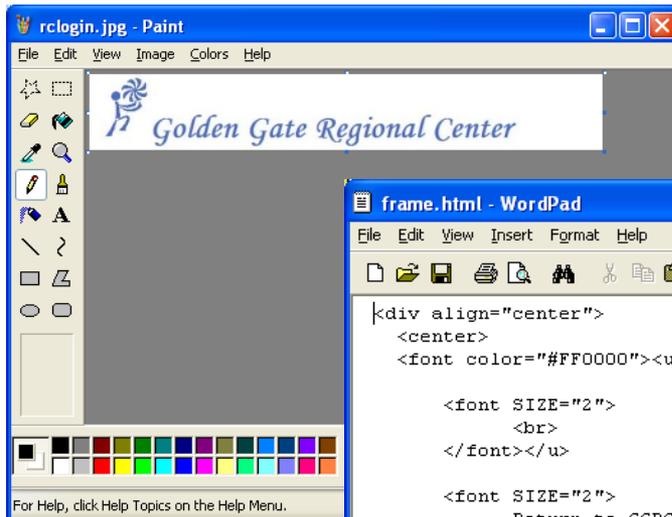
Internet 100%



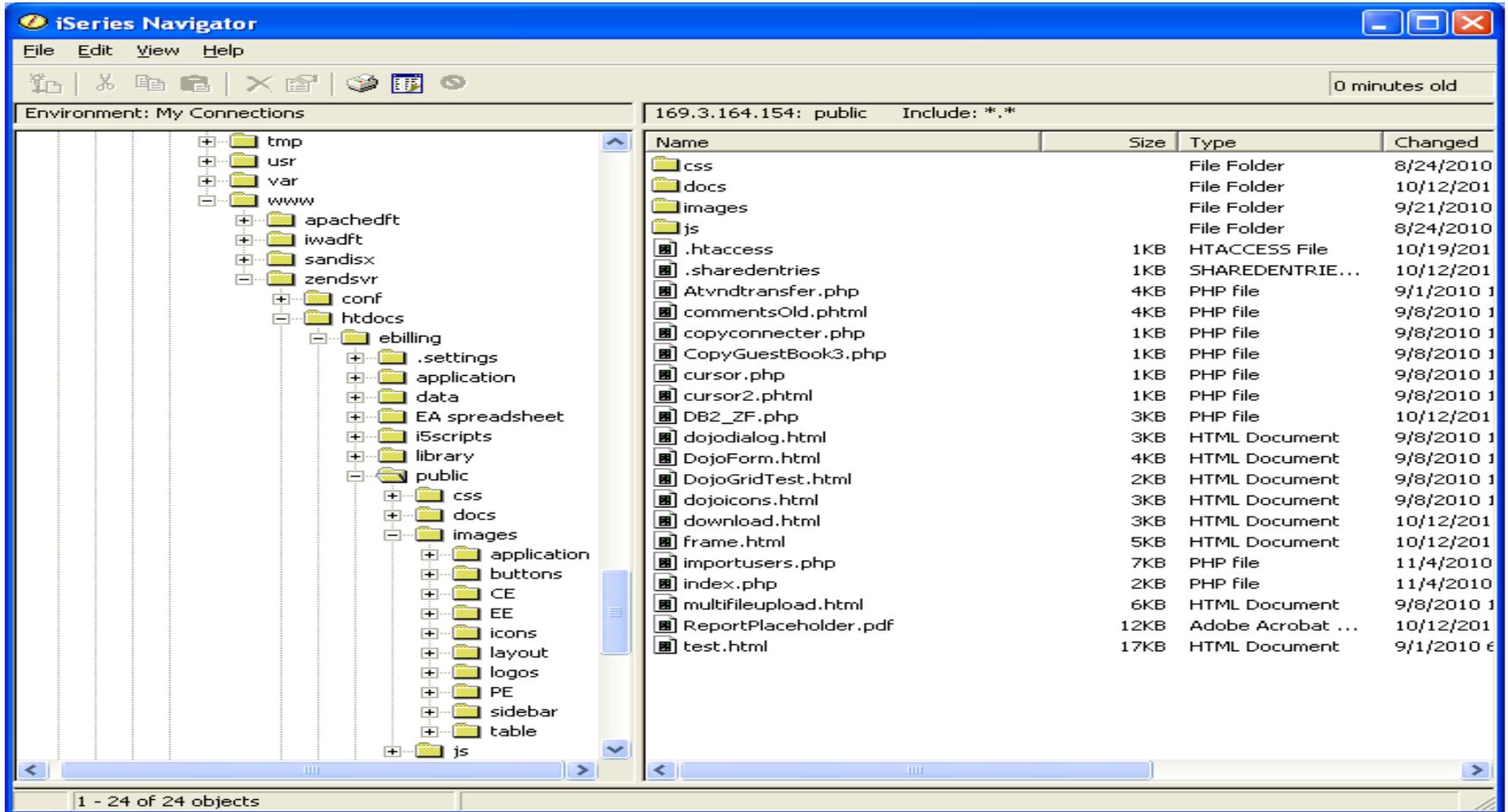
Your regional center logo should be trimmed to about 400 pixels wide by 60 pixels high to fit in the banner area. The rlogin.jpg file will be put in the IFS of your i5: File Systems/Integrated File System/Root/www/zendsvr/htdocs/ebilling/public/images/logos/rlogin.jpg

