



TRI-COUNTIES REGIONAL CENTER

Enhancing the Quality of Life for Persons with Developmental Disabilities

520 E. Montecito Street, Santa Barbara, CA 93103

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November 13, 2018

Dear Service Providers,

It is our sincere hope that if you or your services were impacted by the fires in Ventura County in November 2018 (including but not limited to the Hill, Woolsey, Lynn or Peak Fires) that you are on the road to recovery. In a time of such disaster, it was amazing to see our communities pull together to take care of each other.

If your services were impacted by the current fires, please follow the billing guidance below. If you were not impacted by the fires, bill as you normally would.

Tri-Counties Regional Center (TCRC) will honor State of Emergency (SOE) billing for the month of **November 2018**. This memo will provide guidance to service providers for November SOE billing for Ventura county.

Residential Care Facility Providers (service codes 096, 113, 114, 905, 910, 915, 920 and 925):

- Bill for absences that are due to the fires ("Fires") as days a person resided in the home. If a client has resided in the home 15 days or more, TCRC will pay the full month. If a client has resided in the home less than 15 days due to the Fire, bill for the full month. If November absences due to the holidays, vacation, hospitalization or events not related to the Fires resulted in a person residing in the home less than 15 days, the service month should not be billed.

Day Programs, Supported Employment, Community Integration and Work Activity Programs (service codes 055, 505, 510, 515, 525, 950, 952 and 954):

Follow these steps to bill for Fire related absences:

1. Calculate the actual attendance for the month of November 2018.
2. Calculate the absences in November 2018 due to the Fires.
3. Calculate the total absences during the 12-month period of November 1, 2017 through October 31, 2018.
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 Fires (from Step 2) and subtract the average monthly absences during November 1, 2017 through October 31, 2018 (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 of November (from Step 1) plus the difference between the absences due to the Fires and the average monthly absences during November 1, 2017 through October 31, 2018 (Step 5).

Transportation Providers (service codes 875, 880, 882, 885, 890 and 895):

- For billing guidance, please contact Aida Gellada at R&D. Her contact information is aidag@rdtsi.com or 800-966-7114 ext. 241. As a backup to Aida, contact Myra Montejano at myram@rdtsi.com or 800-966-7114 ext. 208.

Early Start Vendors, including Behavioral Services, Physical Therapy, Speech Therapy, and/or Occupational Therapy (service code 116):

- Bill the average monthly billable number of hours per client. Calculate the average monthly billable number of hours during November 1, 2017 through October 31, 2018 by calculating the total number of billable hours for that period and dividing by 12.
- For service codes 025, 048, 077, 612, 613, 615, 616, 620, 625 and 680, the Parental Verification Form should include the statement "Billing average monthly billable hours as outlined in State of Emergency declaration."

Supported Living Services and Independent Living Services (service codes 520, 894 and 896):

- Bill the average monthly billable number of hours per client. Calculate the average monthly billable number of hours during November 1, 2017 through October 31, 2018 by calculating the total number of billable hours during that period and dividing by 12.

Additional Program Support (service codes 109, 110 and 111):

- In the event that additional hours were needed to assist clients in residential care facilities, day programs or other services that were displaced and/or needed additional assistance, please contact the Service Coordinator for authorization.

Respite (service codes 862 and 864) and all other providers (all other service codes not listed above):

- If client services were canceled due to the Fires, bill the average monthly billable number of hours per client. Calculate the average monthly billable number of hours during November 1, 2017 through October 31, 2018 by calculating the total number of billable hours during that period and dividing by 12.
- If additional services were provided due to the Fire, bill for the actual service hours provided.

Thank you for all of your services. We hope this clarification is helpful.

If you have any questions, please direct them to me.

Best regards,

Ry Tejada
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