


INSTRUCTIONS FOR LOCAL FUNDING BILLING THROUGH BRITTCO

Go to Log in Page and log in:

Log-in

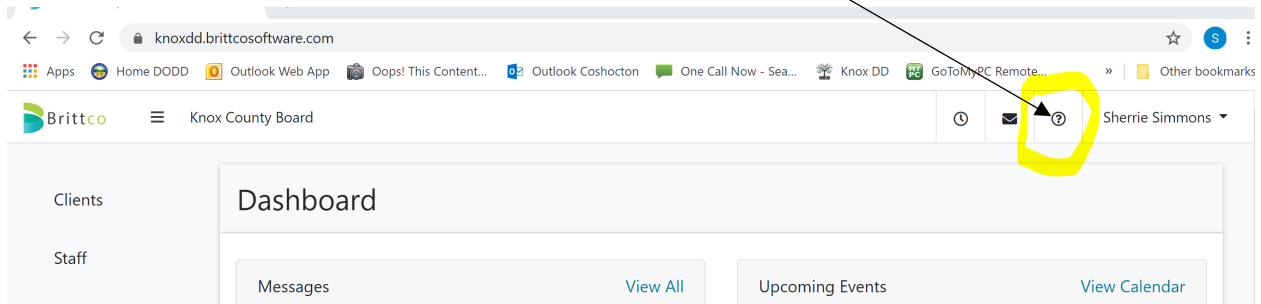


E-Mail Address

Password

[Login](#) [Forgot Your Password?](#)

Click on question mark icon



The screenshot shows a web browser window with the URL `knoxdd.brittcosoftware.com`. The browser's address bar and tabs are visible. The main content area displays the BrittcO interface for a user named Sherrie Simmons. The interface includes a navigation menu on the left with 'Clients' and 'Staff' sections. The main dashboard area is titled 'Dashboard' and contains two cards: 'Messages' with a 'View All' link and 'Upcoming Events' with a 'View Calendar' link. A yellow circle highlights a question mark icon in the top right corner of the dashboard area, with a callout box pointing to it.

INSTRUCTIONS FOR LOCAL FUNDING BILLING THROUGH BRITTCO

Once you get to this page, scroll down to the bottom to "local funding"

Brittico Software for County Boards

Getting Started - SSA

- Overview: SSA
- Understanding the Tabs: SSA
- Writing A Case Note
- Review Case Notes
- Viewing Client Information
- Running Reports

Getting Started - Administrator

- Overview: Administrator
- Understanding the Tabs: Admin
- Setting Up Users
- Staff Tab and Impersonating a Staff Member
- Clients Tab
- User Groups and Permissions

[See all 8 articles](#)

Most want to submit an invoice.
Some agencies will upload a flat file.

Creating Revisions for an Individual's Form Entry

Viewing Revision History

Family Support Services

- Approval Process for FSS Funding Requests
- FSS Overview

Local Funding

- Submitting Local Funding Invoice to County Board
- Upload Billing Flat File
- Local Funding Overview

Staff

- Keeping Track of Staff Trainings
- Staff Certifications

FAQ

- How Do I Clean Up My List of Contact Relationships?
- When to Use the Dropdown, Checkbox, and Radio Button Types of Fields
- Web Browser to Use for Time Inputs

INSTRUCTIONS FOR LOCAL FUNDING BILLING THROUGH BRITTCO

That link will take you to the instructions you need to enter billing through Brittco's website. Follow those instructions to enter billing.

The screenshot shows a web browser window with a navigation bar at the top containing various application icons. Below the navigation bar is a breadcrumb trail: "Brittco Software Help & Learning > Brittco Software for County Boards > Local Funding". A search bar is visible on the right side of the navigation bar. The main content area features a sidebar on the left with the heading "Articles in this section" and a list of articles, including "Submitting Local Funding Invoice to County Board" (highlighted in blue), "Upload Billing Flat File", and "Local Funding Overview". The main article content is titled "Submitting Local Funding Invoice to County Board" and is attributed to "Brittco Support" (3 months ago - Updated). The article text begins with: "As a provider, you have the ability to create an invoice and submit it directly to the county board. Here are some instructions to do so." It is divided into two sections: "Creating an Invoice" and "Adding Claims to an Invoice". The "Creating an Invoice" section contains three numbered steps: 1. Login to the county board's portal. 2. Go to the Local Funding page and click "Manage Invoices". 3. On the "Manage Invoices" screen, click "Create New Invoice". The "Adding Claims to an Invoice" section contains three numbered steps: 1. Click the "Add Claim" button. 2. Fill in the fields of information. 3. Click "Save". At the bottom of the article, a modal window titled "Add Claim" is shown, with a "Client*" field.

Articles in this section

- Submitting Local Funding Invoice to County Board
- Upload Billing Flat File
- Local Funding Overview

Submitting Local Funding Invoice to County Board

Brittco Support
3 months ago - Updated

Follow

As a provider, you have the ability to create an invoice and submit it directly to the county board. Here are some instructions to do so.

Creating an Invoice

1. Login to the county board's portal. If you do not know the link or have not already been given access, contact the county board.
2. Go to the Local Funding page and click "Manage Invoices" in the top right of your screen.
3. On the "Manage Invoices" screen, you'll be able to see the status of all previous invoices. To create a new invoice, click "Create New Invoice" in the top right of the screen.

Adding Claims to an Invoice

1. When on the Edit Invoice screen, click the "Add Claim" button in the top right of your screen to add a claim to the invoice.
2. Fill in the fields of information that you see. You'll notice that as you populate the form, fields may hide and appear. This is because the system helps you create claims based on what's been authorized. For example, if you select an individual who is only authorized for HPC services, you will only see his or her HPC codes in the Service Code dropdown. Once you select a code, you may need to select a group size or staff size, depending on if the code requires group / staff sizes to calculate the rate. If he or she is only authorized for a 1-1, for example, the group and staff size fields will automatically populate.
3. Click "Save" when you have the claim entered. You will see a "Saved Successfully" message in the bottom right if the claim was successfully added to the invoice. If there are any errors in your data, you will see error messages explaining what needs to be corrected.

Add Claim

Client*