



Far Northern Regional Center A Guide for Nonresidential Services

NEW: DEPARTMENT OF DEVELOPMENTAL SERVICES (DDS) EXTENDS EXPIRATION DATES OF PREVIOUSLY ISSUED DIRECTIVE REGARDING BILLING METHODOLOGY FOR NOVEMBER 2020. DDS DELAYS UNTIL DECEMBER 1, THE EFFECTIVE DATE OF NEW MONTHLY UNIT RATES FOR ALTERNATIVE NONRESIDENTIAL SERVICES. ORIGINAL EFFECTIVE DATE WAS NOVEMBER 1, 2020.

Billing Requirements *Changed October 28, 2020**

*This applies only to non-residential services which is defined in Title 17 as any service that is not a residential care facility, SLS or FHA.

NOTE: THE INFORMATION BELOW IS UPDATED ON OCTOBER 28, 2020 (SEE ATTACHED UPDATE FROM DEPARTMENT OF DEVELOPMENTAL SERVICES) TO INCLUDE THE FOLLOWING:

The Department of Developmental Services' (Department) August 31, 2020 Directive regarding Alternative Nonresidential Services (Alternative Services) during the COVID-19 State of Emergency indicated that prior to November 1, 2020, providers would be notified of the monthly unit rates for Alternative Services and the monthly unit rates would be used for November 2020 and subsequent months.

In the interest of an effectual implementation, use of the monthly unit rates for Alternative Services will instead become effective December 1, 2020. The Department will provide guidance on use of the monthly unit rates in a forthcoming correspondence.

For November 2020, providers shall continue to follow the methodology and rules outlined in the August 31, 2020 Directive for September and October 2020, as follows:

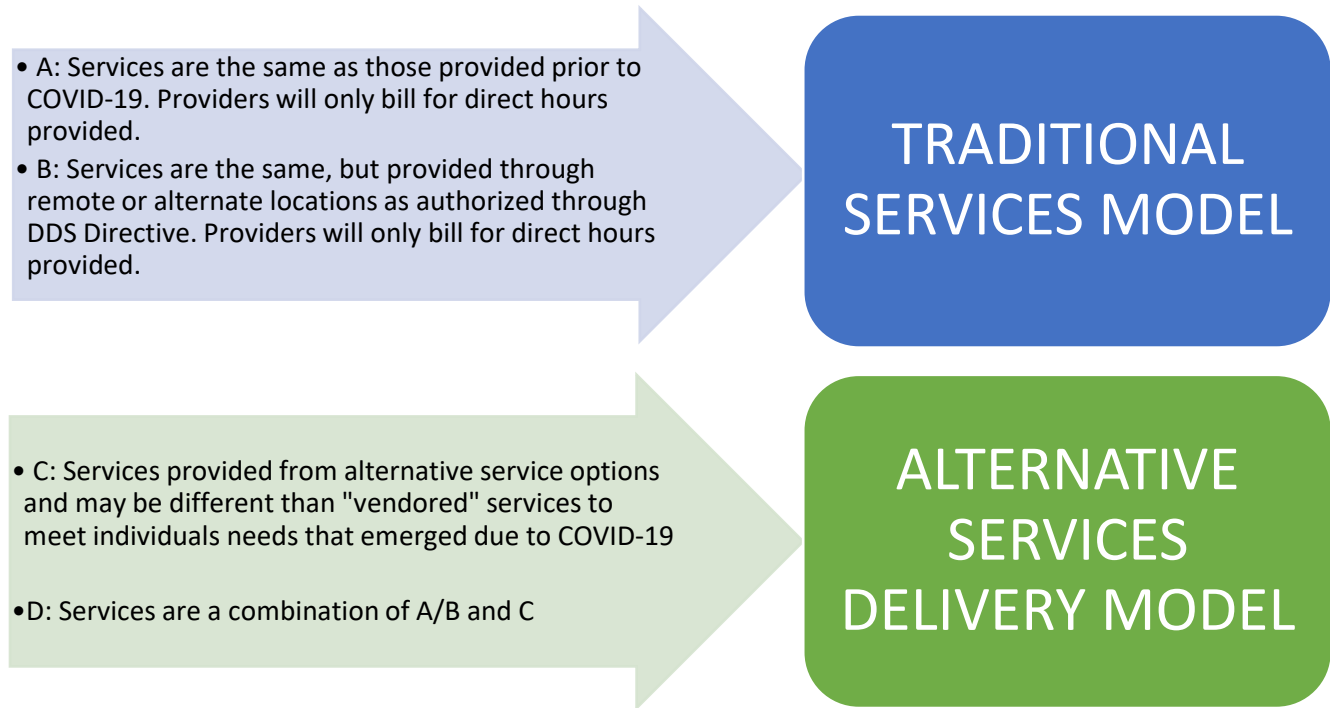
"For September and October 2020:

