

USING THE NEW ELECTRONIC ATTENDANCE – VENDOR CERTIFICATION

Two new forms have been created to meet the certification requirements for the Electronic Attendance process. They are the DS 2086, Agreement for Electronic Attendance Reporting, and the DS 2087, Certification for Electronic Attendance – Monthly. Both forms are now available on the AST web site.

Vendors who will be using the Electronic Attendance (EA) process must sign the DS 2086. A separate agreement should be completed for each vendor number used. The agreement addresses such issues as retention of documentation and password protection and includes a place for the vendors to provide the names and email addresses of individuals who are authorized to submit EA forms. A minimum of one name and email address is required.

Once the vendor has signed the DS 2086, a completed DS 2087 is submitted with each electronic transmission of the attendance data. The DS 2087 contains the statements that are normally included on paper invoices. The DS 2087, emailed to the regional center, will be accepted as a signed document of verification. If a vendor fails to include the form in the email, they may fax or mail the signed form to the regional center in lieu of electronic transmission. The regional center will need to verify that the person transmitting the DS 2087 is properly authorized on the DS 2086 form. Regional centers will work with the vendors to ensure that they complete the EA forms correctly, password protect the forms before emailing, and that the vendors submit the required certification.

GENERAL REQUIREMENTS FOR REGIONAL CENTERS

In order for a regional center to offer a service provider the option of providing attendance information via electronic transmission, the regional center must:

- 1) Provide the service provider with a written explanation of the procedure to implement monthly Electronic Attendance.
- 2) Require the vendor to read, sign and return the Agreement for Electronic Attendance Reporting (DS 2086) to the regional center.
- 3) Require the vendor to complete and submit the DS 2087 either as part of the electronic submission or signed and faxed/mailed separately.

GENERAL REQUIREMENTS FOR SERVICE PROVIDERS

Vendors are required to:

- 1) Have access to electronic mail (email).
- 2) Have access to Excel Software that is a useable version of Excel 2000 or newer.
- 3) Submit their attendance information in one of the prescribed formats:
 - a. The DS1964: for Group Habilitation Services;
 - b. The CAFÉ V: for all other services; or
 - c. The Data file: for vendors who use a customized billing system.
- 4) Password protect the files they submit.

The forms contain the attendance data for each day the consumer attends the program or, if applicable, the number of hours attended each day.

If you have any question regarding the processing of Electronic Attendance information, please contact the AST Helpdesk at AST@dds.ca.gov or (916) 654-1466.