

In order to fulfill the requirements set forth in **WV Code §17C-5A-3 Safety and treatment program**; reissuance of license, the Bureau for Behavioral Health and Health Facilities (BBHFF) must collect specific information for clients who enroll in approved DUI Safety and Treatment (S&T) programs. The BBHFF has created a reporting tool to collect and report the aforementioned necessary information.

This Microsoft Excel workbook is designed to assist with the collection and transmission of the mandatory reporting requirements for all DUI S&T participants. The reporting tool will help to create the remittance detail required for all participants who submit payment for services and will also generate an invoice for those who are found to be indigent per the Indigent Determination Procedure. Use of this reporting tool is required and will allow for timely payment of requests for indigent compensation and will provide the level of detail necessary for the BBHFF to process and deposit all funds submitted. The reporting tool creates an invoice that can be printed on your letter head for all clients who meet the indigent criteria (as required by the State Auditor for payment) by clicking the button labeled "Create Indigent Invoice". Clicking the button labeled "Create Check Detail" creates the remittance detail summary required for all clients who paid for services.

This Microsoft Excel workbook will be used for one state fiscal year (the current one will be for State Fiscal Year beginning July 1, 2012 and ending June 30, 2013).

### **Getting Started:**

- First, download a copy of the Excel file from the BBHFF website. The URL is listed below:

<http://www.dhhr.wv.gov/bhhf/sections/programs/ProgramsPartnerships/AlcoholismandDrugAbuse/Pages/WVDUIProviders.aspx>

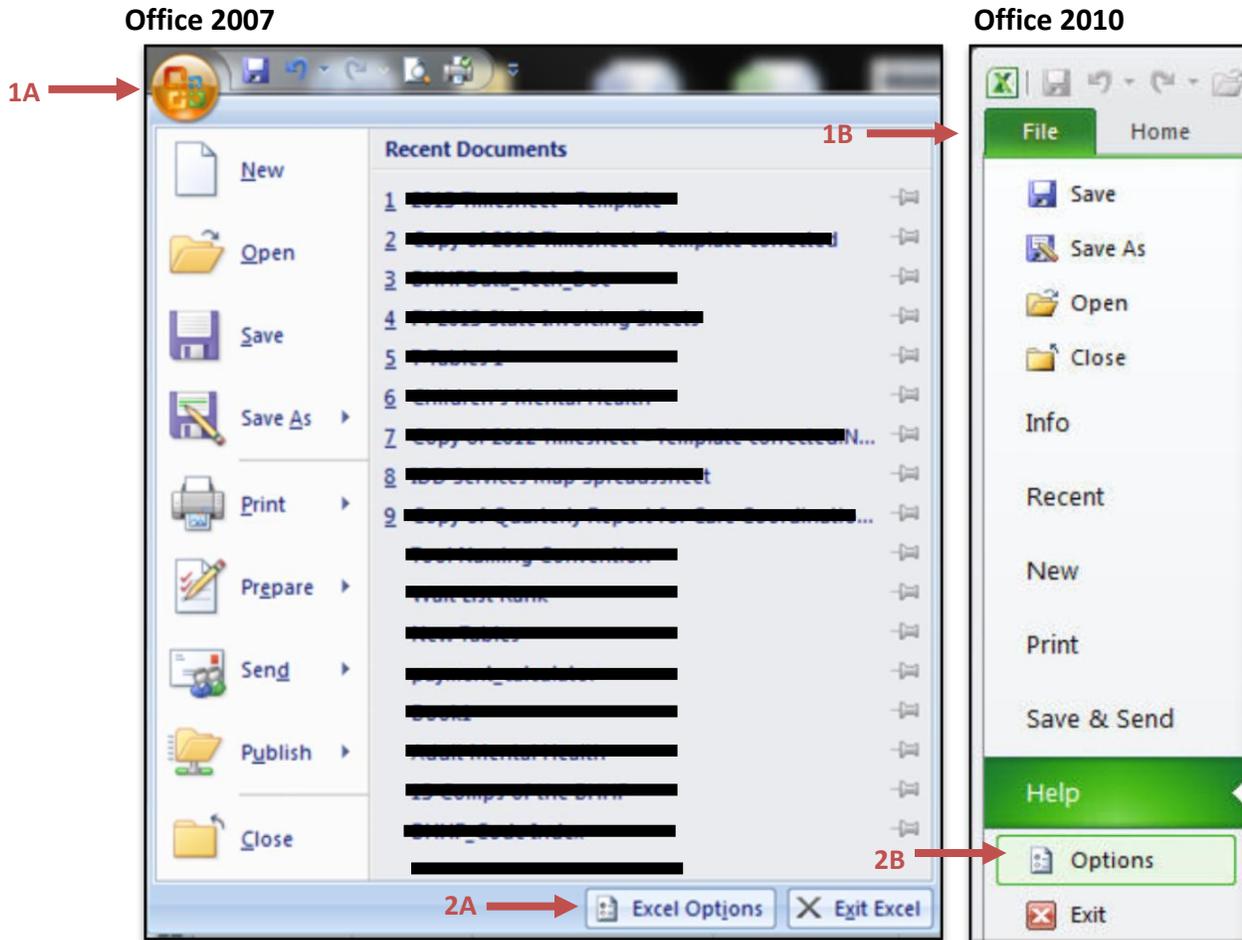
- Next, rename the Excel file using the following naming convention:

