

North Los Angeles County Regional Center

State of Emergency: COVID-19 Outbreak **UPDATED - Methodology for Billing Absences**

Date: March 30, 2020

As a result of the State of Emergency (SOE) declared for California, the Department of Developmental Services has authorized regional centers to pay vendors for absences that are the direct result of the COVID-19 outbreak. The applicable regulation specifies that, "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."

As permitted by the State of Emergency declaration, nonresidential service providers may bill for absences that are the direct result of the COVID-19 outbreak. If you were impacted by the COVID-19 outbreak, please follow the billing guidance below. You may also use NLACRC's Absence Billing Spreadsheet to assist you with calculations. If you were not impacted by the COVID-19 outbreak, please bill as you normally would.

Services that are billed Monthly, Daily or by Trip:

Follow these steps to bill for SOE related absences. You may use NLACRC's Absence Billing Spreadsheet ("Monthly Daily Trip Rate" tab).

1. Calculate the actual attendance for the service month you are billing (i.e. March 2020)
2. Calculate the absences in the service month you are billing (i.e. March 2020)
3. Calculate the total absences during the 12-month period preceding the service month you are billing. (For example, for service month of March 2020, this would be March 2019 to February 2020.)
4. Divide the 12-month total absences by 12. This provides the average monthly absences for this 12-month period.
5. Take the absences due to the SOE and subtract the average monthly absences during the preceding 12-month period. The difference is the maximum absence amount for which you may bill (it must be rounded to the nearest whole number and cannot be negative).
6. Bill for the actual attendance during the service month as normal in eBilling.
7. Then bill for the absences directly related to the SOE, up to the maximum absence amount for which you may bill. Please input days of absences on the last day of the month in eBilling.
8. Please submit your calculations for the absence billing to the NLACRC Accounts Payable Representative.

Services that are billed Hourly or by Session:

Follow these steps to bill for SOE related absences. You may use NLACRC's Absence Billing Spreadsheet ("Hourly Session" tab).

1. If client services were canceled due to the SOE, bill the average monthly billable number of hours per client in eBilling. Calculate the average monthly billable number of hours during the preceding 12-month period by calculating the total number of billable hours during that period and dividing by 12.
2. Please submit your calculations for the absence billing to the NLACRC Accounts Payable Representative.
3. If additional services were provided due to the SOE, bill for the actual service hours provided in eBilling. 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."