INSTRUCTIONS FOR PROVIDERS USING THE DS1964 EXCEL FORM

OVERVIEW

This manual is intended to give providers the information they will need to complete the DS1964 form. All instructions contained in this manual is in regards to the DS1964 form ONLY. All other services or forms will require other documents or instructions.

There will be some general information throughout the manual, but the specific information you will need will be identified in a step by step manner and pictures of what the screen looks like will be included. Of course, regional center personnel will be available to answer questions, but please read through this document completely before calling with questions. Most of the questions you will have are answered in this manual.

Details on statutory rates, calculating Productivity, or how one would change their group from a staggered group to a non-staggered group are not included. 'Program' issues such as these can be found in the regulations and in other instructions provided by the department. This manual is intended to address the billing form and will only tell you where to put the information once you have the information.

After you have begun using and working with the form, you will find that it becomes easier as you use it more. You may still need to check on some information. Appendix B has been set up as a reference check for you to use regarding Group Billing.

The focus of this instruction manual is more for those not familiar with Excel. You will find actual requirements regarding technical issues in the regulations and some in the spreadsheet. Please check with the regional center if you are unsure on any information contained in this manual.

OBTAINING THE DS1964 FORM

The DS1964 form is available on the DDS Web site at the following location: http://www.dds.ca.gov/habilitation/HabForms.cfm. As of March 1, 2005, you will be required to use the 01/2005 version.

Once you are at that web page, move down the list. The forms are listed in numeric order.

The form you will find is blank. If the regional center you are working with has asked you to populate the file, you will need to open the blank form and enter each of your consumers' Group IDs, names, UCI numbers and authorization numbers. This information should be obtained from the regional center if you do not have it. Some regional centers will provide you a file that will include the names, UCI numbers and authorization numbers for the consumers. You will need to provide the Group ID in this case. The remainder of this manual will cover the steps of treating a file that is already populated. At the end of the manual, more detail will be available regarding how to update and/or change your DS1964 form.

If you receive files from multiple regional centers, or if you have consumers from multiple regional centers, you should record all attendance information in a single file for each VENDOR NUMBER you have for group services. So, if you have a single vendor number for the group services you provide, all attendance data will go in a single file. If, on the other hand, you have been given 2 or more vendors numbers, you will have 2 or more files. Please see the details on this below.

The new DS1964 form, revision 01/2005, now has sort and update functions available that will be addressed in this manual. Our hope is that these new functions will allow you to spend less time populating files.

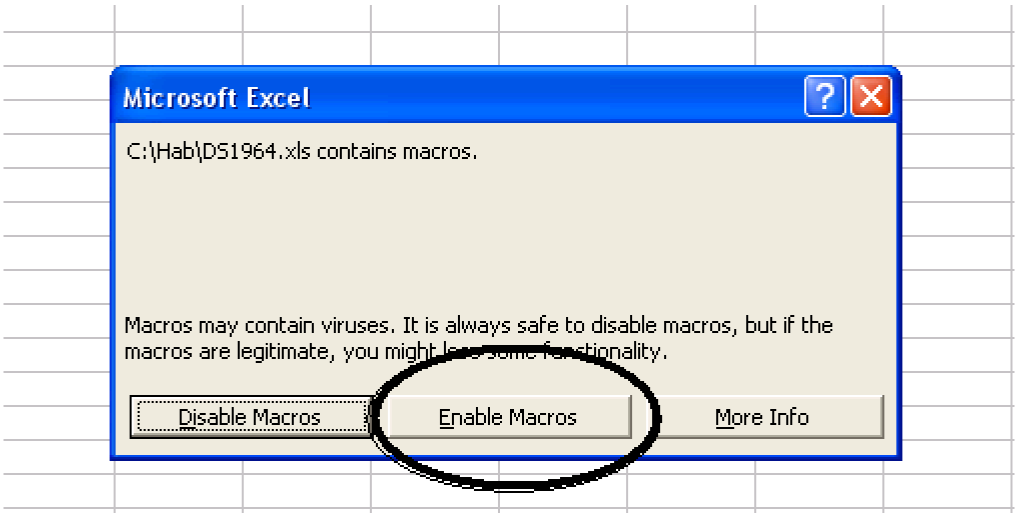
In addition, we have begun testing a new process for larger vendors. If your company has its own billing system designed to generate reports or provide invoices automatically, please talk to your regional center about the 'Data File' format, that will allow you to automatically download data from a billing system and simply forward the data.

THE FORM – AN INTRODUCTION

The form is set up using an Excel file. You should be using Excel 2000 or a newer version for the features to work properly. If you have saved the form on your PC, you can Open a session of Excel, select 'File/Open' and browse your files to find the file and open it.

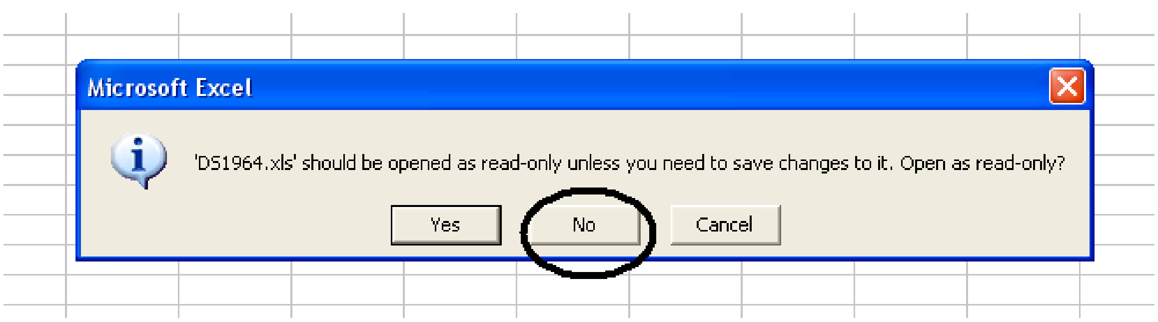
When you are opening the file, you will see a couple things appear on your screen.

1) You will be asked if you would like to 'Enable Macros'. Your options are to Disable, Enable", or "More Info". **Select Enable Macros**.



(Please Note – If you do not see this dialog box, you will need to change some settings in Excel. Please see Appendix A.)

2) Next, you will be asked if you would like to open the file as "Read-Only". This file has many built in protections. However, you will be entering attendance data in the file to return it to the regional center. This means that you must be able to update the file. When asked if you would like to open as "Read-Only", select 'No'.

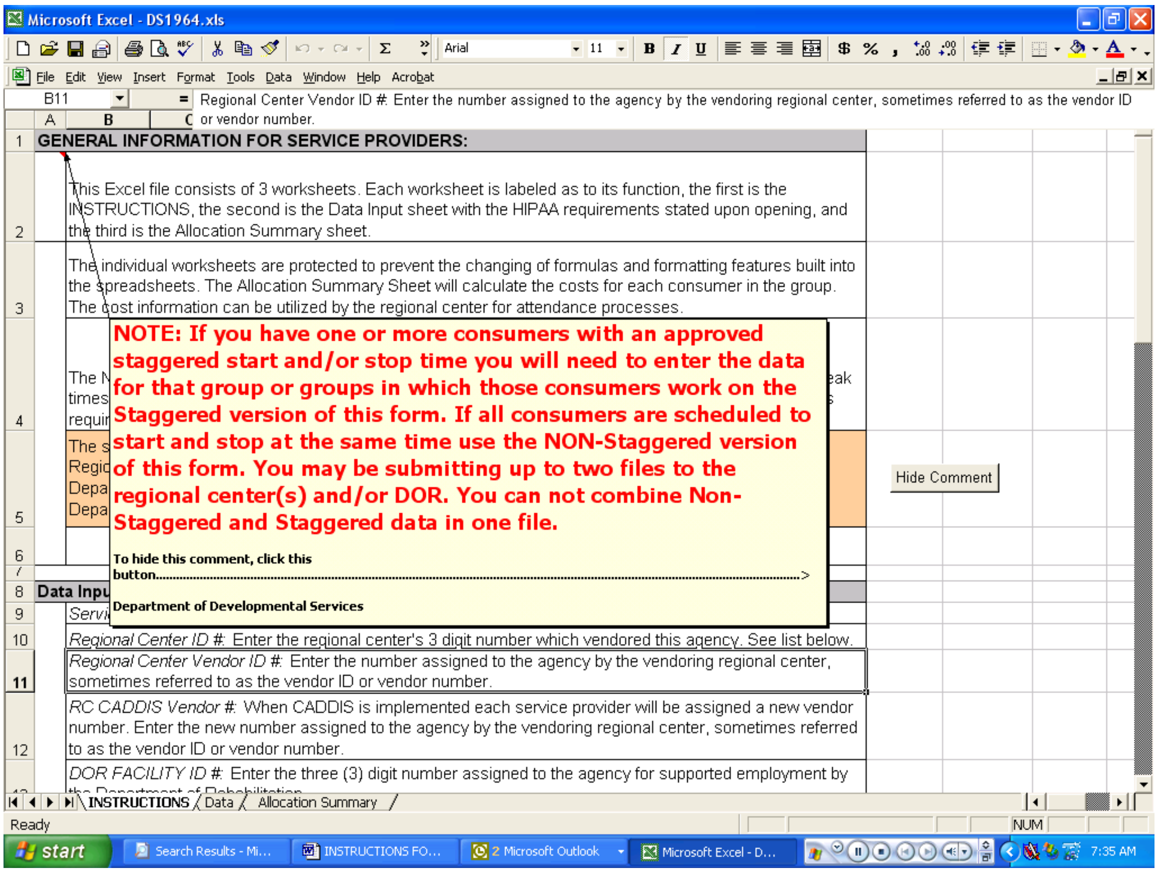


3) You will now see the form.

THE FORM OPENED IN EXCEL

The form (or file) will appear as it is below. You will note these specific elements:

1) There are instructions included in the file (more basic then these);
2) There is a very small button called 'Hide Comment';
3) There is a note important enough to be displayed in front (Red Lettered) of all other information. When you open the file, please read this note.