WVDUI\_ + Company Name (This may be abbreviated (FMRS) please be consistent) + \_ + Calendar month and year of the Reporting Period (MMYYYY) **Example:** WVDUI\_BBHFF\_012013

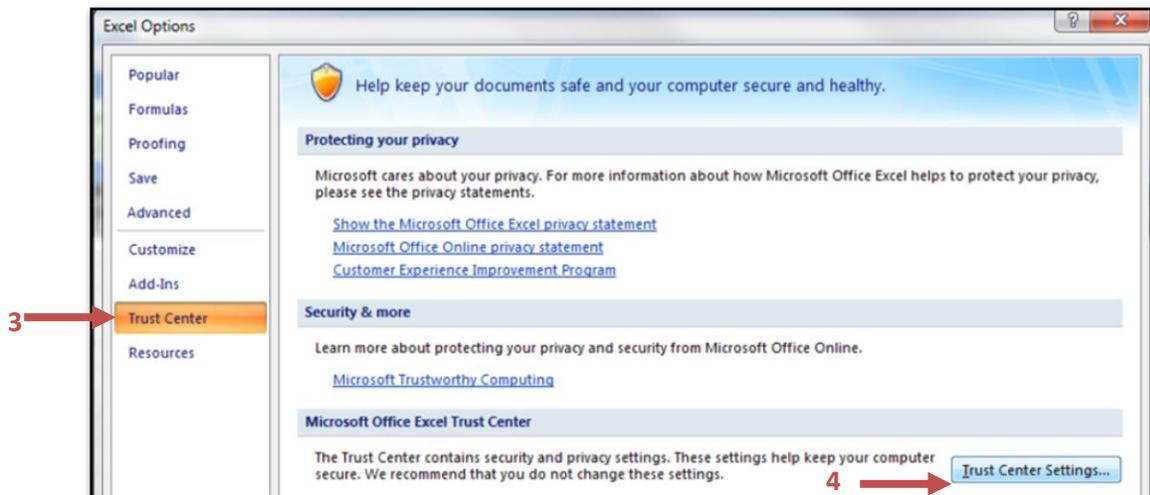
- Then, open the Excel workbook and 'Enable all Macros' in Excel by performing the following steps:
  1. A. Office 2007 User → Click the office bottom in the upper left hand corner.  
B. Office 2010 User → Click the file button in the upper left hand corner.
  2. A. Office 2007 User → Click on the "Excel Options" button (at the bottom of the drop down menu on the right).  
B. Office 2010 User → Click on the "Excel Options" button (second from the bottom of the list).

***For details and help, please refer to the images on the next page (Steps indicated in red).***

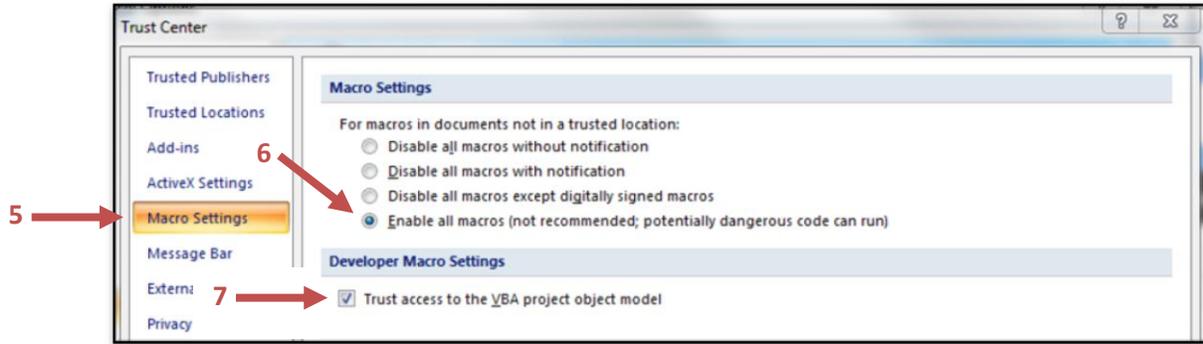
***Note: Different computers will look slightly different from the screenshots provided***



3. Click on the "Trust Center" menu option.
4. Click on the "Trust Center Settings" button.



5. Click on the "Macro Settings" menu option.
6. Click on the "Enable All Macros" radio button.
7. Check mark the box "Trust access to the VBA project object model."