The news area is an html file called frame.html. This will be whatever information you want your vendors to see when they first log on to the application. Customize it with colors and fonts, links and images to make it most useful and eye-catching. This file will go in the IFS in the following location: File Systems/Integrated File System/Root/www/zendsvr/htdocs/ebilling/public/frame.html. Any related links or documents can live in the public folder as well.

You will edit both of these files on your PC before copying them to the IFS.



```
frame.html - WordPad
File Edit View Insert Format Help
[Icons]
<div align="center">
  <center>
    <font color="#FF0000"><u>IMPORTANT INFORMATION FOR SERVICE PROVIDERS<br>
      <font SIZE="2">
        <br>
      </font></u>
      <font SIZE="2">
        Return to GGRC Home Page to view an important letter<br>
        regarding changes in the law that may affect your services.
      </font>
    </font>
  </div>
  <font color="#663300" SIZE="2"><br>
</font>
  <font color="#663300">
    <b><i>View the Mandatory Uniform Holiday Schedule for FY 10-11 on the
    GGRC Home Page.<br>
    <br>
    </i>
    <a target="_blank" href="file:///X:/ggrc/documents/Vendor%20Sign-In%20Sheet%20%
    Vendor Sign-In Sheet</a></b></font><font color="#0000FF"><br>
    &nbsp;</font><table border="1" cellspacing="0" style="border-collapse: collapse" widt
    <tr>
```



Environment: My Connections

169.3.164.154: public Include: *.* 0 minutes old

Name	Size	Type	Changed
css		File Folder	8/24/2010
docs		File Folder	10/12/2010
images		File Folder	9/21/2010
js		File Folder	8/24/2010
.htaccess	1KB	HTACCESS File	10/19/2010
.sharentries	1KB	SHAREENTRIE...	10/12/2010
Atvndtransfer.php	4KB	PHP file	9/1/2010 1
commentsOld.phtml	4KB	PHP file	9/8/2010 1
copyconnector.php	1KB	PHP file	9/8/2010 1
CopyGuestBook3.php	1KB	PHP file	9/8/2010 1
cursor.php	1KB	PHP file	9/8/2010 1
cursor2.phtml	1KB	PHP file	9/8/2010 1
DB2_ZF.php	3KB	PHP file	10/12/2010
dojodialog.html	3KB	HTML Document	9/8/2010 1
DojoForm.html	4KB	HTML Document	9/8/2010 1
DojoGridTest.html	2KB	HTML Document	9/8/2010 1
dojoicons.html	3KB	HTML Document	9/8/2010 1
download.html	3KB	HTML Document	10/12/2010
frame.html	5KB	HTML Document	10/12/2010
importusers.php	7KB	PHP file	11/4/2010
index.php	2KB	PHP file	11/4/2010
multifileupload.html	6KB	HTML Document	9/8/2010 1
ReportPlaceholder.pdf	12KB	Adobe Acrobat ...	10/12/2010
test.html	17KB	HTML Document	9/1/2010 6

1 - 24 of 24 objects

Note: to sort contents into alphabetical order in the IFS, click on the “Name” column header.

eBilling system

eBilling - Windows Internet Explorer provided by DDS

http://169.2.20.146:8083/login

File Edit View Favorites Tools Help

Google Search Share Translate AutoFill Sign In

Favorites eBilling



eBilling Home Page

[DDS Supplemental Material](#) | [eBilling FAQ](#) | [Support Contacts](#) | [Online Help](#)

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eBilling system

LAUNCH APPLICATION

[Conditions of Use](#) | [Privacy Policy](#)

Electronic billing received after the scheduled due dates will be processed in our next month's billing cycle.

