



Division of Mental Health and Addiction

How to Refund a Claim in DEBS

1. **Close the Claim.** Under reason you can select **All Services Expended**.

Invoice 65801 | Active [+ New Claim](#)

Claim Overview
Active

Facility: Fresh County Jail Fund: Mark's Demo Jail Treatment Fund [Update Services](#) [Close Claim](#)

Claim Type: Invoice Referral Source: Criminal Justice

Effective Date: Jan 01, 2023 Organization: Quality Correctional Care

\$0.00 Total Expended **\$86.52** Total Utilized

GAIN-SS
Skills Training and Development - Group

< January 2023 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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	1	2	3	4

2. Next, click **Refund Services** button.

65801 | Closed [+ New Claim](#)

Claim Overview
Closed | All Services Expended

Facility: Fresh County Jail Fund: Mark's Demo Jail Treatment Fund [Refund Services](#)

Claim Type: Invoice Referral Source: Criminal Justice

Effective Date: Jan 01, 2023 Organization: Quality Correctional Care

\$86.52 Total Expended **\$0.00** Total Utilized

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3. **Select services and amounts you wish to refund.** *Note: There MUST be a value for every field of “Units to Refund”, even if it is “0” on every service tab.*

This screenshot shows a web application interface for selecting refund services. On the left is a dark sidebar with navigation links: Dashboard, My Profile, Search, Facilities, Clients, Claims (highlighted in green), Invoices, Reports, GPRA Forms Report, Admin, and User Management. The main content area has three tabs for different dates: January 6th, 2023; January 13th, 2023; and January 20th, 2023. Each tab contains a 'Quarter Hour Blocks' input field (set to 4, with a note '1 hours' below it) and a 'Total Cost' of \$18.84. Below each tab is a 'Units to Refund' input field. For January 6th, the value is 0. For January 13th, the value is 4. For January 20th, the field is empty.

4. **Select Refund Reason.** In many cases it will be “Individual Obtained Medicaid/HIP”. You can also select “Other” and provide more details if no responses apply.

This screenshot shows the 'Refund Reason' selection interface. At the top, there is a 'Units to Refund' input field with the value 4. Below this is a section titled 'Refund Service Units'. Underneath, there is a 'Refund Reason' dropdown menu. The dropdown is open, showing three options: 'Individual obtained Medicaid/HIP' (which is highlighted in yellow), 'Individual obtained Private Insurance', and 'Individual obtained Medicaid/HIP' (repeated at the bottom).



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- Click **Refund** button. If all fields have been entered correctly, a pop up should appear. Click **Download Refund Form**.


REFUND INFORMATION

The dollar amount on the refund check must match the dollar amount on the refund invoice statement. If the dollar amounts do not match the refund request will be denied in full and you'll have to resubmit the request & send a new check.

Please submit this refund to the Division of Mental Health and Addiction. The refund number **5938** should be referenced.

[Back to Client Dashboard](#) [Download Refund Form](#)

- Print the downloaded document and send it to FSSA-DMHA with the check, following the instructions on the form.



Eric J. Holcomb, Governor
State of Indiana
Indiana Family and Social Services Administration
402 W. WASHINGTON STREET, P.O. BOX 7083
INDIANAPOLIS, IN 46207-7083


FSSA Voucher Refund Instructions

Step 1: Print this document
Step 2: Locate your refund check
Step 3: Mail this document along with the check to:

Division of Mental Health and Addiction (DMHA)
ATTN: DEBS Admin
Indiana Family and Social Services
402 W Washington St., W353
Indianapolis, IN 46204

DO NOT EDIT THE INFORMATION BELOW, FOR PROCESSING ONLY

Claim ID for expended claim	65801
Invoice ID(s)	STATRT2000000000000004108
GPRA ID	
DARMHA ID	
Internal ID	154454474
Dates of Service Refunded	01/13/2023
Refund Number	5938

www.in.gov/fssa
Equal Opportunity/Affirmative Action Employer



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- Once this refund form is received, DMHA will process the refund in DEBS. The check will be deposited by the State.
- You can check the status of the refund or redownload the refund form on the individual claim dashboard.

A screenshot of a web application interface for the Division of Mental Health and Addiction. The interface includes a sidebar on the left, a main content area with a calendar, and a table of claim refunds. A black hand-drawn circle highlights the 'Claim Refunds (1)' tab and the table below it. The table has columns for Refund Number, Status, Refund Total, and Actions. One row is visible with Refund Number 5938, Status Pending, and Refund Total \$18.84. A download icon is in the Actions column. Below the table is a 'Start New Claim' button.

\$86.52
Total Expended

\$0.00
Total Utilized

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< January 2023 >

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Services Breakdown (2) Claim Transaction History (10) **▲ Claim Refunds (1)**

Refund Number	Status	Refund Total	Actions
> 5938	Pending	\$18.84	

Start New Claim +