

BHSDSTAR Billing – How To Domestic Violence Program



Navigate to BHSDSTAR

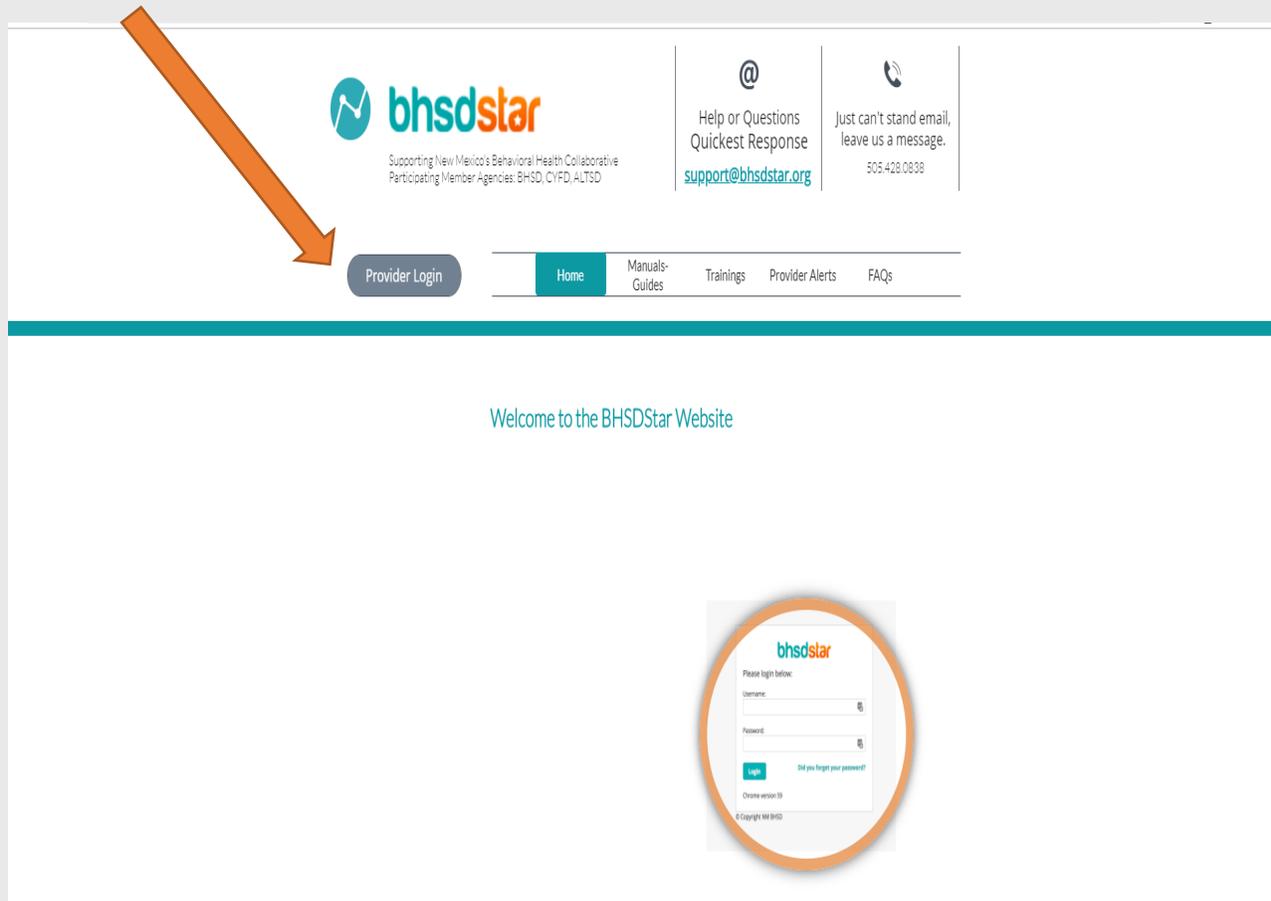
<https://bhsdstar.org>

Web Address to login to BHSDSTAR

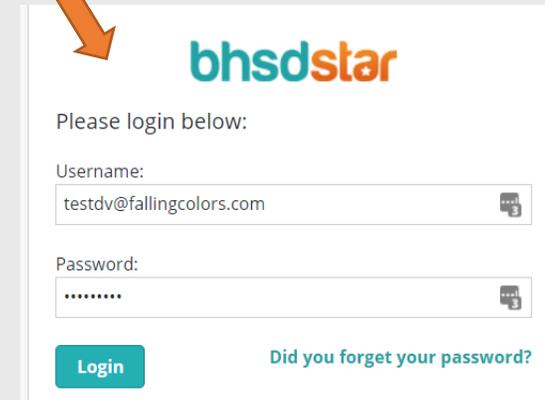
- **Points of Contact have been sent Login credentials**
- **If you need to login credentials please fill out Staff Registration form located at <https://bhsdstar.org/manuals-guides>, and submit to BHSDSTAR Support Desk at Support@BHSDSTAR.org**

Login

Click Provider Login and enter login credentials



The screenshot shows the BHSdStar website home page. At the top left is the BHSdStar logo with the tagline "Supporting New Mexico's Behavioral Health Collaborative" and "Participating Member Agencies: BHSD, CYFD, ALTSO". To the right are contact details: "Help or Questions Quickest Response support@bhsdstar.org" and "Just can't stand email, leave us a message. 505.428.0838". A navigation bar includes "Home", "Manuals-Guides", "Trainings", "Provider Alerts", and "FAQs". A "Provider Login" button is highlighted with an orange arrow. Below the navigation bar, the text "Welcome to the BHSdStar Website" is displayed. At the bottom center, a circular inset shows a smaller version of the login form.



The close-up shows the login form with the BHSdStar logo at the top. Below the logo is the text "Please login below:". There are two input fields: "Username:" with the value "testdv@fallingcolors.com" and "Password:" with masked characters ".....". A "Login" button is located at the bottom left, and a link "Did you forget your password?" is at the bottom right.

Homepage

Click – Services (CYFD BHS)

bhsdstar Training

Welcome Test - DV DV

If this is not you, you are not permitted to view or modify any data inside this system. Use your organization's primary contact for this system to request legal access.



System Administration

- Vendor Administration



Services

- Domestic Violence - Test Provider (CYFD BHS)

Select Billing Project from Dashboard

