



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

April 03, 2021

Subject: State of Emergency Billing – DDS March 29, 2021 Directives

Dear ACRC Service Providers:

On March 4, 2020, Governor Gavin Newsom declared a State of Emergency for California, as a result of the global COVID-19 outbreak (otherwise being referred to as Coronavirus). This memo provides updated guidance due to four (4) newly released Directives, all dated March 29, 2021, that contain additional specific requirements and guidance for those seeking to bill for nonresidential services during the State of Emergency along with attesting to compliance of retainer billing requirements from March 2020 to August 2020 . Here is the latest order with the original orders before it:

- Most Recent March 29, 2021 Directives can be found [Department Directives - CA Department of Developmental Services](#).
- All DDS Directives regarding COVID-19 can be found [here](#).
- All Previous ACRC Billing Memos can be found [here](#).

Summary of March 29, 2021 Directives:

1) Provider Attestation for Absence Payments

DDS has created an attestation requirement within the Electronic Billing (E-Billing) online invoice system that all service providers must attest to satisfying the requirements of absence billings.

Please refer to ACRC's June 19, 2020 memo for previous instructions on reimbursing ACRC if you are required to reimburse any portion of your absence billings.

2) Group Supported Employment for Alternative Non-Residential Services

In addition to the previous billing memos, the latest directives established monthly unit rates for Group Supported Employment that are unique to each service provider. These rates are effective April 1, 2021 and will be reflective in April 2021 service month invoices that will be available beginning of May 2021.

Future Billing Instructions – April 2021 Onward

- DDS has sent to ACRC the calculated Alternative Service monthly unit rates for [those providers that are eligible for Alternative Services](#). ACRC will email the respective files to each provider who has completed a certification statement for them to review. **If you have not received your rate schedules by end of business day on April 10, 2021, please email POS@altaregional.org.**
- DDS [March 29, 2021 Directive](#) and earlier [December 02, 2020 directive](#) includes:
 - Links to the [methodology](#) applied to calculate the monthly rates.
 - **Enclosure A** = If a provider has supporting documentation and justified reason to have the rate reviewed. This form can be used to submit to ACRC by emailing POS@altaregional.org. Submissions must be received by April 30th, 2021 in order to be considered for review.
 - **Enclosure B** = DDS has supplied a list of service codes that are eligible for Alternative Services. All other service codes must be delivered under the traditional model.
- The mailing list for monthly Alternative Service rates is created from those that sent in Certification Statements. If you wish to bill for Alternative Services and have not completed the Certification Statement please complete [via SignNow](#) prior to billing. You only need to complete it once for each of your vendor numbers.
- Beginning April 2021, new Alternative Rate POS Authorizations will begin with “A@” sub-codes to identify the Alternative Monthly rates.
- If even one day of Alternative Services is provided to a client during the month, all of that client’s billing will be funded through your Alternative Monthly rate. There will be **no prorating your Alternative Monthly Rates**. You cannot bill part of your Alternative Monthly rate and then the rest of the month bill Traditional. If a client makes the switch between Alternative and Traditional Services, the client’s service coordinator will write the Authorization to begin at the start of a month.
 - Note: Within the same month, you may bill for some clients that are receiving Traditional services and some that are receiving Alternative Services.

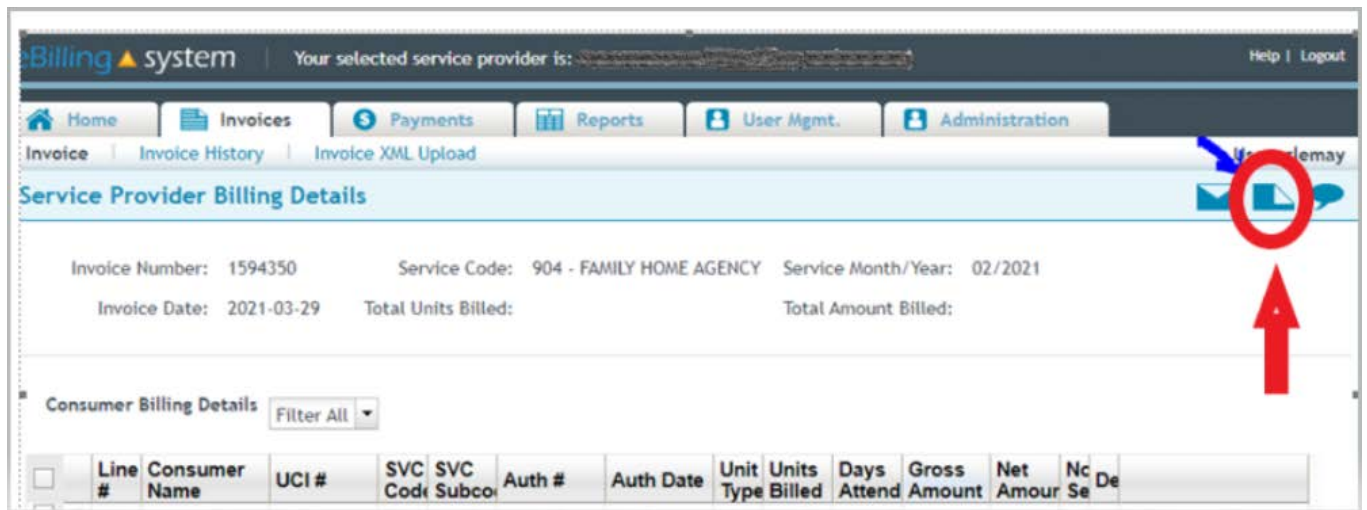
3) Transportation for Alternative Non-Residential Services