[View Billing & Payment History prior to 11/15/2010](#)

[Electronic Billing Process & Enrollment Form](#)

[Vendor Sign-in Sheet](#)

The [Support Contacts](#) link at the top of both the launch page and the login page will point to a regional center maintainable html in the public folder of the IFS called supportcontacts.html. You can use this for more specific contact information you want to relate to your vendors.

eBilling system

eBilling - Windows Internet Explorer provided by DDS

http://169.2.20.146:8083/login



eBilling Home Page

[DDS Supplemental Material](#) | [eBilling FAQ](#) | [Support Contacts](#) | [Online Help](#)

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[View Billing & Payment History prior to 11/15/2010](#)

[Electronic Billing Process & Enrollment Form](#)

[Vendor Sign-in Sheet](#)

eBilling system

Username

Password

[Forgot your password?](#)

[Conditions of Use](#) | [Privacy Policy](#)

eBilling system

eBilling Redesign - Windows Internet Explorer provided by DDS

http://169.3.164.154:10090/home/dashboard

eBilling  system

Help | Logout

Home

Invoices

Payments

Reports

Service Provider Management

Administration

Dashboard

My Profile

TAI Spreadsheet Transfer

User: radmin

Welcome RC



Bulletin

11/09/2010 *Isn't it a great day to be a system admin?*

Quick Links

[User Updates](#)

[Reports](#)

Service Provider Selection

Search

SPN#	Description
------	-------------

Available Files for Download

Service Provider #	File Name	Posted Date	Download
--------------------	-----------	-------------	----------

Done

Internet

100%

The first thing you will see is your Dashboard. Navigation is arranged in a series of tabs and subtabs, with several links. All users will see a variation of this dashboard when they sign in, with user role determining available content. Users with lower levels of authority will not see all the tabs that the RC Admin user will have accessible.

As RC Admin, you do not need to have any service provider numbers (SPN's) assigned, because you will have access to all vendors in the UFS PVNDOR file. This is also true for the RC Supervisor role. The list of available vendor numbers, or SPN's, is refreshed nightly, with an option to refresh on demand using the Data Transfer subtab on the Administration tab.

eBilling system

Welcome RC



Bulletin

11/09/2010 *Isn't it a great day to be a system admin?*

Quick Links

- [User Updates](#)
- [Reports](#)

Service Provider Selection

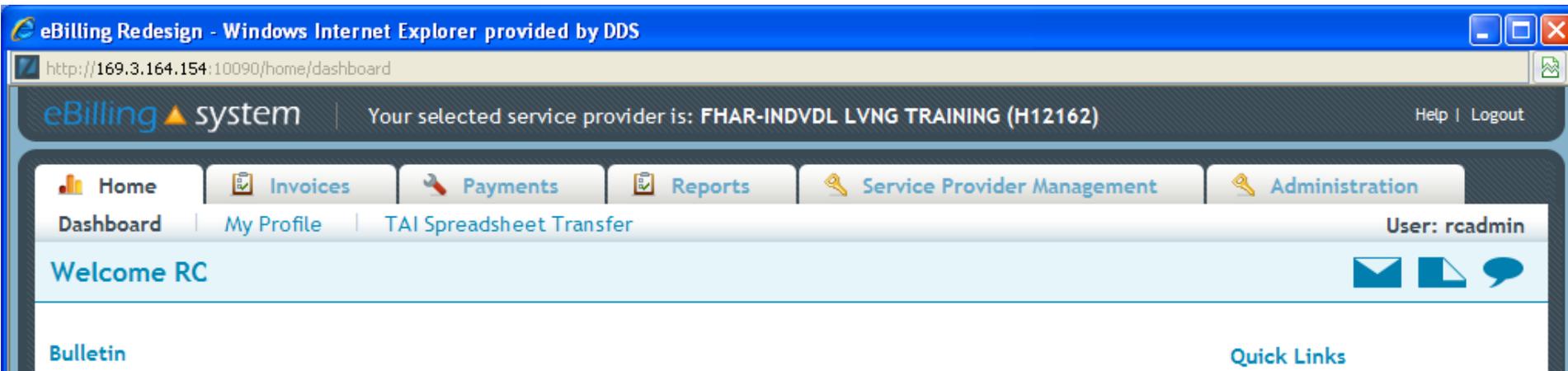
SPN#	Description
H12156	LIFEHOUSE-MONTECILLO
H12159	NORTHAVEN HOME
H12160	HUBBARD BOARD & CARE HOME
H12162	FHAR-INDVDL LVNG TRAINING
H12168	STA NORCAL-MARIN DAY
H12170	STA NORCAL - TRANS.
H12171	WHISTLESTOP WHEELS

