



# Submitting a Claim to DSS for Payment

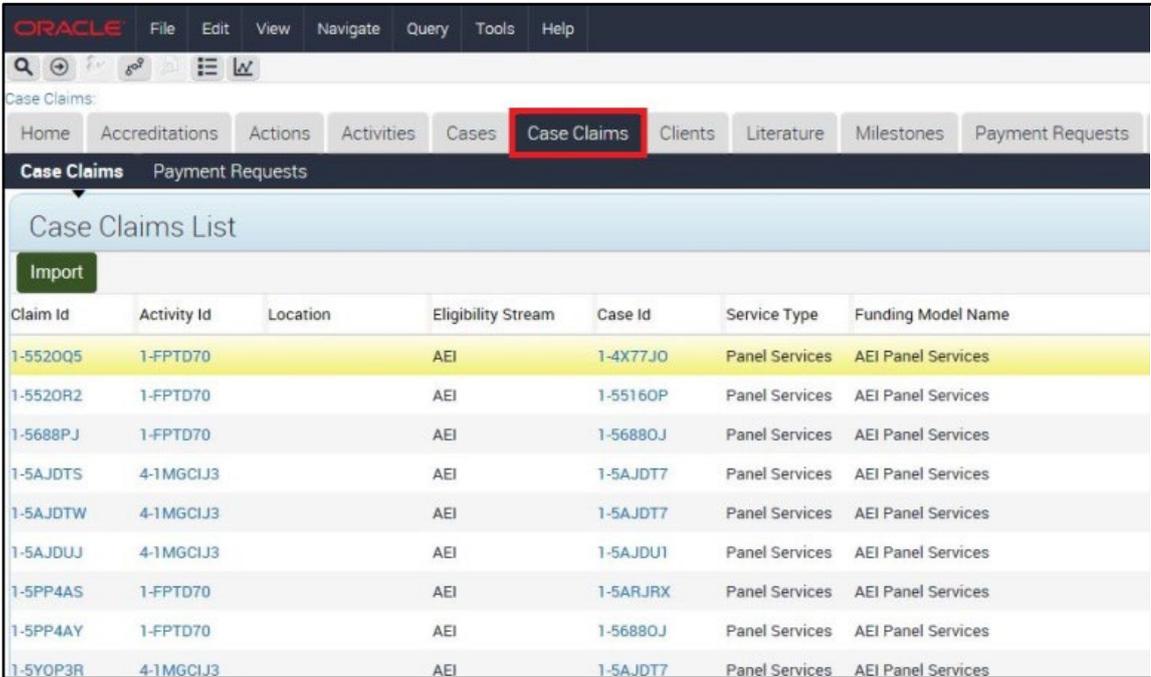
Disability Case Portal (DCP)

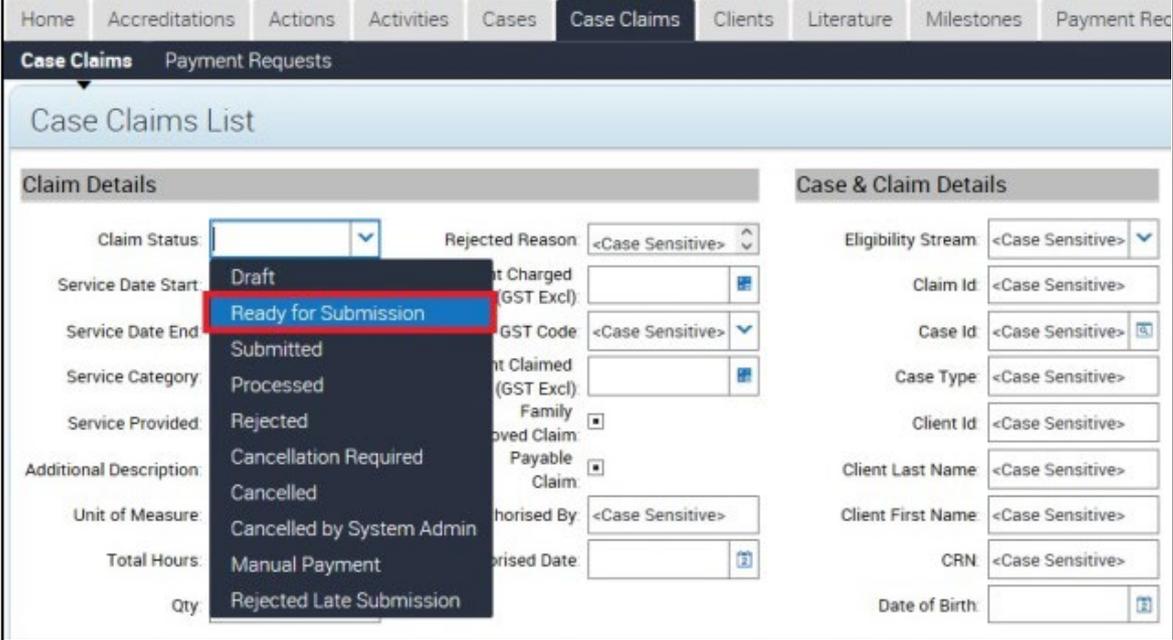
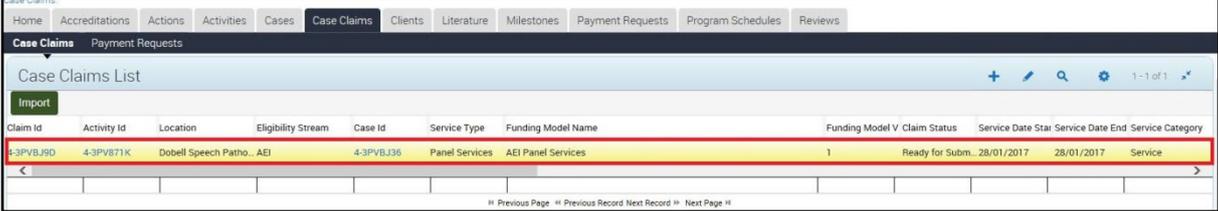
Autism Advisor or Better Start Information and  
Registration Service