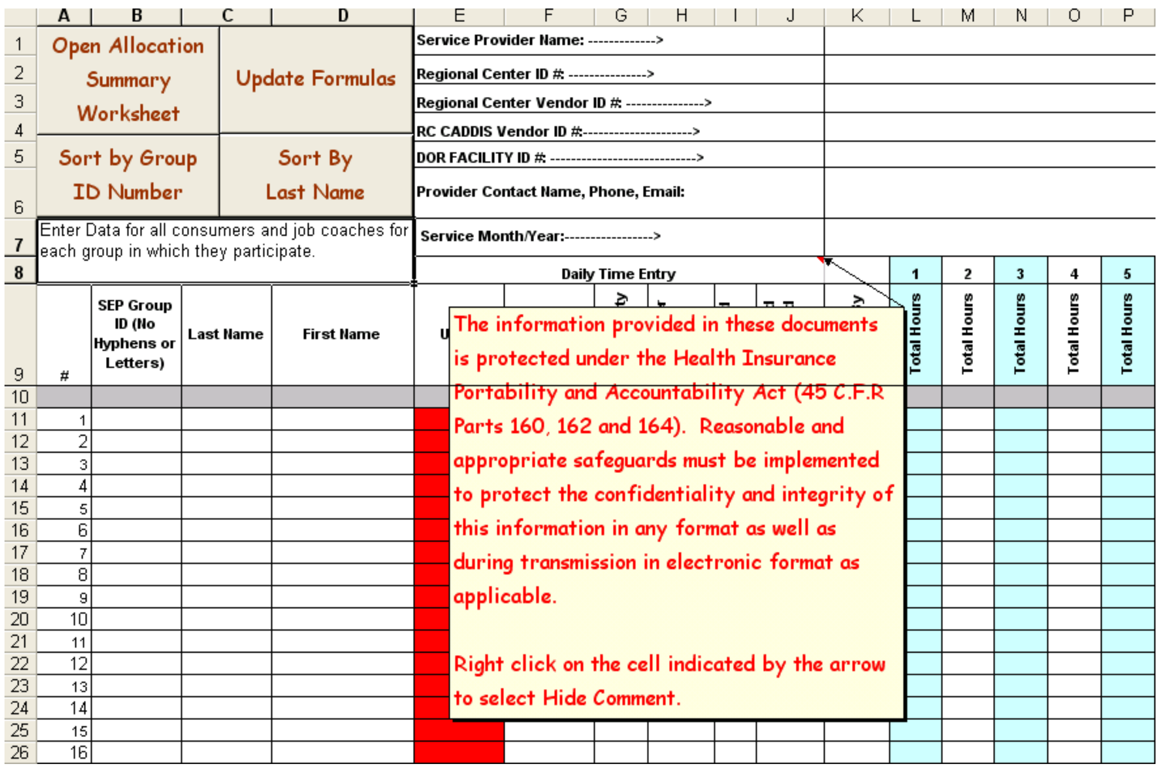


Unlike previous versions of the file, this form only requires input of the total number of hours each person works. There are groups that are allowed a 'Staggered time', which means that a job coach could end up working more hours than the number of hours worked most by any of the consumers. And, while the start and stop time of each of these individuals is still required to be documented, you will no longer be required to report these start and stop times to regional centers. So, this form only allows vendors to input the number of hours worked per day.

After reading the red writing in the worksheet, you may press the 'Hide Comment' button to remove the comment box from the screen.

Down near the bottom of the form, you will see the names of 3 sheets; one called 'Instructions', one called 'Data' and one called 'Allocation Summary'. Select the 'Data' Sheet by using your mouse and clicking on the word 'Data'.

The Large Comment box, now visible, informs you that you are dealing with confidential information. Please read the comment. Once you are done reading the comment, you may, as the red lettered comment box says at the bottom, right click on the cell indicated by the arrow (the cell just above the one saying "Approved Lunch") to select 'Hide Comment'. The appearance of the form will now look like this:



If you were provided the file by the regional center, there will be some information in the file, such as Name, UCI and Authorization numbers. Otherwise…It will be blank, as above.

INFORMATION ABOUT THE ATTENDANCE SHEET

There are essentially FOUR areas that you should take note of on this form.

1) The 'Macro' buttons in the top left corner;
2) The Short list of information, top center, that you will be required to populate, including the Service Provider Name (your company name), the Regional Center ID # (That is the 3 digit code of the regional center who has vendorized your company), etc.;

3) The information required to be input for each consumer, starting with the headings in row # 9 and moving across until you reach the column noted as 'Funded by;
4) The columns for the attendance Data – The blue and white columns on the right, only the first through the fifth is showing in the example.

Here is some information about each:

1) The 4 Macro Buttons – Because the older version of the DS1964 form did not allow sorting and because there was no easy way to delete or add names to the list, we have provided 3 new buttons: The 'Update Formulas' button, the 'Sort by Group ID' button and the 'Sort by last name' button. Each of these does exactly what they say. The important thing to note is that when either of the 'sort' buttons is used, the 'Update Formulas' function automatically runs, so you do not need to update formulas after sorting. If you would like to add or delete consumers, you can delete entire rows, but remember these rules:
    a. When you delete a row, insert a new row after the list of names;
    b. When you ADD a new row, delete a blank row that comes after your list of names;
    c. When you have ADDED or DELETED any rows, ALWAYS run the 'update' formulas to ensure that the regional center will get a form without errors and so you can view the allocation calculations with accurate formulas…which brings us to the fourth button;
    d. Do not leave any blank lines between names or the regional center may not be able to properly process your form.

    The fourth button, the button in the upper left most corner, is called the 'Open Allocation Summary Worksheet' button. This button is the same as the button in the old version of the form and is designed to move you to the 'Allocation Summary' sheet. If you are going to run the calculations on the Allocation Summary worksheet, you should save the file first, then click on the button, then you can sort and subtotal as you like.

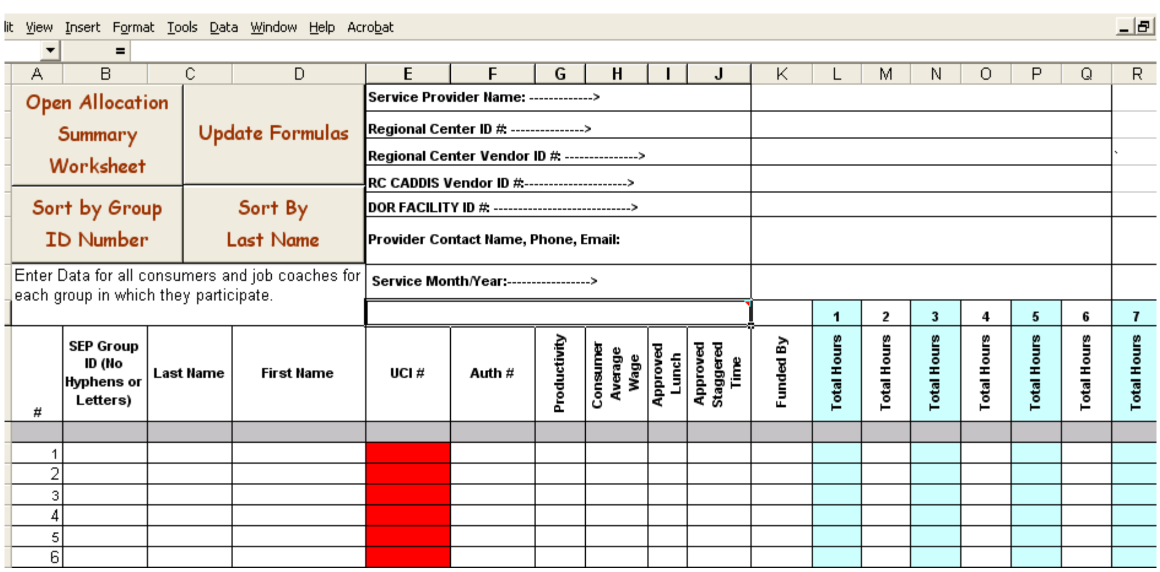
    A new appendix has been added to these instructions to provide additional information about how you can use Excel. If the new sort buttons and functions are not enough, please refer to that appendix for more ideas.

2) The short list of information to the right of the macro buttons – The list includes Your company name, the regional center number of the regional center that vendorized your service, your RC vendor ID; your 'CADDIS' Vendor ID; your DOR Facility ID #; your company's contact information and the service Month and Year. When you receive a file from the regional center, it will generally have the vendor ID and a service month and year. You will need to ensure that the other information is input. Further, as this file will likely be used for many months of service, you will need to change the service month and year to match each month that you submit a file – Also, the date should always be input in the

mm/dd/yyyy format, meaning that for April, 2005 service month, you would type in 04/01/2005. The cell is formatted to display the date as "April 1, 2005" even though you typed in numbers, but it is important that you enter the mm/dd/yyyy format ;

3) <u>Required Information for each consumer</u> – This information is pretty self-explanatory. Each column has a heading of the information required for the consumers. Even if the regional center has provided a file with information in it, you will need to ensure that the Group ID is input and other information is populated, such as 'Productivity', 'Consumer Average Wage', 'Approved Lunch', 'Approved Staggered Time', and 'Funded By'. If the regional center does not provide a file that is populated with the names and UCI numbers of the consumers, you will need to get UCI numbers and Authorization numbers from the RC. **(Note: When a consumer is from DOR and is not associated with a regional center, you still need to put in a 7 digit number. Please use 9999999. Always check with your regional center.)** In addition, this area will be used to record Job coach information. For each Job Coach, you will need to enter their Group ID, and their last and first name. You **SHOULD NOT** record a UCI number for any of the job coaches. Also, there will not be any Productivity, Consumer Average Wage, etc, to record. The UCI field will remain red for Job coaches. (When you correctly record 7 digits for a UCI number, the color of the UCI field will change from Red to White).

4) <u>The Attendance Columns –</u> Below is a picture of the form on the data input sheet that shows more of the attendance columns. You will report the attendance for the days horizontally, not vertically. For each day that the consumer attends, you should input the number of hours that were worked. **It is important that you do not record any text – letters or non numeric characters – in the attendance fields.** So, if someone is absent or on vacation, you should either leave the day blank or type in a zero (0).

