Colorado Fire Billing System

2020

COLORADO
Department of Public Safety

2   Overview

The CO Fire Billing System (FBS) was developed to assist cooperators by providing a one-source portal for entering reimbursement requests and receiving status updates. The system does not work with Internet Explorer. Please use a different web access point to enter your invoice charges (e.g. Firefox, Chrome, Edge). The new CRRF portal feeds into FBS to create your accounts and equipment.   INPUT ONLY 2019 & LATER INCIDENTS. Incidents prior to 2019 submit via paper. To sign up, email DFPCFireAdmin@state.co.us with your First name, last name, email, billing address, phone # and role.

– URL: co.firebilling.org

– User Name: first initial, last name (e.g. jsmith).

– Password: Initial password will be FBS123. When you update it, it needs to be at least 14 characters long with at least 3 of these items (capital letters, lowercase letters, number, symbol). The system will not let you move forward until the password meets the criteria.

Ready to move forward

– Admin email for assistance: DFPCFireAdmin@state.co.us 720-344-2255

3   Roles

CO FBS operates with various role assignments. The following are a list of those roles and the functions each role can perform. Roles available to cooperators are in bold and underlined:

–   Site Administrator: Add system users

Fix passwords

Add non-CRRF reimbursable partners (e.g. contractors, DFPC employees)

Run system reports

Update mileage reimbursement rate (e.g. $1.00 per mile)

Update indirect rates charged on invoices to jurisdictional partners

–   **CRRF Manager:**   Sync CRRF (bring in up-to-date information from CRRF system). CRRF's must be

validated in WebEOC for equipment to transfer into CO FBS for billing.

Set-up employees including employee type, pay rates, benefits, 10% indirect (if

applicable), etc.
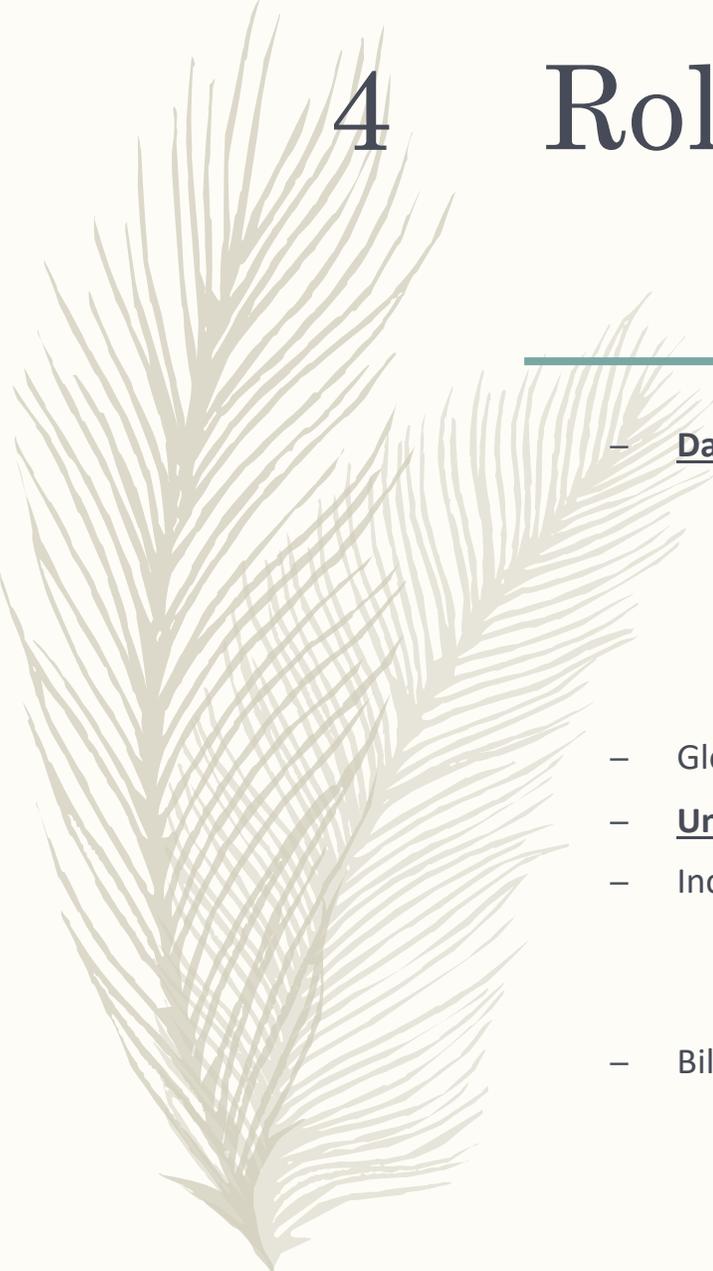
Roles (continued)

