

<u>January – February 2021 Billing Guidance for Non-residential Services (updated)</u>

- 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.
- 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 Hon

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Chief Financial Officer

Supporting Lives of Liberty and Opportunity_

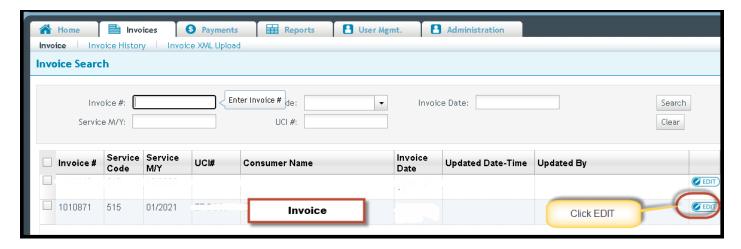
Vendor eBilling Guidance - Alternative Services (AS)

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

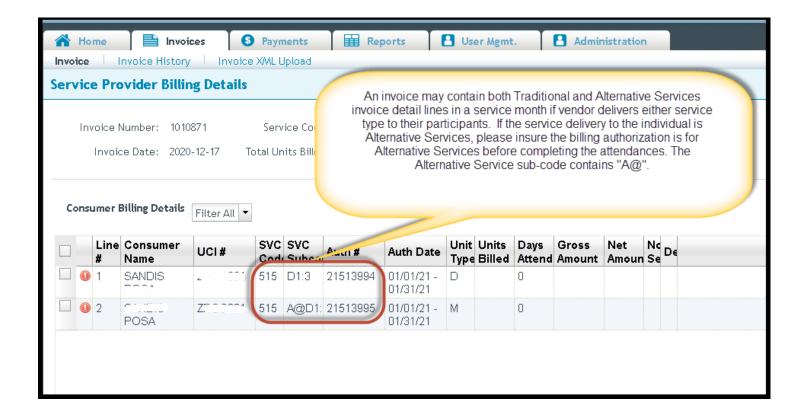
- 1. Alternative Service rate only has monthly unit rate.
- 2. Select the appropriate checkboxes to indicate alternative services were provided on that day in Attendance Calendar.
- 3. A "Full Month" check box must be checked regardless of number of days served.
- 4. Same individual **cannot** be billed 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

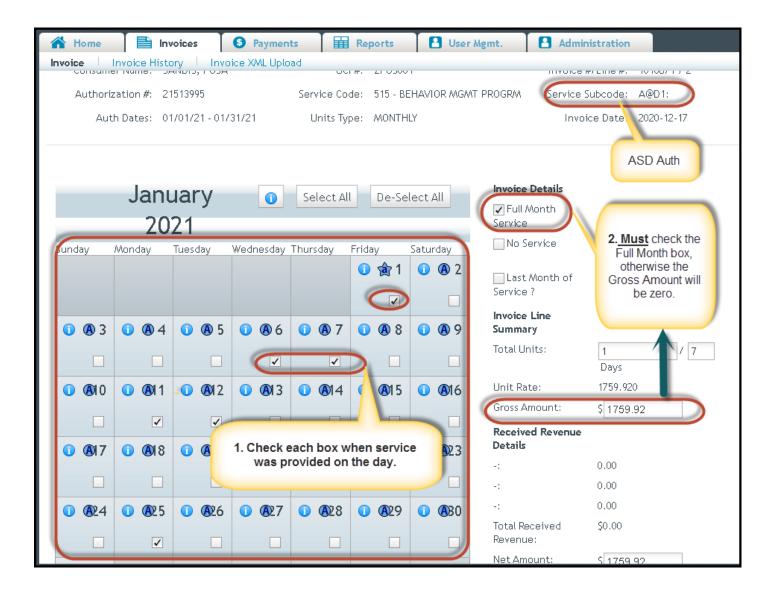
 Login to eBilling site, select Service Provider, click Invoices Tab, and select invoice as normal by clicking the "EDIT" button.



 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			
Staff Name	Staff Email	Staff Phone #	Staff Fax#
Connie Cheung	ccheung@ggrc.org	(415)832-5862	(415)832-5863
Michael Cangjaya	mcangjaya@ggrc.org	(415)832-5606	(415)832-5607
Mark Wong	mwong@ggrc.org	(415)832-5602	(415)832-5603
Corina Wong	cowong@ggrc.org	(415)832-5866	(415)832-5867
Lily Chao	lchao@ggrc.org	(415)832-5616	(415)832-5617
	Accounting Main e - 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