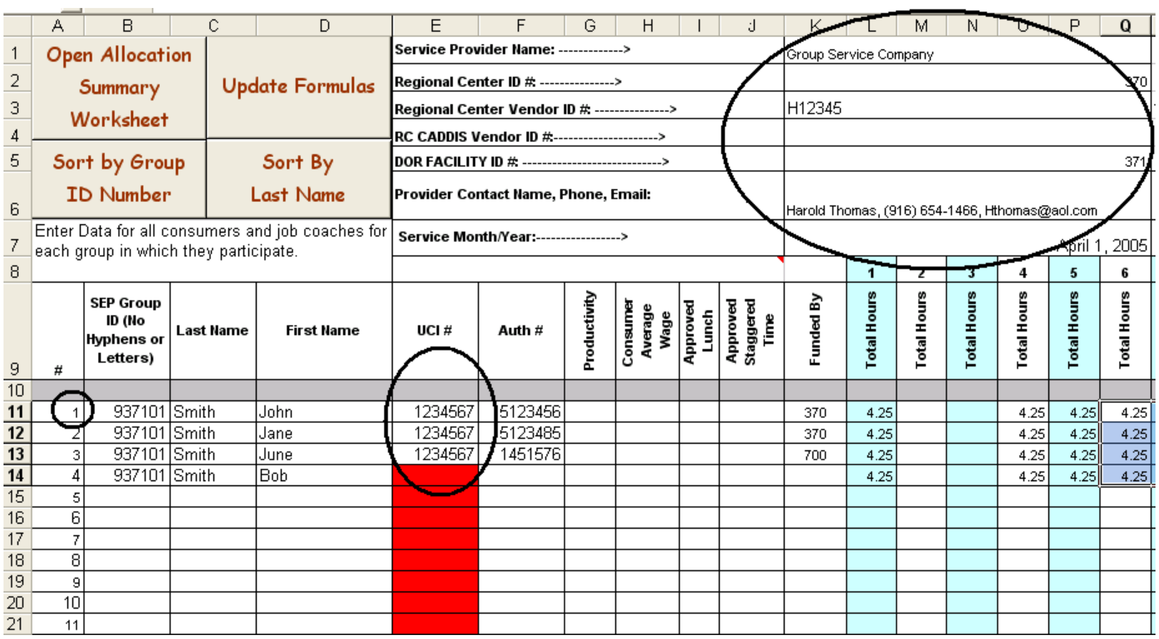


Note that as you move to the right to report more attendance information, the Name and Group ID information remains viewable so you will always be able to see for which individual you are inputting attendance information.

A SAMPLE OF ATTENDANCE INFORMATION AFTER INPUT

Below is a sample of the form with data in the attendance fields.

1) Each consumer has a UCI and those cells are now white (Middle Circle), while the Job Coach (Bob Smith) has no data in the UCI field – Job coaches should never have information in the UCI field;
2) The first line is on line 11 of the Excel Spreadsheet. The rows above that are for headings. You will note (in the small circle) that next to the row number (11), there is a number 1, for the first line of the list of consumers.
3) The example shown has a large circle where Provider information is required. Sample information has been input. The date, entered as “04/01/2005”, shows as ‘April 1, 2005’, but was entered in the mm/dd/yyyy format.
4) June Smith, the 3rd consumer listed, is a DOR consumer (there is a 700 in the ‘funded by’ field for her). Her authorization number, which comes from DOR has had the ‘7BF’ removed and there are no hyphens.
5) Each of the consumers and the job coach, worked four hours and 15 minutes, so their time is recorded as 4.25. All time should be recorded to the quarter hour…not smaller.



Open Allocation Summary Worksheet | Update Formulas | Sort by Group ID Number | Sort By Last Name

Service Provider Name: -------------> Group Service Company
Regional Center ID #: --------------> 370
Regional Center Vendor ID #: --------------> H12345
RC CADDIS Vendor ID #:-------------------->
DOR FACILITY ID #: --------------------------> 371
Provider Contact Name, Phone, Email: Harold Thomas, (916) 654-1466, Hthomas@aol.com
Service Month/Year:----------------> April 1, 2005

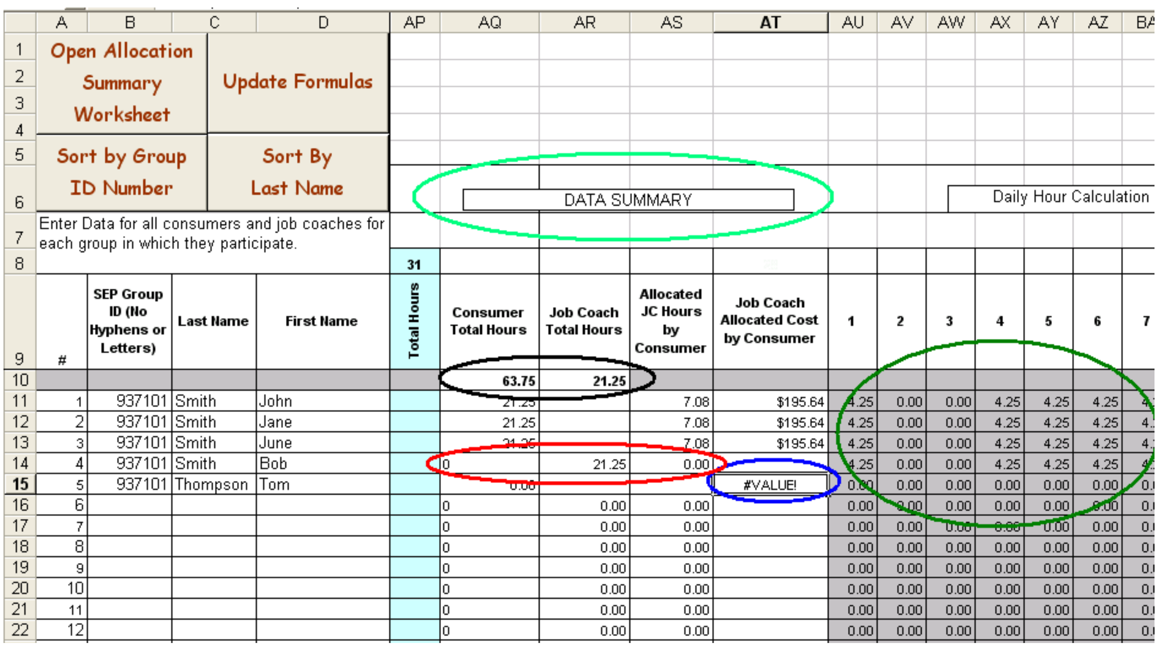
Enter Data for all consumers and job coaches for each group in which they participate.

#	SEP Group ID (No Hyphens or Letters)	Last Name	First Name	UCI #	Auth #	Productivity	Consumer Average Wage	Approved Lunch	Approved Staggered Time	Funded By	1 Total Hours	2 Total Hours	3 Total Hours	4 Total Hours	5 Total Hours	6 Total Hours
1	937101	Smith	John	1234567	5123456					370	4.25			4.25	4.25	4.25
2	937101	Smith	Jane	1234567	5123485					370	4.25			4.25	4.25	4.25
3	937101	Smith	June	1234567	1451576					700	4.25			4.25	4.25	4.25
4	937101	Smith	Bob								4.25			4.25	4.25	4.25
5																
6																
7																
8																
9																
10																
11																

INFORMATION ABOUT THE ATTENDANCE RIGHT OF THE 31 DAYS

Below is one more section of the form you will see. The area below requires **NO INPUT** on your part. There are formulas and calculations and none of these should be changed or adapted by the vendor.

1) The "Data Summary" section (Light Green Circle is around the heading) is just to the right of the 31st of the month;
2) In that area, there are two totals – Consumer Total Hours and Job Coach Total Hours – that are automatically summed for you (black circle);
3) In the Blue Circle, there is this "#VALUE!". This will appear when there has been no attendance data input for a consumer. In this case, a new consumer was added with no attendance to show this example. This is not an error;
4) The Red Circle is around the totals for one of the Job Coaches. Note that the total number of hours is shown in either column, according to whether a person is a job coach or one of those being coached;
5) The dark green circle is around the 'Daily Hour Calculation' information. You may ignore this. Nothing should be changed and no information is of value to you in this area. You may want to check the totals in the 'Data Summary' section, but you may ignore the entire 'Gray' section and the formulas section at the far right of this spreadsheet. This area is used for calculations and Department use only.



	A	B	C	D	AP	AQ	AR	AS	AT	AU	AV	AW	AX	AY	AZ	BA
1–4	Open Allocation Summary Worksheet		Update Formulas													
5–6	Sort by Group ID Number		Sort By Last Name			DATA SUMMARY					Daily Hour Calculation					
7	Enter Data for all consumers and job coaches for each group in which they participate.															
8					31											
9	#	SEP Group ID (No Hyphens or Letters)	Last Name	First Name	Total Hours	Consumer Total Hours	Job Coach Total Hours	Allocated JC Hours by Consumer	Job Coach Allocated Cost by Consumer	1	2	3	4	5	6	7
10						63.75	21.25									
11	1	937101	Smith	John		21.25		7.08	$195.64	4.25	0.00	0.00	4.25	4.25	4.25	4
12	2	937101	Smith	Jane		21.25		7.08	$195.64	4.25	0.00	0.00	4.25	4.25	4.25	4.
13	3	937101	Smith	June		21.25		7.08	$195.64	4.25	0.00	0.00	4.25	4.25	4.25	4.
14	4	937101	Smith	Bob		0	21.25	0.00		4.25	0.00	0.00	4.25	4.25	4.25	4
15	5	937101	Thompson	Tom		0.00			#VALUE!	0.00	0.00	0.00	0.00	0.00	0.00	0.
16	6					0	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.
17	7					0	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.
18	8					0	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.
19	9					0	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.
20	10					0	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.
21	11					0	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.
22	12					0	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.

