



2241 Harvard Street, Suite 100
Sacramento, CA 95815
916-978-6400

January 18, 2023

Subject: Transportation Services Monthly Services Rate Option – DDS Directive Jan 6, 2023

Dear ACRC Service Code 875 & 880 Transportation Service Providers:

On January 06, 2023, the Department of Developmental Services (DDS) issued a directive, which is attached to this memo, to allow transportation service providers another option to provide direct transportation services to clients under a unique monthly client reimbursement rate. Each provider will utilize their monthly rate that was calculated based on their monthly average reimbursements prior to the pandemic. This is the same rate that was calculated in March 2021 that would be documented on DDS Enclosure B form for those providers that provided alternative services. This method will be allowed only through December 31, 2023 for those that choose it.

The full billing unit for this unique monthly reimbursement rate is comprised of 19 or more one-way trips for an individual client within a service month. For any trips less than 19, the monthly reimbursement rate is prorated as follows:

- 1-6 trips = One-Quarter (0.25) unit {25% of the monthly reimbursement rate per client}
- 7-12 trips = Half (0.50) unit {50% of the monthly reimbursement rate per client}
- 13-18 trips = Three-Quarters (0.75) unit {75% of the monthly reimbursement rate per client}
- 19+ trips = One full (1.00) unit {100% of the monthly reimbursement rate per client}

This method is not required; however, it is another option to utilize if all requirements are met. If a Provider does not wish to use this method, they may continue to provide services under their traditional model.

Requirements and Conditions:

- Services must be responsive to the needs of the clients served, including service volume and schedules. If needs are not sufficient in full or even in partial, this method is then not allowed.
- Only one method is allowed per service month; a provider is not allowed to use both methods during the same service month per client.

- Detailed records must be maintained for all services provided and reimbursed by the Regional Center. Detailed records must also be maintained for vehicle capacity for ambulatory and non-ambulatory passengers. Documentation of services rendered will be maintained as required by California Law Title 17 Section 54326.
- Quarterly reports will be submitted with information related to vehicle capacity.
- Services must continue to be developed and approved by the client's planning team, supported by the client's Individual Planning Program (IPP), and supported by a valid Purchase of Service (POS) authorization.
- Monthly certification forms, which is included in DDS' directive, must be submitted to the Regional Center prior to submitting the monthly invoice under this unique monthly reimbursement rate.

If you wish to provide services under their monthly client reimbursement rate, please submit the following Signnow form <https://signnow.com/s/wPrugg0l>. ACRC will review all submissions and provide further guidance to providers. **If you do not wish to utilize this option, no action is required, you may continue to provide services under the current traditional model.**

If you have any questions, please email ratequestions@altaregional.org.

Sincerely,

A handwritten signature in blue ink that reads "John W. Decker". The signature is written in a cursive style with a horizontal line at the end.

John W. Decker
Director of Community Services and Supports

DEPARTMENT OF DEVELOPMENTAL SERVICES

1215 O Street, MS 9-90
Sacramento, CA 95814
TTY: 711
(833) 421-0063



January 6, 2023

TO: REGIONAL CENTER EXECUTIVE DIRECTORS

SUBJECT: TRANSPORTATION SERVICES MONTHLY REIMBURSEMENT RATE

Welfare and Institutions Code section 4639.6 authorizes the Director of the Department of Developmental Services (Department) to issue directives to regional centers as the Director deems necessary to protect consumer rights, health, safety, or welfare. Regional centers must comply with any directive issued by the Director pursuant to this section.

The Department recognizes that to continue to protect consumer health, welfare, safety and the right to access services of their choice, transportation services must be available. With staffing shortages across sectors and certain services being delivered remotely, the Department finds that continued access to transportation services may be supported by a temporary reimbursement methodology. This Directive authorizes providers of transportation services to use a monthly reimbursement rate for the provision of transportation services to individuals effective January 1, 2023 through December 31, 2023. Each provider will utilize a unique monthly reimbursement rate calculated based on their monthly average reimbursement prior to the pandemic, minus fuel expenses. This is the same rate that was calculated in March 2021. Providers using the monthly reimbursement rate may submit reimbursement claims for actual fuel expenses separately.

A billing unit for the monthly reimbursement rate is comprised of 19 or more one-way trips for an individual within a month. Providers are encouraged to offer services beyond the normal hours of operation and/or their typical destinations, thereby increasing opportunities for individuals to access transportation services. For each individual, providers may submit reimbursement claims for the following:

- One-quarter (0.25) unit for 1-6 trips
- Half (0.5) unit for 7-12 trips
- Three-quarters (0.75) unit for 13-18 trips
- One (1.0) unit for 19 or more trips

To use the monthly reimbursement rate, providers must certify agreement and ability to abide by the following conditions:

- Services will be responsive to the needs of individuals served, including service volume and schedules;

“Building Partnerships, Supporting Choices”

Regional Center Executive Directors
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- Detailed records will be maintained for transportation provided to each individual;
- Detailed records will be maintained for vehicle capacity for ambulatory and non-ambulatory passengers;
- Documentation of services provided will be maintained as required by California Code of Regulations, Title 17 section 54326(a)(3); and
- Quarterly reports will be submitted with information related to vehicle capacity. The Department will provide instructions for quarterly reporting in the near future.

The enclosed certification form shall be submitted to the regional center prior to submitting claims for reimbursement using the monthly rate. Providers may continue to use traditional reimbursement rates; however, only one reimbursement rate may be used for each individual in a given month. Regional centers shall confirm the unique monthly reimbursement rate with each provider and work with individuals to update service authorizations if needed.

The Department encourages transportation providers, regional centers and stakeholders to continue to network and evaluate new ways to meet the transportation needs of individuals. Discussion regarding options for service delivery in the future is forthcoming.

Consumers, family members or providers should contact their local regional center with any questions. Questions from regional centers should be directed to ratesquestions@dds.ca.gov.

Sincerely,



NANCY BARGMANN
Director

Enclosure

cc: Regional Center Administrators
Regional Center Directors of Consumer Services
Regional Center Community Services Directors
Association of Regional Center Agencies
Brian Winfield, Department of Developmental Services
Carla Castañeda, Department of Developmental Services
Jim Knight, Department of Developmental Services
Ernie Cruz, Department of Developmental Services
Aaron Christian, Department of Developmental Services

DEPARTMENT OF DEVELOPMENTAL SERVICES
CERTIFICATION OF TRANSPORTATION SERVICES
MONTHLY REIMBURSEMENT RATE CONDITIONS

PROVIDERS SHALL COMPLETE AND SUBMIT THIS CERTIFICATION FORM TO THE REGIONAL CENTER PRIOR TO SUBMITTING CLAIMS FOR REIMBURSEMENT USING THE MONTHLY RATE.

Certifications

- Services will be responsive to the needs of individuals served, including service volume and schedules.
- Detailed records will be maintained for transportation provided to each individual.
- Detailed records will be maintained for vehicle capacity for ambulatory and non-ambulatory passengers.
- Documentation of services provided will be maintained as required by California Code of Regulations, Title 17 section 54326(a)(3).
- Quarterly reports will be submitted in accordance with Department instructions.

NAME OF PROVIDER: _____ VENDOR #: _____

SIGNED BY: _____ TITLE: _____

SIGNATURE: _____ DATE: _____