

# How to use the DS1964 Excel form

For providers

# Overview

This presentation is to provide the information on how to complete the DS1964 form.

You can move through the presentation by hitting the space bar on your key board to move through the screens.

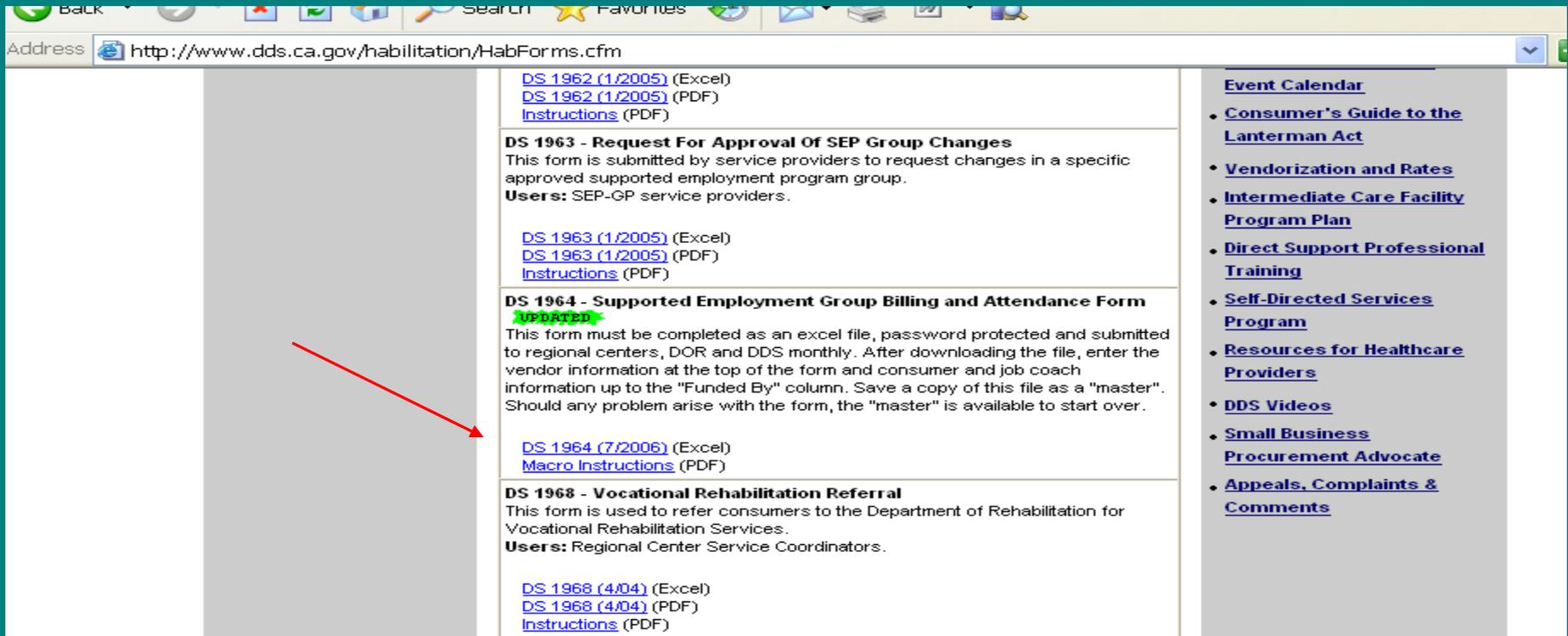
Please check with the regional center if you are unsure on any information in this presentation.

# Items not covered

Details on statutory rates, calculating productivity, or how you would change your group from a staggered group to a non-staggered group are not included in this presentation.

# Obtaining the DS1964 form

The DS1964 form is available on the DDS Website:  
[www.dds.ca.gov/WorkServices/Forms.cfm](http://www.dds.ca.gov/WorkServices/Forms.cfm)



The screenshot shows a web browser window with the address bar displaying <http://www.dds.ca.gov/habilitation/HabForms.cfm>. The main content area is divided into sections for different forms. The section for **DS 1964 - Supported Employment Group Billing and Attendance Form** is highlighted with a red arrow. This section includes the text: "This form must be completed as an excel file, password protected and submitted to regional centers, DOR and DDS monthly. After downloading the file, enter the vendor information at the top of the form and consumer and job coach information up to the 'Funded By' column. Save a copy of this file as a 'master'. Should any problem arise with the form, the 'master' is available to start over." Below this text are links for [DS 1964 \(7/2006\)](#) (Excel) and [Macro Instructions](#) (PDF). To the right of the main content is a sidebar with a section titled **Event Calendar** and a list of links including [Consumer's Guide to the Lanterman Act](#), [Vendorization and Rates](#), [Intermediate Care Facility Program Plan](#), [Direct Support Professional Training](#), [Self-Directed Services Program](#), [Resources for Healthcare Providers](#), [DDS Videos](#), [Small Business Procurement Advocate](#), and [Appeals, Complaints & Comments](#).

[DS 1963 \(1/2005\)](#) (Excel)  
[DS 1963 \(1/2005\)](#) (PDF)  
[Instructions](#) (PDF)

**DS 1964 - Supported Employment Group Billing and Attendance Form**  
**UPDATED**  
 This form must be completed as an excel file, password protected and submitted to regional centers, DOR and DDS monthly. After downloading the file, enter the vendor information at the top of the form and consumer and job coach information up to the "Funded By" column. Save a copy of this file as a "master". Should any problem arise with the form, the "master" is available to start over.