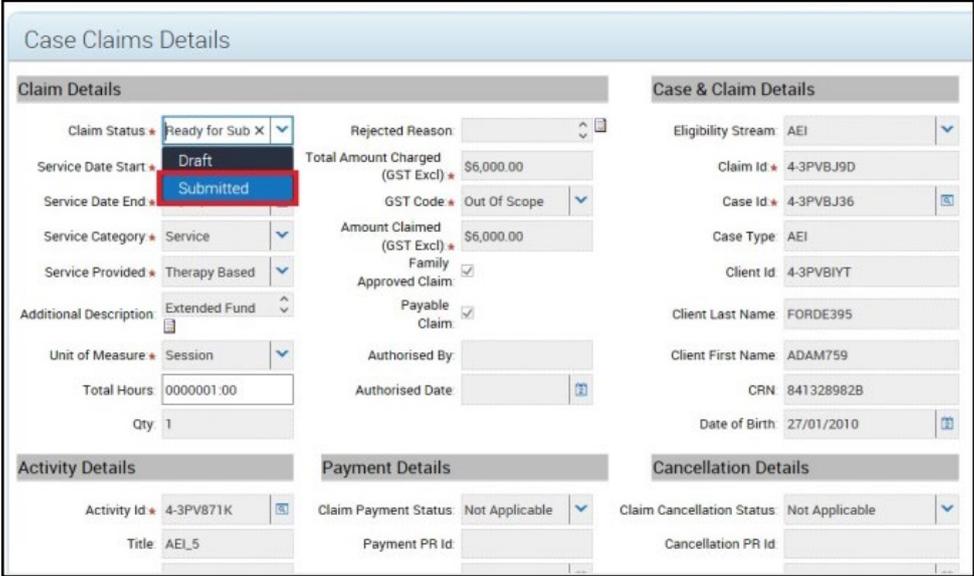
This task card will take you through the process of submitting a Claim to DSS for payment. The claim must already be created in FOFMS and have a status of Ready for Submission.

