

Welcome to San Diego Regional Center's SANDIS Service Provider Portal

You will receive an initial ID and password from the Regional Center. The Login process is simple and straightforward. Enter ID, Password, and click Login

SANDIS - BUILD V3.02.085-B: 101909 : 0630 PDT

SANDIS
SOLUTIONS

San Diego Regional Center

San Diego Regional Center

PEOPLE WHO LISTEN, SOLUTIONS THAT WORK

*service
provider
login*

Name

Password

Login

Print this page

Service Provider Portal Home Page

The Service Provider Home Page lists the available reports and downloads across the top of the page and has a helpful "How To Use This Portal" guide on the screen.

VPORTAL SYSTEM SANDIS - Build V3.02.086-C: 113009 : 1000 pdt

File Edit My Reports My Payment History Help

SANDIS

San Diego Regional Center

Panel VPORTAL

Home My Reports Payment History Forms Download Vendor Billing

Welcome QSQ0876 to the Service Provider Portal [Signoff](#)

Action

Sign Off

San Diego Regional Center

San Diego Regional Center

How To Use This Portal

Navigation - Links

Click on the any of the "Links" just below the "SANDIS" logo. Just click on your choice and you're there.

Navigation - Home

Just click on the word "Home" and you will come here to "Home"

What's New

New Email capability for your forms

You can now email via the "Forms DownLoad" link.

Print Reports

You can print this data by clicking on the "Exit (and Print)" [Action] button (to the left).

Print this page

Helpful "How To" guides on every screen

My Reports

My Reports section provides a list of reports available to be viewed or emailed to the logged in user as an Excel spreadsheet.

The screenshot displays the SANDIS VPORTAL SYSTEM interface. The browser title bar reads "VPORTAL SYSTEM SANDIS - Build V3.02.086-C: 113009 : 1000 pdt". The menu bar includes "File", "Edit", "My Reports", "My Payment History", and "Help". The main header features the "SANDIS" logo, "San Diego Regional Center", and "Panel VPORTAL". A navigation bar contains "Home", "My Reports", "Payment History", "Forms Download", and "Vendor Billing". A "Signoff" button is visible in the top right. A dropdown menu for "My Reports" is open, listing the following options: "List My Service Providers", "List My Consumers", "Open Auths For Last Month", "RC Staff Lookup", "Auths Expiring This Month", "New Auths Last 2 Months", and "Payment Hist-4 Prior Mon". A red box highlights this menu, and a red arrow points to the "Home" link. The main content area includes a "Welcome Q:" section, a "Sign Off" button, and a large image of a smiling woman wearing a headset. The footer contains sections for "How To Use This Portal" (with sub-sections "Navigation - Links" and "Navigation - Home") and "What's New" (with sub-sections "New Email capability for your forms" and "Print Reports"). A "Print this page" button is located in the bottom right corner.

Below is a list of the current reports available on the SPP

1. **List My Service Providers** – This report displays a list of all of the vendor numbers associated with the Tax ID number associated with your Login ID. If you use more than one Tax ID Number with your regional center, not all of your vendor numbers will display in this list.
2. **List My Consumers** – This report displays all of the consumers that currently have an active authorization in our system. This report is up-to-date at the time it is ran. If you see a consumer with an authorization number, the authorization is valid and in our system.
3. **Open Auths for Last Month** – This report displays all of the consumers that had a current authorization for LAST month. The purpose behind this report is to help with billing.
4. **RC Staff Lookup** – This report displays the SCs by their codes. Since all of the other reports list the SCs by their code to save room and since SCs can change codes, we've provided this reference list.
5. **Auths Expiring This Month** – This report displays a list of the authorizations set to expire at the end of “this” month, “This” month is relative and changes every month. The purpose of this report is to assist vendors in ensuring authorizations are rollover in a timely manner so billing and payments for services can occur when expected.
6. **New Auths Last 2 Months** – This report displays authorizations created the last 2 months. Again, “Last 2 Months” is relative and changes as the month changes. The report’s purpose has to do with identifying retro-authorizations created a significant amount of time after the services were provided. If services were provided a year earlier, the authorization, even though recently created, would not appear in any other report.
7. **Payment Hist-4 Prior Mon** – This report displays the entire payment history for the four priors months for all vendor numbers. Again, “Four Prior Months” is relative and changes as the month changes. This report allows the vendor to track payments adjustments with more convenience. Although other payment histories and look ups exist in SPP and e-Billing, this report shows the adjustments when they happened with the date of when the service was provided and can be emailed in an excel format , which has been deemed as highly desirable.