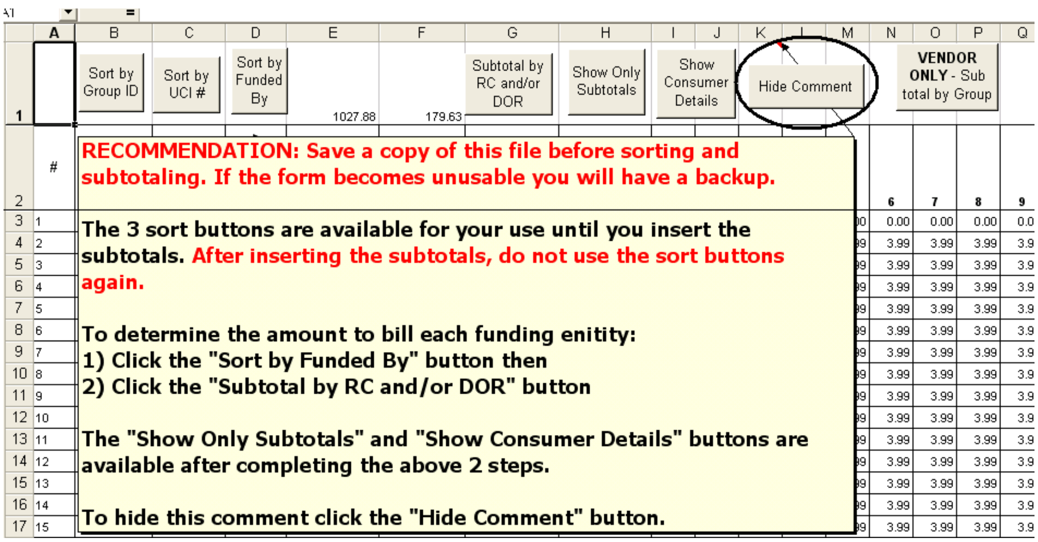
SPECIFIC INFORMATION ABOUT INPUT REQUIREMENTS

For everything we do in life, there are rules. When using this spreadsheet, here are some rules and requirements (and suggestions) for properly completing the Attendance Information.

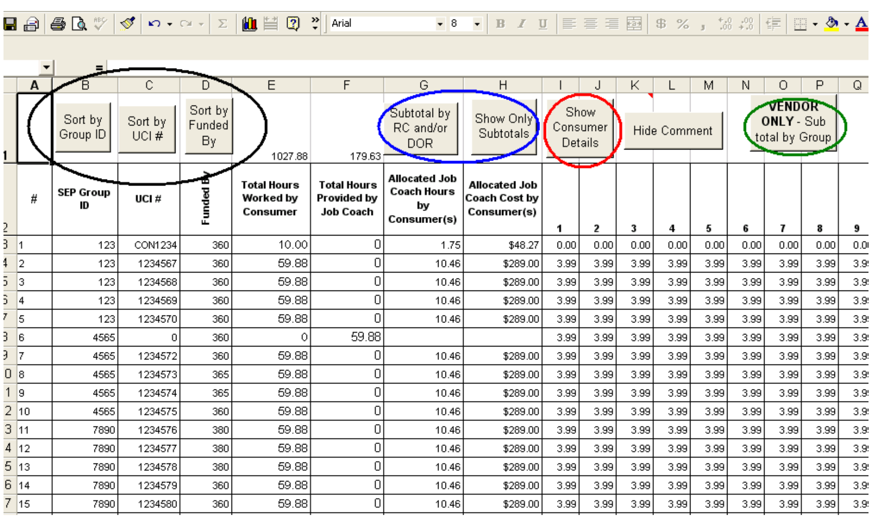
1) The SEP Group Number, for Anyone listed, should be a numeric value only – no hyphens or Letters or other symbols should be used – These Group numbers are the same as the numbers provided by DOR, however, if a group you have from DOR starts with a 'T', change the 'T' to a '9';
2) EVERY person should have a last name listed. If Cher becomes a job coach, her name would be placed in the 'last name' field.
3) No blank lines should be in the spreadsheet between names.
4) Every consumer should have a UCI number. Job Coaches should NOT have a UCI number, but everyone else should. If you do not have a UCI number, you should contact the regional center and get a number from them. If they can not provide one, you may then use" 9999999". If the consumer is not a DOR consumer, than tell the regional center that they must find a number.
5) All Auth; Productivity; Consumer Average Wage; Approved Lunch; Approved Staggered Time; and Funded by Information should be populated as required. UCI numbers, Auths numbers and 'Funded By' information should be obtained from the regional center;
6) No Alpha characters or Symbols should be used in the attendance area;
7) Time should be recorded to the quarter hour – For example, a 15 minute increment would be 1.25 hours and 30 minutes would be 1.50 hours;
8) NO INFORMATION should be input or changed to the right of the 31st of the month on the form;
9) Every file submitted to the regional center should have the appropriate service month and year entered in the mm/dd/yyyy format;
10) The file should be saved and sent to the regional center in the following format 'H12345 Group 07-04', where the H12345 is your provider number, the word group shows them that the file is for Group Services, and the 07-04 is the service month and year;

FINISHING AND CHECKING YOUR WORK

There is no real guarantee that the information you input is 100% correct. However, we are striving to reach that goal. The closer we come, the better. Your assistance with this would be gratefully appreciated. Below are directions on how to determine what amount of money you should received from each regional center, and methods of checking to ensure that you have the required information input correctly. Now, remember the Macro Button titled, "Open Allocation Summary Worksheet"? Use your mouse and click on that button. Your screen will look a lot like this:



The 'Hide Comment' has been circled. Please read the Comment information when you open your spreadsheet. The information is covered here in the manual, but you should be aware of the warnings in the box. Once you have read and understand the information, you may click on the 'Hide Comment' Button and the comment information will be removed. The sheet will now look something like this:



#	SEP Group ID	UCI #	Funded By	Total Hours Worked by Consumer	Total Hours Provided by Job Coach	Allocated Job Coach Hours by Consumer(s)	Allocated Job Coach Cost by Consumer(s)	1	2	3	4	5	6	7	8	9
				1027.88	179.63											
1	123	CON1234	360	10.00	0	1.75	$48.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
2	123	1234567	360	59.88	0	10.46	$289.00	3.99	3.99	3.99	3.99	3.99	3.99	3.99	3.99	3.9
3	123	1234568	360	59.88	0	10.46	$289.00	3.99	3.99	3.99	3.99	3.99	3.99	3.99	3.99	3.9
4	123	1234569	360	59.88	0	10.46	$289.00	3.99	3.99	3.99	3.99	3.99	3.99	3.99	3.99	3.9
5	123	1234570	360	59.88	0	10.46	$289.00	3.99	3.99	3.99	3.99	3.99	3.99	3.99	3.99	3.9
6	4565	0	360	0	59.88			3.99	3.99	3.99	3.99	3.99	3.99	3.99	3.99	3.9
7	4565	1234572	360	59.88	0	10.46	$289.00	3.99	3.99	3.99	3.99	3.99	3.99	3.99	3.99	3.9
8	4565	1234573	365	59.88	0	10.46	$289.00	3.99	3.99	3.99	3.99	3.99	3.99	3.99	3.99	3.9
9	4565	1234574	365	59.88	0	10.46	$289.00	3.99	3.99	3.99	3.99	3.99	3.99	3.99	3.99	3.9
10	4565	1234575	360	59.88	0	10.46	$289.00	3.99	3.99	3.99	3.99	3.99	3.99	3.99	3.99	3.9
11	7890	1234576	380	59.88	0	10.46	$289.00	3.99	3.99	3.99	3.99	3.99	3.99	3.99	3.99	3.9
12	7890	1234577	380	59.88	0	10.46	$289.00	3.99	3.99	3.99	3.99	3.99	3.99	3.99	3.99	3.9
13	7890	1234578	380	59.88	0	10.46	$289.00	3.99	3.99	3.99	3.99	3.99	3.99	3.99	3.99	3.9
14	7890	1234579	360	59.88	0	10.46	$289.00	3.99	3.99	3.99	3.99	3.99	3.99	3.99	3.99	3.9
15	7890	1234580	360	59.88	0	10.46	$289.00	3.99	3.99	3.99	3.99	3.99	3.99	3.99	3.99	3.9

There are several ‘Macro’ buttons at the top of this sheet (see example above). Each will sort or subtotal as stated. Here is some important information to remember:

1) If you are going to ‘Subtotal By RC and/or DOR, you must first ‘Sort by Funded By’ (that is, click on the ‘Sort by Funded By’ button);
2) Before clicking the ‘Show Only Subtotals’, you should ‘Subtotal by RC and/or DOR’;
3) Before using the ‘Vendor Only – Sub total by Group’, you should ‘Sort by Group ID’;
4) If you subtotal, then press on one of the ‘Sort’ Buttons, you will lose the subtotals, but they can easily be recreated;
5) As recommended in the ‘Comment’, you should save the file before sorting so the regional center receives an unsorted file; If you forget, select the ‘show consumer details’ and then sort by UCI number;
6) Whatever sorting you do on this page, does not affect the ‘Input Sheet’ you used, so, the contract line on that page remains in the first position, and you can still look back there to see how you input the data.

A View of some of the Sort Functions

Below are some samples of the Allocation Summary Spreadsheet after sorts have been done (different input was used than the examples used above). We recommend that, after you have entered your attendance, you save the file before doing any sorting. When you save the file, please be sure to include the service month and year, such as '04-05' in the file name.

'Sort by Group ID' - Note that the higher group numbers are near the top. Further, the DOR consumer with UCI # 9999999, looks much like the other consumers, only with a UCI that stands out and the 'Funded By' column lists this consumer as being funded by DOR (all DOR consumers will have '700' in the "funded by" column).

The Blue circle shows that the contract line has moved to the bottom because the group number for a contract line is zero.

Job coach information (circled in Red) is sorted by Group ID much like the consumers. You, as the Provider, can check each group to ensure that there are enough Job coach hours for each group and that each group has only the number of Job coaches they should. When one Job coach works one week and another person is the coach during another week, you may have two names for a group, but if there are 5 hours per day allocated for the program, you should be able to quickly determine if between the 2 there are more than 110 hours, if there are 22 days (22*5). If there are more than the allowed number of hours, you need to check the information you input ON THE DATA INPUT SHEET (no corrections should be made on the Allocation Summary Sheet).

