Instructions for Completing Rate Adjustment Reports
For
SC 109, 055, 063, 505, 510 & 515

Presented on Tuesday, December 14, 2021

QUESTIONS: PLEASE EMAIL DDSRATES@SCLARC.ORG

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Background

➤ The fiscal year 2021-22 budget included funding to begin a phased implementation of the rate models created as part of the vendor rate study conducted by the California Department of Developmental Services (DDS) and its contractor Burns & Associates, a division of Health Management Associates (HMA-Burns).

➤ In the first phase of implementation, effective April 1, 2022, vendors will receive a rate increase equal to 25 percent (25%) of the difference between their current rates (as of March 31, 2022) and the applicable rate model for the service they are delivering.

➤ To ensure that DDS and HMA-Burns have a complete and accurate listing of currently approved payment rates and the information needed to identify the appropriate benchmark rate model for calculating the rate increase for each vendorization, HMA-Burns has developed four reports for Regional Centers to review, revise, and return with the help of the providers.

Service Code Descriptions

Tuesday, December 14, 2021 @10am

- ➤ 109 – Supplemental Residential Program Support

Tuesday, December 14, 2021 @1pm

- ➤ 055 – Community Integration Training
- ➤ 063 – Community Activities Support Services
- ➤ 505 – Activity Center
- ➤ 510 – Adult Developmental Center
- ➤ 515 – Behavior Management Program

All Service Codes

Column A:

Service Code – This field lists the service code and cannot be revised.

Column B:

Regional Center – This field lists the Regional Center and cannot be revised.

All Service Codes...continues

Column C and D:

Vendor ID and Vendor Name – These fields list the vendor and cannot be revised.

	A	B	C	D	E	F	G	H	I	J
1	SvcCd	Regional Center	Vendor ID	Vendor Name	Subcode	Rate	Unit Type	Average Hours per Unit	Staffing Ratio	Staff Qualification
2	109	SCLARC	HX12325	ABC		$15.63	Hour			
3										
4										
5										
6										

Column E:

Subcode - This pre-populated information is obtained from the DDS Rates File and cannot be revised when populated.

	A	B	C	D	E	F	G	H	I	J
1	SvcCd	Regional Center	Vendor ID	Vendor Name	Subcode	Rate	Unit Type	Average Hours per Unit	Staffing Ratio	Staff Qualification
2	109	SCLARC	HX12325	ABC		$15.63	Hour			
3										
4										
5										
6										

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All Service Codes…continues

Column F:

Rate – This pre-populated information is obtained from DDS Rates file and cannot be revised.

	A	B	C	D	E	F	G	H	I	J
1	SvcCd	Regional Center	Vendor ID	Vendor Name	Subcode	Rate	Unit Type	Average Hours per Unit	Staffing Ratio	Staff Qualification
2	109	SCLARC	HX12325	ABC		$15.63	Hour			
3										
4										
5										
6										

Service Codes 109

Column G:

Unit Type – Use the drop-down list to select the appropriate billing unit of service.

	A	B	C	D	E	F	G	H	I	J
1	SvcCd	Regional Center	Vendor ID	Vendor Name	Subcode	Rate	Unit Type	Average Hours per Unit	Staffing Ratio	Staff Qualification
2	109	SCLARC	HX12325	ABC		$15.63	Hour			
3										
4										
5										
6										

Column H:

Average Hours per Unit – For services that are not billed on a 15-minute or hourly basis, report the typical number of hours provided per member per unit. For example, if the billing unit is daily, report the average number of hours of service that a participant receives per day.

	A	B	C	D	E	F	G	H	I	J
1	SvcCd	Regional Center	Vendor ID	Vendor Name	Subcode	Rate	Unit Type	Average Hours per Unit	Staffing Ratio	Staff Qualification
2	109	SCLARC	HX12325	ABC		$15.63	Month	16.00		
3										
4										
5										
6										

Service Codes 109..continues

Column G:

Unit Type – Use the drop-down list to select the appropriate billing unit of service.

