

DEPARTMENT OF DEVELOPMENTAL SERVICES

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March 29, 2021

TO: REGIONAL CENTER EXECUTIVE DIRECTORS

SUBJECT: GUIDANCE REGARDING REIMBURSEMENT FOR TRANSPORTATION SERVICES 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 providers of transportation services for reimbursement for Alternative Services.

Beginning April 1, 2021, providers of transportation services will use a monthly unit rate to calculate reimbursement for Alternative Services up to a vendor monthly maximum. The vendor monthly maximum is based upon the average amount of reimbursement for the 12-months prior to February 2020, minus fuel expenses. The amount of each month's reimbursement will be determined by multiplying the monthly unit rate by the number of consumers served each month. If any consumer receives Alternative Services, this methodology applies to all consumers served by the provider that month, including any consumers who received traditional services. All transportation services are to be individualized and responsive to consumers' individual needs.

Regional centers will receive an email (from SecureShareAdmin@proofpoint.com) that will allow for secure download of vendor monthly average reimbursements. Regional centers should distribute these and related information to each provider.

A description of the methodology for calculating the amount of each month's reimbursement is enclosed (Enclosure A). Transportation providers of Alternative Services may submit reimbursements for actual fuel expenses separately. A template for this adjustment and for ongoing reporting of each month's reimbursement calculation is enclosed (Enclosure B).

The Department encourages transportation providers, regional centers and stakeholders to continue to network and evaluate new ways to meet the needs of consumers and the developmental services community with Alternative Services. Additional support may be requested of the selected [Statewide Technical Assistance and Training Agents](#).

“Building Partnerships, Supporting Choices”

Regional Center Executive Directors
March 29, 2021
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Self-advocates, family members or providers with questions related to transportation 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

Enclosures

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 Reimbursements for Transportation Providers for Alternative Services

1. Determine the vendor monthly maximum

The vendor monthly maximum is based on the average of actual payments to each vendor over the 12-month period ending February 2020 minus the average fuel or mileage expenses.

Vendor monthly average reimbursements, including adjustments for any rate changes that occurred during the 12-month period, and documentation supporting the calculations are available for regional centers to securely download. Regional centers should distribute the monthly averages and related information to each provider.

- a. If fuel expenses were not reflected in the calculated monthly average (e.g. if they were reimbursed separately), the monthly average is the vendor monthly maximum.
- b. If fuel expenses were included in the actual payments during this period, the average monthly fuel expenses must be deducted to determine the vendor monthly maximum. See Table 1.

Table 1

A	Vendor monthly average reimbursement	\$92,665.00
B	Monthly average fuel expenses	\$11,119.81
C	Vendor monthly maximum (Row A- Row B)	\$81,545.19

Documented fuel expenses for the same months included in the calculated monthly average reimbursement must be used to determine the average fuel expenses. Providers should calculate this and submit to the regional center for verification using Enclosure B. Providers must maintain supporting documentation.

- c. If fuel expenses were included in the traditional reimbursement rate (e.g. daily rate, service hour rate) and documentation of actual expenses (e.g. receipts, bank statements) are not available or are incomplete, average fuel expenses calculated using mileage must be deducted to determine the vendor monthly maximum. For this purpose, expenses are calculated by multiplying the mileage by \$0.28, which is half of \$0.56, the 2021 business standard mileage rate for fuel, insurance, maintenance, depreciation and other costs that go into operating a vehicle. See Table 2.

Table 2

A	Vendor monthly average reimbursement	\$92,665.00
B	Monthly average fuel expenses using mileage (<i>mileage x \$0.28</i>)	\$11,119.81
C	Vendor monthly maximum (<i>Row A – Row B</i>)	\$81,545.19

Documented mileage (route records, driver logs, maintenance records) for the same months included in the calculated monthly average reimbursement must be used to determine the average mileage.

Providers should calculate this and submit to the regional center for verification using Enclosure B. Providers must maintain supporting documentation.

- d. If a vendor was paid separately for fuel and a monthly average reimbursement amount was provided, that rate is not to be used. Only actual fuel expenses are to be reimbursed.

2. Calculate the monthly unit rate

- a. Determine the monthly average number of consumers served. This is based on the total number of consumer months divided by the number of service months over the 12-month period ending February 2020.

