

**REVENUE/TRUST
UFS DATA FILES (REGIONAL CENTER SPECIFIC)**

CLIENT MASTER

For the purpose of the Revenue/Trust processes, the actual Client Master File maintenance will not be addressed.

The important factors to know are as follows:

1. Before a Trust Master record can be established, a client must be registered and a Unique Client Identifier (UCI) assigned. This is accomplished through the SANDIS Client Master File Maintenance procedure. At most regional centers, this maintenance is completed prior to any fiscal data being processed.
2. Money Management allows the user to leave the vendor number blank. When this occurs the UFS procedure will use the consumer's mailing address from the SANDIS file as the address for the money management disbursement. If there is not a consumer's mailing address, the consumer's physical address will be used.

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SERVICE RATE TABLE

The Service Rate Table is used to identify the service category and the actual rate that is to be used by UFS procedures during the processing of authorizations and invoices.

Each record in the Service Rate Table is uniquely identified by the use of a service code and optionally, a service sub-code and/or vendor number. Acceptable service codes have been identified beginning with UFS Technical Bulletin #147. Additional updates, such as those included in UFS Technical Bulletin #154, #201, and #220 have been issued. Please refer to UFS Technical Bulletins for the most current information regarding service codes or contact your regional centers rates liaison.

Service Sub-codes are used to further categorize/separate a service code. An instance where a service sub-code would be used is:

- (1) Separate Purchase of Service (POS) from Community Placement Plan (CPP) expenditures.

905	L20	POS expenditure
905	L20CP	CPP expenditure

Recent changes in vendorization regulations has eliminated many instances where a service sub-code would be used. In the past, a program could have different categories of service within the same service code and provided in the same physical location. One vendor number would be issued and the service code would be separated by service sub-codes to identify the different categories. Currently, these situations require a separate vendor number for each category of service.

The records in the Service Rate Table can be separated into two categories, generic and vendor specific.

A generic rate is described as a rate that is applicable to any provider 'vendorized' to perform that service. An example would be a Community Care Facility offering level 2 services and is owner operated. The service and service sub-code for this rate record would be 905 L20. This rate record can be used for any provider that is 'vendorized' to perform this service. A generic rate table record will not have a vendor number.

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SERVICE RATE TABLE

A vendor specific rate is described as a rate that is applicable only to a particular provider for that specific service. An example would be a day program with a rate established by the Department of Developmental Services based upon cost data submitted. This rate record can only be applicable for the provider specified in the rate letter. A vendor specific rate will always have a vendor number. **Note:** A vendor specific rate record must always have an associated generic rate record.

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SERVICE RATE TABLE

SERVICE RATE TABLE FIELDS

<u>FIELD</u>	<u>DESCRIPTION</u>	<u>USAGE</u>
AUTO RATE	Auto Rate Support	N: The rate will not be extended during authorization or invoice processing. Y: The rate will be extended (multiplied) by the number of units to determine total cost during authorization and invoice processing.
UNIT TYPE	See attached list	
CURRENT RATE	Current rate	Used during authorization, invoice and turnaround invoice and retro rate processes. Note: 3 decimal places
PRIOR RATE	Prior rate	Used during retro rate change process. Note: 3 decimal places.
BEGIN EFF DATE	Effective date of	Defines the effective date of the the current rate.
END EFF DATE	Expiration date of the current rate	Defines the expiration date of the current rate.
EXP ACCT	Expense account	Identifies the correct General Ledger account according to the Debit Account Table. Refer to UFS Technical Bulletins for appropriate expense account for each service code.
BUD CAT	Budget category	Either 32 Out-of-Home 43 Day Program 65 Other

