



# Expenditure

---

*DDD IT Department*



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## Expenditure

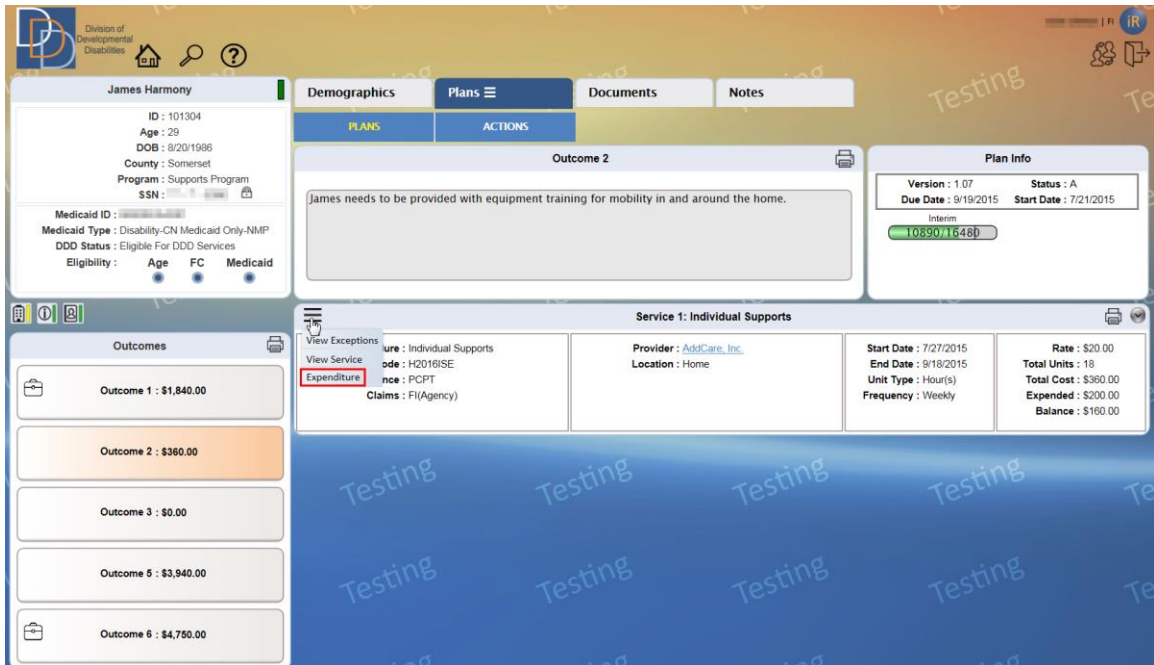
Expenditure is a new feature on iRecord. It provides the FI or SFI to post expenditure for a service. The option to post expenditure depends on the status of the plan and the payment source of the service. Expenditure is available for an approved plan (most recent macro plan and any of its approved revisions) and a service with the Fiscal Intermediary payment source.

Refer to User Privileges to view the available permissions for your user role.

## Expenditure Tile

The Expenditure pop-up tile is available from the menu options of the appropriate service on an approved plan, shown in the following figure.

The tile is divided into 3 sections.



## Service Details

- The **Service Details** is self-explanatory and lists the basic information of the service, as shown in the following figure. For a service provided by an SDE (Self-Directed Employee), this section also displays the name of the provider.



**Service 2 : Assistive Technology**

**Service Details**

Procedure : Individual Supports  
Code : H2016ISE  
Provider : AddCare, Inc.  
Location : Home

Units: \$20

Total

| Date     | Units | Total   | Post Date | Post By |
|----------|-------|---------|-----------|---------|
| 09/16/15 | 1     | \$20.00 | 10/14/15  | JE      |
| 09/09/15 | 1     | \$20.00 | 10/14/15  | JE      |
| 09/02/15 | 1     | \$20.00 | 10/14/15  | JE      |
| 08/26/15 | 1     | \$20.00 | 10/14/15  | JE      |
| 08/19/15 | 1     | \$20.00 | 10/14/15  | JE      |
| 08/12/15 | 1     | \$20.00 | 10/14/15  | JE      |
| 08/05/15 | 1     | \$20.00 | 10/13/15  | JE      |

Showing 1 to 7 of 8 entries

Description

Notes

## Expenditure Grid

- View the message, shown in the following figure, for a service that does not have any posted expenditure.