Documented attendance for the same months included in the calculated monthly average reimbursement must be used to determine the average number of consumers served. Providers should calculate this and submit to the regional center for verification using Enclosure B. Providers should maintain supporting documentation.

- b. Divide the vendor monthly maximum by the monthly average number of consumers to determine the monthly unit rate. See Table 3.

Table 3

A	Vendor monthly maximum	\$81,545.19
B	Monthly average number of consumers	184
C	Monthly unit rate (<i>Row A / Row B</i>)	\$443.18

Providers should calculate this and submit to the regional center for verification using Enclosure B. Providers must maintain supporting documentation.

3. Calculate the amount of reimbursement for each month

For each month, beginning April 2021, the following procedure shall be used to calculate the monthly amount of reimbursement. See Table 3.

- a. Determine the number of consumers served for the month. This may include services to consumers who did not previously rely on vendored transportation services.
- b. Multiply the number of consumers served for the month by the monthly unit rate. The resulting amount may not exceed the vendor monthly maximum. See Table 4.

Table 4

A	Number of consumers served for the month	172
B	Monthly unit rate	\$443.18
C	Reimbursement for the month <i>(Row A x Row B)</i>	\$76,227.03

- c. Transportation providers of Alternative Services may submit claims for reimbursements for actual fuel expenses separately.

Enclosure B

REIMBURSEMENT FOR ALTERNATIVE SERVICES

Transportation Services

This template should be used by vendors to calculate the monthly unit rate and for ongoing reporting of each month's reimbursement calculation. Providers must maintain supporting documentation.

INSTRUCTIONS

1. Enter data only in the yellow cells. All others will populate automatically.
2. Begin on the **RATE AND REIMBURSEMENT page** (blue tab) and enter the vendor number in the first yellow cell.
3. SECTION 1. Determine the VENDOR MONTHLY MAXIMUM
 - A. Enter the monthly average reimbursement in the yellow cell in Row A.
 - a. This is the vendor's average of actual payments, including adjustments for any rate changes that occurred during the 12-month period ending February 2020.
 - b. Regional centers should distribute this and related information to providers.
 - B. Enter the monthly average fuel expenses in the yellow cell in Row B.
 - a. If fuel expenses were not reflected in the monthly average reimbursement (Row A), enter \$0.00.
 - b. If fuel expenses were included, complete **Worksheet 1 AVERAGE FUEL EXPENSES** to determine average fuel expenses for the 12-month period ending February 2020. Use the same months included in the monthly average reimbursement calculation.
 - Enter the fuel expenses for each month for this vendorization in the yellow cells.
 - The total will populate automatically in Row A.
 - Enter the number of months reported in the yellow cell in Row B.
 - The average monthly fuel expenses will populate automatically in Row C. (Row A / Row B) This figure should be entered on the RATE AND REIMBURSEMENT page in the yellow cell in Row B.
 - Sign and date the worksheet.
 - Maintain supporting documentation.
 - c. If fuel expenses were included in the traditional reimbursement rate and documentation is not available or is incomplete, complete **Worksheet 2 AVERAGE FUEL EXPENSES USING MILEAGE** to use mileage to determine average fuel expenses for the 12-month period ending February 2020. Use the same months included in the monthly average reimbursement calculation.
 - Enter the mileage for each month for this vendorization in the yellow cells.
 - The total will populate automatically in Row A.
 - Enter the number of months reported in the yellow cell in Row B.
 - The average monthly mileage will populate automatically in Row C. (Row A / Row B)
 - The average monthly fuel expenses will populate automatically in Row D. (Row C x \$0.28) This figure should be entered on the RATE AND REIMBURSEMENT page in the yellow cell in Row B.
 - Sign and date the worksheet.
 - Maintain supporting documentation.
 - C. The vendor monthly maximum will populate automatically in the blue cell in Row C. (Row A - Row B)
 - a. This is the monthly average reimbursement, minus fuel expenses.
 4. SECTION 2. Determine the MONTHLY UNIT RATE
 - A. Enter the monthly average number of consumers in the yellow cell in Row D.
 - a. Complete **Worksheet 3 AVERAGE NUMBER OF CONSUMERS** to determine the monthly average number of consumers for the 12-month period ending February 2020. Use the same months included in the monthly average reimbursement calculation.
 - Enter the number of consumers served each month for this vendorization in the yellow cells.
 - The total will populate automatically in Row A.
 - Enter the number of months reported in the yellow cell in Row B.
 - The average number of consumers will populate automatically in Row C. (Row A / Row B) This figure should be entered on the RATE AND REIMBURSEMENT page in the yellow cell in Row D.
 - Sign and date the worksheet.
 - Maintain supporting documentation.
 - B. The vendor's monthly unit rate will populate automatically in the blue cell in Row E. (Row C / Row D) This is the vendor's monthly maximum divided by the monthly average number of consumers.
 5. SECTION 3. Calculate the AMOUNT OF REIMBURSEMENT FOR EACH MONTH
 - A. Enter the relevant month and year in the yellow cell.
 - B. Enter the number of consumers served for the month in the yellow cell in Row F.
 - This may include consumers served who did not previously rely on vendored transportation services.
 - Maintain supporting documentation.
 - C. The amount of reimbursement for the month will populate automatically in the blue cell in Row G. (Row E x Row F)
 - Reimbursement may not exceed the vendor monthly maximum (Row C), regardless if the number of consumers served (Row F) is greater than the average number of consumers served (Row D).
 6. Sign and date the page
 7. Submit the entire document to the regional center for verification.