- **Data Entry:**   Enter charges

                       Revise charges

                       Delete invoices in your queue

                       Approve submissions (if you need someone other than the data entry person to approve the bill, they need the data entry role too)

- Global Report Manager: Used in the Fire Billing office

- **Unit Report Manager:**   Run reports for cooperator level information

- Incident Manager: Incident list pulled from IRWIN. This role can add missing incidents, import years of data, or delete duplicate incidents. Contact Carrie Anders or Erin Claussen.

- Billing Approver (previewer): Previews packages for required documentation

                       Returns packages to cooperator for missing documentation

                       Cannot modify cooperator submission
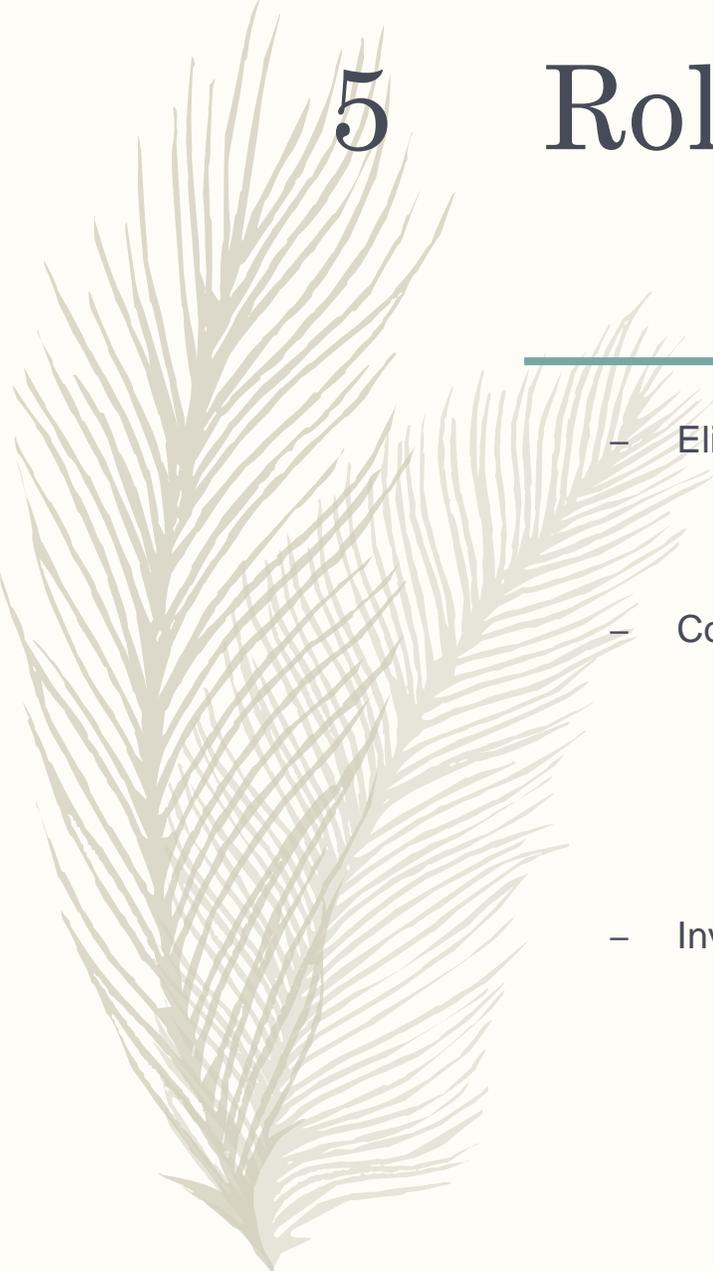
Roles (continued)