Available Files for Download

Service Provider #	File Name	Posted Date	Download
--------------------	-----------	-------------	----------

Service Provider Selection can be done with as few as three characters as a “wild card” search.

Selecting one of the SPN’s from the search result will bring that service provider into focus for any vendor specific activity on the Invoices or Payments tabs:





The subtabs on the Home tab are Dashboard, My Profile, and TAI Spreadsheet Transfer. The Profile subtab will show information specific to the logged in user, and will be where all users should first stop to change passwords and update any information not grayed out.

All users will be required to change their password every 90 days.

eBilling system

User Profile of RC Admin

User Name*

First Name*

Last Name*

Middle Initial

Name of the Company

Company Tax ID

Address

City

State

Zipcode

Email

Phone

Password*

Status Enabled

Password Expiry

Roles

Assigned SPN #

SPN #	Description
-------	-------------

As a regional center administrator, it will be your responsibility to perform user maintenance for regional center staff (RC Supervisor and RC Analyst user roles) as well as vendor staff. Vendor staff roles are broken down as follows:

- Vendor Administrator, who can maintain vendor users with less authority:
 - Vendor Supervisor
 - Vendor Staff
 - Vendor Staff – No Payment Access

Ideally, the only member of the vendor organization you should have to set up would be the Vendor Administrator. You will need to make sure to assign all SPN's for that vendor to that user, because these will be the only SPN's available for the Vendor Administrator to assign to the rest of the vendor staff.

The difference between the Vendor Supervisor and Vendor Staff roles is that the Vendor Supervisor will be able to push the button on invoices. Some vendor organizations require this separation of duty.

The subtabs available on the Administration tab are Users, Add User, Role Assignment, System Values, and Data Transfer.

To search for existing users, enter as much or as little information as you want to use in any of the boxes on the Search Users screen. To display the entire database of users, press the button without entering any search criteria. The default is to display enabled users only.

eBilling system

eBilling Redesign - Windows Internet Explorer provided by DDS

http://169.3.164.154:10090/administration/Users

eBilling  system

Your selected service provider is: FHAR-INDVDL LVNG TRAINING (H12162)

Help | Logout

- Home
- Invoices
- Payments
- Reports
- Service Provider Management
- Administration

- Users
- Add User
- Role Assignment
- System Values
- Data Transfer

User: radmin

Search Users

First Name:	<input type="text"/>	Company Name:	<input type="text"/>	Company Tax ID:	<input type="text"/>	Search
Last Name:	<input type="text"/>	Email:	<input type="text"/>	Role:	<input type="text"/>	
Middle Initial:	<input type="text"/>	User ID:	<input type="text"/>	Display Enabled	<input checked="" type="checkbox"/>	
				Users Only:		

First Name	Last Name	MI	Role	User ID	Email	Company Name	Tax ID	
------------	-----------	----	------	---------	-------	--------------	--------	--

The default result list displays the users in order by First Name. Click on any of the column headings to change the sort order. Clicking a column heading a second time will switch the sort from ascending to descending, as shown in the following screen, where I've selected all users in this database, sorted descending by Role:

eBilling system

eBilling Redesign - Windows Internet Explorer provided by DDS

http://169.3.164.154:10090/administration/users

eBilling  system

Help | Logout

[Home](#) |
 [Invoices](#) |
 [Payments](#) |
 [Reports](#) |
 [Service Provider Management](#) |
 [Administration](#)

[Users](#) |
 [Add User](#) |
 [Role Assignment](#) |
 [System Values](#) |
 [Data Transfer](#)