Program Dashboard

Click – Project example “Domestic Violence Test Service”

The screenshot displays the 'bhsdstar Training' dashboard. The top navigation bar includes the logo, 'PROGRAMS', and a user profile 'Test - DV DV'. The main content area is divided into several sections:

- Domestic Violence - Test Tracking:** A dark header section containing three cards: 'Corrections Required' (with a 'Take Action' button), 'Pending Invoices' (with a 'View' button), and 'Invoice History' (with a 'View' button).
- 2019 Project Table:** A table showing project data for the year 2019. An orange arrow points to the 'Domestic Violence Test Service' row.
- Fiscal Summary:** A section with a teal header and a pie chart. The chart is almost entirely teal, representing 'Remaining' funds. A legend below the chart identifies 'Paid' (dark teal), 'Outstanding' (medium teal), and 'Remaining' (light teal).

Project	Allocation	Paid	Outstanding	Remaining
Domestic Violence Test Service	\$50,000.00	\$0.00	\$0.00	\$50,000.00

Add Service

Click – Add Service Drop Down and select “Provider Invoice Upload”

The screenshot displays the 'bhsdstar Training' web application interface. The top navigation bar includes the logo, 'PROGRAMS', and a user profile section showing 'Logged in as: Test - DV DV'. The main content area is divided into several sections:

- Domestic Violence - Test Tracking:** This section contains three cards: 'Corrections Required' with a 'Take Action' button, 'Pending Invoices' with a 'View' button, and 'Invoice History' with a 'View' button.
- Fiscal Year 2019 - Domestic Violence Test Service Detail:** This section features an 'Add Service' dropdown menu. The dropdown is open, showing 'Provider Invoice Upload' as the selected option. A 'Back to Program Summary' button is also present.
- Fiscal Summary:** This section displays a pie chart titled 'Fiscal Summary' with a legend for 'Paid', 'Outstanding', and 'Remaining'. The chart is currently empty, showing only the 'Remaining' category.