- Eligibility Checker (reviewer):

  Reviews the cooperator reimbursement and backup documents

  Can return package for errors or send forward

  Cannot modify cooperator reimbursement

- Coder:

  Creates the financial coding for each incident

  Sets up the jurisdictional partners for invoicing and coding

  Can return package for errors or send to next step in review process

  Cannot modify cooperator reimbursement

- Invoicer:

  Submits cooperator reimbursement for payment

  Updates cooperator reimbursement with payment information

  Invoices jurisdictional partners and marks when paid

  Cannot modify cooperator reimbursement

6   CRRF Manager

- The CRRF Manager role is responsible for creating personnel in the system. A new employee record needs to be created for every pay rate. For instance, if an employee receives a raise, a new record needs to be created. Records cannot be deleted, only disabled.

- Be sure to add the reason for the salary differences in the last name <u>and</u> UID.

- Only supplemental resource or volunteer at position pay rates are eligible for the 10% indirect (overhead) column.

- If an employee is no longer active, remove the "enabled" check mark.

- We are working with the developer on creating a more streamlined approach to creating one record for each employee. This new setup will be part of the Phase 2 enhancements project. This will impact how employees are setup and how you enter time for them on a bill.

CRRF Manager (continued)

Enter first initial, last name, (role) and $ amount per hour if they have a pay increase in Last name and UID column.

Create a new record for each change in pay.

Use NWCG four digit position codes (https://www.nwcg.gov/positions) if the employee has different pay based on the assignment position.

Examples:

JAce (FFT1)-$45   *normal pay rate*

JAce (FFT1)-$47   *after a raise*

JAce (HOLIDAY)-$30

JAce (HOLIDAY)-$32   *after a raise*

Jace (BACKFILL)

Jace (FFT2)-$49.50   *different rate if she's deployed as an FFT2*

Cyab & Smith - only have 1 pay rate so nothing needed but first initial and last name

Carrie Anders
CRRF Manager (Alamosa County Sheriff)
Logout

CRRF | Incidents | Manage Employees

Manage Employees

Do not use

Do not use

show disabled

First	Last	UID	Fire Rate	Haz Rate	OT Rate	Overhead	Type	Crew	Seasonal	Red Card Issued	Engine Boss	Enabled	Edit
Jane	JAce(FFT1)...	JAce(FFT1)-$45	$45.00		$65.00	0%	Full/Part Paid Emplo...	Alamosa County Sheriff		-		✔	edit full profile
Jane	JAce(FFT1)...	JAce(FFT1)-$47	$47.00		$70.50	0%	Full/Part Paid Emplo...	Alamosa County Sheriff		-		✔	edit full profile
Jane	JAce(Holida...	JAce(Holiday)...	$30.00		$45.00	0%	Full/Part Paid Emplo...	Alamosa County Sheriff		-		✔	edit full profile
Jane	JAce(Holida...	JAce(Holiday)...	$32.00		$47.00	0%	Full/Part Paid Emplo...	Alamosa County Sheriff		-		✔	edit full profile
Jane	JAce(Backfill)	JAce(Backfill)	$38.00		$38.00	0%	Full/Part Paid Emplo...	Alamosa County Sheriff		-		✔	edit full profile
Jane	JAce(FFT2)	JAce(FFT2)	$49.50		$69.50	0%	Full/Part Paid Emplo...	Alamosa County Sheriff		-		✔	edit full profile
Clive	CYab	Cyab	$35.00		$43.50	10%	Supplemental or Vol...	Alamosa County Sheriff		-		✔	edit full profile
Joe	JSmith	JSmith	$15.00		$18.00	0%	Volunteer at departm...	Alamosa County Sheriff		-		✔	edit full profile

10% indirect for supplemental or volunteer using position pay rates.

CRRF Manager (continued)

– After you enter an employee, click on the "Edit full profile". This is the place to enter the rest of the setup information.

