Alternative Service Delivery Billing Instructions for Transportation Service Providers

The following instructions are for billing alternative service delivery for transportation services. If one client with a certain service code/sub-code receives alternative services in the month, this billing method is used for **all** clients with the same service code/sub-code in that month.

OVERVIEW

Requirements

Transportation providers must submit a **separate** Enclosure B and supporting spreadsheet for **each service code/sub-code** combination in order to bill for alternative services. Transportation Providers will need to complete the following in order to bill for Alternative services:

- (1) Enclosure B: Rate and Reimbursement for Alternative Services Transportation Services.
- (2) TAI spreadsheet.
- (3) Fuel costs reimbursement spreadsheet (if applicable).

Contacts

For questions regarding the Enclosure B form, please contact Anthony Ferguson, Community Projects/Transportation Manager, anthony.ferguson@sdrc.org, (858) 576-2816.

For questions regarding billing, please contact askpos@sdrc.org.

STEPS FOR COMPLETING AND SUBMITTING TRANSPORTATION ALTERNATIVE SERVICE DELIVERY INVOICES

Step 1: Complete item 3.F on the form Enclosure B Rate and Reimbursement for Alternative Services Transportation Services for each service month you are submitting for reimbursement (see Figure 1 below).

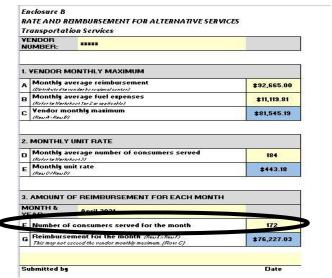


Figure 1: Enclosure B Rate and Reimbursement For Alternative Services Transportation Services

Step 2: Complete the TAI spreadsheet (see Figure 2 below).

2	Line Type		Attendance Only Flag	UCI Number	Last Name	First Name	Authorization Number	Service Code	Sub Code	Service Mth/Yr	Payment Am Sat 1
3											
5	D	362									
6											
7											
8											
9											
10											
11											
12 13											
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27											

Figure 2: TAI Spreadsheet

The following information must be completed on the TAI spreadsheet template. (SDRC will provide the spreadsheet; the Excel password is **sdrc**) *see notes at the end of the instructions for link to TAI spreadsheet.

- a) Line type: Use the letter D for each line
- b) Regional Center: Use the number 362 for each line
- c) Attendance only flag: Insert a Y for each row
- d) Vendor number
- e) UCI number
- f) Client last name
- g) Client first name
- h) Current authorization number (if applicable)
- i) Service code/ sub code
- j) Service month/year
- k) Enter a (1) for each day an alternative/traditional service was delivered.

Step 3: Fuel costs reimbursement spreadsheet:

If providers are seeking reimbursement for **actual fuel costs** purchased during the month, submit on an Excel spreadsheet with the detail of the purchases along with receipts/documentation supporting the fuel expenditures.

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Step 4: Submit Enclosure B Rate and Reimbursement for Alternative Services Transportation Services, TAI spreadsheet, and Fuel cost reimbursement spreadsheet with receipts by e-mail to askpos@sdrc.org and cc: anthony.ferguson@sdrc.org.

The subject line of the email must state "Alternative Service Delivery Billing" along with the service month and vendor number. For example:

"Alternative Service Delivery Billing April 2021 HQ1234"

If you have any billing questions, please contact askpos@sdrc.org

Thank you, San Diego Regional Center

Notes

Link to TAI spreadsheet: https://www.sdrc.org/alternative-nonresidential-services