- a. Providers shall use the current authorized rate and each consumer's average monthly attendance over the prior 12 months ending February 2020 for each consumer who received Alternative Services and the provider complied with Section V.**
- b. Providers shall not submit reimbursement claims for consumers who did not receive services."**

Effective September 1, 2020 Nonresidential Service Providers move from the Retainer Funding Model for billing absences under the State of Emergency, that was effective from March 15, 2020, to August 31, 2020. Starting September 1, 2020, nonresidential services may continue to be provided in a traditional manner or providers can start to transition services to an Alternative Services Delivery Model.

Nonresidential Service Providers are to use the months of September and October, 2020 to transition some individuals to an Alternative Services Delivery Model, if they choose to provide different services to individuals they serve. The Alternative Services Delivery Model allows alternative service options that are different than traditional services provided prior to COVID-19, but are now necessary to meet the individual’s needs that emerged or changed due to COVID-19. The Alternative Services Delivery Model is used if a combination of Traditional and Alternate Services are provided to an individual at the same time. And finally, providers are not required to use the Alternative Service Delivery Model.

Differences between Traditional and Alternative Service Delivery Models



Traditional Service Delivery Model:

Services are the same as they were prior to Covid-19, but now may be delivered in-person, remotely or in a different locations, as authorized through DDS Directives.

- In Person Services: In-person services are provided face-to-face and may be determined to be “essential” by the Interdisciplinary Team. These services can continue during the pandemic if the need for in-person services remains essential, or may be reinstated as services “reopen” during the pandemic, taking into consideration Public Health and CDC guidelines.
- Remote services and services provided in a different location: Individuals who have replaced some, or all of their in-person services with remote services (i.e. phone communication, video conferencing, etc.) or with services in an alternate location (client home, in the community, etc.) and who continue to receive the same level of support (i.e. number of hours per month) can continue to receive remote services or services provided in a different location in accordance with the March 12, and March 18, 2020 Directives from DDS found at <https://www.dds.ca.gov/rc/regional-center-directives/>.

- Services that were typical and established prior to Covid-19 and are now provided in-person, remotely, or in a different location are considered “traditional services” in contrast to the newer Alternative Service Delivery Model described below. **A Nonresidential Service Provider does not need to become certified for the Alternative Services Delivery Model if they provide an individual traditional services in-person, remotely or in a different location.**

BILLING REQUIREMENTS FOR NONRESIDENTIAL SERVICES EFFECTIVE SEPT. 1, 2020

TRADITIONAL SERVICE MODEL

Nonresidential Service Provider Billing for Services Provided in September and October, 2020, as well as November 1, 2020 and until further notice.

