



EASTERN LOS ANGELES REGIONAL CENTER

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

June 8, 2020

Re: State of Emergency Billing

Dear Service Providers,

On May 30, 2020, Governor Gavin Newsom declared a State of Emergency for Los Angeles County and the City of Los Angeles, as a result of the civil unrest following the tragic death of George Floyd in Minneapolis, Minnesota on May 25, 2020. On June 1, 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 civil unrest in Los Angeles County and the City of Los Angeles..

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 to June 1, 2019 through May 30, 2020. ELARC providers may utilize SOE billing beginning with invoicing for 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 the civil unrest in LA City and County/SOE; average monthly billable hours/days per SOE declaration. The attendance is correct to the best of our knowledge."

Thank you for all your continued 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 May and/or June.
2. Calculate the absences in the month of May and/or June due to the SOE.
3. Calculate the total absences during the 12-month period of June 1, 2019 through May 30, 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 June 1, 2019 through May 30, 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 June 1, 2019 through May 30, 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 June 1, 2019 through May 30, 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."