

April 2021 Billing Guidance

- I. Effective May 1, 2021 Residential Facility Payments when individuals are temporarily absent from the facility for the purpose of preventing or minimizing the risk of exposure to COVID-19 will be deleted from the DDS directive. Please reach out to the individual's Social Worker if you have any questions.
- II. Traditional Services provided in person or remote/alternate location, please bill actual attendance. Please keep records/documentation that supports your submitted billings for audit purposes.
- III. Alternative Services (other than Transportation and Group Supported Employment)
 - DDS December 2, 2020 Guidance regarding Monthly Rates and Applicable Services for Alternative Nonresidential Services. Please click here.
 - DDS January 27, 2021 Guidance regarding Reporting requirement for Alternative Nonresidential Services. Please click here.
 - There's a step by step guide for E-billing (Enclosure A).
 - There's a recorded training video for E-billing Alternative Services. Please click here.
- IV. Alternative Services for Group Supported Employment (SEP)
 - DDS March 29, 2021 Guidance regarding reimbursement for Group SEP for Alternative Nonresidential Services. Please click here.
 - Beginning April 1, 2021, Group SEP providers will be reimbursed for Alternative Services using a
 monthly unit rate that is unique to each vendor if only Alternative Services were provided or a
 combination of traditional and Alternative Services were provided in a calendar month. Methodology
 for determining monthly unit for Group SEP providers. Please click here.
- V. Alternative Services for Transportation
 - DDS March 29, 2021 Guidance regarding reimbursement for Transportation Services for Alternative Nonresidential Services. Please click <u>here</u>.
 - Beginning April 1, 2021, transportation providers will be reimbursed for Alternative Services using a
 monthly unit rate to calculate reimbursement up to a vendor monthly maximum. Each provider's
 monthly maximum is based upon the average amount of reimbursement for the period of March
 2019 to February 2020 minus fuel expenses. Additional information on the Methodology for
 Determining reimbursements to Transportation providers. Please click here and <a href=here.
 - Please contact R&D for additional guidance.

Please continue to monitor the e-billing website and www.ggrc.org for updates.

Thank you for your continued support of our individuals during this unprecedented critical time. Please stay safe and healthy.

Best Regards,

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Chief Financial Officer

Supporting Lives of Liberty and Opportunity—

www.ggrc.org

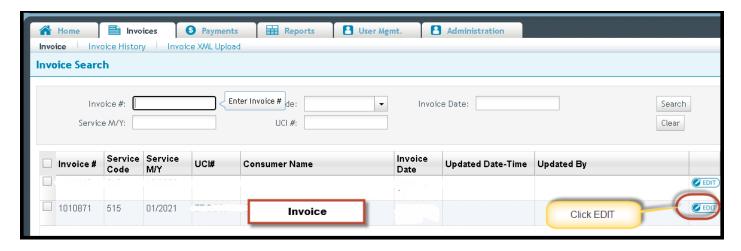
Vendor eBilling Guidance - Alternative Services (AS)

The Alternative Service billing is similar to the Traditional Service billing with minor differences as follow:

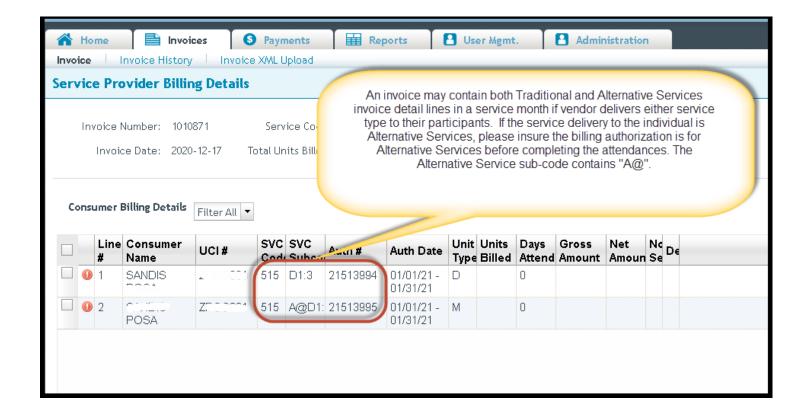
- 1. Alternative Service rate only has **monthly** unit rate.
- 2. Select the appropriate checkboxes to indicate alternative services were provided on that day in Attendance Calendar.
- 3. A "Full Month" check box must be checked regardless of number of days served.
- 4. Same individual **cannot** be billed for both Traditional and Alternative services within same service month.
 - (If both Traditonal and Alternative services were provided, bill under the Alternative Services invoice).