[DS 1964 \(7/2006\)](#) (Excel)  
[Macro Instructions](#) (PDF)

**DS 1968 - Vocational Rehabilitation Services**  
 This form is used to bill for Vocational Rehabilitation Services. Department of Rehabilitation for  
**Users:** Regional Centers, Vocational Rehabilitation Providers

[DS 1968 \(4/04\)](#) (Excel)  
[DS 1968 \(4/04\)](#) (PDF)  
[Instruction](#) (PDF)

**DS 1969 - Vocational Rehabilitation Services**  
 This form is used to bill for Vocational Rehabilitation Services. Department of Rehabilitation for  
**Users:** Regional Centers, Vocational Rehabilitation Providers.

[DS 1969 \(4/04\)](#) (Excel)  
[DS 1969 \(4/04\)](#) (PDF)

A context menu is overlaid on the [DS 1964 \(7/2006\)](#) (Excel) link, showing the following options:
 

- Open
- Open in New Window
- Save Target As...**
- Print Target
- Cut
- Copy
- Copy Shortcut
- Paste
- Add to Favorites...
- Properties

On the right side of the page, there is a navigation menu with the following items:
 

- [Direct Support Professional Training](#)
- [Self-Directed Services Program](#)
- [Resources for Health Care Providers](#)
- [DDS Videos](#)
- [Small Business Procurement Advocates](#)
- [Appeals, Complaints and Comments](#)

- To open the form, right click on the link
- Choose the “Save Target As...” option
- Save the file to your PC

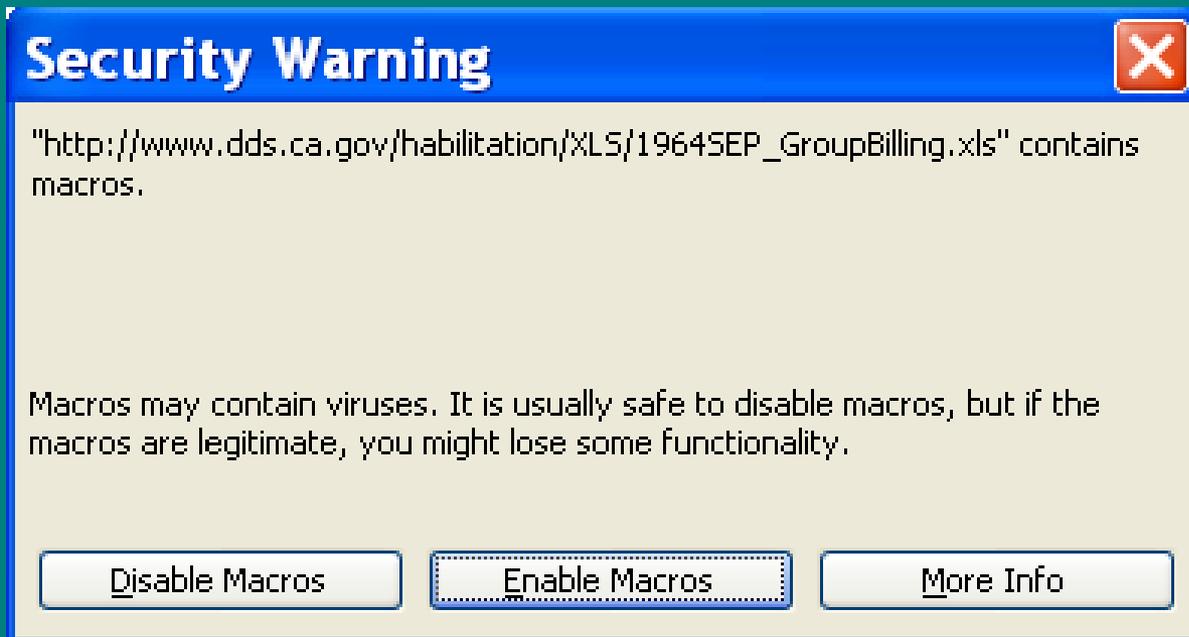
[DS 1964 \(7/2006\)](#) (Excel)

# Obtaining the DS1964 form

- Often, regional centers may create updated forms for you. This may assist you in completing an accurate form because:
  - The UCI and Consumer data is updated;
  - The form includes the names of all consumers that regional centers have authorized (allowing you to confirm); and
  - You are receiving updated authorization numbers.

# Opening a DS1964 form

- Excel allows certain preset programs called 'Macros' to be started with the click of a button. However, you must have Excel set up properly.
- When you open the DS1964.xls form, you should receive the following message....



When this Security Warning appears,  
choose the “Enable Macros” box.

# Opening a DS1964.xls form

- If you see the message below, you will need to close the file (don't save changes) and follow the instructions on the next page.



# Opening a DS1964.xls Form

Set Excel as follows to allow Macros to operate:

- On the menu at the top of Excel select 'Tools/Macros/Security' and then, in the dialog box, select 'Medium'.
- Set Excel once, and it will retain this setting. We recommend a 'medium Security' setting so you may allow your macros to work, but you also have some protection against an unwanted Macro.
- You may now reopen the DS1964.xls form and 'enable macros'.

# Opening a DS1964.xls Form

1 **GENERAL INFORMATION FOR SERVICE PROVIDERS:**

2 This Excel file consists of 3 worksheets. Each worksheet is labeled as to its function, the first is the INSTRUCTIONS, the second is the Data Input sheet with the HIPAA requirements stated upon opening, and the third is the Allocation Summary sheet.

3 The individual worksheets are protected to prevent the changing of formulas and formatting features built into the spreadsheets. The Allocation Summary Sheet will calculate the costs for each consumer in the group. The cost information can be utilized by the regional center for attendance processes.

