



Purchase of Services (POS) Staff Responsibilities

As of October 2024

POS ACCOUNTING TEAM HOTLINE: [Coming Soon!](#)

POS ACCOUNTING TEAM GENERAL EMAIL ADDRESS: POSAccounting@tri-counties.org

DSP Training Stipend Email Address: DSPTraining@tri-counties.org

<p>Zari Foosherian <i>POS Accounting Manager</i> zarif@tri-counties.org (805) 884-7286</p>	<ul style="list-style-type: none"> • Rate entry for new and existing vendors & questions related to incorrect rates in eBilling and processing of rate increases • Authorization fixes (ex: incorrect hours, units, frequency, etc.) • Help SCs setup Social Recreation authorizations • Urgent authorization bridging requests • PIP/CIE Questions on authorizations and payments • Reviews exceptions and updates Exceptions list • DSP Training Reimbursements • PIP/EVAL funds transfer
<p>Barbara Lopez* blopez@tri-counties.org (805) 884-7205</p>	<ul style="list-style-type: none"> • SSI/SSP Restoration support • Vendor setup & support (regular & Social Recreation) • Closed case report (includes deceased persons report) • Password changes (eBilling & Service Provider Portal)
<p>Phillip Carrillo* pcarrillo@tri-counties.org (805) 884-7282</p>	<ul style="list-style-type: none"> • IHSS approval/denial tracking • Trust Management Services (TMS) authorization support • Vendor support for billing (parent vendors & Social Recreation) • Password changes (eBilling & Service Provider Portal)
<p>Lori Razo lrazo@tri-counties.org (805) 884-7273</p>	<ul style="list-style-type: none"> • Bridging authorizations (including PIPs/CIEs) • Authorization changes/cancellations • Authorization fixes • Training new SCs on writing authorizations • PIP/EVAL funds transfer
<p>Angela Camacho* acamacho@tri-counties.org (805) 884-7254</p>	<ul style="list-style-type: none"> • Authorization changes/cancellations • Authorization fixes • Bridging authorizations
<p>Kalena Ungos kungos@tri-counties.org (805) 884-7291</p>	<ul style="list-style-type: none"> • Authorization changes/cancellations • Authorization fixes • Bridging authorizations
<p>Sergio Quiroga* squiroga@tri-counties.org (805) 884-7285</p>	<ul style="list-style-type: none"> • R&D contact for transportation authorizations setup • Incorrect payment research • Authorization fixes

<p>Cassie Barkhorn cbarkhorn@tri-counties.org (805) 467-8412</p>	<ul style="list-style-type: none"> • Regenerating invoices for vendors, including generating at prior rates • Incorrect payment research • Password changes (eBilling & Service Provider Portal) • DSP training reimbursements • PIP/EVAL funds transfer
<p>Anita Hannah <i>POS Accounting Supervisor</i> ahannah@tri-counties.org (805) 884-7295</p>	<ul style="list-style-type: none"> • Manage check/payment runs • Incorrect payment research • Uploading Transportation, Supported Employment (SEP) & EAttendance invoices • Vendor setup & support (regular) • Password changes (eBilling & Service Provider Portal)
<p>Helen Klein hklein@tri-counties.org (805) 884-7293</p>	<ul style="list-style-type: none"> • Overpayment research & credit processing • Incorrect payment research • Tailored Day Services (TDS) payment tracking • Parental Verification (PV) forms tracking
<p>Sonia Verdin* sverdin@tri-counties.org (805) 884-7256</p>	<ul style="list-style-type: none"> • Process invoices and payments for 10th, 20th & 25th check runs • Researching invoice & payment issues • Password changes (eBilling & Service Provider Portal)
<p>Karen Susano* ksusano@tri-counties.org (805) 884-7250</p>	<ul style="list-style-type: none"> • Process invoices and payments for 10th, 20th & 25th check runs • Month end processes • Researching invoice & payment issues • Password changes (eBilling & Service Provider Portal)
<p>Annamaria Amaya aamaya@tri-counties.org (805) 880-3606</p>	<ul style="list-style-type: none"> • Process invoices and payments for 10th, 18th & 25th check runs • Researching invoice & payment issues • Password changes (eBilling & Service Provider Portal)
<p>Vacant Position</p>	<ul style="list-style-type: none"> • Process invoices and payments for 10th, 18th & 25th check runs • Researching invoice & payment issues • Password changes (eBilling & Service Provider Portal)

* Bilingual