



Billing Requirements Effective September 1, 2020

Update on Overtime Funding for Supported Living Services (896) and Residential Care Facilities' Supplemental Services (109):

Beginning September 1, 2020, all submissions for exceptional overtime funding for service codes 896 and 109 must be submitted within **30 days** of the end of the month for which funds are requested (i.e. providers must submit September overtime documents by October 31). Providers may submit documents through August 31, 2020 that are retroactive to March 2020. The SARC SOE Overtime Procedure can be found [here](#).

Update on Alternate and Remote Services Billing for Non-Residential Services:

On June 17, 2020, DDS shared a draft [COVID-19 Protection Plan Verification](#) document as part of the [COVID-19 Re-Entry Plan](#) describing phases of re-entry and requiring a re-entry plan prior to any limited re-entry. As of July 31, 2020, DDS has yet to provide a finalized guidance regarding re-entry.

On July 17, 2020, DDS issued a [Directive](#) continuing absence billing through August 31, 2020. DDS outlined the new billing process for agencies providing alternate services during the State of Emergency that will go into effect September 1, 2020. Sample for Enclosure B [here](#) and Enclosure C [here](#). Please note that DDS has previously identified which services can provide remote or alternate billing in their [March 18 Directive](#). The list of services is also enclosed herein.

To allow a service provider to bill for Alternate and Remote Services effective September 1, 2020, service providers must submit to San Andreas Regional Center:

1. [COVID-19 Protection Plan Verification](#) document. This document was part of the June 17 draft documents from DDS.
2. [Certification of Remote and Alternative Services Delivery](#). This self-certification document was Enclosure A of the July 17, 2020 DDS Directive. You must submit the COVID-19 Protection Plan Verification document prior to or at the same time as you submit this form as it is a requirement of the Certification.

Submission Information:

- These documents may be sent to soe@sarc.org. Service providers can also complete the Certification of Remote and Alternative Services Delivery on our website: [here](#).
- Please submit both documents by August 15, 2020 to allow for processing.

Please note that beginning September 1, 2020, all providers offering remote and alternate services must prepare the following documents:

1. [Remote and Alternative Services Delivery Log](#) (DDS referred to this document as Enclosure B) which must be completed monthly and maintained by the provider in their records. This document should not be sent to SARC. SARC or DDS may audit these logs at any time.
2. [Quarterly Report of Remote and Alternative Service Delivery for Nonresidential Services](#) (DDS referred to this document as Enclosure C) which must be completed quarterly and submitted via electronic submission [here](#) or sent via email to soe@sarc.org. These Quarterly Reports must be submitted to SARC within 15 days of the end of the quarter. The first quarter will include September, October, and November 2020 and the report must be submitted by December 15, 2020. These will be retained in your vendor file.

The activities described herein are solely in relation to service providers' steps to permit billing for Alternate Services. Information regarding program design reinvention is forthcoming.

Services Eligible for Alternate Location or Remote Access

Service Code	Description
017	Crisis Team
028	Socialization Training Program
048	Client/Parent Support Behavior Intervention Training
055	Community Integration Training Program
062	Personal Assistance
063	Community Activities Support Service
091	In-Home Day Program
094	Creative Arts Program
102	Individual or Family Training Services
106	Specialized Recreational Therapy
108	Parenting Support Services
110	Supplemental Day Program Support
115	Specialized Therapeutic Services (Age 3-20)
116	Early Start Specialized Therapeutic Services
117	Specialized Therapeutic Services (Age 21+)
505	Activity Center
510	Adult Development Center
515	Behavior Management Program
520	Independent Living Program
525	Social Recreation Program
605	Adaptive Skills Trainer
612	Behavior Analyst
613	Associate Behavior Analyst
615	Behavior Management Assistant
616	Behavior Management Technician
620	Behavior Management Consultant
625	Counseling Services
635	Independent Living Specialist
691	Art Therapist
692	Dance Therapist
693	Music Therapist
694	Recreational Therapist
707	Speech Pathology
772	Physical Therapy
773	Occupational Therapy
780	Psychiatrist
896	Supported Living Service