Emailing a Report

To email a report in a spreadsheet to the email address of the person logged in, run the report so it displays on the screen and then click 'Exit' or press F3. Click the right button that says Email Report as an .XLS? The report emailed will not contain the full name but just the first name and the last initial of the consumer so the reports are consistent with HIPPA privacy requirements.

Printing, searching, re-ordering and re-sorting the data can be done easily in Excel!

The screenshot shows the SANDIS web application interface. The main window is titled "Show Print Output" and displays the SANDIS logo and "San Diego Regional Center". The user is logged in as "GH39530" and is viewing the "My Reports" section. The report title is "List My Service Providers". The report content shows a table with columns: Res#, Resource Name, Resource Address (Program/Mailing), Resource City/State, Zip Code, and Phone Number. The report is on page 1 of 1.

A dialog box titled "Print/Email report File Options" is overlaid on the report. It asks "Would you like to Email or Print the report you just viewed?". The dialog has two main sections: "Action" and "Report Options". The "Action" section has buttons for "Enter" and "Exit". The "Report Options" section has two buttons: "Print Report Locally" and "Email Report as an .XLS?". The "Email Report as an .XLS?" button is highlighted with a red box.

Below the dialog box, the report content is partially visible, showing the address "1825 GILLESPIE WAY #200 EL CAJON CA 920200501". At the bottom of the application, there is a footer with "About SANDIS Copyright 1998, 2013 by SDICDSI" and a "Print this Report" button. The "Exit" button in the "Action" section of the dialog box is also highlighted with a red box.

Service Provider's Payment History

View a summary or detail version of your payment history.

The screenshot shows a web browser window titled "VPORTAL SYSTEM SPPORTAL - Build V3.01.001-B: 121 709 : 0830 pst". The browser's address bar shows "File Edit My Reports My Payment History Help". The main content area features the "SANDIS" logo and "San Diego Regional Center" text. A navigation menu includes "Home", "My Reports", "Payment History", "Forms Download", and "Vendor Billing". The "Payment History" menu is expanded, showing "Full Payment History" and "Selected Payment History" options. Below the navigation, there is a "Welcome QSQ0876 to the Vendor Portal" message and a "Signoff" button. The main content area is divided into two sections: the left section contains the "San Diego Regional Center" logo and name, and the right section features a photograph of a smiling woman wearing a headset. At the bottom of the page, there are two columns of text: "How To Use This Portal" and "What's New".

How To Use This Portal

Navigation - Links

Click on any of the "Links" just below the "SANDIS" logo. Just click on your choice and you're there. Just click on the word "Home" and you will come here.

What's New

New Email capability for your forms

You can now email via the "Forms DownLoad" link.

Print Reports

You can print this data by clicking on the "Exit (and Print)" [Action] button (to the left).

Full Payment History

View a list of ALL of your payments including vendor number & name, invoice number, service code, authorization number, units, check amounts & number, check date, and service date. The report take a long time to run.

