

## Early Intervention Prompt Pay Interest Penalty payments

Pursuant to Illinois' State Prompt Payment Act (30 ILCS 540) (the Prompt Payment Act), if a payment is not made to a vendor within 60 days of receipt of the proper invoice, an interest penalty of 1% (or, in some limited cases, 2%) of any unpaid amount will accrue for each month or fraction thereof that such payment is delayed after such 60-day period. If you receive an interest payment, this information will assist you in matching the payment to the original payment for actual service(s) for proper book keeping.

### **Determination of eligible services for Interest:**

Interest payments were calculated based on payments delayed beyond 60 days from the Proper Billing date which is the date the claim was received by the Early Intervention (EI) Central Billing Office (CBO) **and** is a payable claim with no issues or reasons for denial. If a claim is denied or returned to the provider, the new date the CBO receives the corrected claim **and** the claim is approvable would be the Proper Billing Date. From the 61<sup>st</sup> day after the Proper Bill date, the count starts and continues until the Illinois Office of Comptroller (IOC) pays the voucher. This date is called the Issue Date by IOC. The number of days in between the 61<sup>st</sup> and the Issue Date would be the number of days the interest accrues. Interest is only paid for the number of days that the payment exceeds 60 days from the Proper Billing Date. In addition to the criteria of being a late payment, Interest payments are also calculated based on whether EI received Federal Medicaid reimbursement for the service or not. If the service provided was reimbursed by Medicaid, then the payment is eligible to receive 2% interest. All other services paid receive 1% interest.

Your EI Provider Claim Summary (PCS) will not indicate which child is or is not reimbursed by Medicaid because that process takes place well after the service is performed. A child's Medicaid or Insurance status is never a reason to accept or decline the referral for a child per the Provider Agreement and the Early Intervention Service Descriptions Document (Provider Handbook). The EI claim process keeps very careful records of eligible services performed and the payment or reimbursement source.

### **Interest payments from IOC:**

The actual interest payment check will include certain information. One piece of information that will appear in the text area is the Comptroller Voucher Number or (CVR) of the original payment. This unique number is created for processing the payments to the Illinois Office of Comptroller accounting system. You will have to match the CVR# from the DHS or IOC information to the CBO PCS information. As most EI providers should know, the EI PCS' include the "Invoice Number". This number identifies the specific claim submitted and processed by the EI CBO. This number has historically been 8 digits beginning with a "9". The invoice number is located on the PCS immediately following the highlighted row indicating the Provider Service Information – Service Dates – Units/Miles – Billed, etc...

The PCS shows this line as:

Invoice: 9XXXXXXX    Provider: (tax ID here) (Name of Provider)

There are a number of ways that you, the provider, can obtain detailed information to supplement your current bookkeeping practices and EI CBO PCS. Every provider is

expected to keep accurate records of services and must have their own system to ensure proper billing and payments. It will be your responsibility to match the interest payment to the original payment/service. This notice is to assist you in doing this task.

**DHS accounting system:**

One way is through the DHS website. You can log on to [www.dhs.state.il.us](http://www.dhs.state.il.us) You can access information about payments on this website. Information available is the amount, the Voucher # (matches the PCS Invoice #) and CVR #. The specific invoice/payment information is posted to DHS as soon as the actual payment voucher has been approved as funds are available in the proper accounting systems (both IOC and DHS accounting systems must have sufficient funds available to process a voucher). Once the payment has actually been made by IOC, the DHS website will be updated within 2 business days with the IOC Warrant # information as well. This site allows you to download the data to other applications (Excel, etc) to assist you in proper bookkeeping.

Here are the specific login procedures once on the DHS website:

Choose **Provider** on the home page from the choices of “for Customer”, “for Provider” or “about DHS”

Choose **Payments** in the Provider Information section

Choose **Provider Payment Inquiry**

Choose the **Fiscal Year** (interest payments began in Fiscal Year 2011)

Enter your **Tax ID #** and click on **Submit** (do not hit return as it will not process the request)

The page will display all payments made for the current Fiscal Year unless you change the criteria to search for other time periods. The column “Voucher Number” starts with an alphabetical character followed by 8 digits. These 8 digits are the same as the Invoice number from the CBO PCS.

**IOC accounting system:**

The other opportunity is on the IOC website at [www.ioc.state.il.us](http://www.ioc.state.il.us) As soon as IOC has processed a DHS/EI approved voucher, the IOC website will update the next working day. The main payment page of this site allows a provider to see the amount, the IOC assigned Voucher Number and Warrant #. The site also allows a provider to click on the warrant # to access a second payment page for the Invoice # (matches the PCS Invoice #) and Voucher # (matches the CVR#). This makes it possible to match the claim to the payment and service(s) provided. This site also allows the provider to download to applications like Excel.

Here are the specific login directions once on the IOC website:

From the menu, choose **Financial Inquiries**

Choose **Vendor Payments**

Enter your **tax ID #**

Choose **Payments**

In the Selection Criteria area, you may choose a specific Fiscal Year, Invoice # or Date range to narrow your search or leave the default Fiscal Year and remaining fields blank.

Choose **Find Warrants**

The next screen shows any payments, in date order with most recent payment on top. You can choose the Export to Excel button in the upper right corner area. This will allow you to create an excel spreadsheet to more easily search payments with all of the information on one application.

You must click on the **Warrant/EFT#** of a specific payment to see more information, including the Invoice # that matches the EI CBO PCS Invoice #.

This information should allow you to match the interest payment check to your original invoice for record-keeping purposes. The DHS Illinois Early Intervention Services system does everything possible to keep payments current. Early Intervention appreciates the continuing efforts and constant support of every provider serving our children.