- If an individual is not receiving any services for a current authorization, the provider shall not bill for this authorization (Retainer funding for services under the State of Emergency ends effective August 31, 2020)
- If a provider has delivered any services to the individual, the provider will bill using the same calculations as used for absence billing (the individual’s average monthly attendance from March 2019 through February 2020).
- If a provider has delivered services to an individual using a combination of in-person, remote, or services in an alternate location, the provider must complete a Remote and Alternate Location Engagement Log documenting when services were provided remotely/in alternate locations, including the date, total time for the engagement, summary of the activity, and staff name who provided the services. The log(s) will be retained by the service provider for potential audit of billable services.
- Effective November 1, 2020, the provider may use a combination of in-person, remote or services provided in an alternate location when billing for the full program rate, but can only bill for actual time services were delivered. Services not provided at the same level of support will be funded at a pro-rated amount, or may need to move to the Alternative Service Delivery Model.

ALTERNATIVE SERVICES DELIVERY MODEL

DDS will calculate a monthly unit rate for each vendor number for individuals using the Alternative Services Model. Providers will bill using this new monthly unit rate, which will take into account adjustments for rate changes prior to February 2020.

- DDS will shortly issue a specific reporting format to be submitted with billing for services provided under the Alternative Services Delivery Model. Find information regarding what data may be required in the monthly report and Enclosure B in the August 31, 2020 DDS Directive found at <https://www.dds.ca.gov/rc/regional-center-directives/>

- Providers may use the Alternative Services Delivery Model if needed, to meet an individual’s service needs. Providers shall be creative, resourceful, and may make modifications to how existing services are delivered.
- All alternate services must be person-centered to meet the needs of the individual.
- Please find the alternative services types and the certification requirements in the August 31 DDS Directive (<https://www.dds.ca.gov/rc/regional-center-directives/>).

Alternative Services Implementation Timeline

October 31, 2020	If the service provider is considering offering alternative services to an individual, the provider must meet with the individual served about their need for and interest in Alternative Services prior to <u>October 31, 2020</u> . The provider must document the input from the individual served in the ISP and document those actions in the Alternative Services Engagement Log (format to be developed by DDS shortly).
October 31, 2020	A Certification of Alternative Nonresidential Services must be completed for each vendor number providing alternative services and submitted to danderson@farnorthernrc.org prior to <u>October 31, 2020</u> .
October 31, 2020	Prior to October 31, 2020, the provider must complete, or review and amend as needed, an Individual Service Plan or Individual Family Service Plan specifying the type and amount of Alternative Services to be provided to each individual.
November 5, 2020	An Alternative Services Engagement Log for each individual receiving the alternate services must be submitted by <u>November 5, 2020</u> , with the invoice for each individual receiving alternative services from the provider.

Alternative Services Reporting Requirements

- Providers are required to maintain detailed documentation for reporting and auditing purposes.
- Providers will be required to submit to FNRC a monthly written report for each vendor number providing alternative services. The first report for services provided starting November 1, 2020, will be due December 5, 2020. Following this initial submission, all reports will be due the fifth day of each month following the reporting month. DDS stated they will issue the specific reporting format shortly.

Nonresidential Service Provider Billing for November, 2020 and Ongoing (Alternative Service Model)

- If an individual is not receiving any services for a current authorization, the provider shall not bill for this authorization.
- DDS will calculate a monthly unit rate for all individuals with authorizations under a vendor number. Providers will bill using this new monthly rate for all individuals utilizing alternative services. This calculation will take into account adjustments for rate changes.

- Provider will be required to submit a monthly report to the regional center for each individual receiving services thru the Alternative Services Model.

COVID-19 Protection Plan

Any nonresidential service provider who wants to use the Alternative Services Delivery Model must submit a COVID-19 Protection Plan and Plan Verification Form to Far Northern Regional Center prior to billing for Alternative Services.

All nonresidential service providers must develop a COVID-19 Protection Plan and complete a COVID-19 Protection Plan Verification Form by October 31, 2020. Payments for services will be deferred on November 1, 2020, and until all requirements for COVID-19 Protection Plans and Verifications are met.

Questions regarding Alternative Services Delivery Model or COVID-19 Protection Plans?

Contact Diana Anderson at Danderson@farnorthernrc.org or at 530-21-9553