Carrie Anders
CRRF Manager (Alamosa County Sheriff)
Logout

CRRF | Incidents | **Manage Employees**

Manage Employees

Click here

show disabled

First	Last	UID	Fire Rate	Haz Rate	OT Rate	Overhead	Type	Crew	Seasonal	Red Card Issued	Engine Boss	Enabled	Edit
Jane	JAce(FFT1)...	JAce(FFT1)-$45	$45.00		$65.00	0%	Full/Part Paid Emplo...	Alamosa County Sheriff		-		✔	edit full profile
Jane	JAce(FFT1)...	JAce(FFT1)-$47	$47.00		$70.50	0%	Full/Part Paid Emplo...	Alamosa County Sheriff		-		✔	edit full profile
Jane	JAce(Holida...	JAce(Holiday)...	$30.00		$45.00	0%	Full/Part Paid Emplo...	Alamosa County Sheriff		-		✔	edit full profile
Jane	JAce(Holida...	JAce(Holiday)...	$32.00		$47.00	0%	Full/Part Paid Emplo...	Alamosa County Sheriff		-		✔	edit full profile
Jane	JAce(Backfill)	JAce(Backfill)	$38.00		$38.00	0%	Full/Part Paid Emplo...	Alamosa County Sheriff		-		✔	edit full profile
Jane	JAce(FFT2)	JAce(FFT2)	$49.50		$69.50	0%	Full/Part Paid Emplo...	Alamosa County Sheriff		-		✔	edit full profile
Clive	CYab	Cyab	$35.00		$43.50	10%	Supplemental or Vol...	Alamosa County Sheriff		-		✔	edit full profile
Joe	JSmith	JSmith	$15.00		$18.00	0%	Volunteer at departm...	Alamosa County Sheriff		-		✔	edit full profile

CRRF Manager (continued)

- In this screen, you will complete Employee Rate Type, Employee Role, Rate Start & End Dates, Username, & Backfill.

3 choices for the Employee Rate Type.

In this example, this would be Jane's regular pay. Required field.

CRRF Manager (continued)

- Employee Role is based on the list of roles from the NWCG position list (https://www.nwcg.gov/positions). If the role is not in the drop-down, select "not listed".

- Rate Valid Start & Rate Valid End are optional. Fill these in if there is a change in pay. (e.g. $45 hr until 6/30/2019 for this one. For the next record you enter for her pay increase, you'd enter Rate Valid Start: 7/1/2019).

– Username should be the same for every employee setup. For instance, Jane Ace might have multiple employee setups (e.g. holiday pay, pay until 6/30, pay starting 7/1, etc.) but her Username (JaneAce) remains the same in each setup.

CRRF Manager (continued)

– Check the Backfill box if you are entering backfill rates for the employee (if different from their normal rate).

CRRF Manager (continued)

- Enter the benefit rate and benefit overtime rate for each employee. Click on the grey button to switch between % or $. Some departments pay benefits as a percentage of hourly rate; other departments pay benefits as straight dollar value.

CRRF Manager (continued)

– If you have a flat fee rate that you pay to your supplemental employees (e.g. $5 workers comp pay per fire, $10 workers comp pay per day, etc.), please add that to the "Misc" field under "Travel Expenses" when you enter a bill. The "Misc" field is the only field for one-off reimbursement requests. Be sure to add a note to the Personnel page below explaining why benefits are $0.00.

16   Data Entry – Create a new billing document

– The data entry role can create new billing documents and review the status of previous submissions. Once a billing document is submitted, no changes are permitted unless it's returned to your queue by Fire Billing. Until the document is submitted/approved, you can edit it at any time. This role is the only one that can delete a bill.

Click here to create a new billing document

Edit button

Note: if you make a mistake and need to do any corrections after submitting it, email DFPCFireAdmin@state.co.us and we will return it to you.

Data Entry – Create a new billing document (continued)

– When you select "New Billing Document", you will see a choice of "Fire" or "Project". Select "Fire".

Data Entry – Setting up the incident

– Pick the incident by typing the incident name or incident number. If you are searching by the incident number, be sure to use this format (with the dash after the COGWD-000032 ters):

– If you are entering an out of state fire, you cannot search by name. You will need to search by incident number. When the incident populates, it will not show all the data until you save it.

