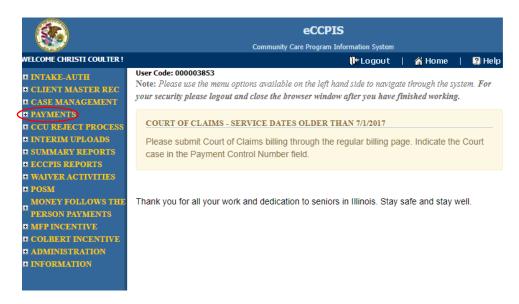
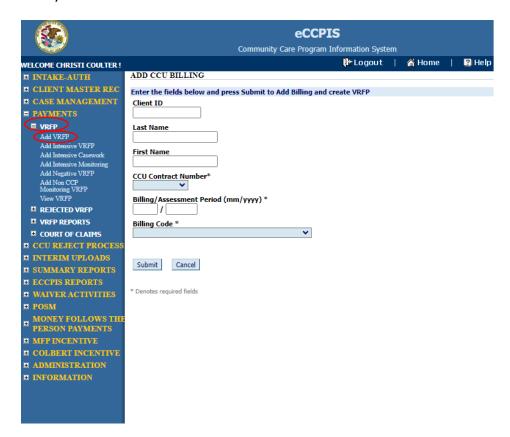
Entering VRFP (2 digit billing codes) Bills in eCCPIS

- 1) Log into eCCPIS
- 2) Click on Payments

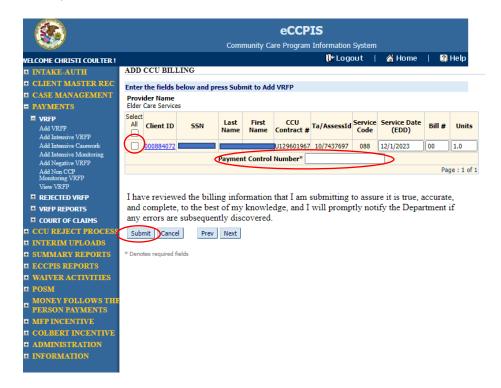


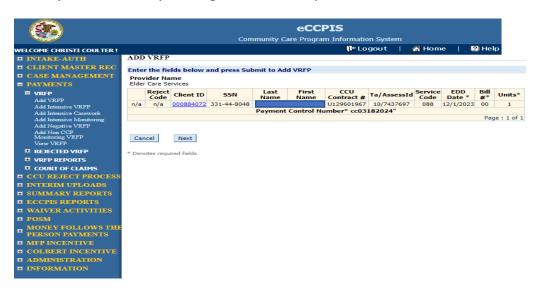
- 3) Click on VRFP
- 4) Click on Add VRFP



- 5) Enter in CCU Contract Number
- 6) Enter EDD month and year into "billing/assessment period (mm/yyyy)

- 7) Enter "Billing Code" 999 from dropdown
- 8) Click Submit
- 9) Click the box next to the name of the ppt you are billing the VRFP
- 10) Enter your initials then the full 8 digit date (current date) into the "Payment Control Number" box (i.e. cc03182024)
- 11) Then click submit



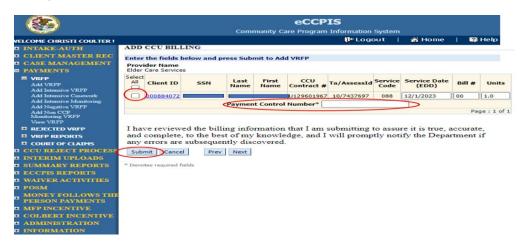


Entering Intensive VRFP (360/361/362/365) Bills in eCCPIS

- 1) Log into eCCPIS
- 2) Click on Payments, VRFP, then Add Intensive VRFP

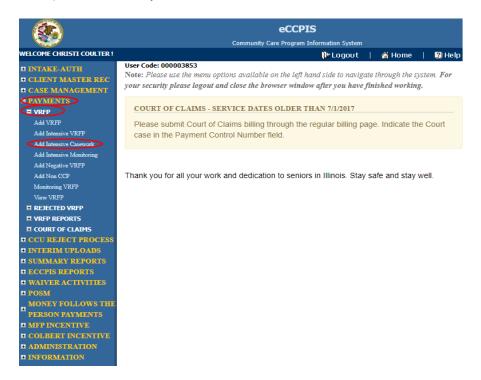


- 3) Enter the CCU Contract Number
- 4) Enter the EDD Billing/Assessment Period (mm/yyyy)
- 5) Enter the correct billing code for the CAT (360/361/362 or 365) from the drop down
- 6) Click Submit
- 7) Click the box next to the name of the ppt you are billing the Intensive VRFP
- 8) Enter your initials then the full 8 digit date (current date) into the "Payment Control Number" box (i.e. cc03182024)
- 9) Then click submit

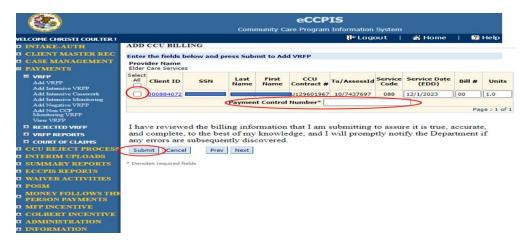


Entering Intensive Casework (366) Bills in eCCPIS

- 1) Log into eCCPIS
- 2) Click on Payments, VRFP, then Add Intensive Casework



- 3) Enter the CCU Contract Number
- 4) Enter the EDD Billing/Assessment Period (mm/yyyy)
- 5) Click Submit
- 6) Click the box next to the name of the ppt you are billing the Intensive Casework
- 7) Enter your initials then the full 8 digit date (current date) into the "Payment Control Number" box (i.e. cc03182024)
- 8) Then click submit

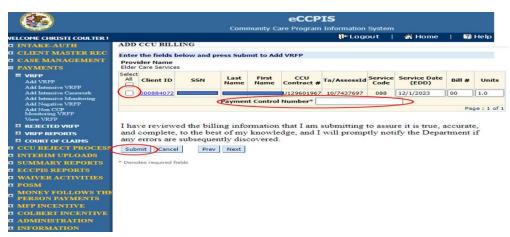


Entering Intensive Monitoring (369) Bills in eCCPIS

- 1) Log into eCCPIS
- 2) Click on Payments, VRFP, then Add Intensive Monitoring



- 3) Enter the CCU Contract Number
- 4) Enter the EDD Billing/Assessment Period (mm/yyyy)
- 5) Click Submit
- 6) Click the box next to the name of the ppt you are billing the Intensive Casework
- 7) Enter your initials then the full 8 digit date (current date) into the "Payment Control Number" box (i.e. cc03182024)
- 8) Then click submit



Entering Non-CCP Monitoring VRFP (Quarterly Calls) in eCCPIS

- 1) Log into eCCPIS
- 2) Click on Payments, VRFP, then Add Non-CCP Monitoring VRFP



- 3) Enter the ppt's SSN
- 4) Enter the CCU Contract Number
- 5) Click Submit
- 6) Click the box next to the name of the ppt you are billing the Intensive Casework
- 7) Enter your initials then the full 8 digit date (current date) into the "Payment Control Number" box (i.e. cc03182024)
- 8) Then click submit

