

OFFICE OF PUBLIC DEFENSE SERVICES

PROCEDURE NAME:	Invoice Submission Form	Number:	1
RESPONSIBLE SECTION:	Accounts Payable	Effective Date:	1/3/2022

INTRODUCTION

This procedure is for all external partners who provide public defense services and submit invoices to OPDS for payment (Vendor). OPDS will only accept invoices submitted via the online invoice submission form located at <https://www.oregon.gov/opds/provider/Pages/invoice-submission.aspx>.

The following sections describe the composition of the online form and what information is required to be completed for each Vendor and Invoice Type.

See Appendix I for invoice types and Appendix II for expected case types.

INVOICE SUBMISSION FORM

All invoices must be submitted via the OPDS online Invoice Submission form at <https://www.oregon.gov/opds/provider/Pages/invoice-submission.aspx>. All the necessary fields in the form must be completed including the related expense summary showing the sum of all detail for each category shown on the invoice. The invoice and all other supporting documentation, including Case Support Services Authorization with the effective date, must also be attached. The grand total shown on the form should match the grand total shown on the attached invoice.

The online form consists of eight tabs. Not all tabs and not all fields are required. The tabs are required based on vendor type and the type of service or expenses for which invoices are submitted. Required fields are identified with a red asterisk (*) on the form.

At the bottom of each tab there is a Previous and a Next button that can be used to move to the last or to the next tab. It is not necessary to select either of these buttons if you do not need to enter information on that tab. Tabs can be selected by clicking on the label to open. If a required tab is skipped or any required fields have been missed when the submitter clicks on the Submit button required fields will be flagged in red.

Vendor Information

New vendors must send an email to accountspayable@opds.state.or.us to request set up for a new vendor **prior** to submitting the first invoice or for existing vendor information changes.

This will allow accounts payable staff to complete vendor set up. The email must have NEW VENDOR or VENDOR UPDATE in the subject line and contain the following information:

- 1) Vendor name (individual first and last name and business name if applicable)
- 2) Vendor mailing address
- 3) Vendor email address
- 4) Vendor phone number
- 5) Vendor number issued by the Department of Administrative Services (DAS), if known

For new vendors, once the DAS vendor profile has been set up accounts payable will send an email with the new vendor number.

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If a vendor would like direct deposit the form is available on the Invoice Submission page of our website. This form will need to be completed and mailed to DAS after the vendor has received the email from OPDS with their new vendor number. Once processed, DAS will send the provider access to the Payment Information Center. Once a direct deposit payment is released, the vendor will receive an automated email confirmation from DAS. They can then log into the Payment Information Center and see the same payment information they would normally see on a remittance advice that is attached to a paper check/warrant.

DAS website link for an ACH form and Q&A:

<https://www.oregon.gov/das/Financial/AcctgSys/Pages/ach.aspx>

Vendor Information Tab

This tab must be completed by everyone submitting an invoice for payment, this includes all vendor types and all invoice types unless otherwise specified below.

Vendor Type: Select Administrator if submitting an invoice for multiple counsel related to contract OR Counsel for attorney fees and expenses OR Service Provider for other service fees and expenses.

Vendor Number: Enter the vendor number assigned by the Department of Administrative Services (DAS). The full 13-digit number including the dash must be entered (xxxxxxxx-xxx). If you do not know this number please contact accountspayable@opds.state.or.us. Be sure that your payment information is current.

OSB Number: Enter counsel's Oregon State Bar number.
Must only be completed by Counsel vendor type.

Name: Enter either the last name of an individual vendor or the business name of a business vendor.

Email Address: Select yes or no for Submitter's email address different? Enter the vendor's email address and if submitter is different also enter the submitter's email address. If yes is selected, all notices will go to the submitter email address listed.

Invoice Type: Select the appropriate invoice type from the drop down. **See Appendix I for expected invoice types.**

CSS Authorization Number: Case Support Services (CSS) is the new name for Non-Routine Expenses (NRE).

Enter the authorization number related to services and expenses on the attached invoice. Required for all Case Support Service (CSS) invoice types. The system will check to see if the authorization number has been used previously and will reject duplicate submissions.

Must be completed by all Case Support Services Expense invoice types. If a CSS authorization has been granted the number must be entered on the form.

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Notice of Adjustment

Info Submission: This button defaults to No. Select Yes ONLY if submitting missing information or requested clarification related to a Notice of Adjustment received for a previously submitted invoice. If this button is set to yes, the system will accept a CSS authorization number that has been previously submitted, but it must be related to a Notice of Adjustment or it will be rejected during the intake process.

Must be completed by all vendor and invoice types submitting additional information related to a Notice of Adjustment.

County: Assigned County for counsel or County where services were performed for Service Provider.

Begin Invoice

Service Date: Select from calendar or enter the first date of services or expenses for the attached invoice.

End Invoice

Service Date: Select from calendar or enter the last date of services or expenses for the attached invoice.

