

DEPARTMENT OF DEVELOPMENTAL SERVICES

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March 29, 2021

TO: REGIONAL CENTER EXECUTIVE DIRECTORS

SUBJECT: GUIDANCE REGARDING REIMBURSEMENT FOR GROUP SUPPORTED
EMPLOYMENT FOR ALTERNATIVE NONRESIDENTIAL SERVICES

As follow up to the Department of Developmental Services' (Department) [August 31, 2020](#) Directive regarding Alternative Nonresidential Services (Alternative Services) during the COVID-19 State of Emergency, the purpose of this correspondence is to provide guidance for reimbursement for group supported employment for Alternative Services.

Beginning April 1, 2021, providers of group supported employment will be reimbursed for Alternative Services using a monthly unit rate that is unique to each vendor. A description of the methodology for calculating the vendor's monthly unit rate is enclosed.

Reimbursement claims should be submitted for each consumer for whom Alternative Services was provided using the monthly unit rate and the eBilling system. This is a change for traditional group supported employment vendor claims that are based on job coach hours but aligns with the methods for Alternative Services reimbursement for other types of services.

If a consumer received a combination of traditional and Alternative Services within a month, this methodology applies. The consumer should not be included in any billing/reporting for traditional services for the month to prevent over-billing for the consumer.

Regional centers will receive an email (from SecureShareAdmin@proofpoint.com) that will allow for secure download of the provider rates and documentation supporting the rate calculations. Regional centers should distribute these and related information to each provider. Providers with questions regarding the calculation of their monthly rate should submit questions to the regional center no later than April 30, 2021, utilizing the suggested [form](#) from the Department's December 2, 2020 [guidance](#). If the review indicates a need to adjust the calculated rate, the regional center must submit supporting documentation to the Department by May 14, 2021. Rates may only be adjusted upon approval by the Department.

“Building Partnerships, Supporting Choices”

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Self-advocates, family members or providers with questions related to services should contact their local regional center. Questions from regional centers should be directed to DDSC19Directives@dds.ca.gov.

Sincerely,

Original Signed by:

BRIAN WINFIELD
Chief Deputy Director

Enclosure

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

Methodology for Determining the Vendor Monthly Unit Rate for Group Supported Employment Providers for Alternative Services

- 1) Monthly average reimbursement
The vendor's monthly average reimbursement is based on actual payments to each vendor over the 12-month period ending February 2020, including adjustments for any rate changes that occurred during that period.
- 2) Monthly average number of consumers
The monthly average number of consumers served is based on the total number of consumer months divided by the number of service months over the 12-month period ending February 2020.
- 3) Monthly unit rate
The monthly unit rate is the vendor's monthly average reimbursement divided by the monthly average number of consumers. See Table 1.

Table 1

A	Monthly average reimbursement	\$135,992.20
B	Monthly average number of consumers	78
C	Monthly unit rate (Row A / Row B)	\$1,743.49