Before entering "save"

Bill ID:
Created: 7/5/19 4:11 PM by Carrie Anders

Incident Info ▷ Personnel/

Resource: Alamosa County Sheriff

Incident: * ATOKO (AZGCP-000075 (new incident))

Browse Incidents

After entering "save"

Bill ID: 126
Created: 7/5/19 4:11 PM by Carrie Anders

Incident Info ▷ Personnel/E

Resource: Alamosa County Sheriff

Incident: * ATOKO (AZGCP-000075)

Browse Incidents

ATOKO
AZGCP-000075
07/22/2018 - 08/06/2018

– If the incident is not available, email DFPCFireAdmin@state.co.us with the resource order and we will create the incident.

– Enter the begin date and end date of the fire assignment. You will only be able to enter expenses for the dates you list here so be sure to include travel and rehab days.

– Request Number = Resource Order. If you don't have a resource order # due to reassignment, enter "reassigned".

– Deployment: 1 of 1, 1 of 3, 2 of 3, 3 of 3, etc.

– Notes: Add any notes you need to make about the assignment

SEE NEXT PAGE FOR SCREEN SHOT

Data Entry – Setting up the incident (continued)

Data Entry – Setting up the incident (continued)

– Once you have the incident entered, click "Next".

A new Bill ID (unique #) is assigned for each incident entered

Queue | Incidents | New Billing Document | Search

Carrie Keirns
Data Entry (Arrowhead)
Logout

Incident Information

Arrowhead

New

Bill ID: 92
Created: 5/1/19 11:51 AM by Carrie Keirns

Incident Info ▷ Personnel/Equipment ▷ Expenses ▷ Statistics ▷ Overview

Resource: Arrowhead

Incident: * Bull Draw (COUPD-000258)

Browse Incidents

Bull Draw
COUPD-000258
Montrose (MRX), CO
07/29/2018 - 11/20/2018
PDL14B

Begin Date: * 07/29/2019

End Date: * 07/31/2019
Total Days: 3

Request Number: * C-1

Deployment: 1 of 2

Notes:

Click here

Back   Save   Next

Data Entry – Entering hours

– Select the first person you want to enter for this fire. The CRRF Manager for your agency should have entered each personnel resource that may participate in wildland fire. If the resource has various pay scenarios (e.g. holiday pay, different pay based on position, etc.), you must enter **one time record for each scenario**. Use the drop-down list to select the correct pay rate. If you type the name in this field, the first one will auto-populate.

Note: If your CRRF manager updates the employee payroll record after you created a bill, you'll need to delete the record you created and reenter a new one.

Example of a firefighter with different pay scales

Data Entry – Entering hours

– Enter the hours from the CTR or OF288 on the applicable day. Separate regular vs OT. If the resource has R&R, check the box. Add any applicable notes (e.g. 24/48 shift) and hit save. If you have more employees, click "Add Personnel" and continue entering.

CTR(s) and/or OF-288(s) must be attached as supporting documentation.

R&R checkbox

Highlight the hours in this section. Hours and value will total at the bottom of the screen

Click "save" after entering each person

– If you are entering backfill personnel, select the person from the "Add personnel" drop down list. Manually enter the name of the person they are backfilling for at home base. In the example below, Clive Yab is the backfill employee. Jane Ace is the deployed firefighter.

Data Entry – Entering equipment

– Select the equipment from the drop down list. You will only be able to enter equipment that is identified and submitted on your CRRF. If the equipment is not listed, contact your CRRF manager. Enter the hours from the equipment shift tickets on the applicable day. Save. If you have multiple pieces of equipment, click "Add Equipment" and continue entering.

