

Service Provider Advisory Committee

December 5, 2023

Agenda

- ▶ Welcome - Angie Rodriguez
- ▶ SPAC Sub-Committee Chair Updates
 - Early Start -Sharon Oh
 - Residential Services -Doris Bell
 - Day Program - Diane Sanka
 - Employment Services - Lindsey Stone
 - Support Services - Paul Quiroz
 - Transportation - Baldo Paseta
 - Supported Living Services - TBD

Cont..

- ▶ Disability Workforce Advocacy - Diane Sanka
- ▶ Budget updates - Ute Czemmel
- ▶ HCBS updates - Brian Carrillo
- ▶ Workforce Initiatives - Brian Carrillo and Elizabeth Garcia-Moya
- ▶ Early Start Provider Training update - Steve Gocłowski
 - ▶ HRC new staff
- ▶ HRC updates - Elizabeth
- ▶ Service Provider Announcements



▶ **E-1 Allocation**

FY 2023-24 Received October 2, 2023

▶ **Governor's Budget**

FY 2024-25 January 10, 2024

	FY 2021-22 C-4	<i>Variance Amount</i>	FY 2022-23 D-3	<i>Variance Amount</i>	FY 2023-24 E-1
Operations					
Regular	\$40,354,228	\$6,504,692	\$46,858,920	\$7,373,431	\$54,232,351
Community Placement Plan (CPP) Operations	\$338,746	\$49,309	\$388,055	\$98,659	\$486,714
Family Resource Center	\$101,665	\$0	\$101,665	\$0	\$101,665
One-time Policy Funds*	\$2,338,605	\$2,474,485	\$4,813,090	(\$4,813,090)	\$0
Total Operations	\$43,133,244	\$9,028,486	\$52,161,730	\$2,659,000	\$54,820,730
POS					
Regular	\$286,553,445	\$80,176,491	\$366,729,936	(\$16,015,136)	\$350,714,800
Part C (Early Start)	\$884,517		\$827,959	\$121,072	\$949,031
CPP	\$1,500,000		\$2,100,000	(\$2,000,000)	\$100,000
One-time Policy Funds**	\$1,569,242	(\$946,570)	\$622,672	(\$622,672)	\$0
Total POS	\$290,507,204	\$79,229,921	\$370,280,567	(\$18,516,736)	\$351,763,831
TOTAL	\$333,640,448	\$88,258,407	\$422,442,297	(\$15,857,736)	\$406,584,561

* Operations One-time Policy Items include ARPA, START, Social Rec Grants

** POS One-time Policy Items include ARPA, HCBS Grants

Operations Detail

Base Funding

Core Staffing PS	\$27,594,000	\$81,000	\$27,675,000	\$980,000	\$28,655,000
Facility Rent, Utilities & Maintenance	\$4,790,257	\$260,990	\$5,051,247	\$152,542	\$5,203,789

Policy Items--Service Coordination

Performance Incentives Reduced Caseloads			\$2,835,192	\$353,787	\$3,188,979
Reduced Caseload Ratio through Age 5			\$2,133,968	\$3,715,762	\$5,849,730

Staffing

July 1st Active Employees	334		368		422
November 2023 Active Employees					447
<u>June 30th Actives/2024 Budgeted Positions</u>	<u>366</u>		<u>415</u>		<u>491</u>
Year-to-year Increase/Additional Positions	32		47		69
New Case Management Teams			5		4
New Case Management Teams Cumulative					9

Accounting

- ▶ End of Year Payment Schedule
- ▶ 2024 Accounting Schedule
- ▶ Accounting Assignments

Check runs:

- ▶ Purchase of Service (POS) and Operations 12/20/23
- ▶ No change to Electronic Funds Transfer (EFT) date
12/28/23
- ▶ Self Determination Program and Money Management
12/21/23