# New Jersey Division of Developmental Disabilities

**Service 2 : Assistive Technology**

| Service Details   | Service Delivery Date |
|---|-----------------------|
| Procedure : Individual Supports<br>Code : H2016ISE<br>Provider : AddCare, Inc.<br>Location : Home |                       |
|   | Units      Rate       |
|   | \$0.00                |
| No expenditure has been posted for this service.  | Description           |
|   | Notes                 |

↶    ✓

- For a service with posted expenditure details, view the grid as shown in the following figure.



# New Jersey Division of Developmental Disabilities

### Service 2 : Assistive Technology

#### Service Details

Procedure : Individual Supports  
Code : H2016ISE  
Provider : AddCare, Inc.  
Location : Home

| Date     | Units | Total   | Post Date | Post By       |
|----------|-------|---------|-----------|---------------|
| 09/16/15 | 1     | \$20.00 | 10/14/15  | JE [REDACTED] |
| 09/09/15 | 1     | \$20.00 | 10/14/15  | JE [REDACTED] |
| 09/02/15 | 1     | \$20.00 | 10/14/15  | JE [REDACTED] |
| 08/26/15 | 1     | \$20.00 | 10/14/15  | JE [REDACTED] |
| 08/19/15 | 1     | \$20.00 | 10/14/15  | JE [REDACTED] |
| 08/12/15 | 1     | \$20.00 | 10/14/15  | JE [REDACTED] |
| 08/05/15 | 1     | \$20.00 | 10/13/15  | JE [REDACTED] |

Showing 1 to 7 of 8 entries

Description

Notes

- By default, the grid displays a maximum of 7 rows. At the bottom of the grid, view the total number of entries. Click to view the next 7 entries. Click to view the previous 7 entries (when applicable).



# New Jersey Division of Developmental Disabilities

**Service 2 : Assitive Technology**

**Service Details**

Procedure : Individual Supports  
Code : H2016ISE  
Provider : AddCare, Inc.  
Location : Home

Units: [ ] \$20

Total: [ ]

Clear Filter

| Date     | Units | Total   | Post Date | Post By |
|----------|-------|---------|-----------|---------|
| 09/16/15 | 1     | \$20.00 | 10/14/15  | JE [ ]  |
| 09/09/15 | 1     | \$20.00 | 10/14/15  | JE [ ]  |
| 09/02/15 | 1     | \$20.00 | 10/14/15  | JE [ ]  |
| 08/26/15 | 1     | \$20.00 | 10/14/15  | JE [ ]  |
| 08/19/15 | 1     | \$20.00 | 10/14/15  | JE [ ]  |
| 08/12/15 | 1     | \$20.00 | 10/14/15  | JE [ ]  |
| 08/05/15 | 1     | \$20.00 | 10/13/15  | JE [ ]  |

Showing 1 to 7 of 8 entries

Description: [ ]

Notes: [ ]

[ ] [ ]

- Sort the grid from any column in ascending or descending order. By default, the grid is sorted in the descending order of **Date**. View ▼ or ▲ adjacent to the column header that sorts the grid (the grid is sorted according to the column that displays the icon). ▼ represents a descending order sort and ▲ denotes an ascending order sort.



# New Jersey Division of Developmental Disabilities

Service 1: Individual Supports

**Service Details**

Procedure : Individual Supports  
Code : H2016ISE  
Provider : AddCare, Inc.  
Location : Home

Service Delivery Date

Units: \$20

Total

Enter Keywords Clear Filter



| Date     | Units | Total   | Post Date | Post By |
|----------|-------|---------|-----------|---------|
| 09/16/15 | 1     | \$20.00 | 10/14/15  | JE      |
| 09/09/15 | 1     | \$20.00 | 10/14/15  | JE      |
| 09/02/15 | 1     | \$20.00 | 10/14/15  | JE      |
| 08/26/15 | 1     | \$20.00 | 10/14/15  | JE      |
| 08/19/15 | 1     | \$20.00 | 10/14/15  | JE      |
| 08/12/15 | 1     | \$20.00 | 10/14/15  | JE      |
| 08/05/15 | 1     | \$20.00 | 10/13/15  | JE      |

Showing 1 to 7 of 8 entries

Description

Notes

Export icon (Excel icon)

- Export the grid details to an Excel file using the  icon. Click  and iRecord opens the **Save As** dialog box on your device.