Signed Equipment Shift Tickets and OF-286s must be attached as supporting documentation.
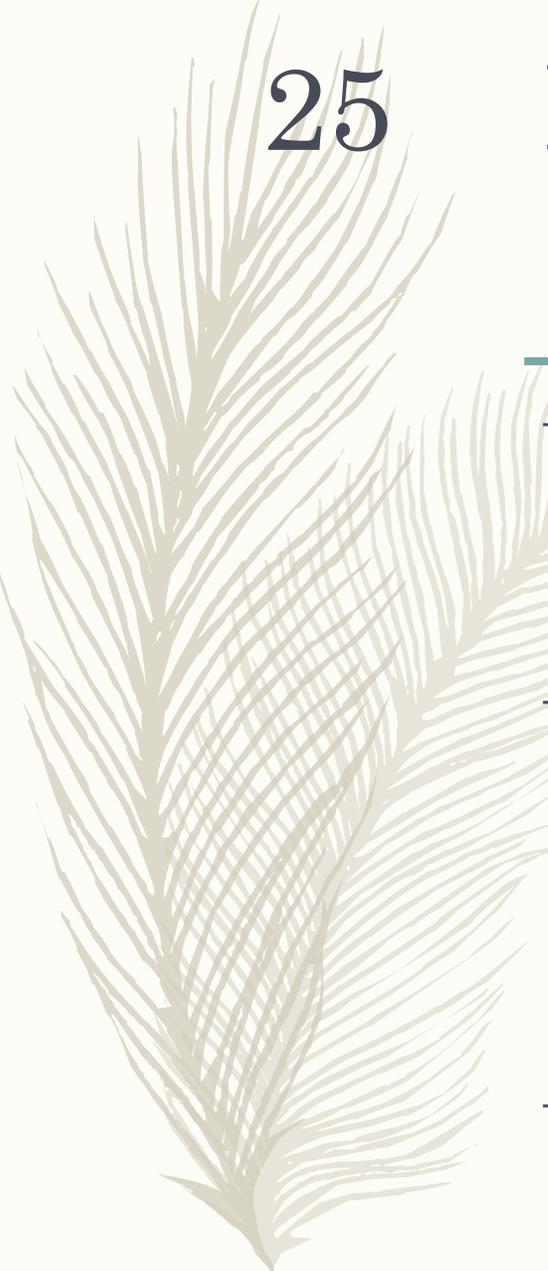
25 Data Entry – Entering equipment (missing days)

- Per the CDPS Cooperator Reimbursement Guidelines, equipment is only eligible to be reimbursed for actual hours work on the 1st and last day of a mobilization. FBS performs this calculation in the background to use actual hours worked instead of the minimum daily guarantee per your CRRF.

- If the equipment's first or last day does not match entire assignment's first or last day of mobilization (e.g. break down, arrives late, leaves early), FBS is currently unable to perform the correct calculation. This will be fixed in the next update. For now, please enter separate bills for the any equipment not on the fire the entire length of the deployment. Use the date range the equipment was actually on each fire. Contact Fire Billing for questions on how to handle this type of scenario.

- See next slide for detail.

26

Example: $133.00 hour. $1064.00 daily minimum.

Day 1: 1 hour x $133.00 = $133.00
Day 2: 10 hours x $133.00 = $1330.00
Day 3:   1 hour x $133.00 = $133.00
Total: $1596.00

The fire billing system is showing $2527.00 because this equipment was only on the fire 3 days.   The system is applying the daily minimum to Day 3 as it does not recognize this was the final day on the deployment. A separate bill for this piece of equipment for the 1/4/19-1/6/19 date range would be required.

Data Entry – Entering equipment (FEPP)

- If you have a FEPP engine on an assignment, please add it to "Misc" in the Expenses section. The next phase of updates to FBS will address FEPP engines being entered under equipment. Be sure to attach a copy of the CRRF for this engine.

Data Entry – Entering equipment – Multiple incidents

- If you have a piece of equipment on multiple incidents within a mobilization, you will need to enter the total # of hours the equipment was working for ALL consecutive incidents on a specific day. The system will prorate/calculate the amounts for you.

- For instance, if a piece of equipment was on the ABC Fire on 6/6/2019 for 3 hours and also on the CDE Fire on 6/6/2019 for 12 hours, you will enter 15 hours in the box. You will enter the same 15 hours on the last day of an incident and the first day of the next incident.

- See next slide for screen shot.

Ignore this box; does not apply to CO cooperators

Enter total # of hours for all assignments within the mobilization here

Data Entry – Entering equipment – Multiple incidents (continued)

Data Entry – Entering Equipment – Equipment Transport

– In this section, enter the total mileage reimbursement (in miles, not dollars) from the Equipment Transport Summary document and attach as supporting documentation.