User: roadmin

Search Users

First Name: Company Name: Company Tax ID:
 Last Name: Email: Role:
 Middle Initial: User ID: Display Enabled
 Users Only:

First Name	Last Name	MI	Role	User ID	Email	Company Name	Tax ID	
Beverly	McNeal		Vendor Supervisor	bvendor				<input type="button" value="EDIT"/>
Buba	Dav		Vendor Supervisor	buba		Preschool	574757489	<input type="button" value="EDIT"/>
Cora	Chu		Vendor Supervisor	vsup				<input type="button" value="EDIT"/>
Demo	Test	X	Vendor Supervisor	demotest	demotest@demo.	Demo Test Company	191919191	<input type="button" value="EDIT"/>
Jacque	Weimer		Vendor Supervisor	jweimer_vendorsu				<input type="button" value="EDIT"/>
Marie	Holland		Vendor Supervisor	mholland	mholland@altareg	ACRC		<input type="button" value="EDIT"/>
Susan	Difuntorum		Vendor Supervisor	bpine	abc@dds.ca.gov	We Will Take You	123456789	<input type="button" value="EDIT"/>

To maintain an existing user profile, click on the Edit  button on that user's line. All user data is updatable except for the User Name and Password Expiration date.

To deactivate a user, uncheck the Enabled status box.

Press the button after making your changes.

User Profile of Demo Test



User Name*

First Name*

Last Name*

Middle Initial

Company Name

Company Tax ID

Address

City

State

Zipcode

Email

Phone

Password*

Status Enabled

Password Expiry

Roles

Assigned SPN #

SPN #	Description
HJ0007	COVENANT HILLS WOMEN'S
HJ0251	FOUNDATION FOR THE
HJ0305	HEIL HOUSE
HJ0468	SIERRA VISTA
HJ0489	BASIC OCCUPATIONAL
HJ0510	ARC RIVERSIDE AKA ADVANCE

To assign (or unassign) SPN's to the user, click the **Assign SPN** button. As before, Service Provider Selection can be done with as few as three characters as a "wild card" search. If you key in all six characters of a valid vendor number, the **Assign** button will appear and you'll need only press Enter to add that SPN to the list of Assigned service providers displayed on the right.

To remove a previously assigned SPN, click on the entry in the list on the right and click the **Remove Selected SPN's** button.

When you've finished selecting the appropriate SPN's for this user, click **Save**. You will be returned to the User Profile page, where you can continue editing the user or click **Close**.

eBilling system

eBilling Redesign - Windows Internet Explorer provided by DDS

http://169.3.164.154:10090/administration/spnassignment/uid/48/updatemode/Y

eBilling  system

Help

SPN Assignments

Search SPN Numbers

Search

Assign Selected SPNs

SPN#	Description
H12162	FHAR-INDVDL LVNG TRAINING

Assigned SPN Numbers

Remove Selected SPNs

SPN#	Description
HJ0007	COVENANT HILLS WOMEN'S
HJ0251	FOUNDATION FOR THE
HJ0305	HEIL HOUSE
HJ0468	SIERRA VISTA
HJ0489	BASIC OCCUPATIONAL
HJ0510	ARC RIVERSIDE AKA ADVANCE
h12162	FHAR

Save

Close

The Add User subtab will enable you to add users to the system with role assignments with authority levels less than your own. The default is “Reader”, which allows the user to view information only. Required information is indicated by a red asterisk. User Names can consist of alphanumeric characters and underscores only. No other special characters are allowed. The security policy in effect at your regional center should be observed in the assignment of passwords. Once you’ve entered as much information as desired, press , and you will be taken to the SPN assignment screen.

eBilling system

Add New User Profile

User Name*	<input type="text"/>	Password*	<input type="password"/>
First Name*	<input type="text"/>	Status	<input checked="" type="checkbox"/> Enabled
Last Name*	<input type="text"/>	Roles	Reader ▾
Middle Initial	<input type="text"/>		
Company Name	<input type="text"/>		
Company Tax ID	<input type="text"/>		
Address	<input type="text"/>		
City	<input type="text"/>		
State	<input type="text"/>		
Zipcode	<input type="text"/>		
Email	<input type="text"/>		
Phone	<input type="text"/>		

The Role Assignment subtab will help in making more wholesale role assignments. The dropdown box at the top of the screen indicates which role level you're working with. As RC Admin, you'll be able to assign roles to authority levels of RC Supervisor and below. The list of users on the right shows those users already assigned the given role, and the list on the left shows all users in the system, with a search box by Last Name. As you enter search criteria, the list of available users narrows to match the given character(s).