# New Jersey Division of Developmental Disabilities

**Service 2 : Assitive Technology**

**Service Details**  
Procedure : Individual Supports  
Code : H2016ISE  
Provider : AddCare, Inc.  
Location : Home

Units: [ ] \$20  
Total: [ ]

[Filter Icon] [Text Box] [Clear Filter]

| Date     | Units | Total   | Post Date | Post By |
|----------|-------|---------|-----------|---------|
| 09/16/15 | 1     | \$20.00 | 10/14/15  | JE [ ]  |
| 09/09/15 | 1     | \$20.00 | 10/14/15  | JE [ ]  |
| 09/02/15 | 1     | \$20.00 | 10/14/15  | JE [ ]  |
| 08/26/15 | 1     | \$20.00 | 10/14/15  | JE [ ]  |
| 08/19/15 | 1     | \$20.00 | 10/14/15  | JE [ ]  |
| 08/12/15 | 1     | \$20.00 | 10/14/15  | JE [ ]  |
| 08/05/15 | 1     | \$20.00 | 10/13/15  | JE [ ]  |

Showing 1 to 7 of 8 entries

Description: [ ]  
Notes: [ ]

[Refresh] [Checkmark]

- Filter the grid using the text box. The grid displays the line items containing the characters entered within the box. Click the Clear Filter Button to clear the text box and the filter.



### Service 1: Individual Supports

#### Service Details

Procedure : Individual Supports  
Code : H2016ISE  
Provider : AddCare, Inc.  
Location : Home

Service Delivery Date

Units:

Total

Enter Keywords  Clear Filter

| Date     | Units | Total   | Post Date | Post By       |
|----------|-------|---------|-----------|---------------|
| 09/16/15 | 1     | \$20.00 | 10/14/15  | JE [redacted] |
| 09/09/15 | 1     | \$20.00 | 10/14/15  | JE [redacted] |
| 09/02/15 | 1     | \$20.00 | 10/14/15  | JE [redacted] |
| 08/26/15 | 1     | \$20.00 | 10/14/15  | JE [redacted] |
| 08/19/15 | 1     | \$20.00 | 10/14/15  | JE [redacted] |
| 08/12/15 | 1     | \$20.00 | 10/14/15  | JE [redacted] |
| 08/05/15 | 1     | \$20.00 | 10/13/15  | JE [redacted] |

Showing 1 to 7 of 8 entries

Description

Notes

Navigation icons: Refresh, Confirm

## View or Post Expenditure

- To view the expenditure details, select a line item on the grid and it is available in the section shown in the following figure.



Service 2 : Assistive Technology

**Service Details**

Procedure : Individual Supports  
Code : H2016ISE  
Provider : AddCare, Inc.  
Location : Home

Units: [ ] \$20

Total: [ ]


| Date     | Units | Total   | Post Date | Post By |
|----------|-------|---------|-----------|---------|
| 09/16/15 | 1     | \$20.00 | 10/14/15  | JE [ ]  |
| 09/09/15 | 1     | \$20.00 | 10/14/15  | JE [ ]  |
| 09/02/15 | 1     | \$20.00 | 10/14/15  | JE [ ]  |
| 08/26/15 | 1     | \$20.00 | 10/14/15  | JE [ ]  |
| 08/19/15 | 1     | \$20.00 | 10/14/15  | JE [ ]  |
| 08/12/15 | 1     | \$20.00 | 10/14/15  | JE [ ]  |
| 08/05/15 | 1     | \$20.00 | 10/13/15  | JE [ ]  |

Showing 1 to 7 of 8 entries

Description: [ ]

Notes: [ ]

[ ] [ ] [ ]


- Click  to remove the selection and/or clear the expenditure details within the section.
- Post the expenditure details (by the appropriate role) within this section.

## Post Expenditure

Post expenditure is permitted for FI and SFI user roles of the most recently approved macro plan and any of its approved revisions. You can post expenditure only for services with the Fiscal Intermediary payment source.

