

**Standard Operating Procedures for CMO Invoice Reconcilement**

1. Invoice detail - Client Roster must be submitted in an excel spreadsheet format and pdf.
2. Excel column headings must include the following: be in the following order:
	1. JAIS Number
	2. Last Name
	3. First Name
	4. Care Management Track (CMT) code
	5. CMT start date
	6. CMT end date
	7. Provider Name
	8. Days in Care
	9. Case Managers Name
3. Invoice submitted must include client roster with the above column heading in an excel format, a NON-RTA Summary with Probation levels and CMT codes, number of days in CMT band and number of youths served, a RTA Summary with the above data and an Adjustment Summary for any days/CMT changes not reported in the Monthly JAIS 207 report.
4. Reconciliation and review of the monthly invoice by the CMO contractor Manager
	1. Review 25% of the youth invoiced during the month – CMT code correct, case notes for adherence to Child Care Fund rules & county’s Q&A policy of youth invoiced, average weekly fact to face.
	2. Reconciliation of the total number of days in the JAIS Monthly 207 Report to the total number of days on the CMO Monthly Roster report.
	3. If discrepancies exist in the total number of days, compare detail rosters from JAIS to CMO’s Monthly Roster of Youth to ensure youth are accurately reported for the number of days services were performed. Confirm total number of days in the CMO monthly roster of days of care for each category, residential, in home, foster care, and SIL with the monthly JAIS 207 report to determine where the discrepancies exist.
	4. Contract Managers may make follow-up phone /email contacts to resolve any discrepancies between invoices and JAIS reports used to reconcile discrepancies are resolved by the contract manager
5. In JAIS use “enable audit mode” under Preferences to review any changes made after the monthly JAIS 207 report.
6. If the Contract manager is unable to accurately reconcile the difference prior to processing the invoice for payment, information is JAIS will be the controlling authority for adjudicating payment claims.