



Create Funding Account

For FI and SP

How to Create a Funding Account

Description: A Funding Account is a ledger, or bucket, where client authorizations are held.

Security Access: SuperUser user, Billing Role, Authorization Role, Or Authorization Admin Permission

Prerequisites

- Cost Center
- Funding Source
- Service Code
- Client Profile

Steps to Create:

Follow this step-by-step guide to create a DCI Funding Account.

1. Select the Authorization Tab
2. Select the Funding Accounts Tab

The screenshot shows the DCI software interface. The top navigation bar includes tabs for HOME, PAYROLL, BILLING, SCHEDULING, AUTHORIZATION (highlighted with a yellow circle and '1'), REPORTS, and IMPORT. The left sidebar has a menu with options: APPROVED AUTHORIZATIONS, PENDING AUTHORIZATIONS, FUNDING ACCOUNTS (highlighted with a blue circle and '2'), PENDING FEES AND ADJUSTMENTS, and CLIENT FEES AND ADJUSTMENTS. The main content area displays the 'Approved Authorizations' form, which includes fields for 'From (MM/DD/YYYY)', 'To (MM/DD/YYYY)', 'Type Client Name', 'Type Service Code', 'Type Cost Center', 'Select Status', 'Type Entry id', and 'Initial Balance'. Below the form is a table of approved authorizations with columns for Id, Start Date, End Date, Client, Service Code, Bill Rate, Cost Center, and Remaining Balance. The table shows 36 records, with the first few rows visible.

Id	Start Date	End Date	Client	Service Code	Bill Rate	Cost Center	Remaining Balance
158	Nov 11, 2015	Nov 11, 2026	Botwoon	Day - Hourly	10.00	GLTCF	100000.00
157	Nov 11, 2015	Nov 11, 2025	Draygon	Day - Hourly	10.00	GLTCF	10000.00
141	Nov 11, 2015	Nov 11, 2025	GF Client3	Daily Unit - EVV Not Required	10.00	GLTCF	5.00
139	Nov 11, 2015	Nov 11, 2025	GF Client2	Daily Unit - EVV Required	10.00	GLTCF	10.00
136	Nov 08, 2015	Nov 08, 2025	GF Client1	Daily Unit - EVV Required	0.01	GLTCF	10.00
122	Nov 06, 2018	Nov 06, 2020	Ramza	Hourly Unit - EVV Required	10.00	INF	100000.00
114	Nov 01, 2019	Nov 30, 2200	Teri Client	EVV Required	5050.00	Teri Cost Center	9999.83
79	Oct 24, 2015	Oct 24, 2025	Phantoon	Transportation Service - EVV Not Required	10.00	GLTCF	100000.00

Add New Funding Account

Once the Funding Account Tab has been opened:

1. Select Actions
2. Select Add New Funding Account

Note:

Existing Funding Accounts display below. To open an existing Funding Account, simply select the Funding Account Name.

DCSI DIRECT CARE INNOVATIONS

HOME PAYROLL BILLING SCHEDULING AUTHORIZATION SETTINGS REPORTS IMPORT Help matthew.cavallo