The instructions below discuss the procedure to post expenditure for a service.

### To post expenditure

1. Click  for an appropriate service and view the menu options, shown in the following figure.



# New Jersey Division of Developmental Disabilities

**James Harmony**  
ID : 101304  
Age : 29  
DOB : 8/20/1986  
County : Somerset  
Program : Supports Program  
SSN : ██████████  
Medicaid ID : ██████████  
Medicaid Type : Disability-CN Medicaid Only-NMP  
DDD Status : Eligible For DDD Services  
Eligibility : Age FC Medicaid

**Outcome 2**  
James needs to be provided with equipment training for mobility in and around the home.

**Plan Info**  
Version : 1.07 Status : A  
Due Date : 9/19/2015 Start Date : 7/21/2015  
Interim  
10890/16480

**Outcomes**  
Outcome 1 : \$1,840.00  
Outcome 2 : \$360.00  
Outcome 3 : \$0.00  
Outcome 5 : \$3,940.00  
Outcome 6 : \$4,750.00

**Service 1: Individual Supports**  
View Exceptions  
View Service  
**Expenditure**  
Code : H2016ISE  
Procedure : PCPT  
Claims : FI(Agency)  
Provider : AddCare, Inc.  
Location : Home  
Start Date : 7/27/2015  
End Date : 9/18/2015  
Unit Type : Hour(s)  
Frequency : Weekly  
Rate : \$20.00  
Total Units : 18  
Total Cost : \$360.00  
Expended : \$200.00  
Balance : \$160.00

2. Click **Expenditure** and view the expenditure pop-up tile, as shown in the following figure.

**Service 2: Assistive Technology**

**Service Details**  
Procedure : Individual Supports  
Code : H2016ISE  
Provider : AddCare, Inc.  
Location : Home

Service Delivery Date  
Units Rate  
\$0.00

Description  
Notes

No expenditure has been posted for this service.

**Plan Info**  
Version : 1.07 Status : A  
Due Date : 9/19/2015 Start Date : 7/21/2015  
Interim  
10890/16480  
Start Date : 7/27/2015  
End Date : 9/18/2015  
Unit Type : Hour(s)  
Frequency : Weekly  
Rate : \$20.00  
Total Units : 18  
Total Cost : \$360.00  
Expended : \$0.00  
Balance : \$360.00

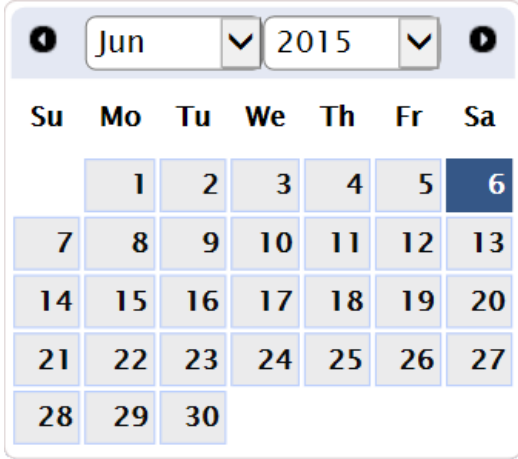
3. Enter the details within the fields. For more information, refer to the following table.

Author: DDD IT Department  
Title: Expenditure  
Application: iRecord

Date: 10/15/2015  
Page: 12  
Version: 1.0



## New Jersey Division of Developmental Disabilities

| Field                 | Description  |
|-----------------------|--|
| Service Delivery Date | <p>Select the date that the service was delivered to the participant.</p>  <p>Select the month and year from the drop-down lists on the top section. Click and select the date.</p> <p>Mandatory/Optional: Mandatory<br/>Date format: MM/DD/YY</p> |
| Units                 | <p>Enter the number of units provided on the selected date.<br/>The units cannot exceed the number planned for the service on that particular week. For a day service, this field displays 1 and it is disabled.</p> <p>Mandatory/Optional: Mandatory</p>  |
| Rate                  | <p>The unit rate of service is either defined or does not exceed a maximum value.<br/>For a service with a defined rate, the field displays the appropriate value and it is disabled.<br/>For a service with a maximum value, enter the unit rate below the maximum value.</p> <p>Mandatory/Optional: Mandatory</p>                  |