8. Click on the "OK" button.
9. Click on the "OK" button.



Marcos will now be enabled on your Excel workbook, permitting the proper function of all spreadsheet features.

### Excel Workbook Features:

The Excel workbook tab labeled 'Client Data' is where all data will be entered into the workbook. This tab will contain the required data for each driver that enrolls in the S&T program.



The following are required data fields of the 'Client Data' tab:

- **'Last Name' / 'First Name' / 'Date of Birth' / 'Social Security Number'** – The driver's demographic information
- **'License' / 'State'** – The driver's license number (optional) and two (2) letter abbreviation for the state the license was issued.
- **'S&T Payment Date'** – The date the driver PAYS the enrollment fee for S&T programming. *Indigent drivers* will use the date indigent status was determined.
- **'Driver Paid S&T Fee'** – Verify (Yes or No) the driver has paid the enrollment fee for S&T programming. *Indigent drivers* will respond 'No.'
- **'Program ID'** – The site's DUI S&T Program ID, to verify a Program ID contact BBHFF.
- **'Level II' / 'Level III'** – Verify (Yes or No) the driver's S&T Program Level.
- **'Interlock'** – Verify (Yes or No) the driver's participation/enrollment in a DMV Interlock program.
- **'S&T Complete Date'** – The date the driver fulfills ALL program and payment requirements of the S&T program. Leave blank if not applicable.
- **'Withdrawal Date'** – The date the driver withdrawals or is removed from S&T programming. Leave blank if not applicable.

- **'Indigent'** – Verify (Yes or No) the driver's indigent status based on the Indigent Determination Procedure
- **'Military Status'** – Verify the driver's military status

Please keep in mind that the following validations are performed while entering data:

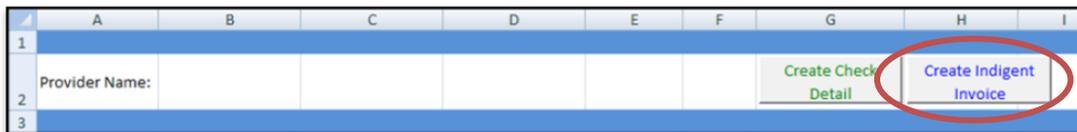
1. The 'S&T Payment Date' must be on or after 10/1/2011 and cannot be more than 90 days in the future. This allows for planning of the next S&T cohort.
2. The 'Yes' response cannot be selected for both 'Level II' and 'Level III'. If a driver is indicated as Level III, then they will be considered as Level II and III for reporting purposes.
3. Both an 'S&T Complete Date' and 'Withdrawal Date' will not be accepted for the same driver. The driver must *either* complete the S&T program or withdrawal.
4. Neither the 'S&T Complete Date' nor the 'Withdrawal Date' can be before the 'S&T Payment Date' or earlier.
5. The 'No' response cannot be selected for both 'Driver Paid S&T Fee' and 'Indigent'. The driver must *either* pay the S&T fee or the S&T fees are waived because of indigent determination.

**\*\*REMINDER: If a cell background (Highlight) color is red/pink then there is a problem with the data validation requirements or data is missing. \*\***

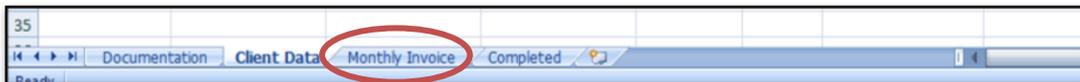
The Excel workbook will automatically transfer all driver information from the 'Client Data' tab to the 'Completed' tab approximately 60-90 days *AFTER* the reported 'S&T Complete Date' or 'Withdrawal Date'. Continue to list new driver data on the 'Client Data' tab, as you wait for older data to transfer.

### How to Generate & Submit the Monthly Indigent Invoice:

Once all the driver data is entered on the 'Client Data' tab click the "Create Indigent Invoice" button (at the top of the 'Client Data' tab) of the workbook.