In addition to the previous billing memos, the latest directives established monthly unit rates for Transportation service providers that were calculated for alternative services up to a vendor monthly maximum. The vendor monthly maximum is based upon the average amount of reimbursement for the 12-months prior to February 2020, minus fuel expenses. The amount of each month’s reimbursement will be determined by multiplying the monthly unit rate by the number of consumers served each month. If any consumer receives Alternative Services, this

methodology applies to all consumers served by the provider that month, including any consumers who received traditional services. All transportation services are to be individualized and responsive to consumers' individual needs. These rates are effective April 1, 2021 and will be reflective in April 2021 service month invoices that will be available beginning of May 2021.

Future Billing Instructions – April 2021 Onward

- DDS has sent to ACRC the calculated Alternative Service monthly unit rates for [those providers that are eligible for Alternative Services](#). ACRC will email the respective files to each provider who has completed a certification statement for them to review. **If you have not received your rate schedules by end of business day on April 10, 2021, please email POS@altaregional.org.**
- DDS [March 29, 2021 Directive](#) includes:
 - Links to the methodology applied to calculate the monthly rates.
 - [Enclosure A](#) = A description of the methodology for calculating the amount of each service month's reimbursement for alternative services.
 - [Enclosure B](#) = Template for reporting each month's reimbursement calculation. In order to receive reimbursement, a properly completed, signed and dated template must be submitted in the E-billing system along with submitting the respective invoice in E-billing. The template must agree to the total amount submitted on the invoice otherwise the invoice will not be processed. The provider is solely responsible for completing this template. Here is a screenshot on how a document can be attached in the E-Billing system by selecting the middle envelope link:



- The mailing list for monthly Alternative Service rates is created from those that sent in Certification Statements. If you wish to bill for Alternative Services and have not

completed the Certification Statement please complete [via SignNow](#) prior to billing. You only need to complete it once for each of your vendor numbers.


- Beginning April 2021, new Alternative Rate POS Authorizations will begin with "A@" sub-codes to identify the Alternative Monthly rates.
- If even one day of Alternative Services is provided to a client during the month, all of that client's billing will be funded through your Alternative Monthly rate. There will be **no prorating your Alternative Monthly Rates**. You cannot bill part of your Alternative Monthly rate and then the rest of the month bill Traditional. If a client makes the switch between Alternative and Traditional Services, the client's service coordinator will write the Authorization to begin at the start of a month.
 - Note: Within the same month, you may bill for some clients that are receiving Traditional services and some that are receiving Alternative Services.

4) Rate for New Vendors Providing Alternative Non-Residential Services

DDS has provided guidance to the Regional Centers to calculate monthly rates for those vendors that had a vendorization beginning March 2020 or later, or a vendor that did not provide any services in the 12 months preceding March 2020. Once developed by the Regional Center, they must be submitted to DDS for approval. These rates will only be developed for those providers that wish to provide alternative services, have notified ACRC of their intent, and have completed the Certification Statement [via SignNow](#).

For specific questions regarding DDS Directives please reach out to your community services specialist or one of the two CSS Managers, Jean Onesi, jonesi@altaregional.org or Olivia Procida, oprocida@altaregional.org.

Sincerely,



Iqbal Ahmad
Chief Financial Officer



John W. Decker
Director of Community Services and Supports