4 **NOTE: This is the DS1964 (Revised 7/2006) edition. Provided the IPP authorizes a consumer to have a staggered start and/or stop time, and the back-up documentation is maintained per regulation, there is no need to report start and stop times for consumers.**

5 **This version replaces all older editions.**

6 **You should only use the 'Create DS2087' button when instructed by the regional center.**

7

8 **To hide this comment, click this button.....>**

9 **Department of Developmental Services**

10

11

When CADDIS is implemented each service provider will be assigned a new vendor number assigned to the agency by the vendoring regional center, sometimes referred to as the vendor ID or vendor number.

Allocation Summary /

Create DS2087

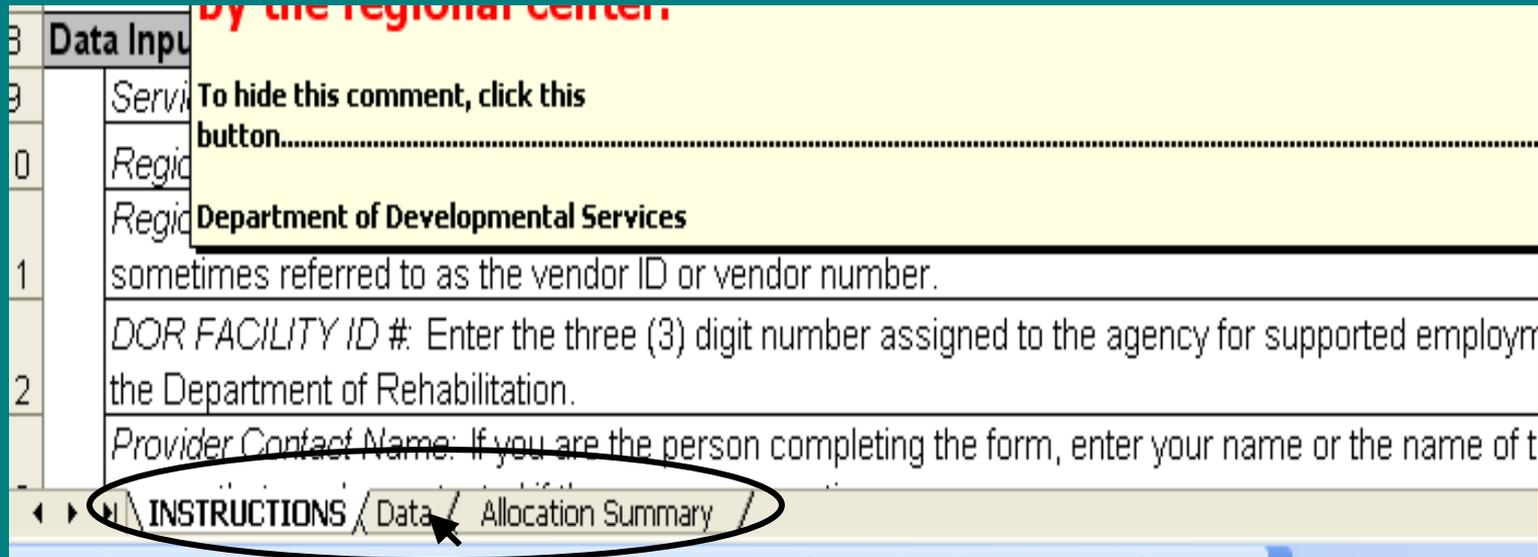
Hide Comment

Note that the Revision Date may Be different.

When you open the file, please read this note that appears in red writing.

After reading the note click on the "Hide Comment" button to remove the comment box from the screen.

# Opening a DS1964.xls Form



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'. You are on the 'Instructions' sheet.

Select the 'Data' Sheet by using your mouse and clicking on the word 'Data'.

# Opening a DS1964.xls Form

An Additional 'Comment Box' is on the Data Sheet. This is another reminder that you are in control of Confidential Data – Please be careful

Service Provider Name: ----->																
Regional Center ID #: ----->																
Regional Center Vendor ID #: ----->																
DOR FACILITY ID #: ----->																
Provider Contact Name																
Provider Contact Phone/Provider Contact Email:																
Service Month/Year:----->																
Daily Time Entry																
#	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																
2																
3																
4																
5																
6																
7																
8																
9																
10																
11																
12																
13																
14																
15																

The information provided in these documents is protected under the Health Insurance Portability and Accountability Act (45 C.F.R Parts 160, 162 and 164). Reasonable and appropriate safeguards must be implemented to protect the confidentiality and integrity of this information in any format as well as during transmission in electronic format as applicable.

Right click on the cell indicated by the arrow to select Hide Comment.

Please read the comment in the red box of your DS1964.xls Form!!!.