A	B	C	D	E	F	G	H
	Sort by Group ID	Sort by UCI #	Sort by Funded By	1017.88	179.63	Subtotal by RC and/or DOR	Show Only Subtotals
#	SEP Group ID	UCI #	Funded By	Total Hours Worked by Consumer	Total Hours Provided by Job Coach	Allocated Job Coach Hours by Consumer(s)	Allocated Job Coach Cost by Consumer(s)
16	7890	1234581	360	59.88	0	10.57	$291.84
17	7890	1234582	3	59.88	0	10.57	$291.84
18	7890	1234583	360	59.88	0	10.57	$291.84
19	7890	9999999	700	59.88	0	10.57	$291.84
20	7890	0	0	0	59.88		
7	4565	1234572	360	59.88	0	10.57	$291.84
8	4565	1234573	365	59.88	0	10.57	$291.84
9	4565	1234574	365	59.88	0	10.57	$291.84
10	4565	1234575	360	59.88	0	10.57	$291.84
11	4565	1234576	380	59.88	0	10.57	$291.84
21	4565	0	0	0	59.88		
2	123	1234567	360	59.88	0	10.57	$291.84
3	123	1234568	360	59.88	0	10.57	$291.84
4	123	1234569	360	59.88	0	10.57	$291.84
5	123	1234570	360	59.88	0	10.57	$291.84
6	123	0	360	0	59.88		
1	0	CON1234	360	0.00	0		

‘Sort by Group UCI’

This Sort will not generally be used by the vendor. However, if you receive a file or a list of names that the regional center has provided, say a list of UCI numbers with Authorizations, you can use this sort to review the data that has been input. Please see the ‘picture’ below and note the following:

1) This sort will generally move the contract line to the top;
2) DOR listed consumers will be at the top – If you know that you have received UCI information on every consumer, yet you still have a 9999999 UCI number, you need to get the appropriate UCI number in for that consumer;
3) Job Coach information is now moved to the bottom (see second example) – As the sorts all sort in ‘Descending’ order, and since Job Coaches don’t have any UCI, then they will move to the bottom…There are 3 Groups and the bottom of this spreadsheet shows 3 job coaches with 56 hours each…so you can check to see that no corrections are required;

	A	B	C	D	E	F	G	H	I	J
1		Sort by Group ID	Sort by UCI #	Sort by Funded By	952.00	168.00	Subtotal by RC and/or DOR	Show Only Subtotals	Show Consumer Details	
2	#	SEP Group ID	UCI #	Funded By	Total Hours Worked by Consumer	Total Hours Provided by Job Coach	Allocated Job Coach Hours by Consumer(s)	Allocated Job Coach Cost by Consumer(s)	1	2
3	1	0	CON1234	360	0.00	0			0.00	0.00
4	19	7890	9999999	700	56.00	0	9.88	$272.95	3.50	3.50
5	18	7890	1234583	360	56.00	0	9.88	$272.95	3.50	3.50
6	17	7890	1234582	3	56.00	0	9.88	$272.95	3.50	3.50

(The contract line has no units, the DOR consumer matches the others, except for the different UCI number.)

	A	B	C	D	E	F	G	H	I	J
1		Sort by Group ID	Sort by UCI #	Sort by Funded By	952.00	168.00	Subtotal by RC and/or DOR	Show Only Subtotals	Show Consumer Details	
2	#	SEP Group ID	UCI #	Funded By	Total Hours Worked by Consumer	Total Hours Provided by Job Coach	Allocated Job Coach Hours by Consumer(s)	Allocated Job Coach Cost by Consumer(s)	1	2
19	3	123	1234568	360	56.00	0	9.88	$272.95	3.50	3.50
20	2	123	1234567	360	56.00	0	9.88	$272.95	3.50	3.50
21	20	7890	0	0	0	56.00			3.50	3.50
22	21	4565	0	0	0	56.00			3.50	3.50
23	6	123	0	360	0	56.00			3.50	3.50
24	22	0	0	0	0	0.00			0.00	0.00

No names appear on this page, but you can see that each group number has a total of 56 hours and for the job coaches and no amounts or dollars are found in the 'Consumer' fields for the records at the bottom of the summary page. Because costs aren't allocated to Job Coaches.

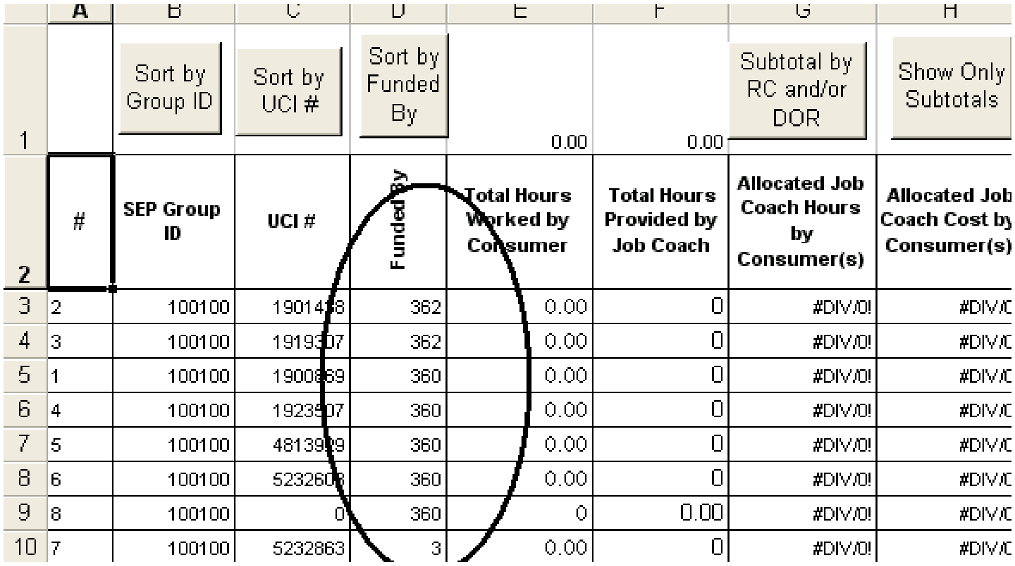
<u>'Sort by Funded By'</u>

This is probably the most important sort function and should be used before subtotaling by RC and/or DOR. The two subtotal buttons ("Subtotal by RC and/or DOR" and "Show Only Subtotals") should only be used after using the 'Sort by Funded by' Button. To see the totals that you should received from DOR, or from each regional center, Press the buttons in the order below. Watch as the page changes with each button.

Before the Sort: Note that the circled column (funded by) has various numbers. Each number represents a regional center. A code of '700' would be for DOR consumers. These numbers are only input on the 'Data Input' Sheets, but are updated to this sheet automatically.

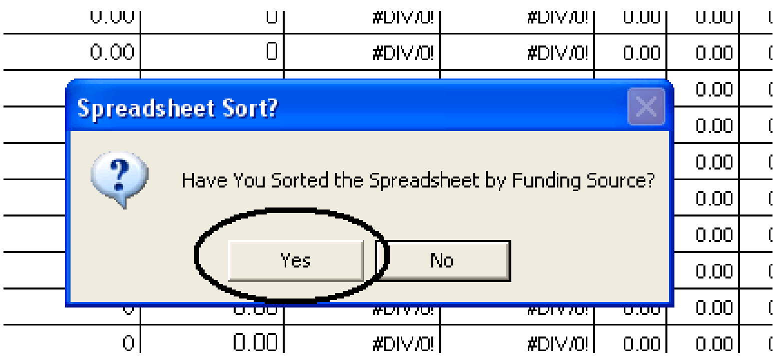
Sort by Group ID	Sort by UCI #	Sort by Funded By	0.00	0.00	Subtotal by RC and/or DOR	Show Only Subtotals
SEP Group ID	**UCI #**	**Funded By**	**Total Hours Worked by Consumer**	**Total Hours Provided by Job Coach**	**Allocated Job Coach Hours by Consumer(s)**	**Allocated Job Coach Cost by Consumer(s)**
100100	1900869	360	0.00	0	#DIV/0!	#DIV/0!
100100	1901438	362	0.00	0	#DIV/0!	#DIV/0!
100100	1919307	362	0.00	0	#DIV/0!	#DIV/0!
100100	1923507	360	0.00	0	#DIV/0!	#DIV/0!
100100	4813929	360	0.00	0	#DIV/0!	#DIV/0!
100100	5232608	360	0.00	0	#DIV/0!	#DIV/0!
100100	5232863	3	0.00	0	#DIV/0!	#DIV/0!
100100	0	360	0	0.00	#DIV/0!	#DIV/0!

Now, click on the 'Sort By Funded By' button and ALL records will be resorted. Below you will note that the larger RC numbers are at the top. The numbers are sorted in Descending order, leaving blank lines at the bottom.



	A	B	C	D	E	F	G	H
1		Sort by Group ID	Sort by UCI #	Sort by Funded By	0.00	0.00	Subtotal by RC and/or DOR	Show Only Subtotals
2	#	SEP Group ID	UCI #	Funded By	Total Hours Worked by Consumer	Total Hours Provided by Job Coach	Allocated Job Coach Hours by Consumer(s)	Allocated Job Coach Cost by Consumer(s)
3	2	100100	1901438	362	0.00	0	#DIV/0!	#DIV/0
4	3	100100	1919307	362	0.00	0	#DIV/0!	#DIV/0
5	1	100100	1900869	360	0.00	0	#DIV/0!	#DIV/0
6	4	100100	1923507	360	0.00	0	#DIV/0!	#DIV/0
7	5	100100	4813929	360	0.00	0	#DIV/0!	#DIV/0
8	6	100100	5232608	360	0.00	0	#DIV/0!	#DIV/0
9	8	100100	0	360	0	0.00	#DIV/0!	#DIV/0
10	7	100100	5232863	3	0.00	0	#DIV/0!	#DIV/0

You will then Click on the 'Subtotal by RC and/or DOR' button. You will see this:



Be sure to select 'Yes' to confirm that you have sorted by the funding source, otherwise the sort will not work.

The 'Funded By' column now has a subtotal for each regional center (DOR has been removed for the example). You will also note that in column G, the total allocated hours for that center are shown and, to the far right, the total dollars for that center are shown. Have you noticed anything odd about the 'Funded by' numbers?