Enter the total mileage from the Equipment Transport Summary worksheet. Enter total miles over 300, not $ amount.

Data Entry – Expenses Overview

- The Expenses section has multiple expense areas to capture totals for per diem, lodging, fuel, invoice prep, miscellaneous, and rentals. You will be required to attached the Individual Travel Breakdown form for each person along with other supporting documentation for any travel expense requested. Additional detail for each area is outlined in the next few slides.

Ignore "non-travel status". Not used in Colorado

Add a note on this form if your department has their own travel reimbursement policy/rates.

Individual Travel Breakdown
CDPS Division of Fire Prevention & Control
CDPS Division of Homeland Security & Emergency Management

Arrowhead Fire Department	Bull Draw	Boss Firefighter
From Cooperator/Department	Incident Name	Traveler's Name

PER DIEM WEB SITE: *www.gsa.gov*
*Per diem rate based on overnight location (use home unit location for last travel day). Claim only meals purchased.

*Note dept. travel reimbursement policy if different than above:

Date	Travel Location(s) From:	To:	Per diem Rate*	B	L	D	I	Total Per Diem Reimb	Total Lodging
								0.00	
								0.00	
								0.00	
								0.00	
								0.00	
								0.00	
								0.00	
								0.00	
								0.00	
								0.00	
								0.00	
								0.00	
								0.00	
								0.00	
								0.00	
								0.00	
								0.00	
								0.00	
				Subtotals Per Diem & Lodging Expense:				$ -	$

Carrie Kalms
Data Entry (Arrowhead)
Logout

Queue | Incidents | New Billing Document | Search

Expenses

Bull Draw
Arrowhead (VN1)

Preview

New

Bill ID: 92
Created: 5/1/15 11:51 AM by Carrie Kalms

Incident Info ▷ Personnel/Equipment ▷ Expenses ▷ Statistics ▷ Overview

Meals

Individual Travel Breakdown   GSA Website

I have receipts   Authorization

Travel status $ 0.00

Non-travel status $ 0.00   None

FBS Meals total (in Travel Status section) is the single resource's Per Diem Subtotal; OR the total of an entire crew's individual Per Diem Subtotals.

ONLY select this If you are using actuals and submitting receipts for reimbursement.

Data Entry – Expenses – Lodging (Hotels)

Individual Travel Breakdown
CDPS Division of Fire Prevention & Control
CDPS Division of Homeland Security & Emergency Management

Arrowhead Fire Department	Bull Draw	Boss Firefighter
From Cooperator/Department	Incident Name	Traveler's Name

PER DIEM WEB SITE: *www.gsa.gov*
*Per diem rate based on overnight location (use home unit location for last travel day). Claim only meals purchased.

*Note dept. travel reimbursement policy if different than above:

Date	Travel Location(s) From:	To:	Per diem Rate*	B	L	D	I	Total Per Diem Reimb	Total Lodging
								0.00	
								0.00	
								0.00	
								0.00	
								0.00	
								0.00	
								0.00	
								0.00	
								0.00	
								0.00	
								0.00	
								0.00	
								0.00	
								0.00	
								0.00	
								0.00	
								0.00	
			Subtotals Per Diem & Lodging Expense:				$ -	$ -	

Carrie Keirns
Data Entry (Arrowhead)
Logout

Queue | Incidents | New Billing Document | Search

Expenses

Bull Draw
Arrowhead (VN1)

Preview

Bill ID: 92
Created: 5/1/19 11:51 AM by Carrie Keirns

Incident Info ▷ Personnel/Equipment ▷ Expenses ▷ Statistics ▷ Overview

Meals

Individual Travel Breakdown   GSA Website

I have receipts ☐   Authorization ❓

Travel status $ 0.00

Non-travel status $ 0.00   None

Meals Total $0.00

Always check this box. Receipts are required!

Hotels

I have receipts ☐   Authorization ❓

Travel status $ 0.00

Non-travel status $ 0.00   None

Hotels Total $0.00

FBS Hotels total (in Travel Status section) is the single resource's Lodging Expense Subtotal; OR the total of an entire crew's individual Lodging Subtotals.

