



INLAND REGIONAL CENTER

Enhancing Lives

...valuing independence, inclusion and empowerment

P. O. Box 19037, San Bernardino, CA 92423

Telephone: (909) 890-3000

Fax: (909) 890-3001

March 25, 2020

RE: State of Emergency due to COVID-19

Dear Service Providers:

On March 4, 2020, Governor Newsome declared a State of Emergency (SOE) due to the global COVID-19 (Coronavirus) pandemic. On March 12, 2020, Inland Regional Center (IRC) received the attached State of Emergency 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 authorization was approved for consumer absences for non-residential services only.

When billing for the month/s under the SOE, providers/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 and you have paid your workers for such absences. All of our providers/vendors covered by this SOE must keep and maintain very 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, for future audit purposes.

Please follow the billing guidance below:

Residential Services (Service Codes 096, 113, 114, 899, 900, 902, 903, 904, 905, 910, 915, 920, 925):

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

March 25, 2020

RE: Statewide State of Emergency due to COVID-19

Page 2 of 6

Community Integration (Service Code 055); Day Programs (Service Codes 505, 510, 515); Work Activity Program (Service Code 954); Transportation Service (Service Codes 425, 470, 880, 890):

- Follow these steps to bill for daily COVID-19 related absences:
 1. Calculate the actual attendance for the month.
 2. Calculate the absences in the month due to COVID-19.
 3. Calculate the total absences for 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 will give you the average monthly absences for this 12-month period.
 5. Take the absences due to COVID-19 (from step #2) and subtract the average monthly absences from 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 for the month (from Step 1) plus the allowed billable absences due to COVID-19 (from step #5). This will be the total days that you will bill IRC for.

Illustrative Example:

Step 1:	March 2020 actual attendance days for day program	10
Step 2:	COVID-19 related absences days from March 16-31, 2020	12
Step 3:	Total days of absences from March 1, 2019 to February 29, 2020	36
Step 4:	Average monthly absences from March 1, 2019 to February 29, 2020, step #3 divided by 12 ($36/12 = 3$)	3
Step 5:	Billable absences due to COVID-19, step #2 minus step #4 ($12-3 = 9$)	9
Step 6:	Actual attendance from March 1-15, 2020, then add step #5 --> this will be the total number of days that you will bill for March 2020 ($10+9 = 19$)	19

Transportation Service (Service Codes 875, 880)

- Follow these steps to bill for daily miles COVID-19 related absences:
 1. Calculate the actual attendance to the day program for the month then multiply by the actual transportation mileage.
 2. Calculate the absences from the day program in the month due to COVID-19 then multiply by the actual transportation mileage.

March 25, 2020

RE: Statewide State of Emergency due to COVID-19

Page 3 of 6

3. Calculate the total absences for the 12-month period of March 1, 2019 through February 29, 2020 then multiply by the actual transportation mileage.
4. Divide the 12-month total absences (from step #3) by 12. This will give you the average monthly absences for this 12-month period.
5. Take the absences due to COVID-19 (from step #2) and subtract the average monthly absences from 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 transportation mileage for the month (from Step 1) plus the allowed billable absences due to COVID-19 (from step #5). This will be the total mileage that you will bill IRC for.

Illustrative Example:

Step 1:	March 2020 actual attendance at the day program (10 days X 20 roundtrip miles per day)	200 miles
Step 2:	COVID-19 related absences from March 16-31, 2020 (12 days X 20 roundtrip miles per day)	240 miles
Step 3:	Total days of absences from March 1, 2019 to February 29, 2020 (36 days X 20 roundtrip miles per day)	720 miles
Step 4:	Average monthly absences from March 1, 2019 to February 29, 2020, step #3 divided by 12 ($720/12 = 60$ roundtrip miles per month)	60 miles
Step 5:	Billable absences due to COVID-19, step #2 minus step #4 ($240-60 = 180$ roundtrip miles)	180 miles
Step 6:	Actual transportation attendance from March 1-15, 2020, then add step #5 --> this will be the total number of miles that you will bill for March 2020 ($10 \text{ days} \times 20 \text{ roundtrip miles} + 180 = 380$ roundtrip miles)	380 miles