**HARBOR REGIONAL CENTER
CALENDAR YEAR 2024
PAYMENT SCHEDULE**

**2024 Accounting
Schedule**

	SERVICE PROVIDER PAY DATES			CLIENT PAY DATES	
	Invoices submitted by the 5 th *	Invoices submitted after the 5 th **	P&I	SSI Restoration	Rep Payee Funds (rent & living expenses)
January	1/16/2024	1/30/2024	1/10/2024	1/10/2024	1/30/2024
February	2/15/2024	2/28/2024	2/9/2024	2/9/2024	2/28/2024
March	3/15/2024	3/28/2024	3/8/2024	3/8/2024	3/28/2024
April	4/15/2024	4/29/2024	4/10/2024	4/10/2024	4/29/2024
May	5/15/2024	5/30/2024	5/10/2024	5/10/2024	5/30/2024
June	6/17/2024	6/27/2024	6/10/2024	6/10/2024	6/27/2024
July	7/15/2024	7/30/2024	7/10/2024	7/10/2024	7/30/2024
August	8/15/2024	8/29/2024	8/9/2024	8/9/2024	8/29/2024
September	9/16/2024	9/27/2024	9/10/2024	9/10/2024	9/27/2024
October	10/15/2024	10/30/2024	10/10/2024	10/10/2024	10/30/2024
November	11/15/2024	11/27/2024	11/8/2024	11/8/2024	11/27/2024
December	12/16/2024	12/30/2024	12/10/2024	12/10/2024	12/30/2024

* If the 15th falls on a weekend or holiday, the Pay Date is scheduled for the following business day.

** If the 5th falls on a weekend or holiday, Invoices submitted the following business day will be processed by the Pay Date shown.

Note: Self Determination: FMS providers will be paid weekly on Friday. If Friday falls on a holiday, payment will be made the following Monday.

Accounting Assignments

<https://www.harborrc.org/accounting-billing>

1.	→	SERVICE PROVIDERS	
		Service Categories	+
		HCBS Final Rule	
2.	→	Current Providers	-
		Contact Us	
		Advisory Committee	
3.	→	Accounting & Billing	
		Special Incident Reporting	
		Directives and Regulatory Updates	
		Training & Info	
		DDS Rate Study Implementation	
		Become a Provider	+

Accounting and Billing

Instructions, Contacts and Forms

Staff in the Department of Administration are available to answer your questions or assist you to make sure all the administrative paperwork is in place for your clients. Staff in this Department can answer questions related to authorizations for services, billing, and payments for services.

Accounting Assignments: Who should I contact in the Department of Administration?

Staff in the Department of Administration are given assignments based on the Service Provider Service Code. This is the three digit number assigned to the Service Provider at the time of vendorization (for example, "896" Supported Living Services).

Administration Contacts for Purchase of Services from a Service Provider:

-  Listing by Service Area
-  Listing by Service Code
-  Administration Contacts for Discretionary Client Funds

PURCHASE OF SERVICE (POS)

HRC ACCOUNTING TEAM, ADMINISTRATION DEPARTMENT

Staff in the Department of Administration are given assignments based on service code. This is the three digit number assigned to the Service Provider at the time of vendorization (for example, "896" Supported Living Services).

Service Code Assignment					
Last Name	First Name	Title	Email	Direct Number	Ext.
Auelua	Tulima	Fiscal Assistant	tulima.auelua@harborrc.org	(310) 543-0688	4688
Burns	April	Accountant	april.burns@harborrc.org	(310) 543-0114	5114
Faauaa	LaTriece	Fiscal Coordinator	latrice.faauaa@harborrc.org	(310) 543-0649	4649
Guerra	Joel	Fiscal Assistant	joel.guerra@harborrc.org	(310) 543-7909	4909
Hatchett	Kameo	Fiscal Assistant	kameo.hatchett@harborrc.org	(310) 543-7975	4975
Julian	Cherryl	Fiscal Assistant	cherryl.julian@harborrc.org	(310) 543-0128	5128
Martinez	Sharyn	Fiscal Coordinator, POS	sharyn.martinez@harborrc.org	(310) 543-0678	4678
Mejia	Cathy	Fiscal Coordinator, Client Funds	cathy.mejia@harborrc.org	(310) 543-7956	4956
Mendiola	Marie Jane	Fiscal Coordinator	mariejane.mendiola@harborrc.org	(310) 543-7930	4930
Muscarella	Denise	Fiscal Coordinator, Participant Directed Svcs (PDS)	denise.muscarella@harborrc.org	(310) 543-7968	4968
Ramsey	Becky	Fiscal Assistant	becky.ramsey@harborrc.org	(310) 543-0682	4682