Standard item selection rules apply – shift/click a range for contiguous users, or ctrl/click to select non-contiguous user names. Once selected, click on to apply the role assignment.

Role Assignment

Role Assignments for RC Analyst

Available Users

Search by Last Name

First Name	Last Name
DDS	Admin
RC	Admin
Altav	Admin
Jacob	Black
Jerome	Blue
James	Brown
Lavinia	Chan
Cora	Chu

Actions

Assign >>

<< Unassign

Assigned Users

First Name	Last Name
RC	Analyst
Alta RC	Analyst
Cora	Chu
Minda	Cortez
Susan	Difuntorum
Susan	Difuntorum
Andrew	Gable
Emily	Gerber

Save Close

Further regional center customization will need to be done on the System Values subtab.

Bulletin Posts are a handy way of communicating with users. These messages are displayed when a user logs in. You can edit or delete an existing bulletin, or add a new message. Standard font editing is available in the text entry box at the bottom of the screen. When you're finished creating your new message, click on [Add Bulletin](#).

eBilling system

eBilling Redesign - Windows Internet Explorer provided by DDS

http://169.3.164.154:10090/administration/bulletin

eBilling  system Help

Bulletin Log

User Name	Date & Time	Bulletin	Edit	Delete
rcadmin	2010-11-09 13:34:06	<i>Isn't it a great day to be a system admin?</i>		

     **B** *I* U ~~S~~ |         Size Font

The eBilling system will be down for maintenance on Saturday, November 13th from 8:00 am to noon.

Done Internet 100%

You'll want to work with your RC Administrator or his surrogate to determine which, if any, service codes you want to assign to allow invoicing over the authorized amount.

Allow invoicing over the authorized units/dollars for the selected service codes below

Approved for billing over authorized amount	
1-FUNERAL SERVICES	
3-MEDICAL RECD.COPYING	
4-SPORTS CLUB	
21-VEHICLE MOD/ADAPTATN	

Assign Service



The next two check boxes will also be covered in greater detail in the POS and Invoicing training and documentation:

Allow new attendance only invoice lines for contract invoices Yes

Automatically Email users when new TAI's are available for download Yes

When a user clicks on an email icon  , their default email program will populate the recipient field with the email information entered in the RC Contact email area. If there are multiple email contacts for your regional center, separate the email addresses with a semicolon.

RC Contact

RC Contact email

ebilling@dds.ca.gov;pos@dds.ca.gov

The holiday calendar can be updated to reflect regional center-specific holidays. The holidays shown in red are preset by the Department. If your regional center requires additional holidays, click [Add Holiday](#), and an entry will be added at the bottom of the list. Click on the date to bring up a calendar pop-up and select the desired date. Then change “CUSTOM HOLIDAY” to be something more appropriate.

When you’re done with the Application Configuration customizations, press the [Save](#) button at the bottom of the page.

RC Calendar

Date	Holiday Description	
07/04/2010	Independence Day	^
09/06/2010	First Monday in September	
10/11/2010	Second Monday in October	
11/11/2010	Veterans Day	
11/25/2010	Thanksgiving	
11/26/2010	Day after Thanksgiving	
12/24/2010	Christmas Eve Holiday	
12/25/2010	Christmas Holiday	
12/26/2010	Uniform Holiday	
12/27/2010	Uniform Holiday	
12/28/2010	Uniform Holiday	v

Add Holiday

Note: The holidays displayed above in RED are not editable and are managed by DDS. The holidays displayed in normal color are customizable by the Regional Center.

eBilling system

eBilling Redesign - Windows Internet Explorer provided by DDS

http://169.3.164.154:10090/administration/datatransfer

eBilling  system Help | Logout

Home Invoices Payments Reports Service Provider Management Administration

Users Add User Role Assignment System Values Data Transfer User: radmin

Data Transfer

Incoming Data Process (UFS to Web)

Import Invoice For Web Entry

Import EFT Information

Update Vendor Information

Outgoing Data Process (Web to UFS)