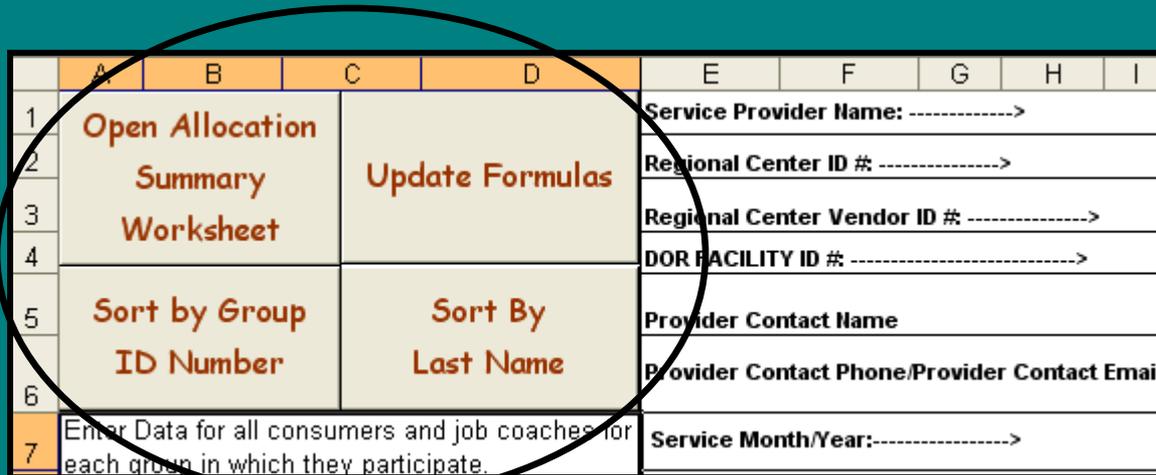
Once you are done reading the comment, you may, as the red lettered comment box says at the bottom, right click on the cell indicated by the arrow to select 'Hide Comment'.

# Four Areas of the DS1964

- The 4 'Macro' buttons in the left top corner
- The short list of information
- The information required for each consumer
- The columns for the attendance data

*A closer look at each of these items...*

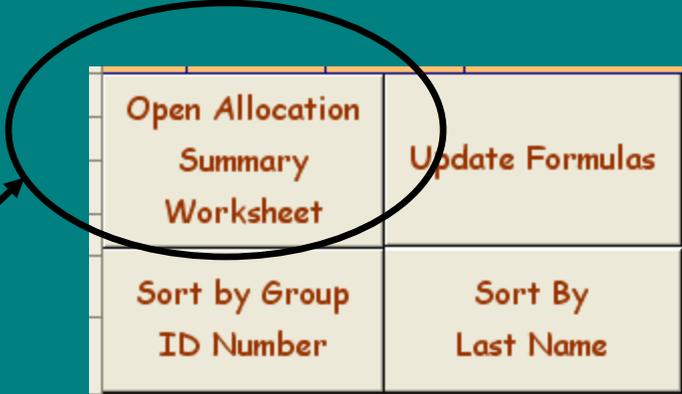
# The 4 Macro Buttons



	A	B	C	D	E	F	G	H	I
1	<b>Open Allocation</b>		<b>Update Formulas</b>		Service Provider Name: ----->				
2	<b>Summary</b>				Regional Center ID #: ----->				
3	<b>Worksheet</b>		<b>Sort by Group</b>		Regional Center Vendor ID #: ----->				
4	<b>ID Number</b>				DOR FACILITY ID #: ----->				
5	<b>Sort By</b>		<b>Sort By</b>		Provider Contact Name				
6	<b>Last Name</b>				Provider Contact Phone/Provider Contact Email				
7	Enter Data for all consumers and job coaches for each group in which they participate.				Service Month/Year:----->				

A click of the Mouse and each of these will initiate a process.

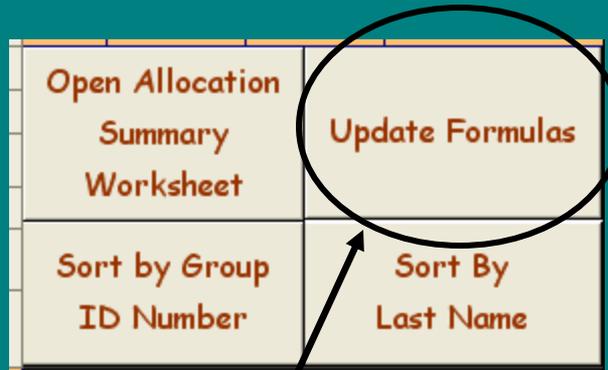
# 'OPEN ALLOCATION SUMMARY WORKSHEET'



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

This button is designed to move you to the 'Allocation Summary' sheet (you may also click on the sheet itself). More Information about the Allocation Summary Sheet, later.

# Update Formulas



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

By using the 'Update Formulas' button, formulas throughout the form are updated.

# Sort by Group ID Number

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

Once you have entered Group ID numbers, you may use this to 'sort' people by Group ID

# Sort By Last Name

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

This button does exactly as it suggests – sorts your list by the last name

# Adding or deleting consumers

If you would like to add or delete consumers, you can delete entire rows, just remember:

*When you have added or deleted any rows, always click on the 'Update Formulas' button to ensure that the Regional Center will receive correct information.*

**Sort by Group  
ID Number**

**Sort By  
Last Name**

When either of these buttons are used, the 'Update Formulas' function automatically runs, so you do not need to update formulas after sorting.

# The short list of information

<b>Service Provider Name: -----&gt;</b>	Smith Family Home	
<b>Regional Center ID #: -----&gt;</b>	369	
<b>Regional Center Vendor ID #: -----&gt;</b>	H12345	
<b>DOR FACILITY ID #: -----&gt;</b>	100	
<b>Provider Contact Name</b>	John Smith	
<b>Provider Contact Phone/Provider Contact Email:</b>	(916) 555-1212	Jsmith@gmail.com
<b>Service Month/Year:-----&gt;</b>	March	2009

- When you receive a file from the regional center, it will generally have the vendor ID and a service month and year already populated. You will need to ensure that the other information is input.
- The Service Month and Year information should be changed for each month that you are submitting.

# Preparing your DS1964

You have seen what information is in the form and some of what functions are available to help you use the form.