Enclosure B

RATE AND REIMBURSEMENT FOR ALTERNATIVE SERVICES

Transportation Services

VENDOR NUMBER:	xxxxxx	
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1. VENDOR MONTHLY MAXIMUM		
A	Monthly average reimbursement <i>(Distributed to vendor by regional center)</i>	\$92,665.00
B	Monthly average fuel expenses <i>(Refer to Worksheet 1 or 2 as applicable)</i>	\$11,119.81
C	Vendor monthly maximum <i>(Row A - Row B)</i>	\$81,545.19

2. MONTHLY UNIT RATE		
D	Monthly average number of consumers served <i>(Refer to Worksheet 3)</i>	184
E	Monthly unit rate <i>(Row C / Row D)</i>	\$443.18

3. AMOUNT OF REIMBURSEMENT FOR EACH MONTH		
MONTH & YEAR:	April 2021	
F	Number of consumers served for the month	172
G	Reimbursement for the month <i>(Row E x Row F)</i> <i>This may not exceed the vendor monthly maximum. (Row C)</i>	\$76,227.03

Submitted by

Date

Enclosure B Worksheet 1
AVERAGE FUEL EXPENSES
Transportation Services

Month <i>Use the same months included in the monthly average reimbursement calculation</i>	Fuel Expenses
March 2019	\$10,908.15
April 2019	\$11,321.14
May 2019	\$11,575.82
June 2019	\$10,519.25
July 2019	\$11,703.16
August 2019	\$12,028.39
September 2019	\$11,119.81
October 2019	\$12,783.82
November 2019	\$9,842.98
December 2019	\$10,185.42
January 2020	\$11,205.85
February 2020	\$10,243.92
A. Total	\$133,437.71
B. Number of months	12
C. Average monthly fuel expenses <i>Row A / Row B</i>	\$11,119.81



Submitted by

Date

Enclosure B Worksheet 2
AVERAGE FUEL EXPENSES USING MILEAGE
Transportation Services

Month <i>Use the same months included in the monthly average reimbursement calculation</i>	Mileage
March 2019	38,958
April 2019	40,433
May 2019	41,342
June 2019	37,569
July 2019	41,797
August 2019	42,959
September 2019	39,714
October 2019	45,657
November 2019	35,154
December 2019	36,377
January 2020	40,021
February 2020	36,585
A. Total	476,563
B. Number of months	12
C. Average mileage <i>Row A / Row B</i>	39,714
D. Average monthly fuel expenses using mileage <i>Row C x \$0.28</i>	\$11,119.81

Submitted by

Date

Enclosure B Worksheet 3
AVERAGE NUMBER OF CONSUMERS
Transportation Services

Month <i>Use the same months included in the monthly average reimbursement calculation</i>	Number of consumers served
March 2019	175
April 2019	176
May 2019	179
June 2019	184
July 2019	185
August 2019	185
September 2019	186
October 2019	188
November 2019	188
December 2019	186
January 2020	186
February 2020	188
A. Total	2,206
B. Number of months	12
C. Monthly average number of consumers <i>Row A / Row B</i>	184



Submitted by

Date