Behavioral Health System Baltimore
(BHS Baltimore)

Contract Management and Reporting System

Preparing and Submitting a Fiscal Report

The process for preparing and submitting fiscal reports has been simplified, by streamlining the data entry process for all fiscal reporting. The user no longer needs to know which form to fill out, because there is only one data-entry model. The schedule for reporting your contracts is listed on the contract. Fiscal Reports must be submitted through the Contract Management system as outlined in the contract.

Preparing a Fiscal Report

1. To prepare a Fiscal Report, users should scroll to the bottom of the dashboard. Located just below the Fiscal Report widget on the page is a hyperlink to "Create Invoice / Fiscal Report."
2. Users should click this link to begin a new Fiscal Report.
3. The next screen will require the following information:
   a. **Contract** – The user must select the contract number from the drop-down menu of all active contracts for the organization.
   b. **Start Date** – The start date is the first day to be included in this fiscal report.
   c. **End Date** – The end date is the last day to be included in this fiscal report.
4. Once you have finished completing this data, press "Proceed."
5. The user's browser will be redirected to a page where the user can enter each of the items to be included in the fiscal report.
6. The user should see six tabs located in the middle of the form just above the yellow shaded box. Each of these tabs correlates to one of the accepted budget categories. The Tabs/Categories on the page:
   a. Personnel
   b. Fringe Benefits
   c. Consultants
   d. Equipment
   e. Operations
   f. Indirect
7. Users should click on the tab that corresponds to the first item they intend to include in the report. After doing so, the user will be presented with a drop-down menu of items approved by BHS Baltimore and included in the contract budget.
8. Select the item that you would like to include in the report. Then enter the rate for the item and the quantity of the item when the users presses tab or selects outside of the textbox.
9. Press the "Save" button to save the item as part of the fiscal report.

10. The user can add another item to this category or select another category and follow steps 8 and 9 to add additional items to the report.
11. Below the "Add New Items" section of the page is a text box entitled "Notes". Users should provide descriptions/explanations for any variances from their budget or oddities that are not explained by the numbers. There is a notes section for each of the categories included in the report.
12. After you have completed filling in a response to the Notes section, press "Save Category Notes."
13. Users should complete this process for all items in all categories that they are including on this report.
14. Once the user has completed entering all of the items in their respective categories, the user has the opportunity to upload any requested supporting documentation for this fiscal report.
15. To upload the supporting documentation, scroll to the bottom of the page and click on the "Choose File" button. This will open a dialog window much like attaching a document to an email. Select the document and press "OK" to attach the file.
16. After you have attached the file, press the "Upload File" button to attach the file to the fiscal report. *(*Please note that we encourage users to convert any files they need to upload to .pdf format. This format maximizes compatibility and minimizes the likelihood that the user will experience any issues attaching the file to the report. Additionally, files are limited to 8Mb in size. Any files larger than 8Mb must be broken into smaller files and attached separately.)*
17. After the user has added each of the items for the fiscal report, he/she should review the report that will be submitted. To do so, follow the steps below for *Reviewing a Fiscal Report*.

Reviewing a Fiscal Report

At any point during the data entry process and prior to submission of the report, the user has the ability to review the Fiscal Report that will be submitted upon the completion of the data entry process.

1. Scroll to the bottom of the page and locate the three buttons on the right hand side of the page.
   a. **Fiscal Report Detail** – This button navigates to the itemized detail report, which includes all of the items included on this Fiscal Report.
   b. **Fiscal Report Notes** – This button navigates to the narrative section of the report, which includes all data entered into the category notes section of the report.
   c. **Submit to BHS Baltimore** – This button submits the report to BHS Baltimore for review.
2. To review the listing of all items and amounts included in the Fiscal Report click on the "Fiscal Report Details" button. This will redirect the user's browser to the Fiscal Report Detail Page. At the bottom of the page, there are two buttons. The first button allows the user to go back to the previous page and is labeled "Go Back." The second button allows the user to print the page and is labeled "Print."

3. To review the notes section of the fiscal report, press the "Fiscal Report Notes" button. This will redirect the user's browser to the Fiscal Report Notes Page. At the bottom of the page, there are two buttons. The first button allows the user to go back to the previous page and is labeled "Go Back." The second button allows the user to print the page and is labeled "Print."
4. Do not press the Submit to BHS Baltimore button until you are confident that your report is accurate and complete. When you are confident that your report is accurate and complete, follow the steps for *Submitting a Fiscal Report*.

Submitting a Fiscal Report

After you have completed the data entry and reviewed the report, use the following steps to submit your Fiscal Report.

1. Press the "Fiscal Report Details" button at the bottom right of the Add Items Page.
2. Print a copy of this page for your records.
3. Press the "Go Back" button in the lower left corner of the page.
4. Press the "Fiscal Report Notes" button at the bottom right of the Add Items Page.
5. Print a copy of this page.
6. Press the "Go Back" button in the lower left corner of the page.
7. Scroll to the bottom of the Add Items Page and locate the "Submit to BHS Baltimore" button.
   a. The user will be asked if he/she is sure that the report is ready to be submitted. If sure, press "Ok" and the report will be submitted. If the user needs to further edit the report, press "Cancel" and the user will return to the Add Items Page.

Completing a Fiscal Report Previously Started

Users can leave the data entry portion of the fiscal report at any time and return to complete it at a later time by using the following steps.

1. Scroll to the bottom of the dashboard page and locate the Fiscal Reporting widget.
2. Locate the fiscal report that the user would like to edit and select the "Review" hyperlink to the right of the fiscal report description.
3. From here the user can complete the fiscal report using the steps above.

Monitoring the Status of a Fiscal Report

To monitor the status of the fiscal reports, users should use the following steps.

1. Scroll to the bottom of the Dashboard page.
2. Locate the fiscal report in the Fiscal Reports widget.
3. The status of the fiscal report is displayed in the third column from the left.
   a. Reports can have the following statuses.
      i. **At Provider** – These reports have been started, but have not been submitted to BHS Baltimorefor review.

ii. **At BHS Baltimore** – These reports have been submitted to BHS Baltimore by the provider and are currently being reviewed by BHS Baltimore.

iii. **Finalized** – These reports have been approved by BHS Baltimore.