The screenshot shows the Vendor Portal interface. At the top, there is a blue header with the text "Vendor Portal" and standard window controls. Below this is a navigation bar with "Home", "My Reports", "Full Payment History" (highlighted with a red box), "Forms Download", and "Vendor Billing". The main content area displays "Welcome QSQ0876 to 'My Reports - Full Payment History'" and a "Signoff" button. The central part of the page is a table titled "Full Payment History" with a red border around its header. The table contains columns for Vendor Number, Vendor Name, Inw#, Srvc Code, Auth. #, Units, Amount, Check #, Check Date, and Service Date. The data is organized by vendor number (PQ4456) and includes individual payment entries as well as "TOTAL" rows. At the bottom of the table, there is an "Action" bar with buttons for "Exit", "Top", and "Bottom". The footer of the page includes links for "How To Use This Portal" and "What's New".

Full Payment History										PAGE 1
12/18/09 10:40:50	Payment History									
Vendor Number	Vendor Name	Inw#	Srvc Code	Auth. #	Units	Amount	Check #	Check Date	Service Date	
PQ4456	STI INC	309	620	61	6.00	5.22	41	2009/01/15	2007/11	
	STI INC	379	620	79	1.00	0.44	99	2009/03/13		
					TOTAL	5.22				
PQ4456	STI INC	306	620	43	1.00	6.75	46	2008/07/29	2008/04	
					TOTAL	6.75				
PQ4456	STI INC	289	620	85	11.00	9.57	106	2008/07/15	2008/05	
					TOTAL	9.57				
PQ4456	STI INC	390	620	27	10.50	4.14	106	2008/07/15	2008/06	
	STI INC	390	620	41	3.00	2.61	106	2008/07/15		
	STI INC	390	620	50	3.00	2.61	106	2008/07/15		
	STI INC	390	620	86	3.50	8.05	106	2008/07/15		
	STI INC	390	620	85	9.00	7.83	106	2008/07/15		
	STI INC	390	620	06	11.00	9.57	106	2008/07/15		
	STI INC	390	620	38	7.00	6.09	106	2008/07/15		
	STI INC	117	620	50	1.00	2.61	46	2008/07/29		
	STI INC	118	620	45	1.00	6.75	46	2008/07/29		

Selected Payment History

Selected Payment History allows you to view the details for your Payment History within selected date ranges. Just select the starting and ending dates and press enter. You may look at the payment history of another of your vendor numbers just by entering the number. You cannot look at any other vendor's data nor can they see yours. If you try to enter a number that is not one of yours, you will be denied access.

VP_VND01 - SANDIS - Resources

File Edit My Reports My Payment History Functions

SANDIS San Diego Regional Center VND02

Home My Reports Selected Payment History Forms Download Vendor Billing Maintain My Users

Service Provider - Selected Payment History

Action Select Service Provider and Date Range

Enter	Service Provider Number	SQ0876	Starting Date	Oct 31, 2009 [MMDDYYYY]	Exit	Nov 30, 2009 [MMDDYYYY]
Exit						

How To Use This Portal

Navigation - Links

Click on the any of the "Links" just below the "SANDIS" logo.. Just click on your choice and you're there.

Navigation - Home

Just click on the word "Home" and you will go to the "Home" panel.

What's New

New Email capability for your forms

You can now email via the "Forms DownLoad" link.

Print Reports

You can print this data by clicking on the "Exit (and Print)" [Action] button to your left.

Print this page

About SANDIS Copyright 1998, 2009 by SDICDSI

Payment History – Detail

The individual payments for each invoice are listed. Select one and click Display Details. The box below pops up with the detail of each individual payment down to the individual consumer.

The screenshot shows the Service Provider Portal interface. At the top, there is a navigation bar with 'Service Provider Portal' and a menu including 'File', 'Edit', 'My Reports', 'My Payment History', 'Functions', and 'Options'. The main header features the 'SANDIS' logo and 'San Diego Regional Center'. Below this, there are navigation tabs: 'Home', 'My Reports', 'Selected Payment History' (highlighted with a red box), 'Forms Download', and 'Vendor Billing'. The main content area is titled 'Service Provider - Selected Payment History' and displays a table of payment records for Service Provider ID 'SQ0876' and Service Provider Name 'STAR PROGRAM INC #1 ISB'. A red arrow points to the first row of the table (Invoice Number 90). Below the table is a 'Display Details' button (highlighted with a red box). An 'Action' bar contains 'Exit' and 'Change Report Parameters'. A modal window titled 'Display Payment Details' is open, showing a detailed view of the selected record (Invoice # 90) and a list of individual consumer payments (UCI # 62).