A	B	C	D	E	F	G	H
	Sort by Group ID	Sort by UCI #	Sort by Funded By	73.50	10.50	Subtotal by RC and/or DOR	Show Only Subtotals
#	SEP Group ID	UCI #	Funded By	Total Hours Worked by Consumer	Total Hours Provided by Job Coach	Allocated Job Coach Hours by Consumer(s)	Allocated Job Coach Cost by Consumer(s)
2	100100	1901[illegible]38	362	10.50	0	1.50	$41.43
3	100100	191[illegible]307	362	10.50	0	1.50	$41.43
			362 Total			3.00	$82.86
1	100100	1900869	360	10.50	0	1.50	$41.43
4	100100	1923507	360	10.50	0	1.50	$41.43
5	100100	4813929	360	10.50	0	1.50	$41.43
6	100100	5232608	360	10.50	0	1.50	$41.43
8	100100	0	360	0	10.50		
			360 Total			6.00	$165.72
7	100100	5232[illegible]63	3	10.50	0	1.50	$41.43
			3 Total			1.50	$41.43
9	0	0	0	0	0.00		

You will then see only the total amount for each regional center. Select the 'Subtotal by RC and/or DOR' button.

roup)	UCI #	Funded By	Total Hours Worked by Consumer	Total Hours Provided by Job Coach	Allocated Job Coach Hours by Consumer(s)	Allocated Job Coach Cost by Consumer(s)	1
		362 Total			3.00	$82.86	
		360 Total			6.00	$165.72	
		3 Total			1.50	$41.43	
		0 Total					
		Grand Total			10.50	$290.01	

You can now see the total for each regional center and the 'Grand Total that you will be paid. However, for this example, a problem with one of the Regional Center Numbers has been input. The '3' (or any number that is not between 360 and 380 or is not 700) needs to be corrected. Simply move back to the 'Data' Sheet (you will see the tab at the bottom and you need only click on it). Locate the incorrect RC number in the 'Funded By' column and change it to the appropriate RC number. We will use '360' to correct it. Then, Simply select, in order, the 'Subtotal by RC and/or DOR' button and then the 'Show Only Subtotals' button. Your results will now look like this:

: by l #	Sort by Funded By	73.50	10.50	Subtotal by RC and/or DOR	Show Only Subtotals	Show Consumer Details	
l #	Funded By	Total Hours Worked by Consumer	Total Hours Provided by Job Coach	Allocated Job Coach Hours by Consumer(s)	Allocated Job Coach Cost by Consumer(s)	1	2
	362 Total			3.00	$82.86		
	360 Total			7.50	$207.15		
	0 Total						
Grand Total				10.50	$290.01		

The check amount you would receive from RC # 362 is $82.86 and from # 360 is $207.15. In this case, there is no amount for DOR (which would be #700). You may want to print, or otherwise record this information for your records.

At this point, you can close the file. If you have saved it before checking subtotals, then when you are asked if you would like to save changes, you may select 'No'. If you have not, you may select the 'Show Consumer Details' button, which will remove the subtotals, then save the file. Again, be sure to include in the name the service month and year as 07-04 as part of the file name (for example, H12345 Group 07-04.xls).

<u>One Final Check</u>

There is one thing that we recommend you before you send any files to the regional centers or to DDS. Though not specifically mentioned above, we are hoping for accurate UCI numbers. If you select the 'Data' Sheet, you can quickly review the UCI list to ensure that each consumer has 7 digits and that the only UCI column fields that are red are those that have no names or those that are for Job Coaches. Also, you should be sure that there is NO information in the UCI field for any of the Job coaches ('Clear' a space, don't type in a space to correct an error).

Check the 'Funded By' column and be sure that all the consumers have a valid RC number or '700' for the DOR consumers.

A VERY IMPORTANT item to check is the Service Date. The field is formatted to show a month, a date and a year. The first date of the month is to be used.

Finally, review the times you have input. Are there any letters or symbols in the attendance fields? There should not be. Are all the group IDs properly input.

Many of the problems that might arise in a document such as this can be identified by simply completing an overview. Take a few moments and do just that.

REPORTING THE ATTENDANCE TO THE REGIONAL CENTERS

You should have saved the completed file. You may have saved it on your local Disc (C:) or, for larger companies, to the D:/ or E:/. In some cases, you may have even saved the file to the A:/. Wherever you have saved it, you will need to email that file to the regional center. You may simply open an email and type in the email addresses you must send the file to. These will include an email address for DDS (Work.Services@dds.ca.gov - Note that there is a period between the words 'Work' and 'Services'), an email address for DOR (GroupTrackingforms@dor.ca.gov) and the email addresses provided by the regional centers. Each regional center will have a 'Funded By' number. For each regional center in the funded by column, you need to include them in your email to see that you get paid. Only the regional center's that will be paying you need to receive the file and only files that will be paid by DOR will need to be sent to DOR, but ALL files need to be sent to DDS using the Work.Services@dds.ca.gov address.

Because different people will be using different methods of attaching files, it is difficult to explain all methods of attaching files. For example, if you use Outlook, a Microsoft product, you will need to select from the Menu "Insert" and then select 'File'. A box will appear allowing you to select C:/, D:/ or which ever drive you use. Generally, you will need to double click through the directories to move to the location of you file, then simply select 'Insert' from the dialog box. Other products may use 'Attach', or some other term for attaching the file.

Please check with your regional center on the proper method of 'Certifying' that the information is complete and accurate.

CONCLUSION

For those of you that are not familiar with Excel, this process will require a little experimenting. However, this process will not only serve as your invoice, it will allow us to receive attendance information we need for our Federal Billing process and it will allow us to monitor the Job coach to consumer ratio in an automated fashion. We appreciate your efforts on this project.

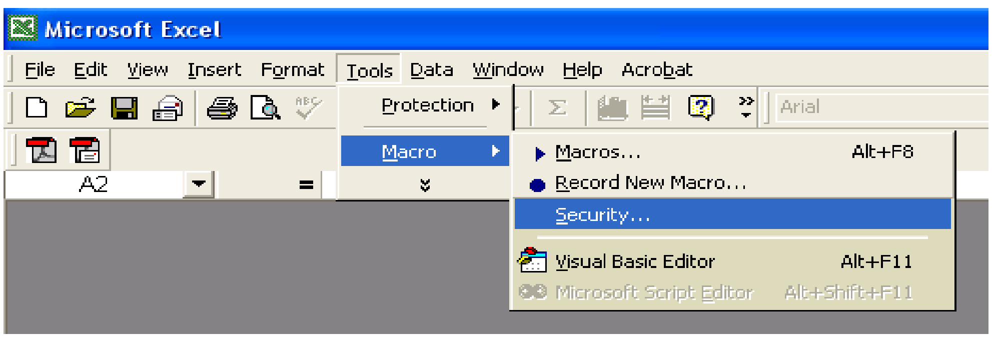
APPENDIX A

SETTING EXCEL TO ALLOW MACROS TO RUN

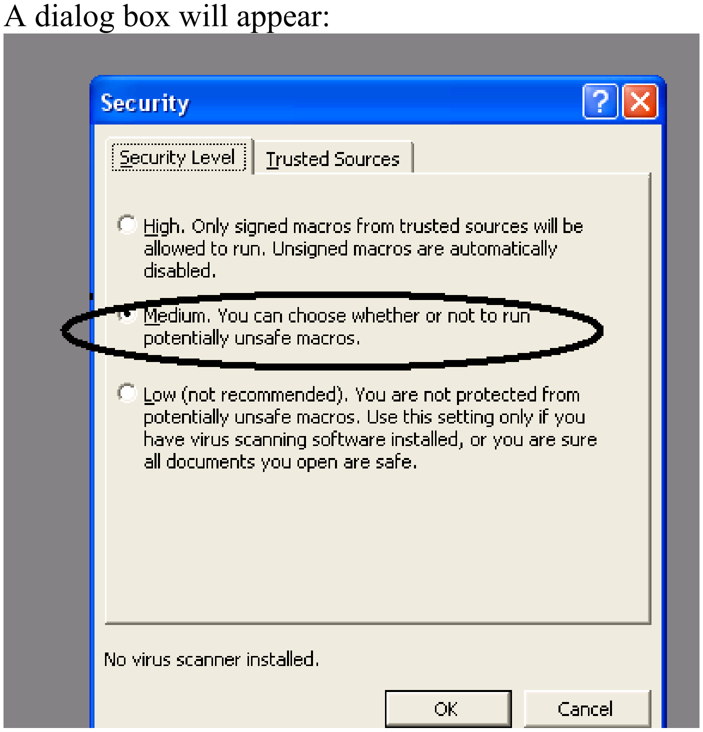
Excel allows you, as a user, to either automatically allow Macros to function, to automatically STOP Macros from functioning or to give you a choice each time you open a file. You will decide based on how you set the security level of Excel, which will happen for you.

This instruction manual assumes that you will be asked, each time you open an Excel file with a Macro, if you would like to "Enable Macros".

From the menu of options, listed at the top of Excel, Select Tools/Macro/Security as shown below:



A dialog box will appear:



We recommend you select Medium Security.   This is how the Security Settings work:

1) High – As mentioned in the dialog box, very specific files with Macros are allowed to function. In general, however, the files you open will simply open without the option of your Macros working.
2) Medium – This level is recommended because you will be notified when opening a file that there are macros present. When you open a file from a trusted source, you can simply enable the macros. If the file has been received from an unknown source, or is a file you aren't familiar with, you can choose 'Disable' Macros and you can then look inside the file to see if there is something that you feel would be helpful.
3) Low Security (note that even the dialog box doesn't recommend it) will allow all macros to function as soon as you open the file. The concern with this level of security is that someone sending you a spreadsheet with automatic macros that can work as a virus or otherwise do damage to your computer. Because there is no question asked if you would like to open the file with Macros enabled, you won't know if there is a macro and a process may start before you even realize.

Again, we recommend that you select a Medium level of security.

APPENDIX B

A QUICK REFERENCE FOR PROVIDEDRS WHO ARE SOMEWHAT FAMILIAR WITH THE FORM DS1964.

1) Be sure you **enable macros** and choose ‘No’ when asked if you would like to open as Read only;
2) Be sure that all required information for your company is input, including the Vendorizing regional center number, your Vendor number and the appropriate Service Month and Service Year (In the mm/dd/yyyy format).
3) Be Sure that ALL information for each consumer is populated. Contact the regional center for UCI numbers or authorization numbers. Where a consumer is not associated with a regional center, use 9999999 as the UCI number for those consumers.
4) Input attendance. You will need to input the number of hours worked by the consumer and for each job coach. Restrict input of attendance to the ‘Quarter’ hour (15 minute increments);
5) Quality Control:
    a. Do all consumers have a UCI number?
    b. NONE of the Job coaches should have a UCI number.
    c. All ‘Funded By’ information is input for all consumers?
    d. All Group Information is input for ALL consumers and ALL job coaches.
    e. Is the file password protected before sending to the RC?
    f. Are all special ‘formats’ or features you have used (such as the auto filter) removed?
    g. If there are any blank lines between consumer or job coach names, the lines should be deleted and the ‘Update Formulas’ button should be used.

Appendix C

Additional Excel Functions for you to use when populating data.