An orange arrow points to the 'Provider Invoice Upload' option in the dropdown menu.

Input Required Invoice Information

Enter All Required Information

- Fund Selection
- Service Dates
- Cost of Activity
- Upload Signed PDF
- Upload Supporting Documentation
- Click Acknowledgment
- Click Save



bhsdstar Training

Domestic Violence - Test Provider

Domestic Violence - Test

Domestic Violence - Test Tracking

Corrections Required **0** [Take Action](#)

Pending Invoices **0** [View](#)

Invoice History [View](#)

Fiscal Year 2019 - Domestic Violence Test Service Detail

Provider Invoice Upload ?

Transaction ID
10100822857VND

Funding
-- Choose an allocation or leave blank to let the system choose --

Specify Date of Activity If applicable specify the end date, otherwise leave blank

Specify Cost of Activity (all costs associated with delivery of activity)

Signed PDF
 No file chosen

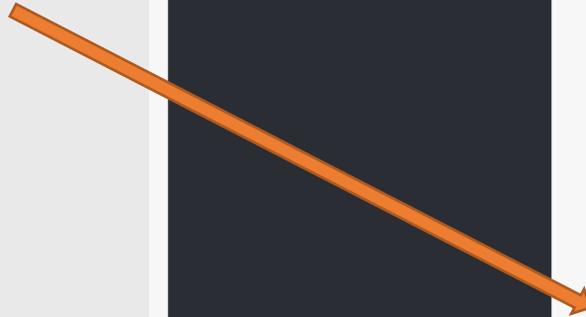
Are you required to provide supporting documentation
 Yes
 No

Acknowledgment
 I acknowledge that I have verified dates, amount and signature in attached files.

[Cancel](#) [Save](#)

Required Information Continued

Select Fund



bhsdstar Training

Domestic Violence - Test Provider

Domestic Violence - Test

Domestic Violence - Test Tracking

- Corrections Required [Take Action](#)
- Pending Invoices [View](#)
- Invoice History [View](#)

Fiscal Year 2019 - Domestic Violence Test Service Detail

Provider Invoice Upload ⓘ

Transaction ID
10100822857VND

Funding
-- Choose an allocation or leave blank to let the system choose --
DV01 : Domestic Violence Test Fund (008000)
mm/dd/yyyy

Specify Cost of Activity (all costs associated with delivery of activity)

Signed PDF
[Choose File](#) No file chosen

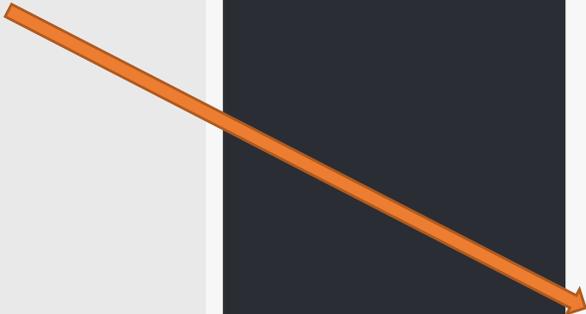
Are you required to provide supporting documentation
 Yes
 No

Acknowledgment
 I acknowledge that I have verified dates, amount and signature in attached files.