Transfer Web Attendance Data

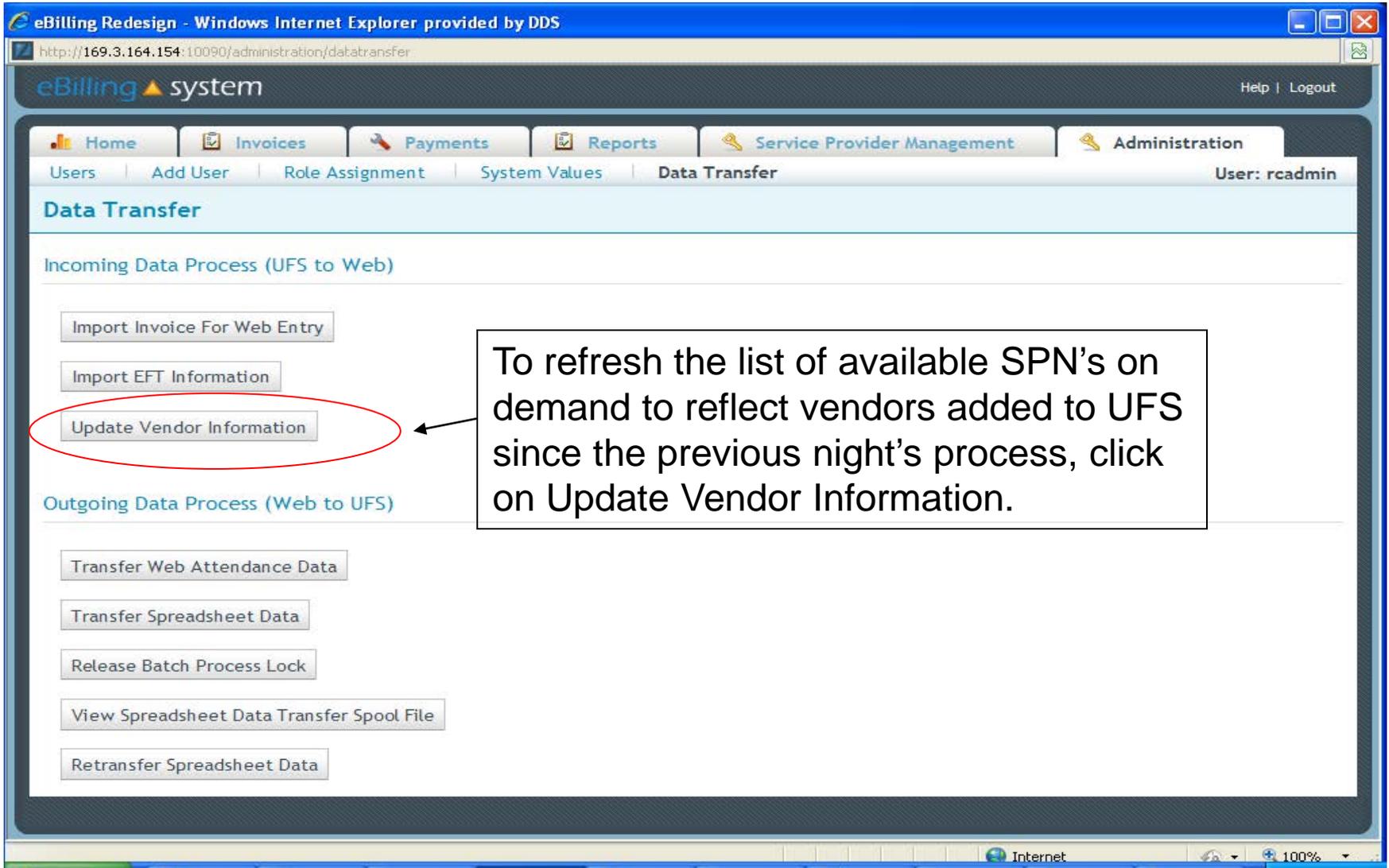
Transfer Spreadsheet Data

Release Batch Process Lock

View Spreadsheet Data Transfer Spool File

Retransfer Spreadsheet Data

To refresh the list of available SPN's on demand to reflect vendors added to UFS since the previous night's process, click on Update Vendor Information.





Thanks from your Application Support Team
ast@dds.ca.gov