Now, let's look at the fields where you will place information to track the services you provide.

# Required information for each consumer

Enter Data for all consumers and job coaches for each group in which they participate. Service Month/Year:----->

#	SEP Group ID (No Hyphens or Letters)	Daily Time Entry - CADDIS VERSION														
		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																
2																
3																
4																
5																

These 4 columns are basic information for consumers. You will enter their last and first name, their UCI number and their authorization number.

NOTE: DOR Consumers, Job Coaches and Consumers from various regional centers may all be listed on the same form.

# The Attendance Columns

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

Service Month/Year:----->

Daily Time Entry - CADDIS VERSION II

#	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	2	3	4	5	6
											Total Hours					
1																
2																
3																
4																
5																

Enter numeric values only in the hours of attendance fields. If someone is absent or on vacation, you should either leave the day blank or type in zero (0).

Each number represents the day of the month – 1<sup>st</sup>, 2<sup>nd</sup>, and so on. Enter the units on the day the consumer was at the job.

# Daily Summary and Calculations

						DATA SUMMARY			
26	27	28	29	30	31	Consumer Total Hours	Job Coach Total Hours	Allocated JC Hours by Consumer	Job Coach Allocated Cost by Consumer
						0.00	0.00		
						0	0.00	#DIV/0!	#DIV/0!
						0	0.00	#DIV/0!	#DIV/0!
						0	0.00	#DIV/0!	#DIV/0!
						0	0.00	#DIV/0!	#DIV/0!
						0	0.00	#DIV/0!	#DIV/0!

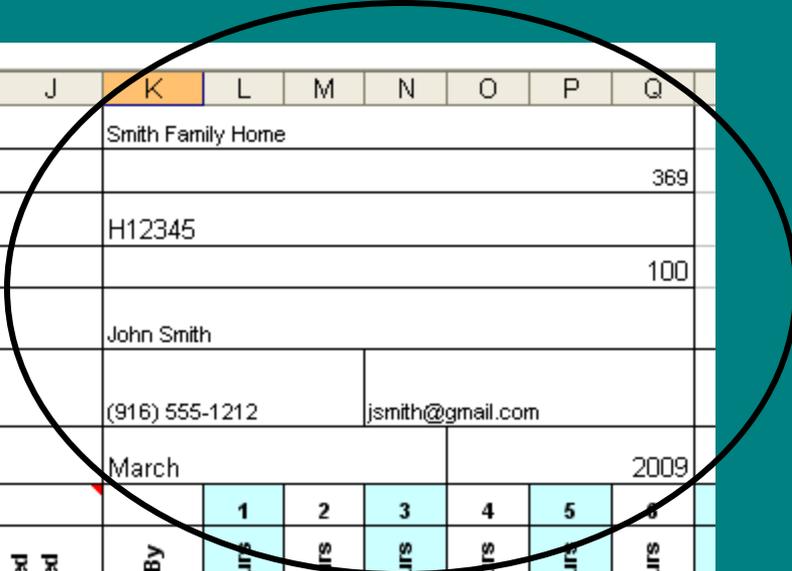
If you scroll to the right, out to the end of the 31 days of the month, you will find the 'Data Summary' section. This section will total automatically. No entry is required.

# Completing the DS1964 Form

- If you receive a form that is populated from the regional center, it will include your vendor number, the UCI numbers and names of the consumers you work with for that regional center and the authorization numbers.
- If the regional center does not provide a file, you must collect this information from each of the regional centers you deal with.

# Preparing the DS1964

Open Allocation Summary Worksheet		Update Formulas		Service Provider Name: ----->		Smith Family Home									
				Regional Center ID #: ----->		369									
				Regional Center Vendor ID #: ----->		H12345									
				DOR FACILITY ID #: ----->		100									
Sort by Group ID Number		Sort By Last Name		Provider Contact Name		John Smith									
				Provider Contact Phone/Provider Contact Email:		(916) 555-1212			jsmith@gmail.com						
Enter Data for all consumers and job coaches for the group in which they participate.				Service Month/Year:----->		March				2009					
Daily Time Entry															
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	Johnson	James	1234568	9123456											
2	Jones	Tom	1234569	9123457											
3	Williams	Betty	1234570	9123458											
4	Coach	Bob the Job													
5	Consumer	DOR	1234567	122132											
6															



Above, note that the Header Information, such as the vendor name, etc., has been completed.

Also, Names have been added.



# Preparing the DS1964

Open Allocation Summary Worksheet			Update Formulas			Service Provider Name: -----> Smith Family Home									
Sort by Group ID Number			Sort By Last Name			Regional Center ID #: -----> 369									
						Regional Center Vendor ID #: -----> H12345									
						DOR FACILITY ID #: -----> 100									
						Provider Contact Name John Smith									
						Provider Contact Phone/Provider Contact Email: (916) 555-1212					jsmith@gmail.com				
						Service Month/Year:-----> March 2009									
						Daily Time Entry									
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	Johnson	James	1234568	9123456					369						
2	Jones	Tom	1234569	9123457					369						
3	Williams	Betty	1234570	9123458					369						
4	Coach	Bob the Job													
5	Consumer	DOR	1234567	122132					700						
6															

Each of the first 3 consumers has both a UCI number and an authorization number – Bob the Job Coach will not have a UCI or an Authorization number.

You then need to add the 'Funded By' information. You will need the regional center number and use "700" for DOR consumers.