[Cancel](#) [Save](#)

Required Information Continued

Enter Service Dates



bhsdstar Training

Domestic Violence - Test Provider

Domestic Violence - Test

Domestic Violence - Test Tracking

- Corrections Required **0** [Take Action](#)
- Pending Invoices **0** [View](#)
- Invoice History [View](#)

Fiscal Year 2019 - Domestic Violence Test Service Detail

Provider Invoice Upload ⓘ

Transaction ID: 10101722858VND

Funding: DV01 : Domestic Violence Test Fund (008000)

Specify Date of Activity: 05/01/2019 If applicable specify the end date, otherwise leave blank: 05/31/2019

Prev May 2019 Next (dated with delivery of activity)

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

ite background - print ready.jpg

ing documentation

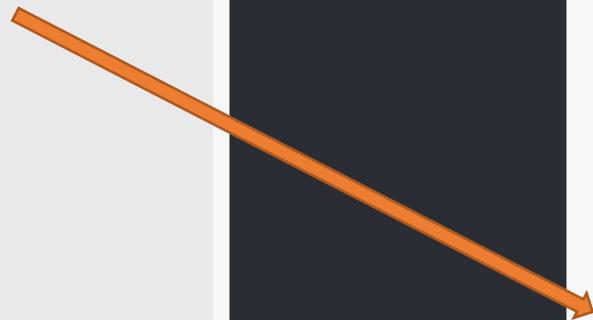
Acknowledgment

I acknowledge that I have verified dates, amount and signature in attached files.

[Cancel](#) [Save](#)

Required Information Continued

Enter Cost of Invoice



bhsdstar Training

Domestic Violence - Test Provider

Domestic Violence - Test

Domestic Violence - Test Tracking

- Corrections Required [Take Action](#)
- Pending Invoices [View](#)
- Invoice History [View](#)

Fiscal Year 2019 - Domestic Violence Test Service Detail

Provider Invoice Upload

Transaction ID: 10101322859VND

Funding: DV01 : Domestic Violence Test Fund (008000)

Specify Date of Activity: 05/01/2019 (Start) | If applicable specify the end date, otherwise leave blank: 05/31/2019 (End)

Specify Cost of Activity (all costs associated with delivery of activity)
10000.00

Signed PDF: [Choose File](#) No file chosen

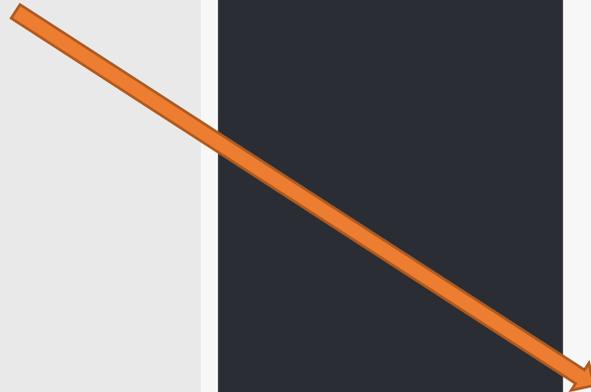
Are you required to provide supporting documentation:
 Yes
 No

Acknowledgment:
 I acknowledge that I have verified dates, amount and signature in attached files.

[Cancel](#) [Save](#)

Required Information Continued

Upload Signed PDF



bhsdstar Training

Domestic Violence - Test Provider

Domestic Violence - Test

Domestic Violence - Test Tracking

- Corrections Required [Take Action](#)
- Pending Invoices [View](#)
- Invoice History [View](#)

Fiscal Year 2019 - Domestic Violence Test Service Detail

Provider Invoice Upload

Transaction ID
10101322859VND

Funding
DV01 : Domestic Violence Test Fund (008000)

Specify Date of Activity
05/01/2019 Calendar icon If applicable specify the end date, otherwise leave blank Calendar icon 05/31/2019

Specify Cost of Activity (all costs associated with delivery of activity)
10000.00

Signed PDF
 MAY 2019 1ST.pdf

Are you required to provide supporting documentation
 Yes
 No

Acknowledgment
 I acknowledge that I have verified dates, amount and signature in attached files.