Steps to complete this tab:

1. Select Vendor Type
2. Enter Vendor Number
3. Enter OSB Number if vendor type is Counsel
4. Enter either Last Name or Business Name
5. Determine if submitter is different than the vendor
6. If yes, click on the Submitter's email address is different button to change it to Yes
7. Enter the vendor's email address
8. If yes is selected for Submitter's email address is different, enter submitter's email address
9. Select the applicable invoice type from the Invoice Type drop down
10. If there is a CSS authorization, enter the number
11. If the submission is a Notice of Adjustment with supplemental information, click on the Notice of Adjustment Info Submission to change it to Yes
12. Select the county from the drop down
13. Enter begin and end invoice service dates (the date range of the attached invoice)

Select next applicable tab by clicking on the label.

Appellate Panel Tab

This tab must be completed for invoices submitted for appellate panel counsel. *Must be completed for Counsel vendor type and Routine – Appellate Panel invoice type only.*

Steps to complete this tab:

1. Select appropriate Counsel Fee Type from the drop down
2. Select appropriate status from the drop down

Select next applicable tab by clicking on the label.

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Case and Appointment Information Tab

This tab must be completed for all invoices submitted for services and expenses related to individual clients. *Must be completed by all vendor types and all invoice types except: Routine – Contract, Routine – Contract – PCR, Routine - Interpreter or Translation or Discovery.*

Most Serious Case

Type: Select the most serious case type from the drop down. These case types align with Caseload Reporting. Select the most serious case type of all represented cases related to the client. **See Appendix II for expected case types.**

Trial Court Case

Number: Enter the case number of the most serious charge of all represented cases related to the client.

Appellate Court Case

Number: Enter the case number related to an appeal, when applicable.

Client Name: Enter the name of the client.

Appointment Date: Enter court appointment date, from the order, that is entered into Odyssey, regardless of when that data entry actually occurs. If a case is reviewed at the request of OPDS and not appointed by the court, use the date of the OPDS request. *This must be completed for Counsel vendor type and is NOT required for Service Provider vendor type.*

Steps to complete this tab:

1. Select Most Serious Case Type from the drop down
2. Enter applicable Trial and/or Appellate Court Case Number
3. Enter the Client Name
4. Enter Appointment date if Counsel vendor type was selected

Select next applicable tab by clicking on the label.

Fees and Expenses Summary Tabs

The fee and expense summary tabs are broken out into four groups. Only complete information required for the selected vendor and invoice type.

Counsel Fees and

Expenses Summary: This tab must be completed for counsel related fees.

Must be completed by Counsel vendor type and any related invoice types.

Other Services

Summary: This tab must be completed for Service Provider fees and expenses.

Must be completed by Service Provider vendor type and any related invoice types.

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Out of Pocket Expenses

Summary: This tab must be completed for allowable expenses (i.e. photocopies, etc.). If the expense is not listed as an individual line item, list in Other Out of Pocket Expenses.

Must be completed by all vendor and invoice types that are invoicing for reimbursement of out of pocket expenses.

Travel Expenses

Summary: This tab must be completed for travel expenses including mileage, lodging, meals and other related allowable expenses.

IF there is mileage for multiple years, enter the most recent year in the Mileage category and enter the total amount for previous years in Travel Expenses (Parking/Rental Car/Airfare/Prior Year Mileage).

Must be completed by all vendor and invoice types that are invoicing for reimbursement of travel expenses.

Where applicable, enter the total amount of time or pages for each category and either select the rate from the drop down or enter the approved rate. The form will calculate the Amount Invoiced where this information is entered. There are some line items where the Amount Invoiced must entered.

The entries into these tabs are a summary of the total amount detailed on the attached invoice. For instance, the summary amount entered for Counsel Fees is 12 Hours at \$75 per hour with a calculated \$900 Amount Invoiced. The invoice must provide the following detail: type of services provided with rates itemized by date (in tenths or hundredths of an hour).

It may be necessary to complete information in more than one of the summary tabs.

Steps to complete these tabs:

1. Determine which tabs have the fees and/or expenses detailed on the attached invoice
2. Click on the label of the applicable tab
3. Enter the total number of hours, minutes or pages for each listed fee or expense on the attached invoice
4. Enter or select the approved rate from the drop down
5. Click on the label of the next applicable tab, if any
6. Repeat as necessary

Select next applicable tab by clicking on the label.

Grand Total and Attachments Tab

The invoice and any related receipts and/or documentation must be attached to the form by dragging a chosen file into the Attachment Files box or by clicking on Select Files and selecting a file.

All submitted invoices must indicate the business name, remittance address, case and/or client information, describe the type of services provided with rates itemized by day in tenths or hundredths of an hour. Mileage and other travel details must include the date of travel and

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departure and destination city/location. **Do not include the names of victims.** Appropriate receipts for expenses must also be attached.

The Grand Total shown on this tab should match the Grand Total shown on the invoice.

Steps to complete this tab:

1. Check to make sure the Grand Total shown on the form matches the grand total shown on the attached invoice
2. Upload attachments (invoice, receipts, transcripts, etc.) either by dragging the file into the Attachment Files box OR click on Select Files and search for and select files to upload
3. Check the certification box
4. Click the Submit button

If any required fields have been missed when the submitter clicks on the Submit button required fields will be flagged in red.