	A	B	C	D	E	F	G	H	I	J
1	SvcCd	Regional Center	Vendor ID	Vendor Name	Subcode	Rate	Unit Type	Average Hours per Unit	Staffing Ratio	Staff Qualification
2	109	SCLARC	HX12325	ABC		$15.63	Hour			
3										
4										
5										
6										

Column H:

Average Hours per Unit – For services that are not billed on a 15-minute or hourly basis, report the typical number of hours provided per member per unit. For example, if the billing unit is daily, report the average number of hours of service that a participant receives per day.

	A	B	C	D	E	F	G	H	I	J
1	SvcCd	Regional Center	Vendor ID	Vendor Name	Subcode	Rate	Unit Type	Average Hours per Unit	Staffing Ratio	Staff Qualification
2	109	SCLARC	HX12325	ABC		$736.12	Month	16.00		
3										
4										
5										
6										

8

Service Codes 109..continues

Column I:

Staffing Ratio – Use the drop-down list to report the staff-to-participant ratio. PLEASE DO NOT SELECT "*OTHER*".

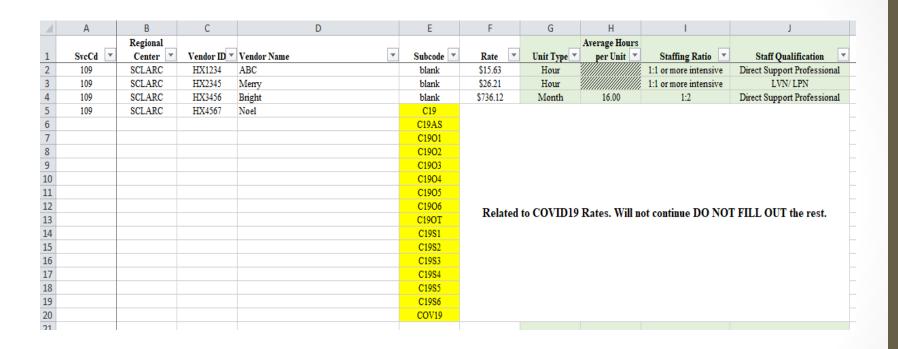|	A	B	C	D	E	F	G	H	I	J
1	SvcCd	Regional Center	Vendor ID	Vendor Name	Subcode	Rate	Unit Type	Average Hours per Unit	Staffing Ratio	Staff Qualification
2	109	SCLARC	HX12325	ABC		$736.12	Month	16.00	1:2	
3										
4										
5										
6										

Column J:

Staff Qualification – Use the drop-down list to report the qualification of staff providing services. If the subcode is used to provide services delivered by staff who have different qualifications, report the qualification that applies to the largest proportion of billed services.

	A	B	C	D	E	F	G	H	I	J
1	SvcCd	Regional Center	Vendor ID	Vendor Name	Subcode	Rate	Unit Type	Average Hours per Unit	Staffing Ratio	Staff Qualification
2	109	SCLARC	HX12325	ABC		$736.12	Month	16.00	1:2	Direct Support Professional
3										
4										
5										
6										

Service Codes 109: Examples

	A	B	C	D	E	F	G	H	I	J
1	SvcCd	Regional Center	Vendor ID	Vendor Name	Subcode	Rate	Unit Type	Average Hours per Unit	Staffing Ratio	Staff Qualification
2	109	SCLARC	HX1234	ABC	blank	$15.63	Hour		1:1 or more intensive	Direct Support Professional
3	109	SCLARC	HX2345	Merry	blank	$26.21	Hour		1:1 or more intensive	LVN/ LPN
4	109	SCLARC	HX3456	Bright	blank	$736.12	Month	16.00	1:2	Direct Support Professional
5	109	SCLARC	HX4567	Noel	C19					
6					C19AS					
7					C19O1					
8					C19O2					
9					C19O3					
10					C19O4					
11					C19O5					
12					C19O6	Related to COVID19 Rates. Will not continue DO NOT FILL OUT the rest.				
13					C19OT					
14					C19S1					
15					C19S2					
16					C19S3					
17					C19S4					
18					C19S5					
19					C19S6					
20					COV19					
21										

DUE DATE: FRIDAY, DECEMBER 17, 2021

QUESTIONS: PLEASE EMAIL DDSRATES@SCLARC.ORG

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QUESTIONS?