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SERVICE RATE TABLE

SOURCE	Source of rate	<ul style="list-style-type: none"> 1: SMA/RVS/Hospital Percentages/ Medi-Cal (Generic rates) 2: By contract (pilot projects, administrative cost respite contracts, transportation mileage contracts, start-up costs) 3: Usual and Customary 4: Usual and Customary (up to DDS maximum (Camps & DDS specialists fees)) 5: Rate established by DDS 6: By rate letter only (rate too cumbersome to input to table, but table identifies a rate established and maintained on rate letter) 7: Respite
BASIS	Basis for rate	<ul style="list-style-type: none"> 1: per client 2: regardless of the number of clients
ABS OK	Absence policy	<ul style="list-style-type: none"> 1: Yes absences, yes holidays 2: Yes absences, no holidays 3: No absences, no holidays 4: Not applicable 5: No absences, yes holidays

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RETRO-ACTIVE RATE CHANGE

Y: To identify rate record for retro rate change program to process.

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SERVICE RATE TABLE

GENERIC RATE RECORD
TO BE USED FOR ALL VENDORS USING THIS SERVICE AND SERVICE SUB-CODE

SERVICE RATE TABLE SCREEN

Service code 905
Service sub code L20
Vendor Id
Option C

Auto rate Y
Unit type M
Current rate 1623000 **Note: 3 decimal places (\$1623.000)**
Prior rate 1601000
Beg eff date 010101
End eff date 063001
Exp account 32010
Bud cat 32
Source 1
Basis 1
Abs ok 1
Description LEVEL 2, OWNER-OPERATED RESIDENTIAL FAC (ADULT)
Comments
Mth unit type Retro-active Rate Change
 Cmd4 = cancel update, return to first screen

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SERVICE RATE TABLE

VENDOR SPECIFIC RATE RECORD*

SERVICE RATE TABLE SCREEN

Service code	510
Service sub code	
Vendor Id	H12438
Option	C

Auto rate	Y	
Unit type	DM	
Current rate	0022430	Note: 3 decimal places (\$22.430)
Prior rate	0021590	
Beg eff date	070198	
End eff date	063001	
Exp account	43020	
Bud cat	43	
Source	5	
Basis	1	
Abs ok	3	
Description	ADULT DEVELOPMENT CENTER	
Comments		
Mth unit type	Retro-active Rate Change	
	Cmd4 = cancel update, return to first screen	

C Must have a corresponding generic rate record (See next page for example)

**REVENUE/TRUST
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SERVICE RATE TABLE

GENERIC RATE RECORD FOR VENDOR SPECIFIC RATE **

SERVICE RATE TABLE SCREEN

Service code 510
Service sub code
Vendor Id
Option C

Auto rate N
Unit type DM
Current rate 0000000 **Note: 3 decimal places (\$000.000)**
Prior rate 0000000
Beg eff date 070197
End eff date 063001
Exp account 43020
Bud cat 43
Source 5
Basis 1
Abs ok 3
Description ADULT DEVELOPMENT CENTER
Comments
Mth unit type Retro-active Rate Change
 Cmd4 = cancel update, return to first screen

** Every specific rate record grouping (service and service sub-code) must have a generic rate record.

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SERVICE RATE TABLE

RATE CHANGES:

Periodically, the regional center will be notified that a service (out-of-home) and/or specific vendor has received a rate increase/decrease. It is the responsibility of the regional center to update the applicable Service Rate Table record(s) to reflect the most recent rate.

After the Service Rate Table record(s) have been updated, the authorization procedure will use the new rate for all new authorizations. To update existing authorizations with the new rate, the regional center should run the Retro Rate Change Procedure. Failure to do so will result in an authorization file with records reflecting both the current and prior rate.

The Retro Rate Change Procedure will select all Service Rate Table records with a 'Y' in the Retro-active Rate Change field. The procedure will initially print a report listing those service rate table records which will result in a rate change. The regional center staff must review this listing for accuracy BEFORE continuing. The Service Rate Table record parameters used by this procedure are: Unit, Current Rate, Prior Rate, Begin Effective Date and End Effective Date. All authorizations meeting the rate table criteria will have its existing rate changed to the new rate and the authorized amount will reflect this. Any authorizations not meeting the rate table criteria will be listed so that regional center staff can manually adjust the authorization through regular authorization maintenance.