## Portal Access:

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

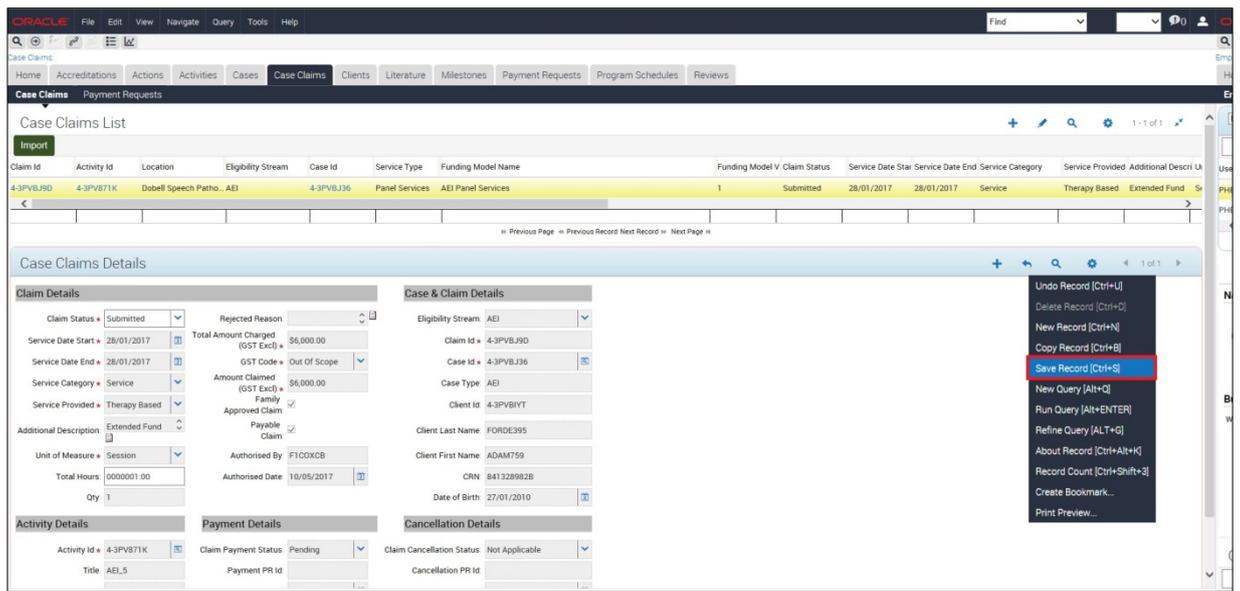
Steps	Actions																																																																						
1	<p>Navigate to the <b>Case Claims</b> tab and click on the  (Query) icon.</p>  <table border="1"> <thead> <tr> <th>Claim Id</th> <th>Activity Id</th> <th>Location</th> <th>Eligibility Stream</th> <th>Case Id</th> <th>Service Type</th> <th>Funding Model Name</th> </tr> </thead> <tbody> <tr> <td>1-5520Q5</td> <td>1-FPTD70</td> <td></td> <td>AEI</td> <td>1-4X77JO</td> <td>Panel Services</td> <td>AEI Panel Services</td> </tr> <tr> <td>1-5520R2</td> <td>1-FPTD70</td> <td></td> <td>AEI</td> <td>1-55160P</td> <td>Panel Services</td> <td>AEI Panel Services</td> </tr> <tr> <td>1-5688PJ</td> <td>1-FPTD70</td> <td></td> <td>AEI</td> <td>1-56880J</td> <td>Panel Services</td> <td>AEI Panel Services</td> </tr> <tr> <td>1-5AJDTS</td> <td>4-1MGCIJ3</td> <td></td> <td>AEI</td> <td>1-5AJDT7</td> <td>Panel Services</td> <td>AEI Panel Services</td> </tr> <tr> <td>1-5AJDTW</td> <td>4-1MGCIJ3</td> <td></td> <td>AEI</td> <td>1-5AJDT7</td> <td>Panel Services</td> <td>AEI Panel Services</td> </tr> <tr> <td>1-5AJDUJ</td> <td>4-1MGCIJ3</td> <td></td> <td>AEI</td> <td>1-5AJDU1</td> <td>Panel Services</td> <td>AEI Panel Services</td> </tr> <tr> <td>1-5PP4AS</td> <td>1-FPTD70</td> <td></td> <td>AEI</td> <td>1-5ARJRX</td> <td>Panel Services</td> <td>AEI Panel Services</td> </tr> <tr> <td>1-5PP4AY</td> <td>1-FPTD70</td> <td></td> <td>AEI</td> <td>1-56880J</td> <td>Panel Services</td> <td>AEI Panel Services</td> </tr> <tr> <td>1-5YOP3R</td> <td>4-1MGCIJ3</td> <td></td> <td>AEI</td> <td>1-5AJDT7</td> <td>Panel Services</td> <td>AEI Panel Services</td> </tr> </tbody> </table>	Claim Id	Activity Id	Location	Eligibility Stream	Case Id	Service Type	Funding Model Name	1-5520Q5	1-FPTD70		AEI	1-4X77JO	Panel Services	AEI Panel Services	1-5520R2	1-FPTD70		AEI	1-55160P	Panel Services	AEI Panel Services	1-5688PJ	1-FPTD70		AEI	1-56880J	Panel Services	AEI Panel Services	1-5AJDTS	4-1MGCIJ3		AEI	1-5AJDT7	Panel Services	AEI Panel Services	1-5AJDTW	4-1MGCIJ3		AEI	1-5AJDT7	Panel Services	AEI Panel Services	1-5AJDUJ	4-1MGCIJ3		AEI	1-5AJDU1	Panel Services	AEI Panel Services	1-5PP4AS	1-FPTD70		AEI	1-5ARJRX	Panel Services	AEI Panel Services	1-5PP4AY	1-FPTD70		AEI	1-56880J	Panel Services	AEI Panel Services	1-5YOP3R	4-1MGCIJ3		AEI	1-5AJDT7	Panel Services	AEI Panel Services
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Steps	Actions																								
2	<p>Click the Claim Status drop-down and select <b>Ready for Submission</b>. Click on the  (Go) icon.</p>  <p>The screenshot shows the 'Case Claims List' form. The 'Claim Status' dropdown menu is open, showing options: Draft, Ready for Submission (highlighted in red), Submitted, Processed, Rejected, Cancellation Required, Cancelled, Cancelled by System Admin, Manual Payment, and Rejected Late Submission. The 'Go' icon is visible in the top right corner of the form.</p>																								
3	<p>All claims with a status of <b>Ready for Submission</b> will then appear in the list view. Highlight over the claim that requires submission.</p>  <p>The screenshot shows the 'Case Claims List' table view. The table has columns: Claim Id, Activity Id, Location, Eligibility Stream, Case Id, Service Type, Funding Model Name, Funding Model V, Claim Status, Service Date Start, Service Date End, and Service Category. The first row is highlighted in red, indicating a claim with status 'Ready for Submission'.</p> <table border="1" data-bbox="280 1265 1498 1332"> <thead> <tr> <th>Claim Id</th> <th>Activity Id</th> <th>Location</th> <th>Eligibility Stream</th> <th>Case Id</th> <th>Service Type</th> <th>Funding Model Name</th> <th>Funding Model V</th> <th>Claim Status</th> <th>Service Date Start</th> <th>Service Date End</th> <th>Service Category</th> </tr> </thead> <tbody> <tr> <td>4-3PVB.J9D</td> <td>4-3PV871K</td> <td>Dobell Speech Patho...</td> <td>AEI</td> <td>4-3PVB.J96</td> <td>Panel Services</td> <td>AEI Panel Services</td> <td>1</td> <td>Ready for Subm...</td> <td>28/01/2017</td> <td>28/01/2017</td> <td>Service</td> </tr> </tbody> </table>	Claim Id	Activity Id	Location	Eligibility Stream	Case Id	Service Type	Funding Model Name	Funding Model V	Claim Status	Service Date Start	Service Date End	Service Category	4-3PVB.J9D	4-3PV871K	Dobell Speech Patho...	AEI	4-3PVB.J96	Panel Services	AEI Panel Services	1	Ready for Subm...	28/01/2017	28/01/2017	Service
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4	<p>Check all fields are correct and then to submit the claim, click the Claim Status drop-down and select <b>Submitted</b>.</p>																								

