

SAN GABRIEL/POMONA REGIONAL CENTER

March 27, 2020

Subject: State of Emergency Billing

Dear Service Provider:

On March 4, 2020, Governor Gavin Newsom declared a State of Emergency for California, as a result of the global COVID-19 outbreak. On March 12, 2020, San Gabriel Pomona Regional Center (SG/PRC) received the approved State of Emergency (SOE) notification from the Department of Developmental Services (DDS). As a result of this SOE declaration, DDS is authorizing the Regional Centers, pursuant to Title 17 CCR §54326 (a)(11), to pay vendors for absences that are the direct result of the COVID-19 outbreak in California. This SOE was approved for consumer absences for nonresidential services only.

When billing for the month of **March 2020**, vendors may bill for services and/or appointments that were not provided due to the precautionary measures for COVID-19 or are a direct result of the COVID-19 outbreak. We highly recommend that our vendors keep clear documentation that supports the closure of your agency, cancellation of services and proof of payment to your workers, such as payroll records and SOE billings in the event of a future audit. If your services have been impacted by COVID-19 for the month of **March 2020**, please follow the billing guidance below.

Residential Services:

This SOE does not pertain to your service. You will bill your services (as you normally do) and report scheduled absences.

Day Programs, Supported Employment, Community Integration, Work Activity Programs and Transportation:

If impacted by COVID-19, follow these steps to bill for SOE related absences:

1. Identify the total number of participants enrolled and identify the maximum monthly amount of billable units. (Example: 30 participants X 22 working days=660 days)
2. Identify the absences in March due to COVID-19. (Example: 80% or 528 days/absences)
3. Identify the monthly average absences during the previous 12-month period (if operating less than 12 months, use the number of months you have been operating) prior to March. Then divide the 12-month total absences by 12. This provides the average monthly absences. (Example: 10% or 66 days/absences)
4. Take the total maximum monthly amount billable units (from Step 1) and subtract the monthly average absences (from Step 3). (Example: 660 days-66 days= 594 days). This is the amount you may bill.

Please provide your calculation with your billing.

Early Start Vendors, Behavioral Services, Physical Therapy, Speech Therapy, and/or Occupational Therapy:

- You may bill for visits that were canceled due to COVID-19.
- Bill the average monthly billable number of hours per client. To calculate the average monthly billable number of hours during the 12-month period prior to March 1, 2020, calculate the total number of billable hours for that period and divide by 12.

- For service codes 025, 048, 077, 612, 613, 615, 616, 620, 625, and 680, the Parental Verification Form (DS5862 form) should include the statement "*Billing average monthly billable hours as outlined in State of Emergency declaration due to COVID-19*" and indicate the dates of canceled services in the form.

Supported Living Services and Independent Living Services:

- Bill the average monthly billable number of hours per client. To calculate the average monthly billable number of hours during the 12-month period prior to March 1, 2020, calculate the total number of billable hours during that period and divide by 12.

Additional Program Support:

- In the event that additional hours were needed to assist clients in residential care facilities, day programs or other services that were displaced and/or needed additional assistance, please contact the Service Coordinator for authorization.

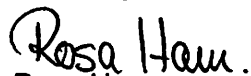
ALL OTHER PROVIDERS INCLUDING RESPITE:

- If client services were canceled due to COVID-19, bill the average monthly billable number of hours per client. Calculate the average monthly billable number of hours during the 12-month period prior to March 1, 2020 by calculating the total number of billable hours during that period and dividing by 12.
- If additional services were provided due to COVID-19, bill for the actual service hours provided. You should have received authorization for those additional services.

For all providers billing services under this State of Emergency declaration, **please enter a comment in eBilling under the first billed line that states "Billing as outlined in State of Emergency"**. This will help us identify that you are billing specifically for the SOE due to COVID-19 instead of the regular billing.

Thank you for all your efforts and for taking precautionary measures and assisting our clients remain safe, health, and well during this critical time. If you have any SOE billing questions, please direct them to SOEbilling@sgprc.org.

Best Regards,


Rosa Ham

Interim Chief Financial Officer