**SC 109
DUE DATE: FRIDAY, DECEMBER 17, 2021
QUESTIONS: PLEASE EMAIL DDSRATES@SCLARC.ORG**

Service Codes 055 & 063

Column G:

Valid Rate – Using the drop-down list, report whether the vendor will continue to bill for services using the subcode in column E after April 1, 2022. If "No" is selected, no further data entry is required for this record as no rate will be calculated for this vendor-subcode combination. If "Yes" is selected, complete the remaining columns.

	A	B	C	D	E	F	G	H	I	J	K	L
1												
2	SvcCd	Regional Center	Vendor ID	Vendor Name	Subcode	Rate	Valid Rate	Unit Type	Average Hours per Unit	Service Type	Description of Other Services (if applicable)	Day Program Type
3	55	SCLARC	PX1234	WORK 1	blank	$88.72	Yes	Day	8.00	Day program		Neither behavioral nor medical
4	55	SCLARC	PX2345	WORK 2	C19	$88.72	No	Day				
5	63	SCLARC	PX3456	WORK 3	C19ES	$26.95	No	Hour				
6	63	SCLARC	PX4567	WORK 4	ES	$26.95	Yes	Hour		Supported employment		
7												
8												
9												
10												

Service Codes 055 & 063...continues

Column H:

Unit Type – Use the drop-down list to select the appropriate billing unit of service.

	A	B	C	D	E	F	G	H	I	J	K	L
1												
2	SvcCd	Regional Center	Vendor ID	Vendor Name	Subcode	Rate	Valid Rate	Unit Type	Average Hours per Unit	Service Type	Description of Other Services (if applicable)	Day Program Type
3	55	SCLARC	PX1234	WORK 1	blank	$88.72	Yes	Day	8.00	Day program		Neither behavioral nor medical
4	55	SCLARC	PX2345	WORK 2	C19	$88.72	No	Day				
5	63	SCLARC	PX3456	WORK 3	C19ES	$26.95	No	Hour				
6	63	SCLARC	PX4567	WORK 4	ES	$26.95	Yes	Hour		Supported employment		
7												
8												
9												

Column I:

Average Hours per Unit – For services that are not billed on a 15-minute or hourly basis, report the typical number of hours provided per member per unit. For example, if the billing unit is daily, report the average number of hours of service that a participant receives per day.

	A	B	C	D	E	F	G	H	I	J	K	L
1												
2	SvcCd	Regional Center	Vendor ID	Vendor Name	Subcode	Rate	Valid Rate	Unit Type	Average Hours per Unit	Service Type	Description of Other Services (if applicable)	Day Program Type
3	55	SCLARC	PX1234	WORK 1	blank	$88.72	Yes	Day	8.00	Day program		Neither behavioral nor medical
4	55	SCLARC	PX2345	WORK 2	C19	$88.72	No	Day				
5	63	SCLARC	PX3456	WORK 3	C19ES	$26.95	No	Hour				
6	63	SCLARC	PX4567	WORK 4	ES	$26.95	Yes	Hour		Supported employment		
7												
8												
9												

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Service Codes 055 & 063...continues

Column J:

Using the drop-down list, report the type of service performed from the following options:

- **Day Program – These programs generally provide habilitative services to groups of individuals in a center-based or community-based environment (or a mix of both) similar to community-based day programs delivered through service codes such as 505 and 510.**