Invoice Number	Check Number	Check Date	Service/ Subcode	Service Date	Count	Units	Amount
90	10	07/15/2009	028/1:1	06/2009	13	5	4.65
25	10	07/15/2009	028/1:1	04/2009	1	2	1.75
31	10	07/15/2009	028/1:1	05/2009	2	8	5.40
58	14	08/14/2009	028/1:1	07/2009	17	2	1.75
27	67	09/15/2009	028/1:1	06/2009	14	9	7.70
41	26	10/15/2009	028/1:1	09/2009	14	8	0.40
11	41	10/28/2009	028/1:1	08/2009	1	0	5.15
00	96	11/16/2009	028/1:1	09/2009	1	6	4.95
22	96	11/16/2009	028/1:1	10/2009	1	0	9.00

Record Selected							
Invoice #	Check #	Check Date	Svc/Subcode	Svc Date	Count	Units	Amount
90	10	07/15/2009	028/1:1	06/2009	13	5	4.65

UCI #	Last Name	Start Date	End Date	Units	Amount
62	TR	06/01/2009	06/30/2009	1	87.30
62	DO	06/01/2009	06/30/2009	6	31.95
62	KU	06/01/2009	06/30/2009	6	31.95

Download Forms – Display Contents

Invoice and authorization forms are available for viewing or emailing. This option reduces the time between when a service is authorized and when the service provider receives the authorization. Just select the desired form and click the Display Contents link to view the details of the form.

Vendor Portal - Welcome QSQ0876 to Forms Download

File Edit Options My Reports My Payment History Functions

SANDIS

San Diego Regional Center Panel VP:VND02

Home My Reports Payment History **Forms Download** Vendor Billing

Vendor ID Vendor Name Contact Email Address Signoff

QSQ0876 ST INC #1 ISB CANICHANGE@HERE.COM

File Name	Description
PQ4456A6.PDF	AUTHORIZATIONS
PQ4456IJ.PDF	INDIVIDUAL INVOICE
SQ0876IJ.PDF	INDIVIDUAL INVOICE
SQ0878A6.PDF	AUTHORIZATIONS
SQ0878IJ.PDF	INDIVIDUAL INVOICE
SQ0880A6.PDF	AUTHORIZATIONS
SQ0880IJ.PDF	INDIVIDUAL INVOICE
SQ0882IJ.PDF	INDIVIDUAL INVOICE
SQ0884A6.PDF	AUTHORIZATIONS
SQ0884IJ.PDF	INDIVIDUAL INVOICE
SQ4009IJ.PDF	INDIVIDUAL INVOICE
SQ4010IJ.PDF	INDIVIDUAL INVOICE

Action **Display Contents** Email Report

Exit Previous

How To Use This Portal What's New

Download Forms – Display Contents

The Consumer number, Consumer Name, Authorization number or Invoice number, and date in which the form was printed are displayed for each consumer on the form.

The screenshot shows the Vendor Portal interface. The main window title is "Vendor Portal - Welcome QSQ0876 to Forms Download". The navigation menu includes "Home", "My Reports", "Payment History", "Forms Download" (highlighted with a red box), and "Vendor Billing". Below the menu, there is a header section for the user: Vendor ID (QSQ0876), Vendor Name (ST INC #1 ISB), and Contact Email Address (CANICHANGE@HERE.COM). A table lists various PDF files for download, with columns for "File Name" and "Description".