The following pages are an example of a typical rate change.

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SERVICE RATE TABLE

VENDOR SPECIFIC RATE RECORD
RATE CHANGE (BEFORE)

SERVICE RATE TABLE SCREEN

SERVICE RATE TABLE UPDATE

Service code	510
Service sub code	
Vendor Id	H12438
Option	C

Auto rate	Y	
Unit type	DM	
Current rate	0022430	Note: 3 decimal places (\$22.430)
Prior rate	0021590	
Beg eff date	070198	
End eff date	063001	
Exp account	43020	
Bud cat	43	
Source	5	
Basis	1	
Abs ok	3	
Description	ADULT DEVELOPMENT CENTER	
Comments		
Mth unit type	Retro-active Rate Change	

Cmd4 = cancel update, return to first screen

**REVENUE/TRUST
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SERVICE RATE TABLE

VENDOR SPECIFIC RATE RECORD
RATE CHANGE AFTER **

SERVICE RATE TABLE SCREEN

SERVICE RATE TABLE UPDATE

Service code 510
Service sub code
Vendor Id H12438
Option C

Auto rate Y
Unit type DM
Current rate 0024150 Note: 3 decimal places (\$24.150)
Prior rate 0022430
Beg eff date 070100
End eff date 063001
Exp account 43020
Bud cat 43
Source 5
Basis 1
Abs ok 3
Description ADULT DEVELOPMENT CENTER
Comments
Mth unit type **Retro-active Rate Change Y**

Cmd4 = cancel update, return to first screen

** Rate letter received from DDS. New daily rate of \$24.15/day, effective 7/1/00.

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SERVICE RATE TABLE

SERVICE RATE TABLE UNIT TYPES

<u>UNIT TYPE</u>	<u>DESCRIPTION</u>	<u>SUGGESTED USAGE</u>
DM	Days per Month	Use to identify total number of days per month. Authorization and invoices will reflect product of volume multiplied by the rate with no factoring. This unit type is ideal for day programs.
D	Days, Infrequent	Use to identify total number of days, not within the same month. Ideal for services approved over an entire service period. Authorization and invoices will reflect product of volume multiplied by rate with no factoring.
DW	Days per Week	Use to identify a specific number of days per week scheduled for the program. Authorization and invoices will reflect product of volume multiplied by the rate with a factor to convert to a monthly authorized amount.
M	Month	Use to identify a monthly rate.

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SERVICE RATE TABLE

SERVICE RATE TABLE UNIT TYPES cont.

HD	Hours-Direct, Face-to-Face per Month	Use to identify established hourly rates which specify that only direct, face-to face hours may be billed. If possible, specify average number of hours typically provided per client per month in the description field of the rate table record.
HW	Hours-Direct,	<p>Use to identify all established hourly rates which specify that services are provided by hours per week, or where an hourly rate is established and the purchase of service authorization will consistently be made by the week. Whenever possible, specify the average number of hours typically provided per client per week in the description field of the rate table record.</p> <p>Authorizations and invoices will reflect the product of volume multiplied by the rate with a factor to convert to a monthly authorized amount.</p>
HE	Hours-Direct and Indirect	Use to identify all established hourly rates which specifies that both direct and indirect hours of service may be billed.

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SERVICE RATE TABLE

SERVICE RATE TABLE UNIT TYPES cont.

HT	Hours-Direct, Face-to-Face, Plus Travel Hours Related to Direct Service	Use to identify all established hourly rates which specify that travel hours may be billed as part of their direct hours of service.
HA	Hours-Ancillary Only	Use to identify all established hourly rates that specify only ancillary hours may be billed for services provided.
MR	Miles-Route Only	Used for transportation based upon route miles.

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VENDOR MASTER/DETAIL

Prior to creating/maintaining an authorization, the Vendor Master and associated Vendor Detail Record must be established. For Board and Care (B&C) service providers, this would entail creating the vendor master record and all associated vendor detail records.