Authorization > Funding Accounts

Funding Accounts

Actions 1

Add New Funding Account 2

Type Client Name Type Service Code Balance

Select Unit Type Cost Center Name Active

Reset Search

Export

Showing 30 out of 39 records

Client	Account Type	Service Code	Cost Center	Balance	Unit	Status
Botwoon	Client Funding	Day - Hourly	Galactic Federation - GLTCF	0.00	Hourly	Active
Draygon	Client Funding	Day - Hourly	Galactic Federation - GLTCF	0.00	Hourly	Active
GF Client1	Client Funding	Daily Unit - EVV Required	Galactic Federation - GLTCF	0.00	Daily	Active
GF Client2	Client Funding	Daily Unit - EVV Required	Galactic Federation - GLTCF	-5.00	Daily	Active
GF Client3	Client Funding	Daily Unit - EVV Not Required	Galactic Federation - GLTCF	0.00	Daily	Active
GF Client4	Client Funding	Unit Based - EVV Not Required	Galactic Federation - GLTCF	-2.00	Hourly	Active
JF Client1	Client Funding	Hourly Unit - EVV Not Required	QualityLogic2 - QualityLogic2	0.00	Hourly	Active
JF Client2	Client Funding	Daily Unit - EVV Required	Galactic Federation - GLTCF	0.00	Daily	Active
Lester	Client Funding	Hourly Unit - Half Hourly Multiplier	QualityLogic2 - QualityLogic2	0.00	Hourly	Active

Note

Complete Add New Funding Accounts

1. Funding Source (required)
2. Account Type (required): Select the account type associated with the appropriate service code.
 - a. Hourly or Client Transportation:
 - b. Residential or Parenting Program:
 - i. Start and End Dates (Required): The start and end date for this funding account.
 - ii. Unless the duration needs to be restricted, set the end date far in the future to a date that will likely never be reached.
 - c. Day Program or Group Service:
 - i. Staff Ratio (Required): The minimum staffing ratio required for this funding account.
 - ii. Hover over the white “i” for details.

The screenshot shows a web form titled "Add New Funding Accounts". The form contains several fields and dropdown menus. A yellow callout circle with the number "1" points to the "Funding Source" dropdown menu, which is currently set to "AHCCCS (AZ Medicaid)". A blue callout circle with the number "2" points to the "Service Code" dropdown menu, which is currently set to "Hourly". The "Account Type" dropdown menu is also set to "Hourly". Below these, there are several other fields: "Client" (set to "Residential Program"), "Certification Template" (set to "Group Service"), "Cost Center" (set to "Parenting Program"), "Case Worker" (set to "Transportation"), "Region" (set to "Select Region"), "Billing Unit" (set to "Hourly"), "Account Reference" (set to "Account Reference"), "Grace Period" (radio buttons for "Enabled" and "Disabled", with "Disabled" selected), "Status" (set to "Active"), "Default CPT Modifiers" (a row of five input boxes, the first containing "97535" and the others empty, with an information icon "i" to the right), and "Default HCPCS Modifiers" (a row of five input boxes, all empty, with an information icon "i" to the right). At the bottom right of the form are "Cancel" and "Save" buttons.

Complete Add New Funding Accounts

1. **Service Code (required):** All service codes associated with the account type and funding source selected will appear in the dropdown menu.
2. **Client (required):** The client receiving the service.
3. **Certification Template(optional)**
4. **Cost Center (required):** The cost center that should be associated with the billing entries for this client/service.
5. **Case Worker (optional)**
6. **Region (optional):** If there are regions associated with this funding source, regions will display in the drop down and this becomes a required field.
7. **Billing Unit (required):** The field is auto-filled based on the Service Code.
 - a. Note - for non-billable service codes, the user completes this field.

The screenshot shows a web form titled "Add New Funding Accounts" with a close button (X) in the top right corner. The form contains the following fields and options:

- Funding Source:** AHCCCS (AZ Medicaid) (dropdown menu)
- Account Type:** Hourly (dropdown menu)
- Service Code:** Skills Training (dropdown menu)
- Client:** William Smith - 100001 (text input with clear icon)
- Certification Template:** (empty dropdown menu)
- Cost Center:** Test Cost Center East - TCCE (text input with clear icon)
- Case Worker:** Type Case Worker (text input)
- Region:** Select Region (dropdown menu)
- Billing Unit:** Hourly (dropdown menu)
- Account Reference:** Account Reference (text input)
- Grace Period:** Enabled Disabled
- Status:** Active (dropdown menu)
- Default CPT Modifiers:** 97535 (text input) followed by four empty text inputs and an information icon (i).
- Default HCPCS Modifiers:** (empty text input) followed by four empty text inputs and an information icon (i).

