



EASTERN LOS ANGELES REGIONAL CENTER

1000 S. Fremont Ave. • P.O. Box 7916 • Alhambra, CA 91802-7916 • (626) 299-4700 • FAX (626) 299-4676

March 19, 2020

Re: State of Emergency Billing

Dear Service Providers,

On March 4, 2020, Governor Newsom declared a State of Emergency as a result of the COVID19 outbreak that began in December 2019. On March 12, 2020, Eastern Los Angeles Regional Center (ELARC) received the attached State of Emergency (SOE) notification from the Department of Developmental Services (DDS). As a result, DDS is authorizing, pursuant to Title 17, California Code of Regulations section 54326(a)(11), Regional Centers to pay vendors of nonresidential services for absences that are the direct result of the COVID-19 outbreak in California.

ELARC service providers may bill for absences related to the SOE in accordance with this memo. This applies only to nonresidential services. (Residential services are licensed homes and supported living services.) Service providers can bill for absences based on the average number of absences experienced during the 12-month period prior of March 1, 2019 through February 29, 2020. ELARC providers may utilize SOE billing beginning with invoicing for March services and until further notice. **Service providers must keep clear supporting documentation for the absences billed under the SOE.** Following please find guidance by service units/frequency type for SOE billing. Use the monthly 2020 billable days due to SOE Worksheet on the E billing at <http://www.elarc.org/service-providers/e-billing>. Vendors will be required to make the following statement on the comments section of E-billing per each invoice submitted: "We closed as of _____ due to Covid/SOE; average monthly billable hours/days per SOE declaration. The attendance is correct to the best of our knowledge."

On March 13, 2020 President Trump has declared a nationwide emergency for COVID-19. This declaration increases federal support to the U.S. Department of Health and Human Services in its role as the lead federal agency for the federal government's response. This declaration warrants state, territorial, tribal, local government entities and certain non-profit (PNP) organizations are eligible to apply for Public Assistance. Further details about this have not yet been released. COVID-19 is an emerging, rapidly evolving situation and ELARC will get service providers updated information as it becomes available, in addition to updated guidance on our website on the Service Provider notice page at <http://www.elarc.org/service-providers/notices>.

Thank you for all your efforts during these difficult times. If you have any questions on how to bill, please contact Rose Haro at rharo@elarc.org or (626) 299 4786. If assistance is needed in how to do the calculations, contact Jose Morales at jamorales@elarc.org or (626) 299-4702.

Thank you,

Elizabeth Harrell, LCSW
ELARC Manager of Community Services

cc:

Gloria Wong
Jose Morales
Felipe Hernandez
Edith Hernandez

Patricia Alvarez
Jessica Barba
Rose Haro
Bryan Chacon



Services that are Billed Daily or by Trip

Follow these steps to bill for SOE related absences and use the attached SOE monthly billable worksheet and keep for your records.

1. Calculate the actual attendance for the month of March.
2. Calculate the absences in the month of March due to the SOE.
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 SOE (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 (from Step 1) plus the difference between the absences due to the SOE and the average monthly absences during March 1, 2019 through February 29, 2020 (Step 5).
7. Please input the total days of SOE (from column E on the worksheet) on the last day of the month.

Services that are Billed Hourly or by Session

1. If client services were canceled due to the SOE, 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.
2. If additional services were provided due to the SOE, bill for the actual service hours provided. Please contact the Service Coordinator for authorization.

For service codes 025, 612, 615, and 620, the Parental Verification Form should include the statement "Average monthly billable hours per SOE declaration."

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
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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