Early Start Vendors (Service Code 805); Behavioral Services (Service Codes 025, 048, 077, 102, 612, 613, 615, 616, 620, 625, and 680); Physical Therapy, Speech Therapy, and/or Occupational Therapy (Service Codes 116, 707, 772, 773):

- Follow these steps to bill for COVID-19 related absences:
 1. Calculate the monthly billed hours per consumer from March 1, 2019 through February 29, 2020
 2. Divide the 12-month total hours (from step #1) by 12. This will give you the average monthly hours for this 12-month period.

March 25, 2020

RE: Statewide State of Emergency due to COVID-19

Page 4 of 6

3. Bill IRC the average monthly billable number of hours per consumer (from step #2) **OR** the actual number of hours provided to the consumer prior to COVID-19 closure whichever is higher as long as you don't exceed the monthly authorized hours.

***** Note: For service codes 017, 025, 048, 077, 102, 612, 613, 615, 616, 620, 625, and 680, the Parental Verification Form, DS 5862, should include the statement “Billing average monthly billable hours as outlined in the State of Emergency declaration due to COVID-19” and indicate the dates of cancelled services in the DS 5862 form.**

Illustrative Example:

Step 1:	Monthly billed hours per consumer from March 1, 2019 through February 29, 2020	96
Step 2:	Divide the hours from Step #1 by 12 ($96/12 = 8$ hours per month), this will be your average monthly billed hours	8
Step 3:	Bill IRC the average monthly hours OR actual number of hours rendered to the consumer whichever is higher	8

Supported Living Services and Independent Living Services (Service Codes 520, 894, and 896); Supported Employment (Service Codes 950,952):

- Follow these steps to bill for COVID-19 related absences:
 1. Calculate the monthly billed hours per consumer from March 1, 2019 through February 29, 2020
 2. Divide the 12-month total hours (from step #1) by 12. This will give you the average monthly hours for this 12-month period.
 3. Bill IRC the average monthly billable number of hours per consumer (from step #2) **OR** the actual number of hours provided to the consumer prior to COVID-19 closure whichever is higher as long as you don't exceed the monthly authorized hours.

Illustrative Example:

Step 1:	Monthly billed hours per consumer from March 1, 2019 through February 29, 2020	288
Step 2:	Divide the hours from Step #1 by 12 ($288/12 = 24$ hours per month), this will be your average monthly billed hours	24
Step 3:	Bill IRC the average monthly hours OR actual number of hours rendered to the consumer whichever is higher	24

March 25, 2020

RE: Statewide State of Emergency due to COVID-19

Page 5 of 6

Additional Program Support (Service Codes 109, 110, and 111):

- In the event that additional hours were needed to assist consumers in residential care facilities, day programs, or other services that were displaced and/or needed additional assistance, please contact your IRC Liaison for guidance and details.

Respite (Service Codes 420, 854, 862, and 864) and all other providers (all other service codes not listed above):

- Follow the steps below to bill for COVID-19 related absences:
 1. Calculate the monthly billed hours for the consumer from March 1, 2019 through February 29, 2020
 2. Divide the 12-month total hours (from step #1) by 12. This will give you the average monthly hours for this 12-month period.
 3. Bill IRC the average monthly billable number of hours for the consumer (from step #2) **OR** the actual number of hours provided to the consumer prior to COVID-19 closure whichever is higher as long as you don't exceed the monthly authorized hours.