<u>Highlighting your groups with different colors</u>

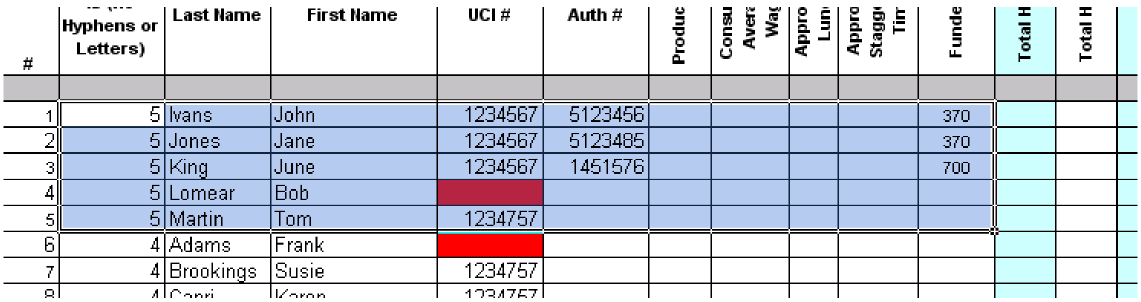
What has happened, as we have used the DS1964 forms, creative people have come up with ideas for making their job easier. The attempt here is to introduce some of these ideas to you. In addition, some additional rules may be added. This example will be used in the following procedures. For comparison purposed, refer back to this image.

	A	B	C	D	E	F	G
1–4	Open Allocation Summary Worksheet		Update Formulas		Service Provider Name: ------------		
					Regional Center ID #: ---------------		
					Regional Center Vendor ID #: ----		
					RC CADDIS Vendor ID #:------------		
5–6	Sort by Group ID Number		Sort By Last Name		DOR FACILITY ID #: -----------------		
					Provider Contact Name, Phone, E		
7–8	Enter Data for all consumers and job coaches for each group in which they participate.				Service Month/Year:---------------		
9	#	SEP Group ID (No Hyphens or Letters)	Last Name	First Name	UCI #	Auth #	Productivity
10							
11	1	5	Ivans	John	1234567	5123456	
12	2	5	Jones	Jane	1234567	5123485	
13	3	5	King	June	1234567	1451576	
14	4	5	Lomear	Bob			
15	5	5	Martin	Tom	1234757		
16	6	4	Adams	Frank			
17	7	4	Brookings	Susie	1234757		
18	8	4	Capri	Karen	1234757		
19	9	4	Docier	Joe	1234757		
20	10	3	Evans	Fred			
21	11	3	Ford	Harry	1234757		
22	12	3	Geary	Mark	1234757		
23	13	3	Harvard	Fran	1234757		
24	14						
25	15						

Highlighting Groups in various colors

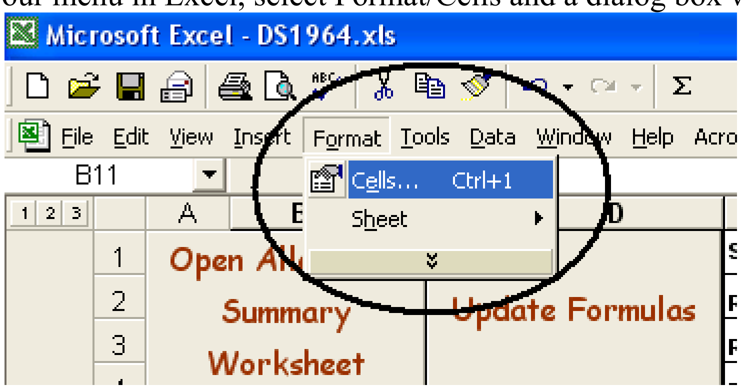
This may be the easiest way to track groups. If you are worried about making sure that data is input in the right group, try these steps:

1) Highlight a group (limited information is shown, but it is recommended that you highlight out to the 31st of the month);

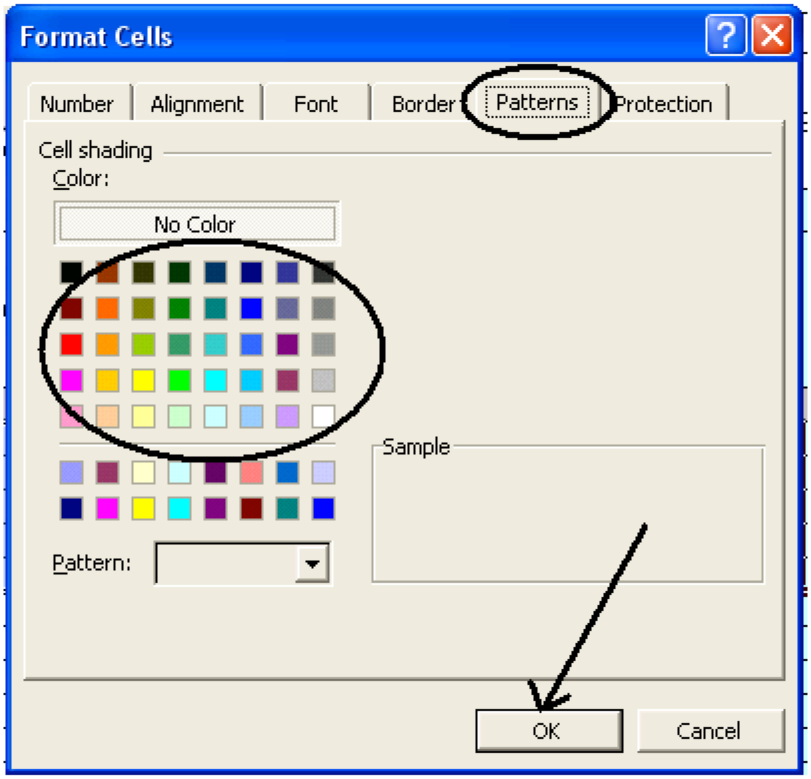


#	Hyphens or Letters)	Last Name	First Name	UCI #	Auth #	Produc	Consu Avera Wag	Appro Lum	Appro Stagg Tim	Funde	Total H	Total H
1	5	Ivans	John	1234567	5123456					370		
2	5	Jones	Jane	1234567	5123485					370		
3	5	King	June	1234567	1451576					700		
4	5	Lomear	Bob									
5	5	Martin	Tom	1234757								
6	4	Adams	Frank									
7	4	Brookings	Susie	1234757								

2) From your menu in Excel, select Format/Cells and a dialog box will appear;



3) In the dialog box, select the ‘Patterns’ tab;



4) From the selection of colors, pick your favorite and select 'OK' (follow the arrow);
5) Then, highlight the next group and follow the same steps, but use a different color;
6) Continue these steps until you have all your groups highlighted and it will look like this:

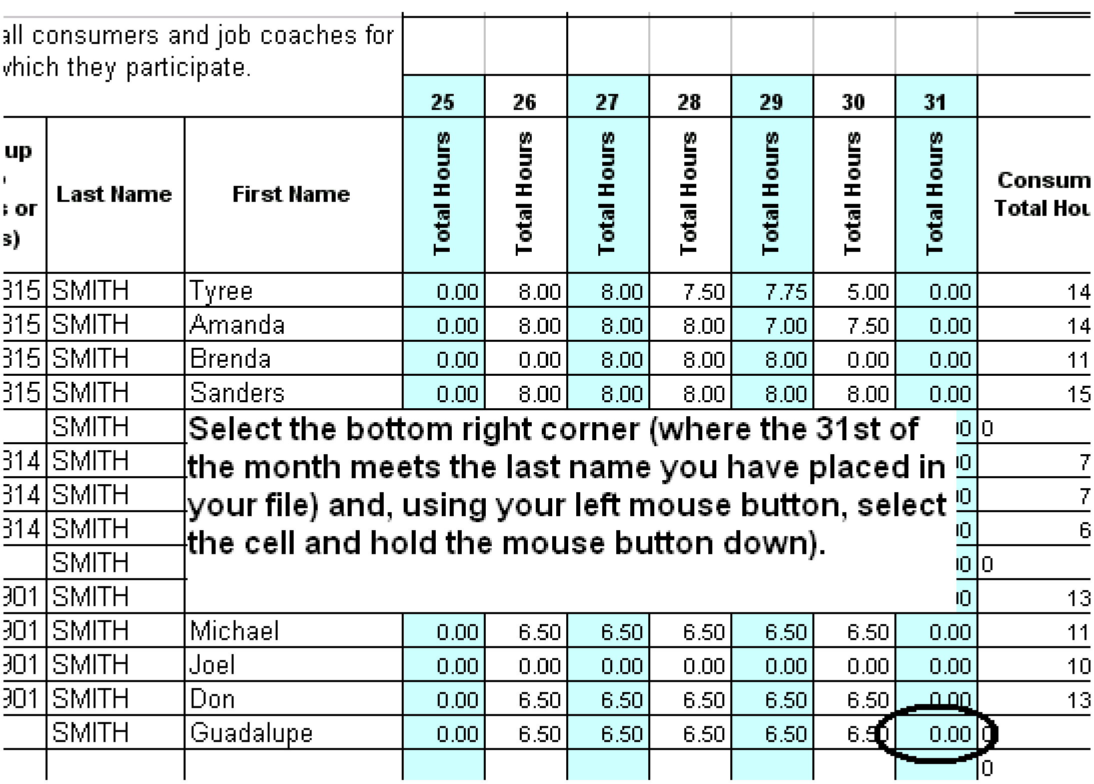
#										
1	5	Ivans	John	1234567	5123456					370
2	5	Jones	Jane	1234567	5123485					370
3	5	King	June	1234567	1451576					700
4	5	Lomear	Bob							
5	5	Martin	Tom	1234757						
6	4	Adams	Frank							
7	4	Brookings	Susie	1234757						
8	4	Capri	Karen	1234757						
9	4	Docier	Joe	1234757						
10	3	Evans	Fred							
11	3	Ford	Harry	1234757						
12	3	Geary	Mark	1234757						
13	3	Harvard	Fran	1234757						

Using an Excel Sort feature

With the new update function, you can really change how you use your form. One excel feature is 'auto filter'. To use the auto filter, do the following:

1) Open up your attendance spreadsheet;
2) Highlight you entire spreadsheet of input data (start in one corner, click the corner cell using your left mouse button and hold the mouse down while you move to the opposite corner of your input data) This includes the SEP Group Number through the 31st of the month- see sample;
3) Select from the menu;
    a. Data
    b. Filter
    c. Auto Filter
4) Small arrows, pointing down (see example) will appear. Select the one over the 'SEP Group ID' column and you will see the list of groups you have on the spreadsheet.
5) Select a group and only that group will show….