# Preparing the DS1964

Daily Time Entry											1	2	3	4	
#	SEP Group ID (No Hyphens or Letters)	Last Name	First Name	UCI #	Auth #	Productivity	Consumer Average Wage	Approved Lunch	Approved Staggered Time	Funded By	Total Hours				
0															
1		Johnson	James	1234568	9123456					369					
2		Jones	Tom	1234569	9123457					369					
3		Williams	Betty	1234570	9123458					369					
4		Coach	Bob the Job												
5		Consumer	DOR	1234567	122132					700					
6															
7															

Also, the DOR Authorization numbers are different than the DDS numbers. The DOR Authorizations begin with "7BF". Our form (and processes) do not allow these characters, so only the numbers are included in this authorization field.

# Preparing the DS1964 Form

Daily Time Entry											1	2	3	4	
#	SEP Group ID (No Hyphens or Letters)	Last Name	First Name	UCI #	Auth #	Productivity	Consumer Average Wage	Approved Lunch	Approved Staggered Time	Funded By	Total Hours				
1	100101	Johnson	James	1234568	9123456					369					
2	100101	Jones	Tom	1234569	9123457					369					
3	100101	Williams	Betty	1234570	9123458					369					
4	100101	Coach	Bob the Job												
5	100101	Consumer	DOR	1234567	122132					700					
6															

In addition to the Funded By information, you need to add the 'Group ID'.

Notice that ALL individuals get a Group ID, including DOR consumers and Job Coaches.

# Completing the DS1964 Form

#	SEP Group ID (No Hyphens or Letters)	Last Name	First Name	UCI #	Auth #	Daily Time Entry						1	2	3	4	5	6
						Productivity	Consumer Average Wage	Approved Lunch	Approved Staggered Time	Funded By	Total Hours						
1	100101	Johnson	James	1234568	9123456					369			4				
2	100101	Jones	Tom	1234569	9123457					369			4				
3	100101	Williams	Betty	1234570	9123458					369			4				
4	100101	Coach	Bob the Job										4				
5	100101	Consumer	DOR	1234567	122132					700			4				
6																	

You may enter attendance detail to 15 minute increments (for example, 4.25 hours would be for 4 hours, 15 minutes)

You are now ready to enter the hours worked for each individual. If a group works for 4 hours on the 3<sup>rd</sup> of the month, enter "4" for each person that was there.

# Completing the DS1964 Form

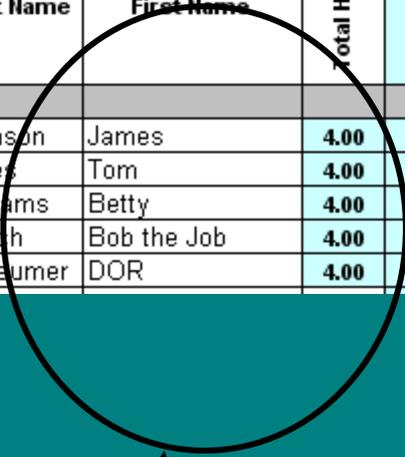
- You may now enter the hours for all consumers for each day they attend. Also, enter the time for the job coaches.
- When a consumer changes groups during the middle of the month, you can add a new line, a new group ID, and enter the days attended from that point forward for the consumer, or for a Job coach.

# Checking Your Work

Group Number	Sort By Last Name		Here is an example of a completed form.								DATA SUMMARY			
Group No (Consumers or Coaches)	Last Name	First Name	24	25	26	27	28	29	30	31	Consumer Total Hours	Job Coach Total Hours	Allocated JC Hours by Consumer	Job Coach Allocated Cost by Consumer
											324.00	84.00		
00101	Johnson	James	4.00	4.00	4.00	4.00	4.00			4.00	84.00		21.78	745.67
00101	Jones	Tom	4.00	4.00	4.00	4.00	4.00			4.00	84.00		21.78	745.67
00101	Williams	Betty	4.00	4.00						4.00	72.00		18.67	639.15
00101	Coach	Bob the Job	4.00	4.00	4.00	4.00	4.00			4.00	0	84.00	0.00	
00101	Consumer	DOR	4.00	4.00	4.00	4.00	4.00			4.00	84.00		21.78	745.67

Here is an example of a completed form.

DATA SUMMARY



Note that the names remain visible even as you input data to the end of the month.



Hours for Bob the Job Coach are automatically shown in the Job Coach Hours (this is because there is no UCI)

# Checking Your Work

Group Number		Sort By Last Name		DATA SUMMARY											
for all consumers and job coaches for which they participate.				24	25	26	27	28	29	30	31				
Group No (Consumers)	Last Name	First Name	Total Hours	Total Hours	Total Hours	Total Hours	Total Hours	Total Hours	Total Hours	Total Hours	Total Hours	Consumer Total Hours	Job Coach Total Hours	Allocated JC Hours by Consumer	Job Coach Allocated Cost by Consumer
												324.00	84.00		
00101	Johnson	James	4.00	4.00	4.00	4.00	4.00				4.00	84.00		21.78	745.67
00101	Jones	Tom	4.00	4.00	4.00	4.00	4.00				4.00	84.00		21.78	745.67
00101	Williams	Betty	4.00	4.00							4.00	72.00		18.67	639.15
00101	Coach	Bob the Job	4.00	4.00	4.00	4.00	4.00				4.00	0	84.00	0.00	
00101	Consumer	DOR	4.00	4.00	4.00	4.00	4.00				4.00	84.00		21.78	745.67

The Consumers have all had 4 hours per day added. Notice that Betty is missing 3 days. Absences or Holidays can be left blank or have "0" entered.

