Australian Government Department of Social Services





Submitting a Claim to DSS for Payment

Disability Case Portal (DCP)

Autism Advisor or Better Start Information and Registration Service

This task card will take you through the process of submitting a Claim to DSS for payment. The claim must already be created in FOFMS and have a status of Ready for Submission.

Portal Access:

Access the internet and log in to DCP at https://portal.dss.gov.au/fofmsportal

Steps	Actions											
1	Navigate to the Case Claims tab and click on the 🔍 (Query) icon.											
	CRACLE File Edit View Navigate Query Tools Help											
	Case Claims:	°	÷.									
	Home A	ccreditations	Actions	Activities	Cases C	ase Claims Clien	ts Literature	Milestones	Payment Requests			
	Case Claim	is Payment F	lequests		_							
	Casa	Naima List										
	Case	Jaims List										
	Import											
	Claim Id	Activity Id	Locatio	n	Eligibility Strea	am Case Id	Service Type	Funding Mode	Name			
	1-5520Q5	1-FPTD70			AEI	1-4X77J0	Panel Services	AEI Panel Serv	vices			
	1-5520R2	1-FPTD70			AEI	1-55160P	Panel Services	AEI Panel Serv	rices			
	1-5688PJ	1-FPTD70			AEI	1-56880J	Panel Services	AEI Panel Serv	vices			
	1-5AJDTS	4-1MGCIJ3			AEI	1-5AJDT7	Panel Services	AEI Panel Serv	vices			
	1-5AJDTW	4-1MGCIJ3			AEI	1-5AJDT7	Panel Services	AEI Panel Serv	vices			
	1-5AJDUJ	4-1MGCIJ3			AEI	1-5AJDU1	Panel Services	AEI Panel Serv	vices			
	1-5PP4AS	1-FPTD70			AEI	1-5ARJRX	Panel Services	AEI Panel Serv	vices			
	1-5PP4AY	1-FPTD70			AEI	1-56880J	Panel Services	AEI Panel Serv	vices			
	1-5YOP3R	4-1MGCIJ3		5	AEI	1-5AJDT7	Panel Services	AEI Panel Serv	vices			

Steps	Actions	
2	Click the Claim Status drop-down and select Ready for Submission .C icon.	lick on the 🕑 (Go)
	Home Accreditations Actions Activities Cases Case Claims Clients Literature I Case Claims Payment Requests Case Claims Case Claims <td< th=""><th>Milestones Payment Rec</th></td<>	Milestones Payment Rec
	Claim Details Case & Claim	Details
	Claim Status: Rejected Reason Case Sensitive> Claim Status: Rejected Reason	tream: <case sensitive=""> 💙</case>
	Service Date End Servic	aim Id <case sensitive=""> ase Id <case sensitive=""></case></case>
	Service Category: Processed (GST Excl).	• Type <a>Case Sensitive>
	Service Provided Rejected Family Claim Claim Claim	ent Id <case sensitive=""></case>
	Additional Description Cancelled Unit of Measure	Name: <case sensitive=""></case>
	Total Hours: Manual Payment prised Date.	CRN: <case sensitive=""></case>
	Qty. Rejected Late Submission Date of	f Birth
3	All claims with a status of Ready for Submission will then appear in th over the claim that requires submission.	e list view. Highlight
4	Check all fields are correct and then to submit the claim, click the Claim and select Submitted .	Status drop-down

5	Actions											
	Case Claims	Details										
	Claim Details						Case & Claim De	tails				
	Claim Status *	Ready for Sub >	× ¥	Rejected Reason		0	Eligibility Stream	AEI	~			
	Service Date Start *	Draft	۲	otal Amount Charged	\$6,000.00		Claim Id *	4-3PVBJ9D				
	Service Date End *	Submitted		GST Code *	Out Of Scope	~	Case Id *	4-3PVBJ36	٩			
	Service Category *	Service	~	Amount Claimed	\$6,000.00	1	Case Type	AEI				
	Service Provided *	Therapy Based	~	(GST Excl) * Family	2		Client Id	4-3PVBIYT				
		Extended Fund	0	Approved Claim Payable								
	Additional Description			Claim	×		Client Last Name:	FORDE395				
	Unit of Measure *	Session	~	Authorised By			Client First Name	ADAM759				
	Total Hours	0000001:00		Authorised Date		1	CRN	841328982B				
	Qty	1					Date of Birth	27/01/2010	œ			
	Activity Details			Payment Details			Cancellation Det	ails				
	Activity Id *	4-3PV871K	3	Claim Payment Status	Not Applicable	~	Claim Cancellation Status	Not Applicable	~			
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Need Help?

For further assistance please contact the <u>GPS Helpdesk</u> on 1800 020 283 or email <u>GPS.Helpdesk@communitygrants.gov.au</u>