This is where it is recommended you begin (bottom right corner).

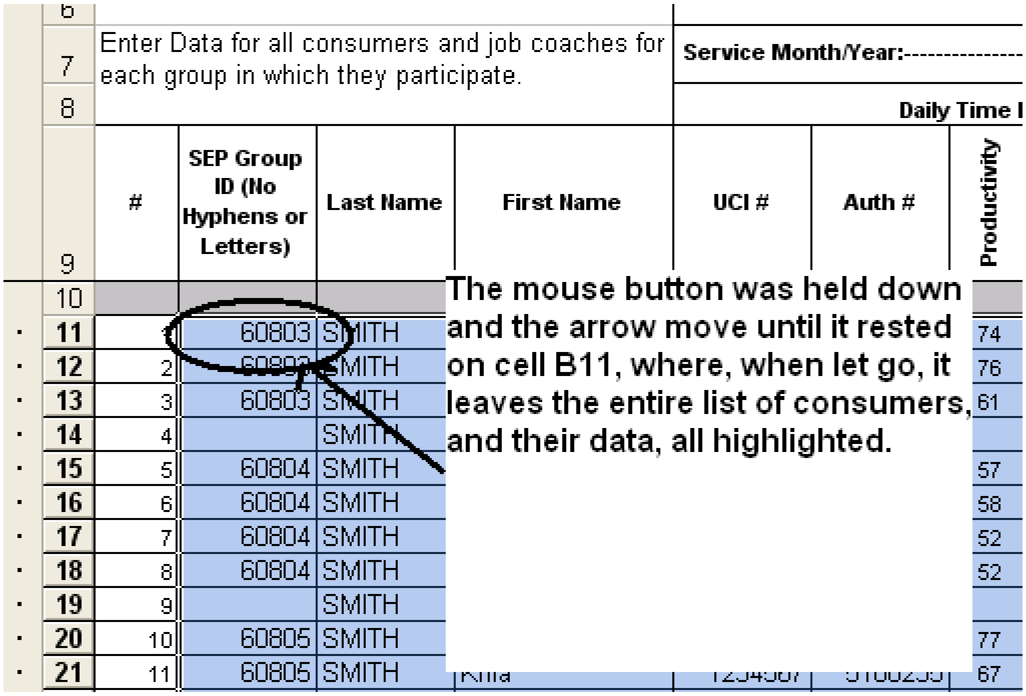


ıll consumers and job coaches for
vhich they participate.

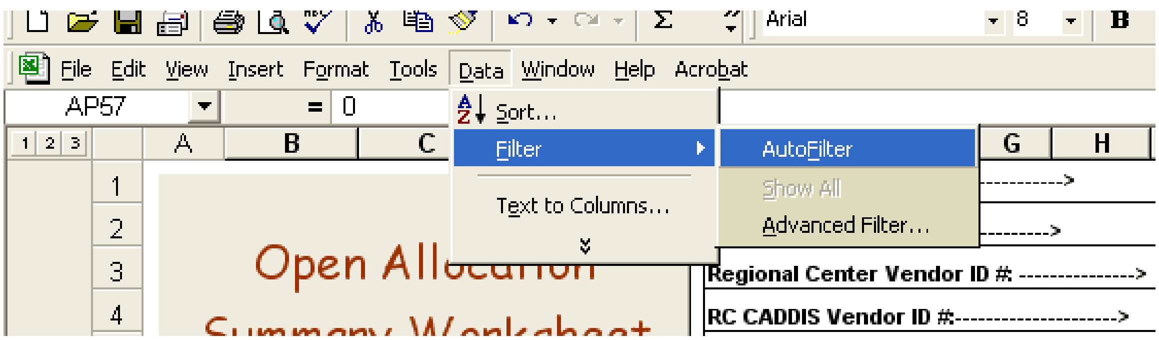
up ' ; or s)	Last Name	First Name	25 Total Hours	26 Total Hours	27 Total Hours	28 Total Hours	29 Total Hours	30 Total Hours	31 Total Hours	Consum Total Hou
315	SMITH	Tyree	0.00	8.00	8.00	7.50	7.75	5.00	0.00	14
315	SMITH	Amanda	0.00	8.00	8.00	8.00	7.00	7.50	0.00	14
315	SMITH	Brenda	0.00	0.00	8.00	8.00	8.00	0.00	0.00	11
315	SMITH	Sanders	0.00	8.00	8.00	8.00	8.00	8.00	0.00	15
	SMITH								0	0
314	SMITH								0	7
314	SMITH								0	7
314	SMITH								0	6
	SMITH								0	0
301	SMITH								0	13
301	SMITH	Michael	0.00	6.50	6.50	6.50	6.50	6.50	0.00	11
301	SMITH	Joel	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10
301	SMITH	Don	0.00	6.50	6.50	6.50	6.50	6.50	0.00	13
	SMITH	Guadalupe	0.00	6.50	6.50	6.50	6.50	6.5	0.00	
										0

Select the bottom right corner (where the 31st of the month meets the last name you have placed in your file) and, using your left mouse button, select the cell and hold the mouse button down).

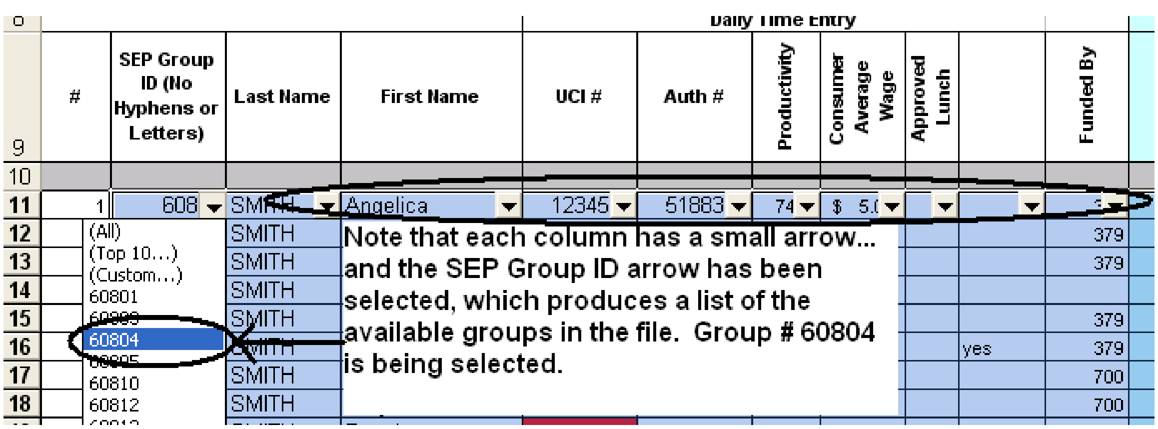
Now move to the left and up to the top left corner of the data…



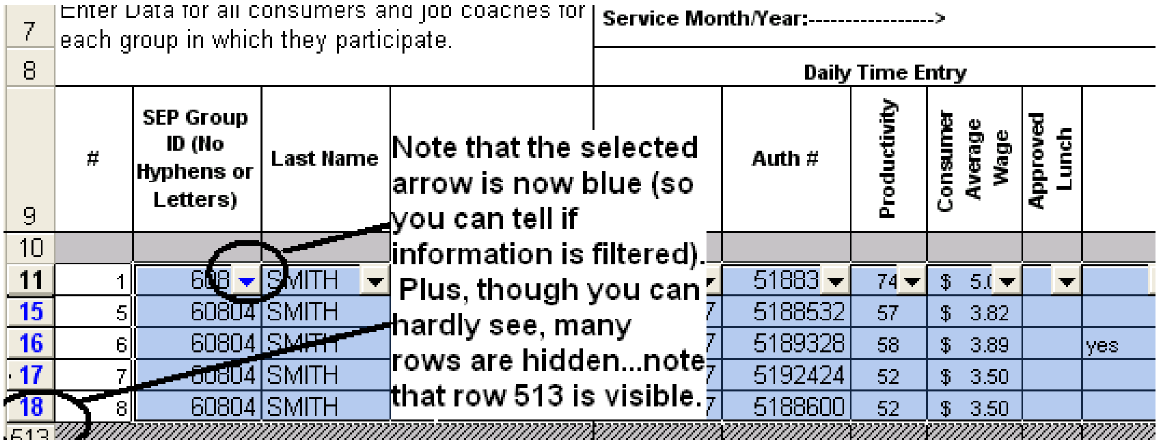
Now, as instructed, select from the menu, 'Data/filter/Auto filter'…



The appearance of the screen will now change to show 'arrows' on top of each column and particular groups can be selected.

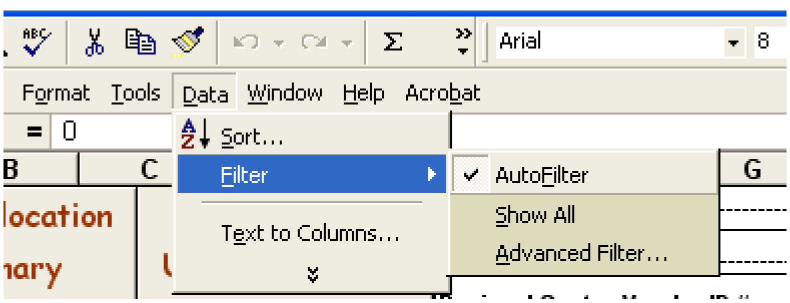


Once selected, only the members of that group will show…



By selecting a single group, you can easily make sure that you are inputting data for the correct person. By highlighting only the names and information through 'funded by', your input attendance may not sort properly, so ALWAYS, include all dates when highlighting to sort.

You can then select group after group until all have been input. Then, you can remove the autofilter feature and the spreadsheet will appear back at its original state (note the 'check mark' next to the 'Auto Filter', showing that it is turned on).



Remember to always do the following if you use this feature.

1) Remove the Auto Filter feature before saving the file for the regional center; and
2) Select the 'Update Formulas' button, to be sure that the calculations are correct.
3) Save the file after you have shut off the 'Auto Filter' feature and selected the Update Formulas buttons.