



July 8, 2011

Dear Supported Employment Service Provider:

Re: New Billing Procedures - Group Job Coaching

The purpose of this letter is to notify you of changes in the Department of Rehabilitation (DOR) billing procedures for Group Supported Employment Program (SEP) job coaching. As of July 1, 2011, responsibility for processing your Group SEP invoices has been decentralized and transferred to each local district office. Please find the following attachments:

- 1) Invoicing Procedures for Group SEP Job Coaching
- 2) Teleconference Invitation Flyer
- 3) DR 383A - SEP Group Job Coaching Referral / Authorization (Sample)

You are invited to a teleconference **on July 28, 2011** to review the new procedures and to address any questions you may have. Please see the teleconference dial-in number and participant pass code on the attached flyer. You may submit any questions for the teleconference to Sandra Hamel, DOR Statewide Supported Employment Coordinator, at shamel@dor.ca.gov.

The DOR recognizes that the Group SEP billing is a complex and time consuming process. We want to acknowledge your significant efforts on behalf of DOR applicants and consumers with disabilities. We appreciate your valuable service and look forward to working together in the years to come.

Sincerely,

Pat Santillanes, Assistant Deputy Director
Community Programs Support and Development

cc: CRD North and South, SEP/WAP Specialists
Department of Development Services
Association of Regional Centers

Invoicing Procedures for Group SEP Job Coaching Services

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The following table summarizes the changes for invoicing Group Job Coaching to Department of Rehabilitation's (DOR) for services provided after July 1, 2011:

Task	Old Procedure	New Procedure
Authorization	<ul style="list-style-type: none"> • <i>DR297B Authorization for VR Services</i> on zero-dollar group job coaching contract • Authorization Number <i>7BF-000-0000</i> • Contract Number 	<ul style="list-style-type: none"> • <i>DR383A Supported Employment – Group Job Coaching Referral and Authorization Form</i> (sample attached) • No Authorization Number • No Contract Number
Invoice Summary	<ul style="list-style-type: none"> • vendors' summary coversheet • mailed to DOR <u>Central Office</u> 	<ul style="list-style-type: none"> • <i>DR385C SE – Group – Invoice Summary Form</i> • mailed to local DOR <u>District Office</u>
Invoice Detail	<ul style="list-style-type: none"> • <i>CAS170AA Form</i> • mailed to DOR <u>Central Office</u> 	<ul style="list-style-type: none"> • <i>DR385E SE – Group – Invoice Detail Form</i> • mailed to local DOR <u>District Office</u>.
DS1964	<ul style="list-style-type: none"> • emailed to <u>Central Office</u> • Code 700 for DOR 	<ul style="list-style-type: none"> • emailed to <u>District Office</u> • 3-digit DOR District Code

Below are basic procedures. Additional group invoicing details and updates can be found at <http://www.dor.ca.gov/SEP> as of 8/1/2011.

1. AUTHORIZATION: Upon receipt of **DR383A Supported Employment – Group Job Coaching Referral and Authorization**, the vendor may provide services and add participant to draft reporting forms **DR385D-E Supported Employment - Group Invoice Detail** for each month in the specified period. The line item for each DOR consumer is distinguished by the DOR District number in the 3-digit DOR District Code (See page 2).

2. INVOICING: Please provide the following documentation of group job coaching services to consumers for payment as follows:

A. Obtain DOR Forms at: <http://www.dor.ca.gov/sep/forms.htm>.

1. Complete and email **DR384 SE Monthly Job Coach Report** and, if applicable, **DR384A SE Proposed Plan to Improve Performance Forms** to Rehabilitation Counselor at: UserID@dor.ca.gov.

Invoicing Procedures for Group SEP Job Coaching Services

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2. Complete and U.S. mail hard copies of **DR385C Supported Employment - Group Invoice Summary** and **DR385D-E Supported Employment - Group Invoice Detail** with **DR383A**, **DR384** and, if applicable, **DR384A** attached to your local District Office (DO). Mark the envelope "Re: SEP Group Invoices". For DO address(es), see <http://www.dor.ca.gov/dor-locations/index.asp> under heading "CHOOSE A DISTRICT FROM THE LIST BELOW."
- B. Obtain and complete **DS 1964 Supported Employment Group Billing and Attendance Form**, available on Department of Developmental Services' website at: <http://www.dds.ca.gov/WorkServices/Forms.cfm>.
1. Name Excel DS1964 file with the following elements:
 - 3-digit SEP number (i.e. 123)
 - Billing Month Year (i.e. May 2011)
 - Form Name (e.g. DS1964)
 - 3-digit regional center code (i.e. 364 for Alta California)

Example: 123 May 2011 DS1964 364.xls
 2. To the applicable District Email (see chart below), please send:
 - a) new DS1964 **password** separately, if any. The Regional Center issues one password per service provider.
 - b) DS1964 **Excel file** to DORSEP###@dor.ca.gov separately for supported employment groups (SEP GP) with DOR consumers.

District Name	District Number	District Email
Blind Field Services	560	Geographic district below.
Greater East Bay	210	DORSEP210@dor.ca.gov
Greater Los Angeles	440	DORSEP440@dor.ca.gov
Inland Empire	340	DORSEP340@dor.ca.gov
LA South Bay	530	DORSEP530@dor.ca.gov
Northern Sierra	130	DORSEP130@dor.ca.gov
Orange/San Gabriel	550	DORSEP550@dor.ca.gov
San Diego	350	DORSEP350@dor.ca.gov
San Francisco	230	DORSEP230@dor.ca.gov
San Joaquin Valley	150	DORSEP150@dor.ca.gov
San Jose	250	DORSEP250@dor.ca.gov
Santa Barbara	320	DORSEP320@dor.ca.gov
Redwood Empire	110	DORSEP110@dor.ca.gov
Van Nuys/Foothill	410	DORSEP410@dor.ca.gov