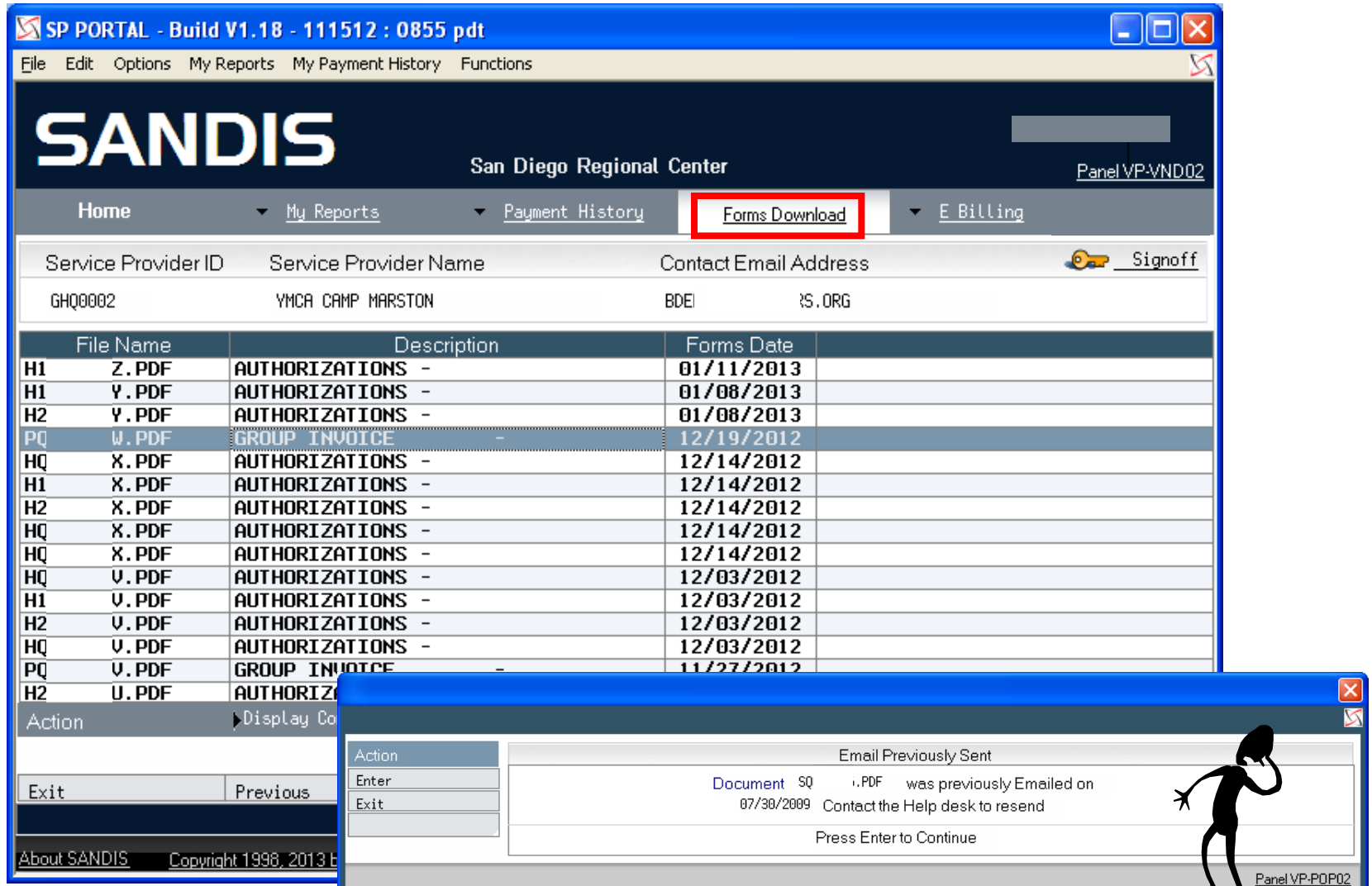
A "Document Content Review" pop-up window is open, displaying a table with the following data:

Action	Vendor ID	Vendor Name	Document Type
Enter	QSQ0876	ST INC #2 ISB	AUTHORIZATIONS
Previous	Consumer #	Consumer Name	Authorization # Printed on Date
	78	HE	94 04/28/2009
	48	JA	78 04/28/2009
	32	JA	83 04/28/2009
	32	JU	97 04/28/2009

The interface also includes a footer with "How To Use This Portal" and "What's New" links, and a panel identifier "Panel VP-POP01".