Depending on your computers Excel version (2007/2010), an invoice may automatically generate in a new window. If an invoice does not automatically generate, click the 'Monthly Invoice' tab (at the bottom of the screen). Only those drivers who have an 'S&T Payment Date' prior to the creation of the invoice and an 'Indigent' determination of "Yes" will be included on the monthly invoice.



To adjust the page margin on the invoice to fit your company letter head, change the margin number found on the 'Client Data' tab in column 'M' row two (2). This number is in Inches (example: 1.25 equals one and a quarter inches).

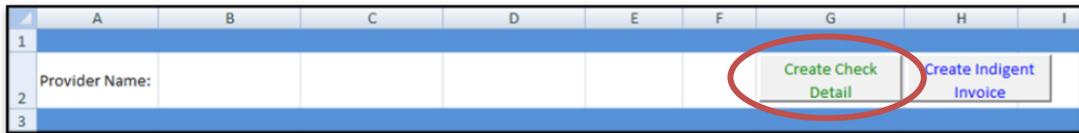


After adjusting the upper margin to fit your letterhead, print the invoice, sign (with blue ink) and mail both the invoice and remittance summary to:

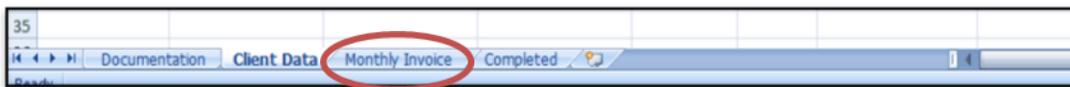
**BBHFH DUI Fiscal Agent**  
**350 Capitol Street, Room 350**  
**Charleston WV 25301**

**How to Generate & Submit the Monthly Remittance Summary (for Non-Indigent Drivers):**

Once all the driver data is entered on the 'Client Data' tab click the "Create Check Detail" button (at the top of the 'Client Data' tab) of the workbook.



Depending on your computer's Excel version (2007/2010), an invoice may automatically generate in a new window. If an invoice does not automatically generate, click the 'Monthly Invoice' tab (at the bottom of the screen). Only those drivers who have an 'S&T Payment Date' prior to the creation of the "Create Check Detail" will be included on the monthly summary. Each remittance summary must substantiate and agree with the check submitted to the BBHFH for the month.



To adjust the page margin on the invoice to fit your company letter head, change the margin number found on the 'Client Data' tab in column 'M' row two (2). This number is in Inches (example: 1.25 equals one and a quarter inches).



After adjusting the upper margin to fit your letterhead, print the check detail, and sign (with blue ink). **Please prepare a check made payable to the 'WVDHHR – BBHF – DUI S&T Fund'**. Submit the check, remittance summary and indigent invoice to:

**BBHF DUI Fiscal Agent**  
**350 Capitol Street, Room 350**  
**Charleston WV 25301**

### **How to Submit your Excel Workbook for Monthly Reporting:**

After creating hard copy versions of the Indigent Invoice & Remittance Summary the Excel workbook must then be transmitted via File Transfer Protocol (FTP) to the BBHF. FTP (File Transfer Protocol) is a standard network protocol used to transfer files from one host to another host over a TCP-based network, such as the Internet.

The electronic files transfer via FTP and hard copy submissions via USPS must be received on or before the 15<sup>th</sup> day of the month following the month being reported. **Example:** *January's data and invoice/summary materials must be received by the BBHF on or before February 15<sup>th</sup>.*

### **For Excel Workbook or FTP Assistance:**

If you are experiencing issues or are unfamiliar with the information/steps/processes within this document, please contact the following Data staff members:

Glen Calvin  
304-356-4816  
[Glen.A.Calvin@WV.gov](mailto:Glen.A.Calvin@WV.gov)

Jim Elzey  
304-356-4804  
[James.R.Elzey@WV.gov](mailto:James.R.Elzey@WV.gov)

Eric McMillian  
304-356-4833  
[Eric.C.McMillian@WV.gov](mailto:Eric.C.McMillian@WV.gov)

### **For WV DUI Safety and Treatment Assistance:**

If you have questions or concerns regarding programmatic issues, please contact the following BBHF-DADA staff members:

Lisa Bruer, DUI Coordinator  
304-356-4831  
[Lisa.A.Bruer@wv.gov](mailto:Lisa.A.Bruer@wv.gov)

Rachel Moss, DADA Program Manager  
304-356-4962  
[Rachel.L.Moss@wv.gov](mailto:Rachel.L.Moss@wv.gov)