## New Jersey Division of Developmental Disabilities

| Field        | Description  |
|--------------|--|
| Time In      | This field appears when the service is provided by an SDE.<br>Select the time that the service started on the selected date.<br><br>Mandatory/Optional: Optional |
| Time Out     | This field appears when the service is provided by an SDE.<br>Select the time that the service ended on the selected date.<br><br>Mandatory/Optional: Optional   |
| Parking      | This field appears for the <b>Transportation</b> service.<br>Enter the amount paid for parking.<br><br>Mandatory/Optional: Optional                              |
| Tolls        | This field appears for the <b>Transportation</b> service.<br>Enter the amount paid for tolls.<br><br>Mandatory/Optional: Optional                                |
| Public Trans | This field appears for the <b>Transportation</b> service.<br>Enter the amount paid for public transportation.<br><br>Mandatory/Optional: Optional                |
| Total        | View the total amount for the service delivered on the selected date.<br>Total = Units * Rate + Parking + Tolls + Public Trans                                   |
| Description  | Enter the description of service delivery on the selected date.<br><br>Mandatory/Optional: Optional<br>Max limit: 500 characters                                 |
| Notes        | Enter any relevant notes related to service delivery on the selected date.<br><br>Mandatory/Optional: Optional<br>Max limit: 500 characters                      |

4. Click  , shown in the following figure, to save and post the expenditure.



# New Jersey Division of Developmental Disabilities

Demographics Plans Documents Notes

PLANS ACTIONS

Service 1: Individual Supports

Service Details

Procedure : Individual Supports  
Code : H2016ISE  
Provider : AddCare, Inc.  
Location : Home

07/29/2015

1 \$20

\$20.00

Individual Supports provided to James at Home. James is shown basic features of the new equipment.

No expenditure has been posted for this service.

This is the first expenditure posted for this service.

Plan Info

Status : A  
Start Date : 7/21/2015

Rate : \$20.00  
Total Units : 18  
Total Cost : \$360.00  
Expended : \$200.00  
Balance : \$160.00

5. View the posted expenditure on the grid.

Demographics Plans Documents Notes

PLANS ACTIONS

Service 1: Individual Supports

Service Details

Procedure : Individual Supports  
Code : H2016ISE  
Provider : AddCare, Inc.  
Location : Home

Service Delivery Date

Units \$20

Total

Enter Keywords Clear Filter

| Date     | Units | Total   | Post Date | Post By |
|----------|-------|---------|-----------|---------|
| 07/29/15 | 1     | \$20.00 | 10/16/15  | JJE     |

Description

Showing 1 to 1 of 1 entries

Plan Info

Status : A  
Start Date : 7/21/2015

Rate : \$20.00  
Total Units : 18  
Total Cost : \$360.00  
Expended : \$200.00  
Balance : \$160.00

