INTENSIVE IN-HOME SERVICES/INTENSIVE FAMILY REUNIFICATION SERVICES VENDOR INVOICE (IIS/IFRS-1)

Purpose:

The Vendor Invoice (IIS/IFRS-1) is used for payment for contracted Intensive In-Home Services/Intensive Family Reunification Services Specialists. The contractor uses the IIS/IFRS-1 to request the IIS/IFRS Site Coordinator authorize payment for hired, trained and available IIS/IFRS contracted specialists.

NUMBER OF COPIES AND DISTRIBUTION:

Two copies of the IIS/IFRS-1 are to be completed monthly; the original forwarded to local IIS/IFRS site coordinator or designee and the second copy retained by the contracted provider agency. Many IIS/IFRS sites serve multiple counties; however, only one IIS/IFRS vendor invoice will be submitted monthly for each site.

INSTRUCTIONS FOR COMPLETION:

The IIS/IFRS-1 begins on the first of each month and ends on the last day of the month. Information relating to IIS/IFRS specialists who are available for services during these dates should be recorded on the IIS/IFRS-1. The contractor is required to submit the completed IIS/IFRS-1 by the fifth working day of each month following service to the IIS/IFRS site coordinator/designee, indicating each IIS/IFRS specialist and the days each specialist were available for service.

Information on the IIS/IFRS-1 should be typed electronically and signed by the Contractor.

FIELD INSTRUCTIONS:

Bill To / Mail To: Enter “Children’s Division” for Bill to, specify the county office and Site Coordinator/Designee.

Invoice #: This is a unique invoice # developed by the contractor.

Invoice Date: Enter the date the invoice is completed.

Vendor Name, City, State and Zip Code: Enter the contractor’s agency name and mailing address.

Vendor #: Enter the contractor’s SAM II vendor #.

Contract Number: Enter the IIS/IFRS contract number to indicate the contract from which the invoice is billed.

IIS/IFRS Specialist's Name: Full-time IIS/IFRS specialists who have been hired, trained or are in training (including on-the-job training), and are available as an IIS/IFRS specialist whose function is to serve families according to the scope of work outlined in the RFP, should be listed in this column, by first and last name.

Substitute Specialists should be listed under the section heading "Backup IIS-IFRS Specialists Name", below. Substitutes who serve as a backup for an IIS/IFRS specialist for an extended period of time (longer than three months) must be approved by the state.

Part-time IIS/IFRS Specialist's Name: Part-time IIS/IFRS specialists who have been hired, trained or are in training (including on-the-job training), and are available as an IIS/IFRS specialist whose function is to serve families according to the scope of work outlined in the RFP, should be listed in this column, by first and last name.

Month: Enter the month the service was provided.

Year: Enter the year the service was provided.

Dates of availability: The horizontal numbers reflect the dates of the month, starting with the 1st through the 31st in which each specialist is available. Horizontally with each specialist's name, a code should be entered (or left blank) for each day of the month. This code indicates whether the specialist was hired, trained, or in training (including on-the-job training), and available to serve IIS/IFRS families. Three codes will be used to indicate this status:

<u>Key</u>	<u>Definition</u>
(X)	Specialist is hired, trained or in training (including on-the-job training), and available to serve IIS/IFRS families.
(S)	A substitute (replacing the specialist), who is equally trained as stipulated in the contract, and is able to work with the IIS/IFRS specialist's family, or to receive referrals.
( )	A blank should be left when the specialist or an equally qualified substitute is not available.
(a)	An equally trained and available substitute for a specialist but did not serve as a back-up specialist.

Substitute Specialists should be listed on lines under the section heading "Backup IIS-IFRS Specialists Name". An "S" should be placed in each "Dates Available" column corresponding with the day that the substitute provided IIS-IFRS services. In this case, the original specialist's "dates of availability" corresponding boxes would be left blank showing that he/she was not available for service.

The first day that a specialist is hired, trained or is in training (OJT) and available to serve IIS/IFRS families should be marked at the appropriate date. For example, if the new specialist is hired, trained or they are in training (including on-the-job training), and available to serve IIS/IFRS families on the 5th of the month, an "X" should be placed on the line corresponding to the specialist's name, starting with the 5th.

Units: Each day on the horizontal line that is marked "X" or "S" should be counted as one unit and totaled in the "unit" column.

IFRS Days: The line items for each specialist in the "IFRS Days" column will enter the totals number of days that each specialist had at least one IFRS case open. E.g. If a specialist had 2 or 3 IFRS cases open on a given day, it should be counted as one day in this column.

Rate: The rate, as specified in the contract, should be placed in this column. For part-time IIS/IFRS specialists, the rate should be halved.

Total: This will automatically auto calculate and populate.

Sub-total: This will automatically auto calculate and populate.

IIS & IFRS Proportions: These will automatically auto calculate and populate.

CD Payment Designee: This is signed, including title and date by the IIS/IFRS Site Coordinator/Designee, after the CD Coordinator/Designee has reviewed and agreed with completed invoice.

Vendor Signature: This is signed, by the contracted provider's designated personnel, along with title and date, prior to sending the completed form to the IIS/IFRS Site Coordinator/Designee.

INSTRUCTIONS FOR RETENTION:

The original Vendor Invoice (IIS/IFRS-1) must be maintained in the county office of the IIS/IFRS Site Coordinator/Designee for a period of five (5) years. The contracted provider should also maintain a copy of their invoice for a period of five years.