Illustrative Example:

Step 1:	Monthly billed hours for consumer from March 1, 2019 through February 29, 2020	360
Step 2:	Divide the hours from Step #1 by 12 (288/12 = 8 hours per month), this will be your average monthly billed hours	30
Step 3:	Bill IRC the average monthly hours OR actual number of respite hours rendered to the consumer whichever is higher	30

***** Note: For respite Preferred Provider Service (PPS) vendors, we are encouraging you to continue to allow the PPS workers to provide services to our consumers.**

For all vendors/providers who are going to bill absences based on previous 12 months average units due to the SOE declaration related to COVID-19, please enter a comment under the first consumer line "Billing as outlined in State of Emergency due to COVID-19". In the EDIT billing mode, click on the 'Comment' bubble.

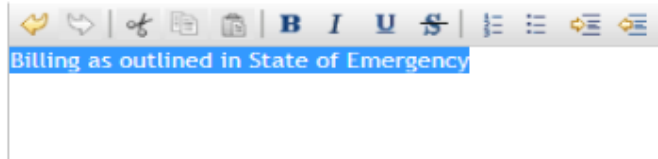


March 25, 2020

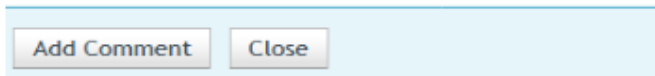
RE: Statewide State of Emergency due to COVID-19

Page 6 of 6

Enter the comment: **'Billing as outlined in State of Emergency due to COVID-19'**, then click on Add Comment.



Billing as outlined in State of Emergency



Add Comment Close

This will help us identify that you are billing specifically for the the SOE due to COVID-19 instead of the regular billing. We hope this clarification is helpful.

Thank you for all your efforts and for taking precautionary measures and assisting our consumers remain safe, healthy, and well during this difficult time. If you have any questions, please direct them to: askpos@inlandrc.org.

Sincerely,



Merissa Steuwer
Chief Financial Officer
Inland Regional Center

DEPARTMENT OF DEVELOPMENTAL SERVICES

1600 NINTH STREET, Room 340, MS 3-12
SACRAMENTO, CA 95814
TTY (916) 654-2054 (For the Hearing Impaired)
(916) 651-6309



March 12, 2020

TO: REGIONAL CENTER EXECUTIVE DIRECTORS

SUBJECT: STATE OF EMERGENCY STATEWIDE

On March 4, 2020, Governor Gavin Newsom declared a State of Emergency for California, as a result of the global COVID-19 outbreak that began in December 2019. The State of California has been working in close collaboration with the national Centers for Disease Control and Prevention (CDC), with the United States Health and Human Services Agency, and with local health departments since December 2019, to monitor and plan for the potential spread of COVID-19 to the United States.

The Governor's proclamation states, in part, that experts anticipate that while a high percentage of individuals affected by COVID-19 will experience mild flu-like symptoms, some will have more serious symptoms and require hospitalization, particularly individuals who are elderly or already have underlying chronic health conditions. It is imperative to prepare for and respond to suspected or confirmed COVID-19 cases in California, to implement measures to mitigate the spread of COVID-19, and to prepare to respond to an increasing number of individuals requiring medical care.

As a result of the State of Emergency declared for California, the Department of Developmental Services (Department) is authorizing, pursuant to Title 17, California Code of Regulations section 54326(a)(11), regional centers to pay vendors for absences that are the direct result of the COVID-19 outbreak in California. The applicable regulation section reads as follows:

"[All vendors shall...] Not bill for consumer absences for nonresidential services. The Department shall authorize payment for absences which are the direct result of situations and/or occurrences for which a State of Emergency has been declared by the Governor. If payment for absences due to a State of Emergency is authorized by the Department, the vendor shall bill only for absences in excess of the average number of absences experienced by the vendor during the 12-month period prior to the month in which the disaster occurred."

"Building Partnerships, Supporting Choices"

Regional Center Executive Directors
March 12, 2020
Page two

If you have questions about this correspondence, please contact me at ernie.cruz@dds.ca.gov
or (916) 838-8960.

Sincerely,

Original Signed by:

ERNIE CRUZ
Assistant Deputy Director
Office of Community Operations

cc: Regional Center Administrators
Regional Center Directors of Consumer Services
Regional Center Community Services Directors
Association of Regional Center Agencies