It's suggested that whenever a vendor master and vendor detail record is being established for a board & care service provider, a vendor detail record should be established for all possible services being provided (i.e. POS, CPP, P&I, etc.). This practice will reduce authorization errors and the need for multiple access to the vendor master.

Regional centers using SANDIS should use the established SANDIS procedures to update the Vendor Master (Resource files). If not, information on the Vendor Master will be overlaid during the SANDIS resource interface process when certain fields (i.e. address) are updated.

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VENDOR MAINTENANCE SCREEN

DDS UNIFORM FISCAL SYSTEM
PURCHASE OF SERVICES

VENDOR MASTER MAINTENANCE

ADD	-----	A	
CHANGE	-----	C	**FUNCTIONS**
DELETE	-----	D	

KEY FUNCTION C

KEY VENDOR NUMBER H43001

COMMAND KEY 7 TO GO TO END OF JOB

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VENDOR MASTER RECORD SCREEN

2 VENDOR MASTER MAINTENANCE VENDOR NUMBER H43001
 VENDOR BEING CHANGED

STATUS CODE A (A-ACTIVE ,P-PENDING ,D-DELETED ,I-INACTIVE)

VENDOR NAME STARSHIP ENTERPRISE **ALPHA NAME** STARSHIP

VENDOR ADDRESS 123 GALAXY WAY
VENDOR CITY UNIVERSE **STATE** CA
VENDOR ZIP 94944 - 0000

SERVICE ADDRESS **PRINT SEPARATE INVOICES**
SERVICE CITY/STATE **PER CLIENT Y/N** N
SERVICE ZIP 00000 - 0000 **PROVIDER AGREEMENT**

TELEPHONE NUMBER 0000000000 **COUNTY CODE** RENTS .00
VENDORIZING RC 61 **VENDOR TYPE** **PRINT 1099** Y CURR PURCH 3072.00
COMMENT PRIOR PURCH .00

TAX I/D 940112458 **TAX TYPE** E (E-EMPLOYER NO. , S-SOCIAL SECURITY NO.)
TAXNAME STARSHIP ENTERPRISE **NAME CNTRL** STAR
OUT OF STATE

PRESS ENTER TO CONTINUE
COMMAND KEY 1 TO CANCEL AND RETURN TO 1ST SCREEN

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VENDOR DETAIL RECORD SCREEN

VENDOR MAINTENANCE VENDOR # H43001 AUTHORIZED SERVICES

STATUS	PRIMARY	SERVICE	SUB	INPUT	TOTAL	FOLLOW-UP	LICENSE	
		CODE	CODE	DATE	CAPACITY	DATE	EXP	DAT
A	N	400	P&IOH	3/22/94		0/00/00	0/00/0	
A	N	400	P&IUI	3/22/94		0/00/00	0/00/0	
A	Y	505		3/22/94		0/00/00	0/00/0	
A	Y	505	CPP	3/22/94		0/00/00	0/00/0	
A	N	740	CNA	8/01/94		0/00/00	0/00/0	
A	N	740	LVN	8/01/94		0/00/00	0/00/0	
A	N	740	RN	8/01/94		0/00/00	0/00/0	
A	N	742	CNA	8/01/94		0/00/00	0/00/0	
A	N	742	LVN	8/01/94		0/00/00	0/00/0	
A	N	742	RN	8/01/94		0/00/00	0/00/0	
A	Y	905	L2O	3/22/94		0/00/00	0/00/0	

3 **FUNCTION** (A,C,D) **SERVICE CODE** **SUB CODE** **PRIMARY** (Y/N)
INPUT DATE TOTAL CAPACITY FOLLOW-UP DATE
LICENSE EXPIRATION DATE

CMD-1 1ST SCREEN CMD-3 PREVIOUS SCREEN CMD-8 REVIEW AUTHORIZED SERVICE