

Instructions Regarding How to Submit
the “Certification of Alternative Nonresidential Services” Form
(DDS Directive 01-083120, dated August 31, 2020)

North Los Angeles County Regional Center (“**NLACRC**”) is pleased to announce that service providers may submit their Certification of Alternative Nonresidential Services (“**CAN**”) Form using the OIG DS1891 Portal. CAN Forms must be submitted to NLACRC prior to submitting your invoices for the service month of September 2020. Therefore, the CAN Form must be submitted to NLACRC on or before **Tuesday, October 6, 2020**.

Please be informed that a CAN Form must be completed for **each** program (vendorization) for which you are seeking to provide alternative nonresidential services.

For further assistance:

- To reset your password, please use the website link:
<https://sanctionreview.com/OIGComplianceVendor/Customer.aspx/ResetPassword>
- To change your current OIG portal administrator (email address), please submit a new portal enrollment agreement form: <http://www.nlacrc.org/Home/ShowDocument?id=2316> to Contract&Compliance@nlacrc.org
- To identify your current OIG portal administrator (email address) for log-in purposes, or for additional questions or assistance, please contact NLACRC’s Community Services Department at either alternativeservicedelivery@nlacrc.org or at 818-756-6122.

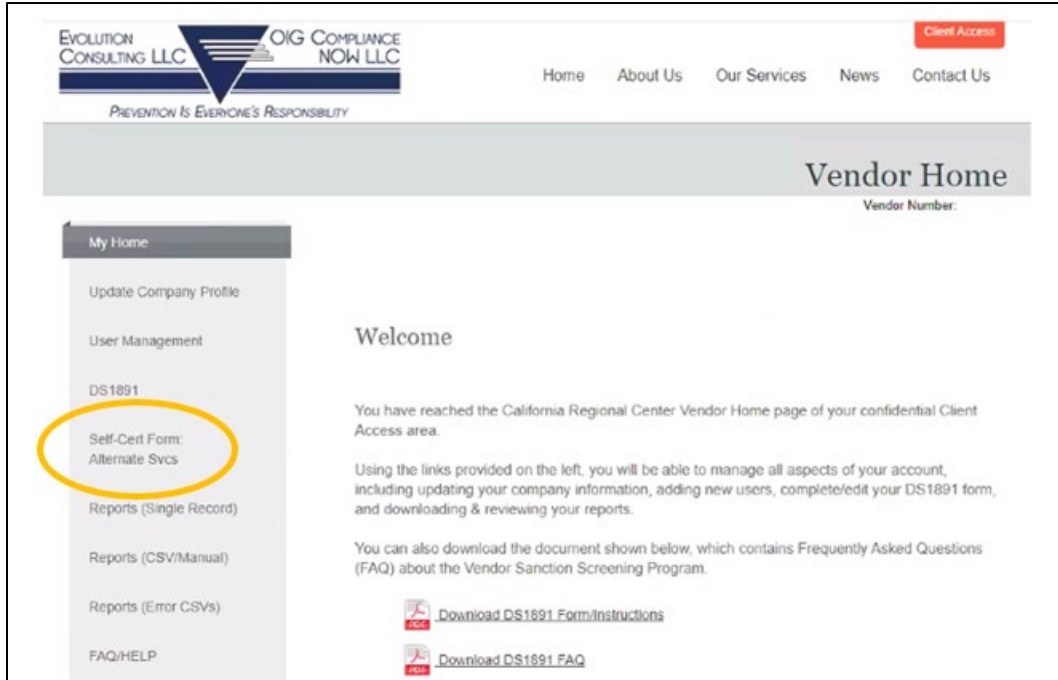
Please follow the instructions below to complete your CAN Form:

1. Log in at <https://sanctionreview.com/OIGComplianceVendor/Customer.aspx/Login>
2. Enter your email address and password used to access the DS 1891 form.
3. To submit the form:

