



Dear Vendor Community,

It is our sincere hope that this memo finds you on the road to recovery after such a horrific sequence of events these past few weeks. In a time of such disaster, it was amazing to see our communities pull together to take care of each other.

North Bay Regional Center will honor State of Emergency (SOE) billing for the month of **October 2017**. This memo will provide guidance for October SOE billing for Napa, Sonoma and Solano counties.

Care Homes:

- You will bill Full Month and note any absences that the client may have had due to Vacation, Hospitalization, etc.

Day Programs, Supported Employment, Community Integration, and Transportation:

- You will bill your standard full month services based on the client's average attendance and note any absences that the client may have had due to Vacation, Hospitalization, etc.

Supported Living Services and Independent Living Services”

- You will bill the hours provided. Please keep in mind, each hour billed is for 1:1. If there were 1:2 shared hours, they should be billed to each client as .50 for each 1:2 staffed hour. If there were 1:3 shared hours, they should be billed to each client as .33 for each 1:3 staffed hour.
- In the event that additional hours were needed to assist clients that were displaced and/or needed additional assistance, please submit the request in writing with justification to the Service Coordinator. The SLS Committee will review each of these on an exception basis.

Early Start Vendors, including Behavioral Services, Physical Therapy, Speech Therapy, and/or Occupational Therapy:

- Bill your average billable number of hours per client.
- The Parental Verification form should indicate ‘Billing average billable hours as outlined in State of Emergency (SOE) declaration.

All other vendors:

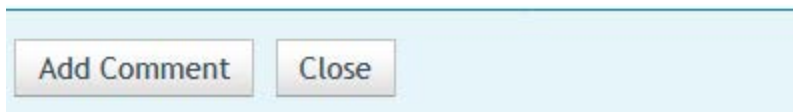
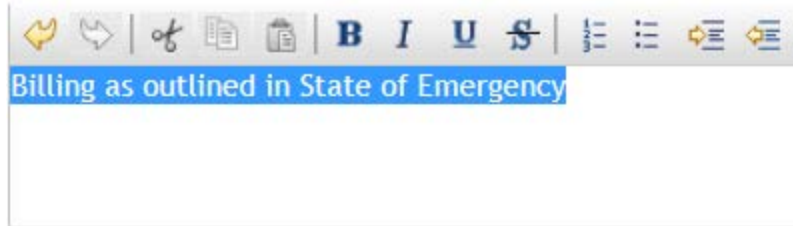
- Bill your average billable number of hours/units per client.

**For all vendors billing services under this declaration,** please enter a comment under the first consumer line. 

In the EDIT billing mode, click on the 'Comment' bubble



Enter a comment that states 'Billing as outlined in State of Emergency' - click on Add Comment.



This will provide an audit trail for the Department of Developmental Services for future audit. Thank you for all of your services. We hope this clarification is helpful.

If you have any questions, please direct them to [ebilling@nbrc.net](mailto:ebilling@nbrc.net) . Courtney and I will review them and reply with written guidance.

Regards,

*Isabel Calder*, Fiscal Department Manager  
*Courtney Singleton*, Associate Director of Client Services/Community Resources