



South Central Los Angeles Regional Center

for persons with developmental disabilities, inc.

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March 17, 2020

Dear Vendor Community,

On March 4, 2020, the Governor declared a State of Emergency as a result of the COVID-19 outbreak and on March 12, 2020 South Central Los Angeles Regional Center received the approved State of Emergency (SOE) notification from the Department of Developmental Services. Please note, the notification cited regulation, CCR §54326(a) (11), that allows the Regional Center to pay vendors for absences that are the direct result of 'situations and/or occurrences for which a State of Emergency has been declared by the Governor'. 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 cancelled due to the precautionary measures for COVID-19 or a direct relation to COVID-19. Please maintain supporting documentation, such as emails, notations of conversations, sign-in logs, etc., related to the individual absences, this documentation could be critical during an audit.

We highly recommend that vendors work directly with Community Services if you are planning to close your agency. If a program decides to temporarily close to minimize exposure for individuals over 65 years old and/or have underlying conditions that put them at risk, the vendor is still allowed to bill SCLARC for the average units that would have been provided for that period. Please maintain records of all expenditures, all records will be subject to review.

Again, it's very important that each vendor keeps clear documentation that supports the closure of your agency, cancelation of service, and SOE billing in the event of a future audit.

Please note the additional guidance detailing how to calculate the average below:

Services that are Billed Daily or by Trip

Day Programs, Supported Employment, Community Integration and Work Activity Programs and Transportation Providers (service codes 055, 505, 510, 515, 525, 950, 952 and 952):

Follow these steps to bill for COVID-19 related absences:

1. Calculate the actual attendance for the month of March 2020.

2. Calculate the absences in March 2020 due to the COVID-19.
3. Calculate the total absences during the 12-month period of March 1, 2019 through February 29, 2020.
4. Divide the 12-month total absences (from Step 3) by 12. This provides the average monthly absences for this 12-month period.
5. Take the absences due to the COVID-19 (from Step 2) and subtract the average monthly absences during March 1, 2019 through February 29, 2020 (from Step 4). The difference is the absence amount that you may bill for (it must be rounded to the nearest whole number and cannot be negative).
6. Bill for the actual attendance during the month of March (from Step 1) plus the difference between the absences due to the COVID-19 and the average monthly absences during March 1 2019 through February, 2020 (Step 5).

EXAMPLE BELOW IS FOR THE MONTH OF MARCH THAT HAS 22 DAYS

1. Individual attended the program for 15 days in the month of March –15 units
2. Individual 7 absences in the month of March
3. Individual had 45 absences from 2/1/2019 – 1/31/2020
4. Individual “averages” 3.75 absences per month (45 absences / 12 months) round up to the nearest whole number which is 4
5. Individual had 7 absences in March compared to their “average” of 4 difference is 3 meaning they had 3 more absences above the average.
6. Vendor should bill for the actual time in March – 15 units and the additional 3 units

Transportation Providers (service codes 875, 880, 882, 885, 890 and 895):

- For billing guidance, please contact Anita Porter at Anitap@sclarc.org or ext. 8433. As a backup, contact Hassan Hirsi at HassanH@sclarc.org or ext. 8419.

Services that are Billed Hourly or by Session

Early Start Vendors, including Behavioral Services, Physical Therapy, Speech Therapy, and/or Occupational Therapy (service code 116):

- Bill the average monthly billable number of hours per client. Calculate the average monthly billable number of hours during March 1, 2019 through February 29, 2020 by calculating the total number of billable hours for that period and dividing by 12.
- If additional services were provided due to the COVID-19, bill for the actual service hours provided. Please contact the Service Coordinator for authorization.

For service codes 025, 048, 612, 613, 615, 616, 620, 625 and 680, the Parental Verification Form should include the statement “Average monthly billable hours per SOE declaration.”

Supported Living Services and Independent Living Services (service codes 520, 894 and 896):

- Bill the average monthly billable number of hours per client. Calculate the average monthly billable number of hours during March 1, 2019 through February 29, 2020 by calculating the total number of billable hours during that period and dividing by 12.

Additional Program Support (service codes 109, 110 and 111):

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

Respite (service codes 862 and 864) and all other providers (all other service codes not listed above):

- If client services were canceled due to the COVID-19, bill the average monthly billable number of hours per client. Calculate the average monthly billable number of hours during March 1, 2019 through February 29, 2020 by calculating the total number of billable hours during that period and dividing by 12.
- If additional services were provided due to the COVID-19, bill for the actual service hours provided. Please contact the Service Coordinator for authorization.

Residential Care Facility Providers and Family Home Agency (service codes 090, 096, 113, 114, 904, 905, 910, 915, 920, 925):

- Bill for absences that are due to the SOE as days a person resided in the home. If a person has resided in the home 15 days or more, SCLARC will pay the full month. If a person has resided in the home less than 15 days due to the SOE, bill for the full month.

Thank you for your efforts during difficult times. If you have any questions on how to bill, or if your records were destroyed or are inaccessible at this time, please contact Kim Bowie at Kimb@sclarc.org or ext. 8454 or contact Hassan Hirsi at HassanH@sclarc.org or ext. 8419.

Kyla Lee

Chief Financial Officer

SCLARC

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