**Note:** Select the line item on the grid and edit the fields to modify the expenditure detail.




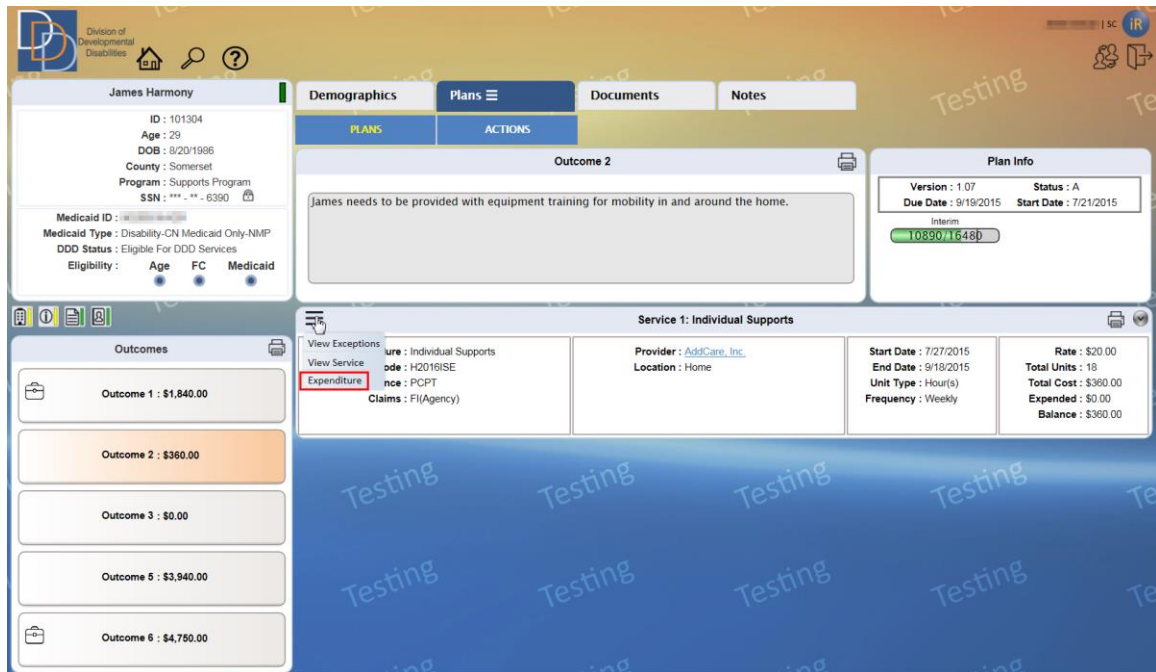
## View Expenditure

All user roles are allowed to view the expenditures of an approved service. Many of the features of the grid are mentioned in the Expenditure Grid.

The following instructions discuss the procedure to view an expenditure entry.

### To view an expenditure entry

1. Click  for an appropriate service and view the menu options, shown in the following figure.



The screenshot shows the iRecord system interface for James Harmony. The 'Plans' menu is open, showing 'Outcome 2' selected. The 'Expenditure' option is highlighted in red. The interface displays demographic information, plan details for 'Outcome 2', and a list of outcomes with their respective costs.

| Outcome   | Cost       |
|-----------|------------|
| Outcome 1 | \$1,840.00 |
| Outcome 2 | \$360.00   |
| Outcome 3 | \$0.00     |
| Outcome 5 | \$3,940.00 |
| Outcome 6 | \$4,750.00 |

2. Click **Expenditure** and view the expenditure details of the service, as shown in the following figure.





# New Jersey Division of Developmental Disabilities

**Service 2 : Assistive Technology**

**Service Details**

Procedure : Individual Supports  
Code : H2016ISE  
Provider : AddCare, Inc.  
Location : Home

Units: \$20

Total

| Date     | Units | Total   | Post Date | Post By |
|----------|-------|---------|-----------|---------|
| 09/16/15 | 1     | \$20.00 | 10/14/15  | JE      |
| 09/09/15 | 1     | \$20.00 | 10/14/15  | JE      |
| 09/02/15 | 1     | \$20.00 | 10/14/15  | JE      |
| 08/26/15 | 1     | \$20.00 | 10/14/15  | JE      |
| 08/19/15 | 1     | \$20.00 | 10/14/15  | JE      |
| 08/12/15 | 1     | \$20.00 | 10/14/15  | JE      |
| 08/05/15 | 1     | \$20.00 | 10/13/15  | JE      |