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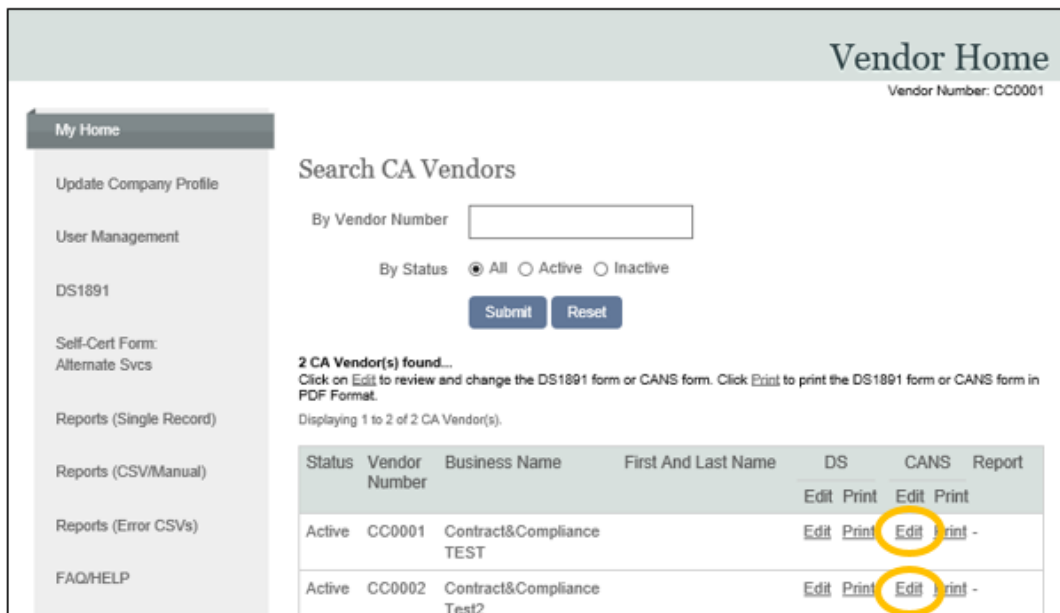
- a. For providers with **only one** vendor number, click on the “Self-Cert Form: Alternate Svcs” link in the left-hand menu. (See [Exhibit 1](#) screenshot next page)

Exhibit 1:



- b. For providers, with **multiple vendor** numbers, click on the “Edit” link in the CANS form column to the right of the appropriate vendor number. (See [Exhibit 2](#) screenshot below)

Exhibit 2:



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4. Complete the CAN Form – Part 1: Check all Alternative Services that apply

Certification of Alternative Nonresidential Services Form

Vendor Number: CAN001

[HOME](#)

Certification of Alternative Nonresidential Services Form

[View Archived](#) [Save Changes](#)

Alternative Nonresidential Services (Alternative Services)

(check all that apply)

- Supports related to minimizing the exposure to or impact of COVID-19 on the consumer
- Completion of an individual assessment of skills, preferences, and service needs for the consumer
- Completion of an individualized service plan to provide needed services for the consumer
- Alternative Services delivered to the consumer via telephone, video or other electronic communication
- Delivery of supplies or other items to the consumer's home needed to provide services or supports
- Use of self-guided training and educational materials supplied to the consumer by the provider intended to support the consumer's services
- Skills training to individuals within the consumer's household who are specifically designated to support the consumer
- Alternative Services provided in-person at the consumer's home, modified to comply with the most protective state or local COVID-19 safety guidelines in effect at the time the service is to be delivered
- Alternative Services provided in-person in a community setting, modified to comply with the most protective state or local COVID-19 safety guidelines in effect at the time the service is to be delivered
- Alternative Services provided in-person at the provider's facility, modified to comply with the most protective state or local COVID-19 safety guidelines in effect at the time the service is to be delivered
- Supports for transition to the Self-Determination Program
- Other modifications to nonresidential services that are approved by the consumer that further or achieve his or her service needs

5. Complete the CAN Form – Part 2: Check all Certifications

Certifications

(check all)

- The provider has engaged consumers about their need for and interest in Alternative Services as an option
- The provider has advised consumers of the specific steps they can take if they disagree with the Alternative Services offered by the provider
- The provider has or will prepare an individual service plan that specifies the Alternative Services identified through the consumer engagement
- The provider has trained staff on COVID-19 safety precautions prior to the delivery of in-person services
- The provider will continue to comply with the most protective state or local COVID-19 safety guidelines in effect at the time in-person services are to be delivered
- The provider will maintain a specified phone number and email address and be responsive during the time services are being provided
- The provider will maintain documentation of services provided as required by Title 17 section 54326(a)(3)
- The provider will maintain staff to provide services

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- Digitally Sign the CAN Form by completing the Acknowledgement and selecting “Save Changes”

Acknowledgement

Name of Applicant/Vendor or Authorized Representative

Title

Date

By checking this box, I certify that I am electronically signing this document. I have reviewed this form and believe all information to be true and accurate.

[Save Changes](#)

- Save a copy of the CAN Form for your records (optional)

Certification of Alternative Nonresidential Services

Vendor Number: CAN001

- My Home
- Update Company Profile
- User Management
- DS1891
- Self-Cert Form: Alternate Svcs**

Certification of Alternative Nonresidential Services

Your Certification of Alternative Nonresidential Services document is ready. Click the button below to view and print it.

[View PDF](#)

- Click on the “Self-Cert Form: Alternate Svcs” link in the left-hand menu to return to the list of associated vendor numbers in order to submit additional CAN Forms per vendor number.