Each consumer shows a total and, immediately under the 'Consumer Total Hours', a grand total is shown.

# Checking Your Work

Group Number		Sort By Last Name		DATA SUMMARY											
for all consumers and job coaches for which they participate.				24	25	26	27	28	29	30	31	Consumer Total Hours	Job Coach Total Hours	Allocated JC Hours by Consumer	Job Coach Allocated Cost by Consumer
Group No (Consumers or Coaches)	Last Name	First Name	Total Hours	Total Hours	Total Hours	Total Hours	Total Hours	Total Hours	Total Hours	Total Hours	Total Hours	Consumer Total Hours	Job Coach Total Hours	Allocated JC Hours by Consumer	Job Coach Allocated Cost by Consumer
00101	Johnson	James	4.00	4.00	4.00	4.00	4.00				4.00	84.00	84.00	21.78	745.67
00101	Jones	Tom	4.00	4.00	4.00	4.00	4.00				4.00	84.00	84.00	21.78	745.67
00101	Williams	Betty	4.00	4.00							4.00	72.00	84.00	18.67	633.15
00101	Coach	Bob the Job	4.00	4.00	4.00	4.00	4.00				4.00	0	84.00	0.00	
00101	Consumer	DOR	4.00	4.00	4.00	4.00	4.00				4.00	84.00	84.00	21.78	745.67

Because a single vendor may work with multiple regional centers AND DOR, a method of allocating costs had to be devised. This form automatically 'allocates' the Job Coach hours to each consumer.

Also note, the Job Coach has Zero hours allocated (and therefore zero dollars).

# Checking Your Work

The Data Summary allows you the ability to check your totals and verify some data about the information you have entered.

But, how can you quickly check for larger groups or how much money you should expect to receive?

# Checking Your Work

#	SEP Group ID (No Hyphens or Letters)	Last Name	First Name	UCI #
1	100101	Johnson	James	123456
2	100101	Jones	Tom	123456
3	100101	Williams	Betty	123457
4	100101	Coach	Bob the Job	
5	100101	Consumer	DOR	123456
6	100101			
7	100101			
8				
9				
10				
11				
12				
13				
14				
15				

You have two options to view the Summary Worksheet. You have seen these before.....

You may use the Button designed to take you to the 'Allocation Summary' Worksheet, or....

You can simply use your mouse and select the 'Allocation Summary' worksheet.

# Checking Your Work

B	C	D	E	F	G	H	I	J	K	L	M
Sort by Group ID	Sort by UCI #	Sort by Funded By			Subtotal by RC and/or DOR	Show Only Subtotals	Show Consumer Details			Hide Comment	
			324.00	84.00							

**RECOMMENDATION: Save a copy of this file before sorting and subtotalling. If the form becomes unusable you will have a backup.**

The 3 sort buttons are available for your use until you insert the subtotals. **After inserting the subtotals, do not use the sort buttons again.**

To determine the amount to bill each funding entity:

- 1) Click the "Sort by Funded By" button then
- 2) Click the "Subtotal by RC and/or DOR" button

The "Show Only Subtotals" and "Show Consumer Details" buttons are available after completing the above 2 steps.

To hide this comment click the "Hide Comment" button.

More Information for you. This presentation covers the details in the comment box. You can use your mouse and click on the 'Hide Comment' button to view the information on this worksheet.

# Checking Your Work

- Using the Allocation Summary worksheet should allow you to:
  - Make sure that you have recorded all consumers and Job Coaches; and
  - Determine what amount you should bill for from each regional center or the department of rehabilitation.

Before using the Macro Buttons, you may want to save your file.

# Checking Your Work

The screenshot shows a software interface with several buttons and data fields. Three callout boxes are present: one on the left pointing to 'Sort by Group ID', one in the middle pointing to 'Sort by UCI #', and one on the right pointing to 'VENDOR ONLY - Subtotal by Group'. The interface also includes buttons for 'Sort by Funded By', 'Subtotal by RC and/or DOR', 'Show Only Subtotals', 'Show Consumer Details', and 'Hide Comment'. Data fields for 'Total Hours' (324.00 and 84.00) and 'Allocated Job' are visible.

Sort by Group ID	Sort by UCI #	Sort by Funded By	324.00	84.00	Subtotal by RC and/or DOR	Show Only Subtotals	Show Consumer Details	Hide Comment	VENDOR ONLY - Subtotal by Group
		By	Total Hours	Total Hours	Allocated Job	Allocated Job			

The boxes shown here each work to initiate processes when you click on them with your mouse. Used properly, even larger vendors can see large amounts of information in seconds.

You can sort your data (if you are checking on a specific UCI or Group), you can get subtotals, you can show only the subtotals, or, if you are looking at sub totals, you can reset the form to view details.

To confirm that you have recorded Job Coach Hours for your groups and that each group has consumers recorded for it, you can use the two buttons on the far left and far right ends.