Other Administration Contacts					
Last Name	First Name	Title	Email	Direct Number	Ext.
Castillo	Tes	Assistant Controller	tes.castillo@harborrc.org	(310) 543-7957	4957
Czemmel	Ute	Controller	ute.czemmel@harborrc.org	(310) 543-0685	4685
Franco	Catalina	Department Assistant	catalina.franco@harborrc.org	(310) 543-0618	4618
Wada	Judy	Chief Financial Officer	judy.wada@harborrc.org	(310) 543-0625	4625

[General email: hrcaccounting@harborrc.org](mailto:hrcaccounting@harborrc.org)

Service Code	Service Description	Service Area	Accounting Contact
008	Sports Club	Non-Medical Services	Tulima
017	Emergency Crisis Team Eval & Behav Inter	Medical Care Services	Sharyn
021	Vehicle Modification and Adaptation	Non-Medical Services	Cherryl
022	Motel	Other Authorized Services	Sharyn
024	Purchase Reimbursement	Other Authorized Services	MarieJane
025	Tutor Services - Group	Other Authorized Services	Cherryl
026	Intensive Transition Services	Non-Medical Services	Sharyn
028	Socialization Training Prgm	Non-Medical Services	Kameo
029	Specialized Crisis Services	Other Authorized Services	Sharyn
034	Money Management	Non-Medical Services	Cathy
048	Client/Parent Support Behav Intervention	Non-Medical Services	Sharyn
055	Community Integration Training Prgm	Non-Medical Services	Cherryl
056	Interdisciplinary Assessment Svcs	Residential & ICF/SNF Facilities	Becky
062	Personal Assistance	Other Authorized Services	Tulima
063	Community Activities Support Svcs	Other Authorized Services	Becky
065	<i>Restoration</i>	<i>Other Authorized Services</i>	<i>Cathy</i>
089	Housing Services	Other Authorized Services	Tulima
091	In-Home Day Program	Day Programs	Sharyn
094	Creative Art Program	Non-Medical Services	Becky
100	Copying, Reporting, and Technical Svcs	Other Authorized Services	Tulima
101	Housing Services	Other Authorized Services	Cathy
102	Individual or Family Training	Other Authorized Services	Cherryl
103	Specialized Health, Treatmnt & Traing Svc	Non-Medical Services	MarieJane
104	Environmental Access	Other Authorized Services	Tulima
106	Specialized Recreational Therapy	Other Authorized Services	Tulima
107	Educational Services	Non-Medical Services	Becky
108	Family Life Support	Non-Medical Services	Sharyn
109	Supplemental Residential Prgm Support	Residential & ICF/SNF Facilities	Cathy

109	Supplemental Residential Prgm Support	Residential & ICF/SNF Facilities	Cathy
110	Supplemental Day Services Prgm Spprt	Day Programs	MarieJane
111	Supplemental Program Support (Other)	Other Authorized Services	Becky
112	Communication Aides	Other Authorized Services	MarieJane
113	Specialized Residential Facility (Hab)	Residential & ICF/SNF Facilities	Cathy
114	Specialized Residential Facility (Health)	Residential & ICF/SNF Facilities	Cathy
115	Specialized Therapeutic Services	Non-Medical Services	Tulima
116	Early Start Specialized Therapeutic Svcs	Non-Medical Services	Joel
117	Therapeutic Services	Medical Care Services	Sharyn
400	Personal & Incidental (P&I) Funds	Residential & ICF/SNF Facilities	Cathy
470	Participant Directed Transportation-Family Member	Transportation Services	April
490	Self-Directed - Financial Mgmt. Service	Other Authorized Services	April
491	Financial Management Services	Non-Medical Services	Denise
505	Activity Center	Day Programs	Becky
510	Adult Development Center	Day Programs	Becky
515	Behavior Management Program	Day Programs	Becky
520	Independent Living Program	Day Programs	Becky
605	Adaptive Skills Trainer	Non-Medical Services	Joel
610	Attorney	Other Authorized Services	Sharyn
612	Behavior Analyst	Non-Medical Services	Becky
615	Behavior Management Assistant	Non-Medical Services	Tulima
620	Behavior Management Consultant	Non-Medical Services	Tulima
625	Counseling Services	Non-Medical Services	Becky
627	Diaper Service	Other Authorized Services	Joel
642	Interpreter	Other Authorized Services	Megan
643	Translator	Other Authorized Services	Megan
650	Mobility Training Services Specialist	Non-Medical Services	Tulima
700	Acute Care Hospital	Medical Care Services	Cherryl
707	Speech Pathology	Medical Care Services	Joel
725	Durable Medical Equipment Dealer	Medical Care Services	Joel
742	LVN	Medical Care Services	Becky
744	Registered Nurse	Medical Care Services	Becky