Alternative Services Billing Guidance

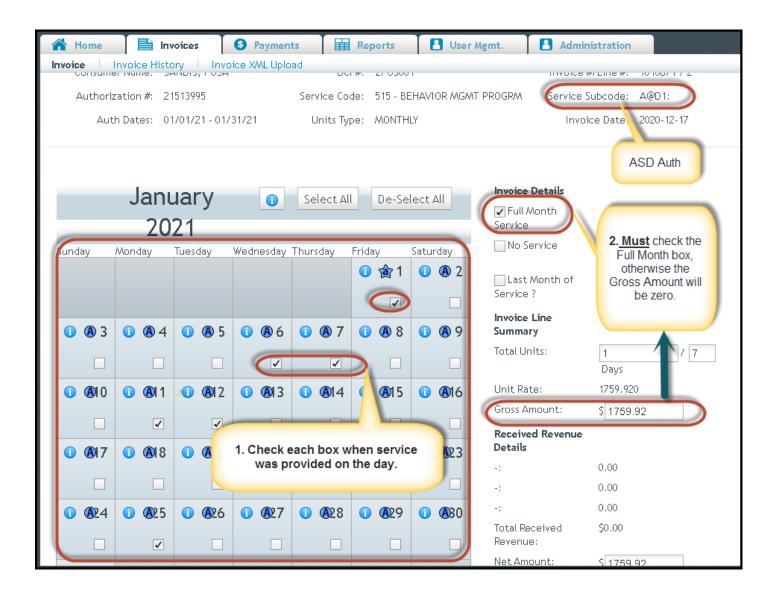
- Login to eBilling site, select Service Provider, click Invoices Tab, and select invoice as normal by clicking the "EDIT" button.



 Please note there is no separated invoice for Traditional and Alternative Services in a service month, an invoice may contain both Traditional and Alternative Services invoice detail lines if vendor delivers either type of service to their participants. - If vendor delivered Alternative Services and the billing authorization has a Traditional Services sub-code, please inform GGRC Accounts Payable Rep and do not bill under the wrong sub-code. Alternative Service sub-code contains "A@".



- Please insure to follow the two steps listed on below screen.



- After all invoice lines are completed, then submit the invoice as normal.

 Please refer to below GGRC Accounts Payable contact list for any billing question or assistance.

Staffs Contact List by Vendor Company Name or Last Name Accounting Main Fax# (415)546-9233 Supervisor of Accounts Payable - Cora Chu - Phone# (415)832-5598 Fax#(415)832-5599 Email:cchu@ggrc.org			
Connie Cheung	ccheung@ggrc.org	(415)832-5862	(415)832-5863
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Corina Wong	cowong@ggrc.org	(415)832-5866	(415)832-5867
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	Accounting Main - Cora Chu - Phone# Staff Name Connie Cheung Michael Cangjaya Mark Wong Corina Wong	Accounting Main Fax# (415)546-9233 e - Cora Chu - Phone# (415)832-5598 Fax#(415)8 Staff Name Staff Email Connie Cheung ccheung@ggrc.org Michael Cangjaya mcangjaya@ggrc.org Mark Wong mwong@ggrc.org Corina Wong cowong@ggrc.org	Accounting Main Fax# (415)546-9233 e - Cora Chu - Phone# (415)832-5598 Fax#(415)832-5599 Email:cc Staff Name Staff Email Staff Phone # Connie Cheung ccheung@ggrc.org (415)832-5862 Michael Cangjaya mcangjaya@ggrc.org (415)832-5606 Mark Wong mwong@ggrc.org (415)832-5602 Corina Wong cowong@ggrc.org (415)832-5866