Download Forms – Email Report

Select Invoice or Authorization and then click the Email link below. The email with the form in .pdf will be sent automatically to the Contact Email Address associated with your ID. However, if you try to send an invoice more than once, you will get the message below. If you need to re-send the invoice, contact your regional center contact to have the invoice reset to be re-sent.



The screenshot shows the SANDIS SP PORTAL interface. The title bar reads "SP PORTAL - Build V1.18 - 111512 : 0855 pdt". The main header displays "SANDIS" and "San Diego Regional Center". A navigation menu includes "Home", "My Reports", "Payment History", "Forms Download" (highlighted with a red box), and "E Billing". Below the menu, a summary row shows: Service Provider ID: GHQ0002, Service Provider Name: YMCA CAMP MARSTON, Contact Email Address: BDEI@S.ORG, and a "Signoff" link. A table lists various forms with columns for File Name, Description, and Forms Date. A red arrow points to the row for "PQ W.PDF GROUP INVOICE" dated "12/19/2012". An "Action" menu is visible at the bottom left. A message dialog box is open in the foreground, titled "Email Previously Sent", with the text: "Document 50 W.PDF was previously Emailed on 07/30/2009. Contact the Help desk to resend. Press Enter to Continue". A stick figure icon is in the bottom right corner of the dialog box.

File Name	Description	Forms Date
H1 Z.PDF	AUTHORIZATIONS -	01/11/2013
H1 Y.PDF	AUTHORIZATIONS -	01/08/2013
H2 Y.PDF	AUTHORIZATIONS -	01/08/2013
PQ W.PDF	GROUP INVOICE -	12/19/2012
HQ X.PDF	AUTHORIZATIONS -	12/14/2012
H1 X.PDF	AUTHORIZATIONS -	12/14/2012
H2 X.PDF	AUTHORIZATIONS -	12/14/2012
HQ X.PDF	AUTHORIZATIONS -	12/14/2012
HQ X.PDF	AUTHORIZATIONS -	12/14/2012
HQ V.PDF	AUTHORIZATIONS -	12/03/2012
H1 V.PDF	AUTHORIZATIONS -	12/03/2012
H2 V.PDF	AUTHORIZATIONS -	12/03/2012
HQ V.PDF	AUTHORIZATIONS -	12/03/2012
PQ V.PDF	GROUP INVOICE -	11/27/2012
H2 U.PDF	AUTHORIZATIONS -	

Action

Exit Previous

Panel VP-PDP02

Vendor Billing

Clicking on the eBilling tab will take the user to the eBilling Home Page.

The image shows a screenshot of a web browser window displaying the eBilling Home Page. The browser's address bar shows the URL <https://ebilling.dds.ca.gov:8362/login>. The page header includes the San Diego Regional Center logo and the text "San Diego Regional Center Serving People with Developmental Disabilities in San Diego and Imperial Counties". The eBilling Home Page title is visible, along with links for "DDS Supplemental Material", "eBilling FAQ", "Support Contacts", and "Online Help".

Overlaid on the browser is a screenshot of the SANDIS SP PORTAL. The portal's title bar reads "SP PORTAL - Build V1.18 - 111512 : 0855 pdt". The main navigation menu includes "Home", "My Reports", "Payment History", "Forms Download", and "E Billing", with the "E Billing" tab highlighted by a red rectangle. Below the navigation, the portal displays a "Welcome" message and a "Sign Off" button. The main content area features the San Diego Regional Center logo and a photograph of a smiling woman wearing a headset. At the bottom, there are sections for "Navigation - Links" and "New Email capability for your forms".

The eBilling system interface includes a large blue button labeled "LAUNCH APPLICATION" and links for "Conditions of Use" and "Privacy Policy".