NOTICES

The vendor, or submitter if different, will receive system generated notices related to the processing of the submission. Do not respond to these emails. Responses will not be received.

When there is a response requested, the email notification will include a link to a form with additional information with which responses can be given and any necessary documents uploaded.

Email notification will be sent for the following scenarios:

1. Invoice Received
2. Invoice submission CANCELLED - Virus found
3. Invoice submission CANCELLED - Vendor # and email do not match.
4. Invoice submission CANCELLED - Vendor # not found
5. Invoice submission CANCELLED - Invoice Failed Pre-Audit # txtReferenceld
6. Invoice submission CANCELLED - Invoice Failed Compliance Audit
7. Clarification Request - Invoice # txtReferenceld
8. Clarification Response CANCELLED - Virus found
9. Clarification Response - Insufficient - Invoice Failed Compliance Audit
10. Clarification Response - Received - Invoice # txtReferenceld
11. Transferred for Payment Invoice # txtReferenceld
12. Transferred for Payment - Notice of Adjustment - Invoice # txtReferenceld

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APPENDIX I

INVOICE TYPES

- Routine: Select for all routine expense invoices other than Appellate Panel, Appellate Transcripts or expenses related to contracts.
- Routine – Appellate: Select for invoices related to Appellate Division fees and expenses other than Appellate Panel or transcripts.
- Routine – Appellate
Transcript Criminal: Select for invoices related to Appellate Division criminal transcripts.
- Routine – Appellate
Transcript Juvenile: Select for invoices related to Appellate Division juvenile transcripts.
- Routine Contract: Select for invoices related to expenses of trial contract counsel.
- Routine Contract –
PCR: Select for invoices related to fees and services for PCR contracts.
- Routine – Guardian/
Conservatorship: Select for invoices related to fees and services for all juvenile guardianship or conservatorship cases (SB578).
- Routine – Interpreter
or Translation or
Discovery: Select for invoices related to indicated fees and services for which pre-authorization is not required.
- Case Support
Services: Select for invoices related to Case Support Services fees and expense authorizations other than Appellate, Interpreter or Translator, PCR or Transcription.
- Case Support
Services – Appellate: Select for invoices related to Case Support Services appellate fees and expense authorization.
- Case Support
Services – Interpreter or Translation: Select for invoices related to a Case Support Services interpreter or translation authorization.
- Case Support
Services – PCR: Select for invoices related to a Case Support Services PCR expense authorization.
- Case Support
Services – Transcription: Select for invoices related to a Case Support Services transcription authorization.

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APPENDIX II

EXPECTED CASE TYPES

Adult Criminal Case Types

Case Type	Case Category
AFEL	Felony
AM11	Felony
Appeal	Appeal
BFEL	Felony
BICC	Sp Court/Docket
BM11	Felony
CC	Sp Court/Docket
CFEL	Felony
CONT	Misdemeanor
CVHC	Habeas Corpus
CVPC	Post-Conviction Relief
DDIV	Sp Court/Docket
DFEL	Felony
DGPM	Sp Court/Docket
DNA	DNA
DPV	pv
DRG	Sp Court/Docket
DRUG	Sp Court/Docket
DUAD	Sp Court/Docket
DUIS	Misdemeanor
DVAD	Sp Court/Docket
DVCT	Sp Court/Docket
DVIO	Felony
DWSS	Misdemeanor
ECR	Sp Court/Docket
EDP	Sp Court/Docket
EDPM	Sp Court/Docket

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EXTR	Misdemeanor
FAPA	Misdemeanor
FDC	Sp Court/Docket
FPV	pv
JLAW	Felony
JM11	Felony
MHC	Sp Court/Docket
MHCT	Sp Court/Docket
MHMI	Mental Health or Civil Commitment
MISS	Misdemeanor
MPV	pv
MURD	Murder
MWIT	Misdemeanor
OTHR	Misdemeanor
OTMS	Misdemeanor
PCS	Misdemeanor
PSRB	Psychiatric Security Review Board
RAP	Sp Court/Docket
SCDV	Misdemeanor
STOP	Sp Court/Docket
SUPP	Misdemeanor
UFEL	Felony
VC	Sp Court/Docket
VETC	Sp Court/Docket
VTC	Sp Court/Docket

Juvenile Case Types

Case Type	Case Category
JDEC	Dependency-Child
JDEP	Dependency-Parent
JM11	Felony
JPSRB	Juvenile Psychiatric Security Review

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	Board
JPV	Dependency – Probation Violation
JUDF	Juvenile Delinquency
JUDM	Juvenile Delinquency
JUDO	Juvenile Delinquency
JUTC	Termination
JUTP	Termination
Juvenile	Juvenile Waiver Hearings
Juvenile	Juvenile Delinquency
AJUDF	Delinquency Appeal
GUAJ	Guardianship - Juvenile
CONJ	Conservatorship - Juvenile
GCBJ	Guardian/Conservatorship Both - Juvenile
GUAA	Guardianship - Adult
CONA	Conservatorship - Adult
GCBA	Guardian/Conservatorship Both – Adult