Steps	Actions
	 <p>The screenshot shows the 'Case Claims Details' form. The 'Claim Status' dropdown is set to 'Submitted', which is highlighted with a red box. Other fields include 'Service Date Start' (Draft), 'Service Date End' (Submitted), 'Total Amount Charged' (\$6,000.00), 'Amount Claimed' (\$6,000.00), 'Service Category' (Service), 'Service Provided' (Therapy Based), 'Additional Description' (Extended Fund), 'Unit of Measure' (Session), 'Total Hours' (0000001.00), 'Qty' (1), 'Payment Status' (Not Applicable), and 'Cancellation Status' (Not Applicable).</p>

5

Click on the  (Menu) icon and select **Save Record**.



The screenshot shows the Oracle Case Claims List interface. A context menu is open over the 'Case Claims Details' form, with the 'Save Record [Ctrl+S]' option highlighted in red. The menu also includes options like 'Undo Record [Ctrl+U]', 'Delete Record [Ctrl+D]', 'New Record [Ctrl+N]', 'Copy Record [Ctrl+B]', 'New Query [Alt+Q]', 'Run Query [Alt+ENTER]', 'Refine Query [ALT+G]', 'About Record [Ctrl+Alt+K]', 'Record Count [Ctrl+Shift+3]', 'Create Bookmark...', and 'Print Preview...'. The background shows a table with one record and various navigation and search icons.

## Need Help?

For further assistance please contact the [GPS Helpdesk](mailto:GPS.Helpdesk@communitygrants.gov.au) on 1800 020 283 or email [GPS.Helpdesk@communitygrants.gov.au](mailto:GPS.Helpdesk@communitygrants.gov.au)