- **Supported Employment – These programs generally provide job coaching services to individuals at their worksite or short-term job development services with a goal of competitive integrated employment similar to services delivered through service code 952.**

- **Home or Community-Based 1:1 Services – These programs generally provide one-to-one habilitative services to individuals in their homes and communities although services may occasionally be provided to small groups (such as siblings or roommates) similar to supported living or independent living services.**

- **Other Services – This includes all programs that are not covered by the three previous options, including tailored day services, Project SEARCH, etc.**

	A	B	C	D	E	F	G	H	I	J	K	L
1												
2	SvcCd	Regional Center	Vendor ID	Vendor Name	Subcode	Rate	Valid Rate	Unit Type	Average Hours per Unit	Service Type	Description of Other Services (if applicable)	Day Program Type
3	55	SCLARC	PX1234	WORK 1	blank	$88.72	Yes	Day	8.00	Day program		Neither behavioral nor medical
4	55	SCLARC	PX2345	WORK 2	C19	$88.72	No	Day				
5	63	SCLARC	PX3456	WORK 3	blank	$26.95	Yes	Hour		Other services	Tailored Day or Project Search	
6	63	SCLARC	PX4567	WORK 4	ES	$26.95	Yes	Hour		Supported employment		
7												
8												
9												
10												

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Service Codes 055 & 063...continues

Column J & Column K:

Using the drop-down list, report the type of service performed from the following options:

➢ **Day Program – These programs generally provide habilitative services to groups of individuals in a center-based or community-based environment (or a mix of both) similar to community-based day programs delivered through service codes such as 505 and 510.**

➢ **Supported Employment – These programs generally provide job coaching services to individuals at their worksite or short-term job development services with a goal of competitive integrated employment similar to services delivered through service code 952.**

➢ **Home or Community-Based 1:1 Services – These programs generally provide one-to-one habilitative services to individuals in their homes and communities although services may occasionally be provided to small groups (such as siblings or roommates) similar to supported living or independent living services.**

➢ **Other Services – This includes all programs that are not covered by the three previous options, including tailored day services, Project SEARCH, etc.**

	A	B	C	D	E	F	G	H	I	J	K	L
2	SvcCd	Regional Center	Vendor ID	Vendor Name	Subcode	Rate	Valid Rate	Unit Type	Average Hours per Unit	Service Type	Description of Other Services (if applicable)	Day Program Type
3	55	SCLARC	PX1234	WORK 1	blank	$88.72	Yes	Day	8.00	Day program		Neither behavioral nor medical
4	55	SCLARC	PX2345	WORK 2	C19	$88.72	No	Day				
5	63	SCLARC	PX3456	WORK 3	blank	$26.95	Yes	Hour		Other services	Tailored Day or Project Search	
6	63	SCLARC	PX4567	WORK 4	ES	$26.95	Yes	Hour		Supported employment		
7												
8												
9												
10												

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Service Codes 055 & 063...continues

<u>Column L</u>:

➢ **Day Program Type – Using the drop-down list, report the type of program (i.e., Neither behavioral nor medical, <u>Medically-focused</u>, OR <u>Behaviorally-focused</u>).**

➢ **In order to qualify as a behaviorally- or medically-focused day program, <u>ALL</u> of the following criteria must be met:**

❑ **The staff-to-participant ratio cannot exceed three participants per staff person based on the approved program design or, if not defined in the program design, based on the determination of staffing ratios outlined in 17 CCR §56756(i).**

❑ **The program must primarily serve individuals with significant behavioral or medical needs. To meet this requirement a majority of program participants (at least 50 percent) must have a behavioral support plan, individual health care plan/ restricted health condition care plan, or similar plan that addresses a participant's significant behavioral or medical needs.**

❑ **The program must include the substantial involvement of a professional-level staff to review, implement, and train direct care staff on the participants' treatment plans. For behavioral programs, this staff must be a qualified behavior modification professional (behavior analyst, assistant behavior analyst, LCSW, LMFT, or psychologist). For medical programs, this staff must be a registered nurse, physician, nurse practitioner, or physician's assistant. For the purposes of this criterion, "substantial involvement" means the staff person must be devoted at least quarter-time (10 hours per week) to the oversight of the program.**

