



DEBS CHECKLIST

SUBMITTING GPRA INCENTIVES CLAIMS

- ☐ Select the **Client**.
- ☐ Select the **New Claim tab**.
- ☐ Click **Start Claim**.
- ☐ Input the following information:
 - Organization
 - Facility
 - Fund
 - Effective Date (this should always be the start/1st of the month)
 - Referral Source
- ☐ Click **Start Claim**.
- ☐ Select the Service completed and the date the Service was completed.
 - *The date the Services was completed should be the **same day** the Follow-up GPRA was completed.*

NOTE

- Claims should be submitted into the system by the suggested timeline listed in your contracts. Do not wait until the end of the grant year to submit claims.
- Reimbursement claims cannot be submitted the same day that gift cards are distributed. Wait at least one day to submit a claim for reimbursement.
- The Effective Date should always be the 1st of the month.
- Date Services was completed for the claim must match the date of the follow-up.
- An intake and follow-up forms for the client must be on file first. If it is the role of two different staff to input the GPRA and to submit the claim, it is suggested to create an internal process to ensure the intake and follow-up forms are submitted first.

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