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SHINES
EMERGENCY CHECK VALIDATION GUIDE

A. Emergency Checks

NOTE: An emergency check is when the county has a 'true' emergency and needs a check in 24-48 hours, i.e., PUP client needs check to avoid having utilities shut off. Case worker **will** complete Service Authorization on SHINES and fax to Regional Accounting. Regional Accounting will process check in SMILE and then enter check information into SHINES. If Foster Care, RBWO, or Relative Care need approval from State Office.

1. Requirements – Resource ID#, Contract ID#, and Person ID#
2. Click on Financial Tab → Invoice Search Tab→ Invoice Search Page

3. Enter Resource ID#
4. Click Type drop down menu
5. Choose Foster Care, Relative Care or Delivered Services
6. Click Phase drop down menu
7. Choose Pre-Bills

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8. Select Region "Your Region"
9. Enter service month (current month, if doing relative care)
10.   Enter service year
11.   Click County drop down menu (if looking for 1 county at a time)
12.   Click on SEARCH button and scroll down for Search Results

13.   You should get No Records Exist or a list of invoices, excluding the invoice needed.
14.   Click the ADD button to go to the Invoice page.
15.   Enter the Contract ID#
16.   Click the Validate Button. Make sure the resource name and vendor ID is correct

17.   Click on the Region drop down menu and pick the correct

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Region

18.   Click on the County drop down menu and pick the correct County, if applicable

19.   Click on Invoice Specific Adjustments and Select "**NO**"

20.   Click on Type drop down box and pick Emergency Foster Care, Relative Care or Emergency Delivered Service depending on type of invoice being processed.

21.   Enter Service Month

22.   Enter Service Year

23.   Enter Received Date

24.   Click on SAVE

25.   Scroll down to the bottom of the page to the Foster Care or Delivered Services List.

26.   Click the ADD button under Foster Care, Delivered Services List→Foster Care or Delivered Services Detail Page.

27.   If for Foster Care Services, follow Step 27, and if for Relative Care or Delivered Services, follow Step 28.

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a. Enter the Person ID from your list or Invoice header
b. Enter Resource ID
c. Click on Validate and verify the child's name
d. Enter Service Month
e. Enter Service Year
f. Select Service Type from the pull down menu.
g. Enter # of days = (From 1 To 31) The system only moves you to this field if applicable to the Service Type chosen
h. Enter rate and check Total Amount

i. Click on SAVE button.
j. Go Step 29.

28. If you are on the Delivered Services Page, do the following steps and then move to Steps 29-32.

a. Check the Person ID from your Invoice/Statement
b. Check Service Month
c. Check Service Year
d. Check your Service Type
e. Check your County

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      f. Check UT Type
      g. Check Rate, adjust if needed according to invoice
      h. Check Quantity, adjust if needed according to invoice
      i. Check Item Total
      j. Click on SAVE button
      k. Go to step 29.

29.   System will take you back to the Invoice Page
30.   Enter Submit Date
31.   Enter Check Date
32.   Enter Check Number
33.   Enter the Invoice Contact
34.   Enter Check Amount.
35. Enter Emergency in the Provider Invoice Number Field.
35.   Click Approval Status drop down menu and Select "APPROVED"

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Contract Information

* Contract ID: 8504391
Resource Name: Shields, William Or Cynth   Resource ID: 8504604
Vendor ID: 30777
* Region: Region 1   * County: Catoosa

Invoice Information

* Invoice Specific Adjustment: Not Adjustment   ☐ Invoice Ready for Validation

* Type: Emergency Payment - Foster Care   * Received Date: 08/10/2010

* Month: 7   * Year: 2010   Claimed Amount: $ 0.00

‡ Submit Date: 8/10/2010   Valid Amount: $ 511.50
‡ Check Date: 8/10/2010   ‡ Check Amount: 511.50
‡ Check Number: 12345   Approval Status: Approved
‡ Invoice Contact: Test
Provider Invoice Number: Emergency

[Save]

Foster Care List   *Scroll for more information -->*

Rejection	Person ID	Name ▼	Resource ID ▼	Month	Year
○	10705134	Broadrick,Megan M	8504604	7	2010

36.   Repeat step 14 to 35 if there are other invoices for the same
Resource ID#.