Data Entry – Expenses – Fuel (equipment)

Fuel Summary
CDPS Division of Fire Prevention & Control
CDPS Division of Homeland Security & Emergency Management

Cooperator/Department

Incident Name & Number

Attach copies of fuel receipts.
No reimbursement without legibile receipt copy.

Date	Location	Fuel Amount

Total Fuel Expense $ –

Department-owned equipment fuel ONLY. Submit this form with receipts. FBS Total Fuel Expense is the total from the Fuel Summary form.

Data Entry – Expenses – Miscellaneous

The Miscellaneous section is only for repair/replacement claims, FEPP engines or one-off expenses not captured elsewhere (e.g. workers comp @ $5 day). Must attach all required supporting documentation for reimbursement.

Enter a general description in the "S#/Item/Vendor" box, the amount, and a general note. Click "Add".

Data Entry – Expenses – Rental Expenses

You do not need to fill out the Individual Travel Breakdown form for rental vehicle or rental vehicle fuel.

Must submit the Individual Travel Breakdown form and receipts.

Enter rental vehicle and rental fuel only in this section.
Select from the drop down, leave quantity as "1" and enter the amounts.

Data Entry – Expenses – Air/Ground Travel Expense

Parking, Tolls, Shuttle/taxi, Baggage Fees and POV Mileage costs are transferred from the Individual Travel Breakdown to the Air/Ground Travel Expense section. Must submit the Individual Travel Breakdown, receipts, and odometer reading on an OF-297 (Shift Ticket) or maps for POV mileage.

If Department POV rates are different from standard GSA rates, please add a note in "Expense Notes" at the bottom of the page.

Data Entry – Statistics

– Ignore this section.

Data Entry – Overview

- You can review the "Bill" you are submitting by clicking on the icon below. The "Packet" button contains all of the uploaded attachments.

Data Entry – Overview (continued)

– You must upload all of your supporting documents including fire documentation, receipts, maps, forms, etc.

Data Entry – Expenses – Invoice Preparation Costs – 2019 incidents only

Invoice Preparation Expense for 2019 will require proof of payment for reimbursement. This can be either a pay stub or general ledger printout supporting the charges and dates being paid. You are required to attach this as supporting documentation in order to be reimbursed.

Invoice Prep Fees are input directly into Gold (no external form needed). Input the date, preparer name, hourly rate, hours, and click the "add" button. Click "sign" to approve the invoice preparation expense you entered.

Data Entry – Expenses – Invoice Preparation Costs – 2020 & later incidents

Invoice Preparation Expense for 2020 and later will require a signed acceptance of the 1% subrecipient indirect rate form. You can retrieve this form from the DFPC website: https://www.colorado.gov/pacific/dfpc/fire-billing-crrf-and-reimbursement.

The form is called Appendix C_CY2020_Final (Revised)_2020-03-15. Sign and return to cdps_dfpc_fireadmin@state.co.us.

Starting with 2020 incidents, please input 1% of your total bill here. Input "Subrecipient Indirect Rate" in the first box, 1% of the total bill in the amount box and "1% of bill amt" in the notes box. Click "add".

Data Entry – Overview (continued)

- Once you have completed your reimbursement, you can add comments and click "Approve". Once you approve the reimbursement, it will be routed to the Fire Billing office for processing. You will be able to check the status in your queue at any time. Once a reimbursement is submitted, you cannot modify it unless you request for it to be returned to your queue. If there is any missing documentation or modifications are needed to correct entries, the reimbursement will be returned to you. The Fire Billing office cannot modify your submitted reimbursements.

– Once a reimbursement request has been paid, you will see a "$" sign next to the status.

Contact Information

- DFPC Fire Billing, General Questions

    DFPCFireAdmin@state.co.us

    720-544-2255

- Carrie Anders, Fire Billing Supervisor

    carrie.anders@state.co.us

    720-544-2256 (office)

- Erin Claussen, Incident Business Specialist

    erin.claussen@state.co.us

    720-544-2262 (office)