Service Code	Service Description	Service Area	Accounting Contact
755	Other Medical Equipment/Supplies	Medical Care Services	Joel
765	Pharmaceutical Services	Medical Care Services	Joel
772	Physical Therapy	Medical Care Services	Joel
773	Occupational Therapy	Medical Care Services	Joel
785	Clinical Psychologist	Medical Care Services	Denise
805	Infant Development Program	Day Programs	Tulima
850	Camping Services	Other Authorized Services	Sharyn
851	Child Day Care	Day Programs	MarieJane
854	Home Health Agency	Home Health & In-Home Respite Service	Tulima
860	Homemaker Services	Home Health & In-Home Respite Service	MarieJane
862	In-Home Respite Services Agency	Home Health & In-Home Respite Service	MarieJane
868	Out-of-Home Respite Services	Home Health & In-Home Respite Service	Sharyn
875	Transportation Company	Transportation Services	LaTriece
880	Transportation - Additional Component	Transportation Services	Becky
890	Transportation - Auto Driver	Transportation Services	Becky
894	Supported Living Svcs - Vendor Admin	Other Authorized Services	Tulima
895	Transportation - Bus, Rental Car, Taxi	Transportation Services	Becky
896	Supported Living Service	Other Authorized Services	Tulima
900	Enhanced Behavioral Support Home	Residential & ICF/SNF Facilities	Cathy
901	Enhanced Behavioral Support	Non-Medical Services	Cathy
902	CCH Facility-Facility Rate	Residential & ICF/SNF Facilities	Cathy
903	CCH Facility-Client Rate	Residential & ICF/SNF Facilities	Cathy
904	Family Home Agency	Residential & ICF/SNF Facilities	Denise
905	Residential Facility-Adults-Owner Op	Residential & ICF/SNF Facilities	Denise
910	Residential Facility-Children-Owner Op	Residential & ICF/SNF Facilities	Denise
915	Residential Facility-Adults-Staff Op	Residential & ICF/SNF Facilities	Cathy
920	Residential Facility-Children-Staff Op	Residential & ICF/SNF Facilities	Denise
930	Intermediate Care Facility (ICF/DD-H)	Residential & ICF/SNF Facilities	Cathy
935	Intermediate Care Facility (ICF/DD-N)	Residential & ICF/SNF Facilities	Cathy
950	Supported Employment - Group Plcmt	Day Programs	Sharyn
952	Supported Employment - Indiv Plcmt	Day Programs	Becky
954	Work Activity Program	Day Programs	Becky



HCBS & DSP Stipend Updates

Brian Carrillo

HCBS Specialist

(310) 792-4702 / brian.carrillo@harborrc.org

HCBS UPDATES

DDS Updates

- September 28th, 2023 California received approval of their CAP which details ongoing HCBS assessments to be completed in person, lays out milestones for that work and includes a deadline for completion of December 30th, 2024.
 - <https://www.medicaid.gov/sites/default/files/2023-09/ca-appvd-cap.pdf>
- Regional centers have to conduct onsite visits to monitor and ensure that service providers are in full HCBS compliance by meeting the following milestones:
 - **25% of site visits by February 29th, 2024,**
 - **50% of by April 30th, 2024,**
 - **75% by June 2024, with completion of all HCBS assessments by August 30th, 2024**
- Further information about the onsite visits and HRC's evaluation tool will be presented at upcoming information sessions tentatively scheduled for **Wednesday, January 10th from 10:00 a.m. -12:00 p.m.** and **Wednesday, January 17th from 10:00 a.m.-12:00 p.m.** Both sessions will be via Zoom and posted on our website by December 15th, 2023.

