



October 3, 2020

Dear Service Provider,

**SANTA CLARA AND
SAN BENITO COUNTIES**

6203 San Ignacio Avenue
Suite 200
San Jose, CA 95119

P.O. Box 50002
San Jose, CA
95150-0002
Tel: 1(408) 374-9960
Fax: 1(408) 281-6960

MONTEREY COUNTY

1370 S. Main Street
Salinas, CA 93901
Tel: 1(831) 900-3636
Fax: 1(831) 424-3007

SANTA CRUZ COUNTY

1110 Main Street
Suite 8
Watsonville, CA 95076
Tel: 1(831) 900-3737
Fax: 1(831) 728-5514

www.sarc.org

Member of the Association
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STAY CONNECTED

On March 4, 2020, the Governor declared a State of Emergency as a result of the COVID-19 outbreak. This memo notifies you of a newly released Directive from the Department of Developmental Services (DDS), dated August 31, 2020, that contains additional specific requirements for those seeking to bill for nonresidential services during the State of Emergency.

As per the previous [July 17, 2020 DDS Directive](#), payments to nonresidential providers for consumer absences will cease August 31, 2020. Effective September 1, 2020, service providers who are not providing services in the traditional manner must adhere to the policies and procedures for reimbursement of claims for providing nonresidential services using alternative approaches during the COVID-19 State of Emergency. The [August 31, 2020 DDS Directive](#) outlines these policies and procedures.

Detailed guidance regarding the [billing requirements effective September 1, 2020](#) have been provided in order assist service providers. Please click on the highlighted link to be directed to the document.

Information regarding service months April 2020 to August 2020 can be found on the [Service Provider Billing Letter, Updated May 20, 2020](#).

For service months September 2020 and ongoing, the following Alternative Services Reporting Requirements apply:

- 1) **Providers are required to maintain detailed documentation for reporting and auditing purposes.**
- 2) Providers will be required to submit to SARC a monthly written report for each vendor number providing alternative services. The first report will cover both September and October and will be due November 5, 2020. Following this initial submission, all reports will be due the fifth day of each month following the reporting month. DDS stated they will issue the specific reporting format shortly.

Alternative Services Service Rates – September and October

- 1) If an individual is not receiving any services for a current authorization, the provider shall not bill for this authorization.
- 2) When a provider has provided any alternative services to the individual in the months of September and October, the provider will bill using the current authorized rate and average monthly units over the 12 months period from March 2019 through February 2020.

Alternative Services Service Rates – November and Ongoing

- 1) If an individual is not receiving any services for a current authorization, the provider shall not bill for this authorization.

- 2) DDS will calculate a monthly unit rate for all individuals with authorizations under a vendor number. Providers will bill using this new monthly rate for all individuals utilizing alternative services. This calculation will take into account adjustments for rate changes.

Billing for Nonresidential Alternative Services for September and October 2020 (At a later date, SARC will release updated guidance for billing from November 2020 onward)

- 1) Provider can only bill for individuals who received Alternative Services and provider has complied with [Section V](#) of the DDS Notice.

- 2) The service rate used for these two months will be the current authorized rate and average monthly units over the 12 months period from March 2019 through February 2020. Calculation is as follows:
 - a. Calculate the monthly billed units per consumer from March 1, 2019 through February 29, 2020 (If the individual was not in the program for the whole year use the number of months they were enrolled)

 - b. Divide the 12-month total units (from step #1) by 12. This will give you the average monthly units for this 12-month period for this individual.

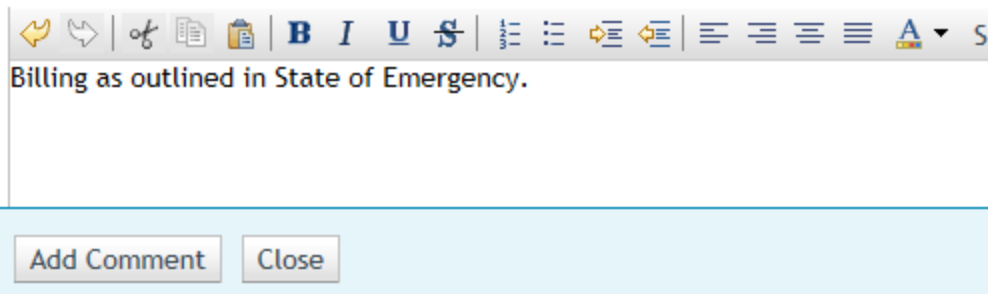
 - c. Bill the average monthly billable number of units per consumer (from step #2)

For all vendors billing services under these SOE declarations, please enter a comment under the first consumer line.

In the EDIT billing mode, click on the 'Comment' bubble



- 1. Please enter the following comment: [Alternative Services Delivery Model](#)
- 2. Click on Add Comment

A screenshot of a rich text editor toolbar and a comment box. The toolbar includes icons for undo, redo, link, unlink, list, and text color. The text "Billing as outlined in State of Emergency." is displayed below the toolbar. Below the text is a light blue comment box containing two buttons: "Add Comment" and "Close".

Billing as outlined in State of Emergency.

Add Comment Close

Thank you for continuing to take precautionary measures and assist our individuals served to remain safe and healthy during this critical time. If you have any questions, please direct them to eattendance@sarc.org

Regards,

Greg Hoffman
Chief Financial Officer