Service Codes 055 & 063…continues

Column L… continues :

Service Codes 055 & 063...continues

Column L... continues :

	G	H	I	J	K	L	M	N	O	P	Q
1							Day Program			Supported Employment	
2	Valid Rate	Unit Type	Average Hours per Unit	Service Type	Description of Other Services (if applicable)	Day Program Type	% of Hours Provided in Community	Staffing Ratio in Community	Staffing Ratio in Center/Facility	% of Hours that are Job Development	% of Hours that are Job Coaching
3	Yes	Day	8.00	Day program		Neither behavioral nor medical	50%	1:3	1:6		
4	Yes	Month	176.00	Home or community based 1:1 services							
5	Yes	Hour		Other services	Tailored Day or Project Search						
6	Yes	Hour		Supported employment						60%	40%
7											

	G	H	I	J	K	L	M	N	O	P	Q
1							Day Program			Supported Employment	
2	Valid Rate	Unit Type	Average Hours per Unit	Service Type	Description of Other Services (if applicable)	Day Program Type	% of Hours Provided in Community	Staffing Ratio in Community	Staffing Ratio in Center/Facility	% of Hours that are Job Development	% of Hours that are Job Coaching
3	Yes	Day	8.00	Day program		Medically-focused	50%	1:3	1:6		
4	Yes	Month	176.00	Home or community based 1:1 services							
5	Yes	Hour		Other services	Tailored Day or Project Search						
6	Yes	Hour		Supported employment						60%	40%
7											

	G	H	I	J	K	L	M	N	O	P	Q
1							Day Program			Supported Employment	
2	Valid Rate	Unit Type	Average Hours per Unit	Service Type	Description of Other Services (if applicable)	Day Program Type	% of Hours Provided in Community	Staffing Ratio in Community	Staffing Ratio in Center/Facility	% of Hours that are Job Development	% of Hours that are Job Coaching
3	Yes	Day	8.00	Day program		Behaviorally-focused	50%	1:3	1:6		
4	Yes	Month	176.00	Home or community based 1:1 services							
5	Yes	Hour		Other services	Tailored Day or Project Search						
6	Yes	Hour		Supported employment						60%	40%
7											

Service Codes 055 & 063…continues

Column M, N, & O: Are specific to "*Day Program*" only.

➢ **Column M** – Percentage (%) of Hours Provided in Community – Using the drop-down list, report the percentage (to the closest 10 percentage points) of service hours provided in the community (rather than in a center- or facility-based environment).

➢ **Column N:** Staffing Ratio in Community – Use the drop-down list to report the average staff-to-participant ratio for services provided in the community based on the determination of staffing ratios outlined in 17 CCR §56756(i). If the program does not provide any services in the community, this field can be left blank.

➢ **Column O:** Staffing Ratio in Center/Facility – Use the drop-down list to report the average staff-to-participant ratio for services provided in a center/ facility based on the determination of staffing ratios outlined in 17 CCR §56756(i). If the program does not provide any services in a center/ facility, this field can be left blank.

	G	H	I	J	K	L	M	N	O	P	Q
1							Day Program			Supported Employment	
2	Valid Rate	Unit Type	Average Hours per Unit	Service Type	Description of Other Services (if applicable)	Day Program Type	% of Hours Provided in Community	Staffing Ratio in Community	Staffing Ratio in Center/Facility	% of Hours that are Job Development	% of Hours that are Job Coaching
3	Yes	Day	8.00	Day program		Neither behavioral nor medical	50%	1:3	1:6		
4	Yes	Month	176.00	Home or community based 1:1 services							
5	Yes	Hour		Other services	Tailored Day or Project Search						
6	Yes	Hour		Supported employment						60%	40%
7											

Service Codes 055 & 063…continues

Column P & O: Are specific to "*Supported Employment* " only.