At the bottom right of the form are "Cancel" and "Save" buttons. A vertical column of seven numbered circles (1-7) is overlaid on the left side of the form, with circle 6 highlighting the "Region" field.

Complete Add New Funding Accounts

1. Account Reference (optional)
2. Grace Period: Defaults to disabled. By clicking enabled, the Grace Period for a Certification Template that is linked to this Funding Account will be permitted.
3. Grace Period Expiration: The date the grace period will expire based on the time frame associated with the linked certification template.
4. Status: Defaults to “Active.” Switch to inactive when this is no longer a valid funding account.
5. Default CPT Modifiers and Default HCPCS Modifiers (optional): these fields will be editable if a Default CPT Code or Default HCPCS Code is added on the Service Code. Up to four two-digit modifiers can be added.
6. Select Save to complete the add new funding account form.

The screenshot shows a web form titled "Add New Funding Accounts" with the following fields and callouts:

- 1: Account Reference field
- 2: Grace Period radio buttons (Enabled/Disabled)
- 3: Grace Period Expiration date field
- 4: Status dropdown menu
- 5: Default CPT Modifiers and Default HCPCS Modifiers input fields
- 6: Save button

Other visible fields include: Funding Source (AHCCCS (AZ Medicaid)), Account Type (Hourly), Service Code (Skills Training), Client (William Smith - 100001), Certification Template, Cost Center (Test Cost Center East - TCCE), Case Worker (Type Case Worker), Region (Select Region), and Billing Unit (Hourly).

Confirm Add Funding Account

1. Select Yes to confirm the new Funding Account entry.

Note:

Once added to DCI, Funding Accounts cannot be deleted. Inactivate the Funding Account when no longer in use.

To add multiple Funding Accounts, repeat the previous steps.

The screenshot shows a web application window titled "Add New Funding Accounts". An "Alert" dialog box is open in the foreground, asking for confirmation: "Are you sure you want to add a new Hourly funding account for William Smith - 100001?". The "Yes" button in the alert is highlighted with a yellow circle containing the number "1".

The background form contains the following fields and options:

- Funding Source: [Dropdown]
- Account Type: [Dropdown]
- Service Code: [Dropdown]
- Client: [Dropdown]
- Certification Template: Select Certification Template [Dropdown]
- Cost Center: Test Cost Center East - TCCE [Text]
- Case Worker: Type Case Worker [Text]
- Region: Select Region [Dropdown]
- Billing Unit: Hourly [Dropdown]
- Account Reference: Account Reference [Text]
- Grace Period: Enabled Disabled
- Status: Active [Dropdown]
- Default CPT Modifiers: 97535 [Text] [Text] [Text] [Text] [Text] [Info]
- Default HCPCS Modifiers: [Text] [Text] [Text] [Text] [Text] [Info]

Buttons at the bottom: Cancel, Save

View/Edit Funding Account

How to View/Edit a Funding Account

There can be an unlimited number of funding accounts, so locating one by scrolling can be time consuming.

Use the Search functionality to quickly and efficiently locate the funding account.

1. Enter search criteria
2. Select search
3. The output is a refined list based on the search criteria, select the desired funding account to continue

The screenshot displays the 'Funding Accounts' interface. The top navigation bar includes HOME, PAYROLL, BILLING, SCHEDULING, AUTHORIZATION, SETTINGS, REPORTS, and IMPORT. The left sidebar lists navigation options: APPROVED AUTHORIZATIONS, PENDING AUTHORIZATIONS, FUNDING ACCOUNTS (selected), PENDING FEES AND ADJUSTMENTS, and CLIENT FEES AND ADJUSTMENTS. The main content area shows a search form with fields for Client, Service Code, Balance, Type Cost Center Name, and Active. A search button is highlighted with a blue circle and the number 2. Below the search form is a table with columns: Client, Account Type, Service Code, Cost Center, Balance, Unit, and Status. The table shows 40 records. A blue arrow points from the search button to the 'William Smith' entry in the table, which is highlighted with a blue circle and the number 3. The table entry for William Smith is: Client: William Smith, Account Type: Client Funding, Service Code: Skills Training, Cost Center: Test Cost Center East - TCCE, Balance: 0.00, Unit: Hourly, Status: Active.

