



Golden Gate Regional Center

January – February 2021 Billing Guidance for Non-residential Services (updated)

- I. **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.**
- II. **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](#).
- III. **Alternative Services for Transportation Services and Group Supported Employment**
- DDS January 4, 2021 Guidance regarding Monthly Rates for Transportation and Group Supported Employment for Alternative Nonresidential Services. Please click [here](#).
 - Please continue to follow the same methodology of billing based on the individual's average attendance of the prior 12 months ending February 2020. This is the same methodology that has been applied in September-December 2020.

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,

Lop Hou

Lop Hou
Chief Financial Officer

Supporting Lives of Liberty and Opportunity

www.ggrc.org

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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.

The screenshot displays the eBilling system's Invoice Search interface. At the top, there is a navigation menu with tabs for Home, Invoices, Payments, Reports, User Mgmt., and Administration. Below the menu, the 'Invoice Search' section is visible, featuring input fields for Invoice #, Service M/Y, UCI #, and Invoice Date, along with Search and Clear buttons. A table below the search fields lists invoices with columns for Invoice #, Service Code, Service M/Y, UCI#, Consumer Name, Invoice Date, Updated Date-Time, and Updated By. The first row in the table has an 'Invoice' label in a red box. A yellow callout bubble points to an 'EDIT' button in the table, with the text 'Click EDIT'.

Invoice #	Service Code	Service M/Y	UCI#	Consumer Name	Invoice Date	Updated Date-Time	Updated By
1010871	515	01/2021					

- 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@".

Home Invoices Payments Reports User Mgmt. Administration

Invoice Invoice History Invoice XML Upload

Service Provider Billing Details

Invoice Number: 1010871 Service Co
 Invoice Date: 2020-12-17 Total Units Bill

Consumer Billing Details Filter All

Line #	Consumer Name	UCI #	SVC Code	SVC Subcode	Auth #	Auth Date	Unit Type	Units Billed	Days Attend	Gross Amount	Net Amount	No Se	De
1	SANDIS POSA	Z...	515	D1:3	21513994	01/01/21 - 01/31/21	D		0				
2	SANDIS POSA	Z...	515	A@D1:	21513995	01/01/21 - 01/31/21	M		0				

An invoice may contain both Traditional and Alternative Services invoice detail lines in a service month if vendor delivers either service type to their participants. If the service delivery to the individual is Alternative Services, please insure the billing authorization is for Alternative Services before completing the attendances. The Alternative Service sub-code contains "A@".

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

The screenshot shows a web application interface for managing invoices. At the top, there are navigation tabs: Home, Invoices, Payments, Reports, User Mgmt., and Administration. Below the tabs, the 'Invoice' section is active, showing details for a specific invoice line. The consumer name is 'SANDIS, ROSA', and the invoice number is '101007112'. The authorization number is '21513995', the service code is '515 - BEHAVIOR MGMT PROGRAM', and the units type is 'MONTHLY'. The service subcode is 'A@D1', and the invoice date is '2020-12-17'. A yellow callout box labeled 'ASD Auth' points to the 'Service Subcode' field.

The main part of the interface is a calendar for January 2021. The calendar has columns for each day of the week and rows for each day of the month. A red box highlights the calendar area. A yellow callout box labeled '1. Check each box when service was provided on the day.' points to the calendar. Several checkboxes are visible in the calendar cells, indicating service was provided on those days.

To the right of the calendar is the 'Invoice Details' section. It includes a 'Full Month Service' checkbox, which is checked and circled in red. A yellow callout box labeled '2. Must check the Full Month box, otherwise the Gross Amount will be zero.' points to this checkbox. Below this is the 'Invoice Line Summary' section, which shows 'Total Units: 1 / 7 Days' and 'Unit Rate: 1759.920'. The 'Gross Amount' is displayed as '\$ 1759.92' and is circled in red. Below this is the 'Received Revenue Details' section, which shows 'Total Received Revenue: \$0.00' and 'Net Amount: \$ 1759.92'.

- 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				
By Vendor Company or Last Name	Staff Name	Staff Email	Staff Phone #	Staff Fax#
PPL, BAHP and SSP	Connie Cheung	ccheung@ggrc.org	(415)832-5862	(415)832-5863
D, G, K, M, T	Michael Cangjaya	mcangjaya@ggrc.org	(415)832-5606	(415)832-5607
B, F, N, Q, R, S	Mark Wong	mwong@ggrc.org	(415)832-5602	(415)832-5603
C, E, H, P	Corina Wong	cowong@ggrc.org	(415)832-5866	(415)832-5867
A, I, J, L, O, U, V, W, X, Y, Z	Lily Chao	lchao@ggrc.org	(415)832-5616	(415)832-5617