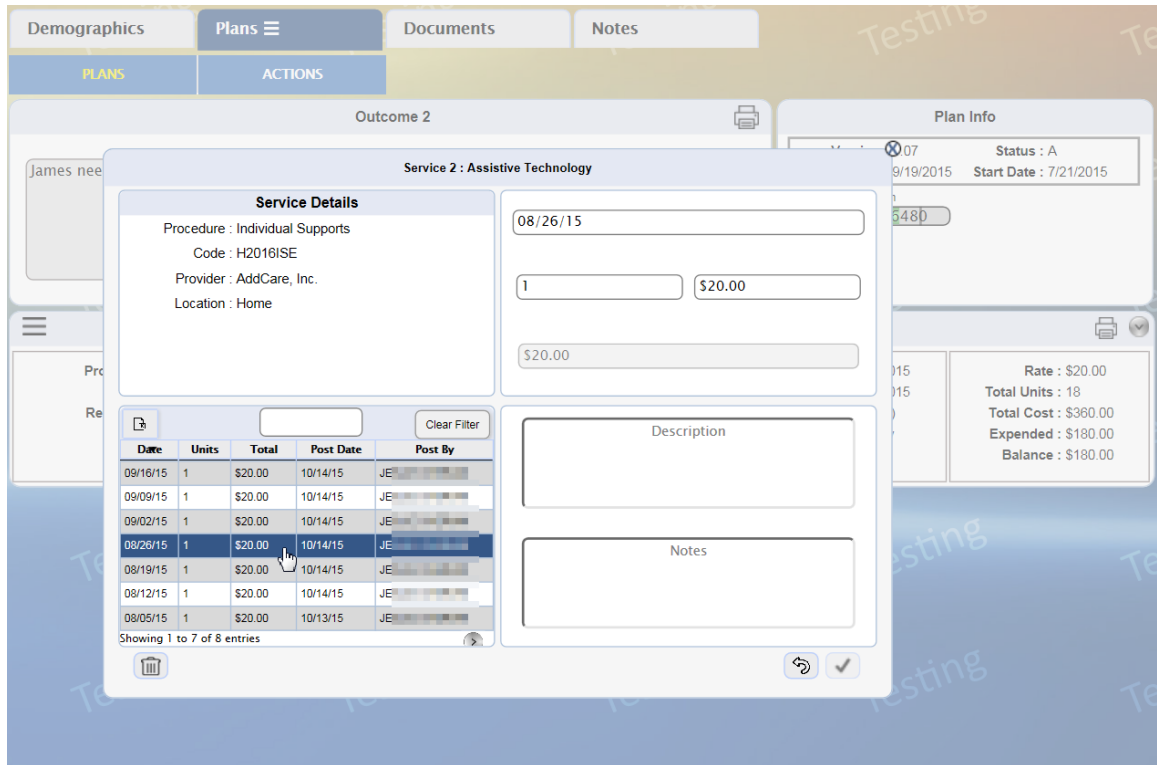
Showing 1 to 7 of 8 entries

**Plan Info**

Status : A  
Start Date : 7/21/2015

Rate : \$20.00  
Total Units : 18  
Total Cost : \$360.00  
Expended : \$180.00  
Balance : \$180.00

3. Locate and click the appropriate line item to view the details of the posted expenditure.




## Delete Expenditure

The SFI user role has the permission to delete an expenditure entry.

The following instructions discuss the procedure for deletion.

### To delete an expenditure entry

1. Click  for an appropriate service and view the menu options, shown in the following figure.



# New Jersey Division of Developmental Disabilities

**James Harmony**  
 ID : 101304  
 Age : 29  
 DOB : 8/20/1986  
 County : Somerset  
 Program : Supports Program  
 SSN : ██████████

**Demographics** | **Plans** | **Documents** | **Notes**

**Outcome 2**  
 James needs to be provided with equipment training for mobility in and around the home.

**Plan Info**  
 Version : 1.07    Status : A  
 Due Date : 9/19/2015    Start Date : 7/21/2015  
 Interim  
 1089076480

**Outcomes**

- Outcome 1 : \$1,840.00
- Outcome 2 : \$360.00**
- Outcome 3 : \$0.00
- Outcome 5 : \$3,940.00
- Outcome 6 : \$4,750.00

**Service 1: Individual Supports**

View Exceptions    Procedure : Individual Supports  
 View Service    Code : H2016ISE  
 Expenditure    Name : PCPT  
 Claims : FI(Agency)

Provider : AddCare, Inc.  
 Location : Home

Start Date : 7/27/2015    Rate : \$20.00  
 End Date : 9/18/2015    Total Units : 18  
 Unit Type : Hour(s)    Total Cost : \$360.00  
 Frequency : Weekly    Expended : \$200.00  
 Balance : \$160.00