Edit Funding Account

1. Select Actions
2. Select Edit Account

The screenshot displays the DCSI (Direct Care Innovations) web application interface. The top navigation bar includes links for HOME, PAYROLL, BILLING, SCHEDULING, AUTHORIZATION, SETTINGS, REPORTS, and IMPORT. The user's name, matthew.cavalo, is visible in the top right corner. The main content area is titled 'Account Details - William Smith/ Hourly' and is divided into two columns. The left column contains 'Account Details' with the following information: Account Type: Client Funding; Client: William Smith; Service Code: Skills Training; Funding Source: AHCCCS (AZ Medicaid); Cost Center: Test Cost Center East; Case Worker: Balance: 0.00; Unit: Hourly; Creation Date: Nov 18, 2019; Status: Active; Profile Type: Client. The right column contains 'CPT/HCPCS Code' with the following information: Default CPT Code: 97535; Default CPT Modifier: ; Default HCPCS Code: ; Default HCPCS Modifier: . Below the account details is a search and filter section with tabs for Entries, Notes, Attachments, Events, Custom Fields, and History. The search section includes fields for From (MM/DD/YYYY), To (MM/DD/YYYY), Type Punch Id, Select Account Type, Select Type, Type Client Name, Type Employee Name, Type Service Code, Select Unit, and Select Status. There are 'Reset' and 'Search' buttons, and a 'Refresh Billing Rate' button at the bottom right. An 'Actions' menu is open on the right side of the account details, with 'Edit Account' highlighted. The menu also includes 'New Note', 'New Attachment', and 'Edit Custom Field Values'. Red and blue circles with numbers 1 and 2 are overlaid on the 'Actions' button and the 'Edit Account' menu item, respectively.

Edit Funding Account

1. Select the entry to edit (*Greyed-out fields are not editable*)
2. Select Save to apply changes
3. Select Yes to confirm the changes

The image displays two overlapping screenshots of the 'Edit Account' form. The top screenshot shows the form with the 'Status' dropdown menu open, highlighting the 'Inactive' option (marked with a red circle '1'). The 'Save' button is highlighted (marked with a red circle '2'). The bottom screenshot shows the 'Alert' dialog box with the message: 'Are you sure you want to save changes to funding account for Hourly for service William Smith - 100001?'. The 'Yes' button is highlighted (marked with a red circle '3').

Edit Account

Funding Source: AHCCCS (AZ Medicaid)

Account Type: Hourly

Service Code: Skills Training

Client: William Smith - 100001

Cost Center: Test Cost Center East - TCCE

Case Worker: Type Case Worker

Region: Select Region

Certification Template: Select Certification Template

Billing Unit: Hourly

Account Reference: Account Reference

Grace Period: Enabled Disabled

Grace Period Expiration: N/A

Status: **Inactive**

Default CPT Modifiers: Active

Default HCPCS Modifiers:

Cancel Save

Alert

Are you sure you want to save changes to funding account for **Hourly** for service **William Smith - 100001**?

No Yes

Cancel Save

Find Inactive Funding Account

Inactive Funding Accounts are searchable, but do not appear in the general search. To find an inactive Funding Account:

1. Select Inactive
2. Select search
3. The output is a refined list based on the search criteria, select the desired Funding Account

Funding Accounts

Showing 1 out of 1 record

Client	Account Type	Service Code	Cost Center	Balance	Unit	Status
William Smith	Client Funding	Skills Training	Test Cost Center East - TCCE	0.00	Hourly	Inactive

Thank you!

Visit the DCI Help Center to learn more at:

<https://directcareinnovations.zendesk.com/hc/en-us>