DDS Updates

- Service providers found to not be in compliance during onsite HCBS reviews will potentially receive a CAP, a directive from DDS granting regional centers the authority to issue CAPs and Sanctions related to non-compliance is forthcoming.
- By **September 30th, 2024** all service providers who received a CAP must have completed and resolved all findings.
- DDS is looking at providing additional trainings for service providers and also individuals served by RC's and their support persons.
- DDS is also planning an HCBS Newsletter that will feature upcoming trainings, best practices for vendors and important updates regarding HCBS implementation and monitoring.

LOCAL HCBS UPDATES

Upcoming HCBS Trainings

- **Dec 6th 2023- HCBS Sip and Chat:** HRC will host the HCBS Sip and Chat on Wednesday, December 6th over Zoom from 5:30 p.m.-7:00 p.m. This is an ongoing community of practice for service providers and families. It is an informal opportunity to discuss, explore, and ask questions about HCBS practices. The registration link is below:

https://us06web.zoom.us/meeting/register/tZ0pfu2ppzwoGtf6msVDVo5utuH5L1G_c2l2#/registration
- **January 23rd 2024- HCBS Sip and Chat:** Will be at HRC Torrance office from 5:30 p.m.-7:00 p.m. in A1/A2. For further information, please see link below:
<https://www.harborrc.org/special-event/hcbs-sip-and-chat-cafe-y-charla-sobre-hcbs-1>
- **January 23rd 2024- Communication: The Foundation Workshop** -Will be held at HRC Torrance office from 10:00 a.m.- 2:00 p.m., in rooms A1/A2. This training will focus on the development of communication strategies that service providers can utilize to help facilitate HCBS conversations with individuals and families.

Upcoming HCBS Trainings

- **February 6th-16th- Person-Centered Training with IntellectAbility:** Will be at HRC Torrance office from 9:00 a.m.-5:00 p.m. in A1/A2.
- **HCBS OFFICE HOURS** are to support service providers come into compliance and answer questions. They are scheduled every Tuesday & Wednesday from 1:00 p.m.-2:00 p.m. to register please contact HCBS Specialist, Brian Carrillo at brian.carrillo@harborrc.org
- HRC will be hiring two additional HCBS Specialists to assist with supporting service providers with HCBS compliance and monitoring.

DSP STIPEND UPDATES

DSP STIPEND REVIEW

Per DDS Guidance September 12, 2023:

- DSPs can receive up to two (2) \$625 (before taxes) stipends when they complete approved training courses through June 30, 2024.
- Providers are eligible to receive \$150 for employer related costs.

DSPs, including some frontline supervisors and clinical staff, must meet the following eligibility requirements:

- Works as a paid DSP an average of 10 hours or more per week
- Perform direct support tasks for individuals served by the RC
- Spend at least 50% of work hours doing direct support tasks
- Employed by an RC vendor or by an SDP participant

DSP STIPEND REVIEW

▶ THE FOLLOWING ARE NOT ELIGIBLE:

- Staff paid through a funding source other than the RC, such as Medi-Cal, health insurance or a school district;
 - With the exception of DSPs working in ICF/DD, ICF/DD-H, ICH/DD-N
- Those who only provide intermittent service such as home modification and/or meal delivery services
- Staff hired through a temporary personnel agency
- Contract or 1099 workers
- Volunteers
- Administrative or supervisory staff, unless they spend 50% or more of their time doing direct support work