2. Click **Expenditure** and view the expenditure details of the service, as shown in the following figure.

**Demographics** | **Plans** | **Documents** | **Notes**

**Outcome 2**

**Service 2 : Assistive Technology**

**Service Details**  
 Procedure : Individual Supports  
 Code : H2016ISE  
 Provider : AddCare, Inc.  
 Location : Home

Units    \$20

Total

Description

Notes

| Date     | Units | Total   | Post Date | Post By       |
|----------|-------|---------|-----------|---------------|
| 09/16/15 | 1     | \$20.00 | 10/14/15  | JE ██████████ |
| 09/09/15 | 1     | \$20.00 | 10/14/15  | JE ██████████ |
| 09/02/15 | 1     | \$20.00 | 10/14/15  | JE ██████████ |
| 08/26/15 | 1     | \$20.00 | 10/14/15  | JE ██████████ |
| 08/19/15 | 1     | \$20.00 | 10/14/15  | JE ██████████ |
| 08/12/15 | 1     | \$20.00 | 10/14/15  | JE ██████████ |
| 08/05/15 | 1     | \$20.00 | 10/13/15  | JE ██████████ |

Showing 1 to 7 of 8 entries



# New Jersey Division of Developmental Disabilities

3. Locate and click the appropriate line item for deletion.

Demographics Plans Documents Notes

PLANS ACTIONS

Outcome 2

Plan Info

Service 2 : Assistive Technology

Service Details

Procedure : Individual Supports  
Code : H2016ISE  
Provider : AddCare, Inc.  
Location : Home

08/26/15

1 \$20.00

\$20.00


Description

Notes

| Date     | Units | Total   | Post Date | Post By |
|----------|-------|---------|-----------|---------|
| 09/16/15 | 1     | \$20.00 | 10/14/15  | JE      |
| 09/09/15 | 1     | \$20.00 | 10/14/15  | JE      |
| 09/02/15 | 1     | \$20.00 | 10/14/15  | JE      |
| 08/26/15 | 1     | \$20.00 | 10/14/15  | JE      |
| 08/19/15 | 1     | \$20.00 | 10/14/15  | JE      |
| 08/12/15 | 1     | \$20.00 | 10/14/15  | JE      |
| 08/05/15 | 1     | \$20.00 | 10/13/15  | JE      |

Showing 1 to 7 of 8 entries

Rate : \$20.00  
Total Units : 18  
Total Cost : \$360.00  
Expended : \$180.00  
Balance : \$180.00

4. Click  (available only for the SFI) to delete the expenditure entry, highlighted in the following figure. The entry is now removed from the grid.



# New Jersey Division of Developmental Disabilities

Outcome 2

Plan Info

Service 2 : Assistive Technology

Service Details

Procedure : Individual Supports  
Code : H2016ISE  
Provider : AddCare, Inc.  
Location : Home

08/26/15

1 \$20.00

\$20.00

| Date     | Units | Total   | Post Date | Post By |
|----------|-------|---------|-----------|---------|
| 09/16/15 | 1     | \$20.00 | 10/14/15  | JE      |
| 09/09/15 | 1     | \$20.00 | 10/14/15  | JE      |
| 09/02/15 | 1     | \$20.00 | 10/14/15  | JE      |
| 08/26/15 | 1     | \$20.00 | 10/14/15  | JE      |
| 08/19/15 | 1     | \$20.00 | 10/14/15  | JE      |
| 08/12/15 | 1     | \$20.00 | 10/14/15  | JE      |
| 08/05/15 | 1     | \$20.00 | 10/13/15  | JE      |

Showing 1 to 7 of 8 entries

Description

Notes

Rate : \$20.00  
Total Units : 18  
Total Cost : \$360.00  
Expended : \$180.00  
Balance : \$180.00

5. A confirmation message appears, as shown below. Click  to confirm deletion of the expenditure entry.

Do you want to delete?





### User Privileges

The table indicates the user role permissions for **Expenditure**.

| Feature            | SWAC | WAC | SCS | SC | SC-VO | VO | VO-TS | SFI | FI | FI-VO |
|--------------------|------|-----|-----|----|-------|----|-------|-----|----|-------|
| <b>Expenditure</b> |      |     |     |    |       |    |       |     |    |       |
| View Expenditure   | √    | √   | √   | √  | √     | √  | √     | √   | √  | √     |
| Post Expenditure   |      |     |     |    |       |    | √     | √   | √  |       |
| Edit Expenditure   |      |     |     |    |       |    | √     | √   | √  |       |
| Delete Expenditure |      |     |     |    |       |    |       | √   |    |       |