➢ **Column P: Percentage (%) of Hours that are** <u>Job Development</u> **– Report the percentage of service hours that were associated with Job Development. The values reported in Columns P and Q should sum to 100 percent.**

➢ **Column Q: Percentage (%) of Hours that are** <u>Job Coaching</u> **– Report the percentage of service hours that were associated with Job Coaching. The values reported in Columns P and Q should sum to 100 percent.**

	G	H	I	J	K	L	M	N	O	P	Q
1							Day Program			Supported Employment	
2	Valid Rate	Unit Type	Average Hours per Unit	Service Type	Description of Other Services (if applicable)	Day Program Type	% of Hours Provided in Community	Staffing Ratio in Community	Staffing Ratio in Center/Facility	% of Hours that are Job Development	% of Hours that are Job Coaching
3	Yes	Day	8.00	Day program		Behaviorally-focused	50%	1:3	1:6		
4	Yes	Month	176.00	Home or community based 1:1 services							
5	Yes	Hour		Other services	Tailored Day or Project Search						
6	Yes	Hour		Supported employment						60%	40%
7											
8											
9											
10											

DUE DATE: TUESDAY, DECEMBER 28, 2021

QUESTIONS: PLEASE EMAIL DDSRATES@SCLARC.ORG

QUESTIONS?

**SC 055 & 063
DUE DATE: TUESDAY, DECEMBER 28, 2021
QUESTIONS: PLEASE EMAIL DDSRATES@SCLARC.ORG**

Service Codes 505 & 510

Column G:

Valid Rate – Using the drop-down list, report whether the vendor will continue to bill for services using the subcode in column E after April 1, 2022. If "No" is selected, no further data entry is required for this record as no rate will be calculated for this vendor-subcode combination. If "Yes" is selected, complete the remaining columns.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	SvcCd	Regional Center	Vendor ID	Vendor Name	Subcode	Rate	Valid Rate	Unit Type	Average Hours per Unit	Day Program Type	% of Hours Provided in Community	Staffing Ratio in Community	Staffing Ratio in Center/Facility
2	505	SCLARC	H12345	NICE	blank	$65.54	Yes	Day	8.00	Neither behavioral nor medical	30%	1:2 or more intensive	1:6
3	505	SCLARC	H23456	RED	C19	$65.54	No						
4	510	SCLARC	H34567	PURPLE	blank	$65.54	Yes	Day	8.00	Behaviorally-focused	40%	1:2 or more intensive	1:4
5	510	SCLARC	H45678	BLUE	CPP	$65.54	Yes	Day	8.00	Medically-focused	0%		1:3
6													
7													
8													
9													
10													

Service Codes 505 & 510...continues

Column H:

Unit Type – Use the drop-down list to select the appropriate billing unit of service.

	SvcCd	Regional Center	Vendor ID	Vendor Name	Subcode	Rate	Valid Rate	Unit Type	Average Hours per Unit	Day Program Type	% of Hours Provided in Community	Staffing Ratio in Community	Staffing Ratio in Center/Facility
2	505	SCLARC	H12345	NICE	blank	$65.54	Yes	Day	8.00	Neither behavioral nor medical	30%	1:2 or more intensive	1:6
3	505	SCLARC	H23456	RED	C19	$65.54	No						
4	510	SCLARC	H34567	PURPLE	blank	$65.54	Yes	Week	24.00	Behaviorally-focused	10%	1:2 or more intensive	1:4
5	510	SCLARC	H45678	BLUE	CPP	$65.54	Yes	Hour		Medically-focused	0%		1:3

Column I:

Average Hours per Unit – For services that are not billed on a 15-minute or hourly basis, report the typical number of hours provided per member per unit. For example, if the billing unit is daily, report the average number of hours of service that a participant receives per day.

