



Far Northern Regional Center

Providing services and supports that allow persons with developmental disabilities to live productive and valued lives

Laura Larson
Executive Director

November 19, 2018

Dear Service Providers,

Thank you for your dedicated efforts on behalf of our clients. We hope that you and your families are safe during this difficult time.

If your services were impacted by the Camp Fire (Fire), please follow the billing guidelines below. If you were not impacted by the Fire, bill as you normally would.

Far Northern Regional Center (FNRC) will honor State of Emergency (SOE) billings for service providers in Butte County for the month of **November 2018**. This memo provides SOE billing guidelines to those service providers. Acting Governor Newsom declared a State of Emergency in Butte County on November 8, 2018.

The following statement applies to all services affected by the Fire:

FNRC intends to pay for a client's absences for the month of November 2018 or until a client leaves its catchment area or starts a replacement program or placement.

Residential Care Facility Providers (service codes 096, 113, 114, 905, 910, 915, 920):

- If November absences due to holidays, vacation, hospitalization or events not related to the Fire resulted in a person residing in the facility less than 15 days, the full month should not be billed.
- Bill for absences due to the Fire as days the person resided in the facility.

Day Programs, Supported Employment, Community Integration and Work Activity Programs (service codes 055, 094, 505, 510, 515, 525, 950, 952 and 954) and Transportation Providers (service codes 875, 880, 882, 885, 890, and 895):

Follow these steps to bill for Fire related absences:

1. Calculate the actual attendance for the month of November 2018.
2. Calculate the absences in November 2018 due to the Fire.
3. Calculate the total absences during the 12-month period of November 1, 2017 through October 31, 2018.
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 Fire (from Step 2) and subtract the average monthly absences during November 1, 2017 through October 31, 2018) (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).

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REGIONAL OFFICES in: Lake Almanor, Mount Shasta and Yreka

6. Bill for the actual attendance during the month of November (from Step 1) plus the difference between the absences due to the Fire and the average monthly absences during November 1, 2017 through October 31, 2018 (Step 5).

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 November 1, 2017 through October 31, 2018 by calculating the total number of billable hours for that period and dividing by 12.
- 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 November 1, 2017 through October 31, 2018 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 that were displaced and/or needed additional assistance, 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 Fire, bill the average monthly billable number of hours per client. Calculate the average monthly billable number of hours during November 1, 2017 through October 31, 2018 by calculating the total number of billable hours during that period and dividing by 12.
- If additional services were provided due to the Fire, bill for the actual service hours provided. Please contact the Service Coordinator for authorization.

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 me for assistance.

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