THE OVERALL PROCESS

1. Provider will contact HRCWorkforce@harborrc.org to initiate process
2. HRC will email DSP Training Stipend Agreement via DocuSign (They are ready!!!!)
3. Once agreement is returned and approved, HRC will add T\$DSP subcode to Vendor Number and service code
4. Provider will inform staff about the DSP Training Stipend Program
5. DSP will register to create an ARCA Learn account at <https://provider.arcalearn.org>
6. DSP will complete training and survey, receive certification of completion via email
7. Provider/employer will issue payment (no later than three [3] months after the conclusion of training)
8. HRC will access weekly activity reports via ARCA Learn
9. HRC will email DSP Training Stipend Confirmation/Invoice and provider will confirm activity, employment eligibility, and vendor number
10. HRC will pay vendors within 30 days of receiving confirmation/invoice

Upcoming DSP Stipend Information Session

- ▶ Join us **Friday, January 26th** from **10:00 a.m.-11:00 a.m.** for the next DSP Stipend Information Session which will be offered via Zoom.
- ▶ For further registration information please visit HRC's website for registration.

Helpful Tips

- If you have multiple programs, please make sure to include all vendor numbers and service codes in the agreement.
- Avoid delays by double checking your information for accuracy before you sign the DocuSign agreement. You will not be able to edit the agreement once a signature is entered.
- Provide DSPs with the correct vendor number and regional center. If DSPs register with the incorrect vendor number and regional center, it will delay payment.
- It is recommended that DSPs take both trainings on the same date as this will allow for both the regional center and service provider to track payments.
- Remind DSPs that the “Ethics Training” is **mandatory & must** be completed first. It is recommended for DSPs that work in day programs, residential, and employment services that they take the HCBS training that it is offered.
- DSPs are welcomed to take all three trainings, but will only be reimbursed for two.
- If possible, use employer assigned emails instead of personal email addresses.

QUESTIONS AND COMMENTS?



DDS Directives

- ▶ [Transportation Services Monthly Reimbursement Rate Directive November 30, 2023 \(ca.gov\)](#)
- ▶ [Remote Services Directive to RCs November 30, 2023 \(ca.gov\)](#)
- ▶ [Intermediate Care Facility for Developmentally Disabled Transition to Managed Care](#)

DDS Directives

- ▶ <https://www.dds.ca.gov/wp-content/uploads/2023/11/Self-Determination-Program-Updated-Goods-and-Services.pdf>
- ▶ <https://www.dds.ca.gov/wp-content/uploads/2023/11/2023.11.28-Coordinated-Family-Support-Services-in-the-Self-Determination-Program.pdf>
- ▶ <https://www.dds.ca.gov/wp-content/uploads/2023/11/TBL-for-Restored-Services-and-New-Participant-Directed-Services.pdf>

HRC Announcements

- ▶ HRC will be closed from Friday, December 22nd to Monday, January 1st .
- ▶ HRC in partnership with the American Red Cross will be hosting two blood drives.



RED CROSS BLOOD DRIVE Harbor Regional Center

Please visit RedCrossBlood.org and enter the Sponsor Code below to schedule an appointment.

Thursday, December 14, 2023

HRC Torrance Office
Conference Room A1 & A2
21231 S. Hawthorne Blvd
Torrance, CA 90503
9:00 am to 3:00 pm



Scan to schedule an appointment.

Sponsor Code: **HRCTorrance**

Monday, December 18, 2023

HRC Long Beach Office
Conference Room LB 1
1155 E. San Antonio Blvd.
Long Beach, CA 90807
9:00 am to 3:00 pm



Scan to schedule an appointment.

Sponsor Code: **HRCLongBeach**

Schedule your blood donation appointment today!

Streamline your donation experience and save up to 15 minutes by visiting RedCrossBlood.org/RapidPass to complete your pre-donation reading and health history questions on the day of your appointment.

For more information call about the Red Cross, call 1-800-RED-CROSS (1-800-733-2767). For more information about the blood drive, call Vincente Miles at 310-792-4786 or email Vincente.Miles@HarborRC.org.

THANK YOU for your partnership and collaboration in 2023. We look forward to 2024 and seeing you at the next SPAC meetings.

February 6th

April 2nd

June 4th

August 6th

October 1st

December 3rd

- ▶ *Meetings are at 10:00 a.m. held on the 1st Tuesday of every 2 months.
HRC Torrance office, Conf. Rooms A1 / A2*