	SvcCd	Regional Center	Vendor ID	Vendor Name	Subcode	Rate	Valid Rate	Unit Type	Average Hours per Unit	Day Program Type	% of Hours Provided in Community	Staffing Ratio in Community	Staffing Ratio in Center/Facility
2	505	SCLARC	H12345	NICE	blank	$65.54	Yes	Day	8.00	Neither behavioral nor medical	30%	1:2 or more intensive	1:6
3	505	SCLARC	H23456	RED	C19	$65.54	No						
4	510	SCLARC	H34567	PURPLE	blank	$65.54	Yes	Week	24.00	Behaviorally-focused	10%	1:2 or more intensive	1:4
5	510	SCLARC	H45678	BLUE	CPP	$65.54	Yes	Hour		Medically-focused	0%		1:3

Service Codes 505 & 510…continues

Column J:

➢ **Day Program Type – Using the drop-down list, report the type of program.**

➢ **In order to qualify as a behaviorally- or medically-focused day program, <u>ALL</u> of the following criteria must be met:**

- ❑ **The staff-to-participant ratio cannot exceed three participants per staff person based on the approved program design or, if not defined in the program design, based on the determination of staffing ratios outlined in 17 CCR §56756(i).**

- ❑ **The program must primarily serve individuals with significant behavioral or medical needs. To meet this requirement a majority of program participants (at least 50 percent) must have a behavioral support plan, individual health care plan/ restricted health condition care plan, or similar plan that addresses a participant's significant behavioral or medical needs.**

- ❑ **The program must include the substantial involvement of a professional-level staff to review, implement, and train direct care staff on the participants' treatment plans. For behavioral programs, this staff must be a qualified behavior modification professional (behavior analyst, assistant behavior analyst, LCSW, LMFT, or psychologist). For medical programs, this staff must be a registered nurse, physician, nurse practitioner, or physician's assistant. For the purposes of this criterion, "substantial involvement" means the staff person must be devoted at least quarter-time (10 hours per week) to the oversight of the program.**

Service Codes 505 & 510...continues

Column J ....continues:

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	SvcCd	Regional Center	Vendor ID	Vendor Name	Subcode	Rate	Valid Rate	Unit Type	Average Hours per Unit	Day Program Type	% of Hours Provided in Community	Staffing Ratio in Community	Staffing Ratio in Center/Facility
2	505	SCLARC	H12345	NICE	blank	$65.54	Yes	Day	8.00	Neither behavioral nor medical	30%	1:2 or more intensive	1:6
3	505	SCLARC	H23456	RED	C19	$65.54	No						
4	510	SCLARC	H34567	PURPLE	blank	$65.54	Yes	Week	24.00	Behaviorally-focused	10%	1:2 or more intensive	1:4
5	510	SCLARC	H45678	BLUE	CPP	$65.54	Yes	Hour		Medically-focused	0%		1:3
6													
7													
8													
9													
10													

Service Codes 505 & 510...continues

Column K, L & M:

Column K: **Percentage (%) of Hours Provided in Community – Using the drop-down list, report the percentage (to the closest 10 percentage points) of service hours provided in the community (rather than in a center- or facility-based environment).**

Column L: **Staffing Ratio in Community – Use the drop-down list to report the average staff-to-participant ratio for services provided in the community based on the determination of staffing ratios outlined in 17 CCR §56756(i). If the program does not provide any services in the community, this field can be left blank.**

Column M: **Staffing Ratio in Center/Facility – Use the drop-down list to report the average staff-to-participant ratio for services provided in a center/ facility based on the determination of staffing ratios outlined in 17 CCR §56756(i). If the program does not provide any services in a center/ facility, this field can be left blank.**

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	SvcCd	Regional Center	Vendor ID	Vendor Name	Subcode	Rate	Valid Rate	Unit Type	Average Hours per Unit	Day Program Type	% of Hours Provided in Community	Staffing Ratio in Community	Staffing Ratio in Center/Facility
2	505	SCLARC	H12345	NICE	blank	$65.54	Yes	Day	8.00	Neither behavioral nor me	30%	2 or more intensive	1:6
3	505	SCLARC	H23456	RED	C19	$65.54	No						
4	510	SCLARC	H34567	PURPLE	blank	$65.54	Yes	Week	24.00	Behaviorally-focused	10%	1:2 or more intensive	1:4
5	510	SCLARC	H45678	BLUE	CPP	$65.54	Yes	Hour		Medically-focused	0%		1:3
6													
7													
8													
9													
10													

QUESTIONS?