[Cancel](#) [Save](#)

Required Information Continued

Upload Supporting Documentation

Acknowledge and Save

Domestic Violence - Test



Corrections Required
[Take Action](#)



Pending Invoices
[View](#)



Invoice History
[View](#)

Fiscal Year 2019 - Domestic Violence Test Service Detail

Provider Invoice Upload

Transaction ID
10101322859VND

Funding
DV01 : Domestic Violence Test Fund (008000)

Specify Date of Activity
05/01/2019 📅 If applicable specify the end date, otherwise leave blank 📅 05/31/2019

Specify Cost of Activity (all costs associated with delivery of activity)
10000.00

Signed PDF
[Choose File](#) MAY 2019 1ST.pdf

Are you required to provide supporting documentation
 Yes
 No

Supporting Files
[Choose File](#) MAY 2019 2nd.pdf
[Choose File](#) No file chosen
[Choose File](#) No file chosen
[Choose File](#) No file chosen
[Choose File](#) No file chosen

Acknowledgment
 I acknowledge that I have verified dates, amount and signature in attached files.

[Cancel](#) [Save](#)

Invoice Submitted

Invoice will display as Outstanding

bhsdstar Training

PROGRAMS

Logged in as:
Test - DV DV

Domestic Violence - Test Provider

Domestic Violence - Test

Domestic Violence - Test Tracking

Corrections Required **0** [Take Action](#)

Pending Invoices **0** [View](#)

Invoice History [View](#)

2019

Project	Allocation	Paid	Outstanding	Remaining
Domestic Violence Test Service	\$50,000.00	\$0.00	\$10,000.00	\$40,000.00

Fiscal Summary

Fiscal Summary

Legend: Paid, Outstanding, Remaining

Highcharts.com

Invoice Generated within 24 Business Hours

Click "Invoice History"

bhsdstar Training

Domestic Violence - Test Provider

Domestic Violence - Test

Domestic Violence - Test Tracking



Corrections Required

Take Action



Pending Invoices

View



Invoice History

View

Fiscal Year 2019 - Domestic Violence Test Service Detail

Add Service ▾

Back to Program Summary

Service	Transaction	Date(s)	Amount	Submitted
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Invoice History

Invoice Displayed in Invoice History

bhsdstar Training **PROGRAMS**

 **Logged in as:**
Test - DV DV

Program Domestic Violence - Test	Project All	Site All	Payor All	Fiscal Year 2019	Status All Pending (Appr)	Fund All
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AWAITING ACTION (1) **IN REVIEW (0)** **ADMINISTRATIVE HOLD (0)** **IN PROCESS (0)**

INVOICE COUNT 1	TOTAL AMOUNT \$10,000.00
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Program	Project	Invoice Details	Invoice	Fund	Fiscal Year	Payor	Activity Dates	Amount	Last Action Taken
Domestic Violence - Test	Domestic Violence Test Service	Domestic Violence - Test Location Jeremy Hernandez	STAR-CBH 005 747	DV01 - SGF	FY 19	Falling Colors	Jun, 2019	\$10,000.00 on 06/10/2019	 sys admin 06/10/2019 11:42 AM

Previous 1 Next

Invoice Approval

Invoice Approval Process:

- Invoice Input by Provider
- Invoice Generated within 24 Business Hours
- Invoice Pending Program Manager Approval
- Invoice Approved by Program Manager
- Invoice submitted for Payment within 30 Business Days

STAR-CBH 005 749

Invoice Action History

Date	Action	User
6/10/2019	Payment authorized by the payor	Jeremy Hernandez
6/10/2019	First level payment approval completed	Jeremy Hernandez
6/10/2019	Approved by the lead agency	Jeremy Hernandez
6/10/2019	Invoice generated	sys admin

Provider Site
Domestic Violence - Test Location

Project Manager
Jeremy Hernandez

Fund Source
DV01 : Domestic Violence Test Fund (008000)

Provider Files
[Signed PDF Test.pdf](#)
[Signed PDF Test.pdf](#)

Approver Files

No file chosen

SUMMARY **DETAIL**

Service Date(s)	Service	Created
05/01/2019 - 05/01/2019	Provider Invoice Upload	06/10/2019 - Test - DV DV

Issues or Concerns?

Send any issues or concerns to the Support Desk at
Support@BHSDSTAR.org