AgingFlorida.net Billing System

Upcoming Changes as of February 1, 2016

We can no longer automate the import of data from the CIRTS application into our billing system due to the change in DOEA reporting systems from Discoverer to Apex. In addition, we are increasingly being asked by DOEA to provide client-level detail to back up PSA-wide invoices submitted.

Therefore, the new procedure will be for our agency to upload CIRTS data to our AgingFlorida.net billing system "once a month" typically on the 8th of each month during morning hours.

We recommend using AAA and CIRTS reports on DOEA's application server to confirm your YTD unit counts. A new AAA report titled "ACHVbilling" is now available which will allow providers to see the exact data we will be uploading on the 8th.

There will be a quick timeframe for AgingFlorida.net users (preparers and authorizers) to sign onto AgingFlorida.net and process their monthly invoices. Typically we need to have all reports processed on the 10th, so we recommend that providers log onto AgingFlorida.net as soon as possible between the afternoon of the 8th and 10th to enter their required match and other resource information and approve their monthly invoices.

Starting with the next reporting period, HCE case management will also be processed using AgingFlorida.net.   You will find a new invoice link for this under the Reports section after logging onto AgingFlorida.net. HCE subsidies will continue to be processed as they are now using AAA reports.

Final reports for OAA will have to be uploaded manually as well. Again we recommend that providers confirm YTD CIRTS unit totals using AAA and CIRTS reports for contracts being finalized. For the upcoming OAA final request, we plan to upload this data on February 8th. Providers will then have until February 15th to process their final invoices on AgingFlorida.net per the contract invoicing schedule. Once all final reports are finalized, we will provide closeout reports on the system for completion by March 1st.

If you have any questions on how to process your invoices on AgingFlorida.net, please go to our online video section at http://www.agingflorida.net/videos and open the Billing folder. Videos on AgingFlorida.net invoicing and HCE subsidy invoicing are included in this folder.