**SC 505 & 510
DUE DATE: TUESDAY, DECEMBER 28, 2021
QUESTIONS: PLEASE EMAIL DDSRATES@SCLARC.ORG**

Service Codes 515

Column G:

Valid Rate – Using the drop-down list, report whether the vendor will continue to bill for services using the subcode in column E after April 1, 2022. If "No" is selected, no further data entry is required for this record as no rate will be calculated for this vendor-subcode combination. If "Yes" is selected, complete the remaining columns.

	A	B	C	D	E	F	G	H	I	J	K	L
1	SvcCd	Regional Center	Vendor ID	Vendor Name	Subcode	Rate	Valid Rate	Unit Type	Average Hours per Unit	% of Hours Provided in Community	Staffing Ratio in Community	Staffing Ratio in Center/Facility
2	515	SCLARC	HX1234	RED	blank	$83.94	Yes	Day	8.00	30%	1:2 or more intensive	1:3
3	515	SCLARC	HX2345	BLUE	C19X	$250.00	No					
4	515	SCLARC	HX3456	GREEN	RFP	$83.94	Yes	Hour		50%	1:3	1:4
5												
6												
7												
8												
9												

Service Codes 515...continues

Column H, I, J, K and L:

➤ **Column H: Unit Type** – Use the drop-down list to select the appropriate billing unit of service.

➤ **Column I: Average Hours per Unit** – For services that are not billed on a 15-minute or hourly basis, report the typical number of hours provided per member per unit. For example, if the billing unit is daily, report the average number of hours of service that a participant receives per day.

➤ **Column J: Percentage (%) of Hours Provided in Community** – Using the drop-down list, report the percentage (to the closest 10 percentage points) of service hours provided in the community (rather than in a center- or facility-based environment).

➤ **Column K: Staffing Ratio in Community** – Use the drop-down list to report the average staff-to-participant ratio for services provided in the community based on the determination of staffing ratios outlined in 17 CCR §56756(i). If the program does not provide any services in the community, this field can be left blank.

➤ **Column L: Staffing Ratio in Center/Facility** – Use the drop-down list to report the average staff-to-participant ratio for services provided in a center/ facility based on the determination of staffing ratios outlined in 17 CCR §56756(i). If the program does not provide any services in a center/ facility, this field can be left blank.

Service Codes 515...continues

Column H, I, J, K and L...continues:

Similar to prior SC (i.e., 505 & 510) the fields are the same except for "Day Program" Type.

	A	B	C	D	E	F	G	H	I	J	K	L
1	SvcCd	Regional Center	Vendor ID	Vendor Name	Subcode	Rate	Valid Rate	Unit Type	Average Hours per Unit	% of Hours Provided in Community	Staffing Ratio in Community	Staffing Ratio in Center/Facility
2	515	SCLARC	HX1234	RED	blank	$83.94	Yes	Day	8.00	30%	1:2 or more intensive	1:3
3	515	SCLARC	HX2345	BLUE	C19X	$250.00	No					
4	515	SCLARC	HX3456	GREEN	RFP	$83.94	Yes	Hour		50%	1:3	1:4
5												
6												
7												
8												
9												

QUESTIONS?

**SC 515
DUE DATE: TUESDAY, DECEMBER 28, 2021
QUESTIONS: PLEASE EMAIL DDSRATES@SCLARC.ORG**