



# San Diego Regional Center

*Serving Individuals with Developmental Disabilities in San Diego and Imperial Counties*

4355 Ruffin Road, San Diego, California 92123 • (858) 576-2996 • [www.sdrc.org](http://www.sdrc.org)

October 5, 2020

re: Alternative Services Billing

Dear Non-Residential Service Providers:

**\*\*\*\*\*IMPORTANT NOTICE - PLEASE READ\*\*\*\*\***

These instructions are for Alternative Services Billing only. Please continue to bill all Traditional Services through e-Billing or e-attendance; there are no changes to the Traditional Services Billing procedures.

The deadline to submit invoices has been extended to Friday, October 9, 2020. A Zoom training for Alternative Services Billing procedures is scheduled for Monday, October 5, 2020 from 10:30 am to 12:30 pm.

Providers can attend the training using the following link:

<https://zoom.us/j/98552303618?pwd=YTJnRlE2RHBzbnpLUFE5dVpxZERBdz09>

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In order to process Alternative Services invoices for payment, please submit the DDS certification of Alternative Non-Residential Services form to Community Services **prior to billing** for Alternative Services. These forms must be submitted to SDRC at the following e-mail address:

[soe@sdrc.org](mailto:soe@sdrc.org)

## Alternative Services Billing Instructions

### OVERVIEW

Providers will need to submit the following completed documents in order to bill for Alternative Services:

- A Provider of care claim form with the Provider of care claim form certification statement;
- A TAI spreadsheet; and,
- Client Attendance Calculations.

For the months of September 2020 and October 2020, the monthly billings are based on the same level of attendance as the prior client attendance under the State of Emergency (SOE). For example, if Kim 6XXXX had 8 days of average attendance under the SOE billing calculations, she would be listed on the Alternative Services billing with 8 days of Alternative Services in September.

Providers with **multiple vendor numbers** and **multiple service codes** will need to submit a **separate** provider of care claim form with provider of care claim form certification statement, TAI invoice spreadsheet, and client attendance calculations **for each vendor number** and **for each service code/sub-code**.

**Alternative Billing Procedures**

**Step 1: Client Attendance Calculations**

Determine your average calculations for the allowed billable attendance for each client. Per DDS directive 01-083210 section IV dated August 31, 2020, providers shall use the current authorized rate and each consumer’s average monthly attendance over the prior 12 months ending February 2020 for each consumer who received alternative services and the provider complied with section V of the directive. (Basically, this should be the same worksheet calculations that providers used to bill SDRC under the COVID-19 SOE.) See below for an example of a client attendance calculation worksheet.

BILLING AS OUTLINED IN STATE OF EMERGENCY YEARLY AVERAGE																			
Service Code/ Sub-Code																			
LAST NAME	NAME	UCI	AUTHORIZATION NUMBER	Service Code	Sub Code	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sept-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Total 12 mo.	Average 12/total
XXXX	Kim	6xxxx	20xxxx	116	PT	10	6	10	10	10	10	5	8	4	10	10	3	96	8.00
XXXX	Robbie	6xxxx	20xxxx	116	PT	6	8	6	10	10	4	6	4	6	5	8	8	81	6.75
XXXX	Jim	6xxxx	20xxxx	116	PT	2	4	5	5	5	4	5	5	4	5	5	5	54	4.50
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**Step 2: TAI spreadsheet (TAI Template.xls - Excel worksheet password = sdrc)**

Complete the following information on the TAI Template (Excel Spreadsheet) provided by SDRC:

1. Enter the letter **D** for each line
2. Enter the number **362** for each line
3. Attendance only flag: **Leave blank** for each line
4. Enter **Vendor number**
5. Enter **UCI number**
6. Enter **Last name**
7. Enter **First name**
8. Enter **authorization number**
9. Enter **Service code/ sub code**

**10. Enter Service month/year**

11. Enter the billable **monthly average** on the first day of the month, Tuesday, 9/1/2020. (Providers only need to enter the average daily client attendance on 9/1/20. In the example above, the first line, Kim 6XXXX, has an average of "8" for attendance. Therefore, 8 is entered in the 9/1/20 date column for Kim 6XXXX. The remaining days on the spreadsheet **DO NOT** need to be filled out for Kim 6XXXX. For each additional client, begin a new line, enter the required information above, and only enter the average attendance in the first day of the month.)

12. The **TAI spreadsheet must be submitted to SDRC in the Excel format**. Please don't alter the Excel spreadsheet.

**Step 3: Provider of care claim form**

Please fill in the following information on the provider of care claim form: include the vendor number, vendor name, vendor address, service code, sub-code, and billing date.

1. **Line No. Client I.D.** Fill in the phrase "**Alternative Service Delivery.**"
2. **Billed Services from – thru.** Date range is either: September 1, 2020 – September 30, 2020 or October 1, 2020 – October 31, 2020.
3. **Gross Billing.** Enter the total number of average attendance units you are billing for all clients receiving alternative services in your program. **You will NOT need to fill out each client** you are submitting alternative services for as long as **the information is provided on the provider Client Attendance Calculations and TAI spreadsheet.**
4. Providers need to **sign and date** the bottom of the provider of care claim form.
5. Providers also need to **sign and date** the certification statement.

**Step 4: Submit Billing**

Write **Alternative Services Billing** and your **vendor number** on the subject line of your email. Submit the Provider of care claim form, the TAI spreadsheet and the Calculations to SDRC at the following e-mail address:

[askpos@sdrc.org](mailto:askpos@sdrc.org)

Alternative Services billing will be processed after Traditional Billing Services invoices have been received on ebilling or e-attendance. Once paid, an invoice will **NOT** be regenerated.

If you have any billing questions, please contact [askpos@sdrc.org](mailto:askpos@sdrc.org)

Thank you,  
San Diego Regional Center