# Checking Your Work

Sort by Group ID		Sort by UCI #		Sort by Funded By		Subtotal by RC and/or DOR		Show Only Subtotals		Show Consumer Details		Hide Comment		VENDOR ONLY - Subtotal by Group	
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	
100101	0	0	84.00	84.00			0.00	0.00	4.00	4.00	4.00	4.00	4.00	0.00	
100102	0	0	0	0			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
100101	1234567	700	84.00				0.00	4.00	4.00	4.00	4.00	4.00	4.00	0.00	
100101	1234568	369	84.00				0.00	4.00	4.00	4.00	4.00	4.00	4.00	0.00	
100101	234569	369	84.00	0	9.48	\$324.73	0.00	0.00	4.00	4.00	4.00	4.00	4.00	0.00	
100102	234567	369	84.00	0	9.48	\$324.73	0.00	0.00	4.00	4.00	4.00	4.00	4.00	0.00	
100102	234567	369	84.00	0	9.48	\$324.73	0.00	0.00	4.00	4.00	4.00	4.00	4.00	0.00	
100102	1234567	369	84.00	0	9.48	\$324.73	0.00	0.00	4.00	4.00	4.00	4.00	4.00	0.00	
100102	1234567	369	84.00	0	9.48	\$324.73	0.00	0.00	4.00	4.00	4.00	4.00	4.00	0.00	
100102	1234567	369	84.00	0	9.48	\$324.73	0.00	0.00	4.00	4.00	4.00	4.00	4.00	0.00	
100102	1234567	700	84.00	0	9.48	\$324.73	0.00	0.00	4.00	4.00	4.00	4.00	4.00	0.00	
100101	1234570	369	72.00	0	8.13	\$278.34	0.00	0.00	4.00	4.00	4.00	4.00	4.00	0.00	
0	0	0	0	0.00			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Click on the 'Sort by Group ID' button....

Additional Consumers were added so a second group, # 100102, could be compared. If you now observe the Group ID, you will see that the numbers vary. In this case, the first two individuals have no UCI numbers – these are the job coaches.

# Checking Your Work

	Sort by Group ID	Sort by UCI #	Sort by Funded By			Subtotal by RC and/or DOR	Show Only Subtotals
				744.00	84.00		
#	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)
	100102	0	0	0	0.00		
	100102	1234567	369	84.00	0	9.48	\$324.73
	100102	1234567	369	84.00	0	9.48	\$324.73
	100102	1234567	369	84.00	0	9.48	\$324.73
	100102	1234567	369	84.00	0	9.48	\$324.73
	100102	1234567	700	84.00	0	9.48	\$324.73
	100101	0	0	0	84.00		
	100101	1234567	700	84.00	0	9.48	\$324.73
	100101	1234568	369	84.00	0	9.48	\$324.73
	100101	1234569	369	84.00	0	9.48	\$324.73
	100101	1234570	369	72.00	0	8.13	\$278.34

Job Coaches are matched to a group, each having No UCI number. Can you see that the first Job Coach listed did not have any hours input?

# Checking Your Work

- If you do find that a job coach's hours reported to you on his time card don't match those recorded, you can move to the Data Sheet and update his or her hours, as appropriate.
- It is always best to look over your DS1964 in this manner before sending it to the regional centers.

# Checking Your Work

Open Allocation Summary Worksheet		Update Formulas		Service Pro
Sort by Group ID Number		Sort By Last Name		Regional C
Enter Data for all consumers and job coaches for each group in which they participate.				Regional C
				DOR FACIL
				Provider C
				Provider C
				Service M
#	SEP Group ID (No Hyphens or Letters)	Last Name	First Name	UCI #
1	100101	Johnson	James	123456
2	100101	Jones	Tom	123456
3	100101	Williams	Betty	123457
4	100101	Coach	Bob the Job	
5	100101	Consumer	DOR	123456
6	100101			
7	100101			
8				
9				
10				
11				
12				
13				
14				
15				

INSTRUCTIONS | **Data** | Allocation Summary

To move back to the Data sheet, use your mouse to select 'Data' down near the bottom. Locate the Job Coach with the missing data and edit it as required.

Other parts of you file will automatically update!

Once you have updated the Job Coach or Consumer Hours, move back to the Allocation Summary Sheet.

# Checking Your Work

Sort by Group ID		Sort by UCI #		Sort by Funded By		Subtotal by RC and/or DOR		Show Only Subtotals		Show Consumer Details		Hide Comment		VENDOR ONLY - Sub total by Group	
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
			744.00	168.00											
100102	0	0	0	84.00			0.00	0.00	4.00	4.00	4.00	4.00	4.00	0.00	0.00
100102	1234567	369	84.00	0	18.97	\$649.46	0.00	0.00	4.00	4.00	4.00	4.00	4.00	0.00	0.00
100102	1234567	369	84.00	0	18.97	\$649.46	0.00	0.00	4.00	4.00	4.00	4.00	4.00	0.00	0.00
100102	1234567	369	84.00	0	18.97	\$649.46	0.00	0.00	4.00	4.00	4.00	4.00	4.00	0.00	0.00
100102	1234567	369	84.00	0	18.97	\$649.46	0.00	0.00	4.00	4.00	4.00	4.00	4.00	0.00	0.00
100102	1234567	700	84.00	0	18.97	\$649.46	0.00	0.00	4.00	4.00	4.00	4.00	4.00	0.00	0.00
100101	0	0	0	84.00			0.00	0.00	4.00	4.00	4.00	4.00	4.00	0.00	0.00
100101	1234567	700	84.00	0	18.97	\$649.46	0.00	0.00	4.00	4.00	4.00	4.00	4.00	0.00	0.00
100101	1234568	369	84.00	0	18.97	\$649.46	0.00	0.00	4.00	4.00	4.00	4.00	4.00	0.00	0.00
100101	1234569	369	84.00	0	18.97	\$649.46	0.00	0.00	4.00	4.00	4.00	4.00	4.00	0.00	0.00
100101	1234570	369	72.00	0	16.26	\$556.68	0.00	0.00	4.00	4.00	4.00	4.00	4.00	0.00	0.00
0	0	0	0	0.00			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Because you now know that all the Job Coach and Consumer information is complete, you can confirm at a summary level. First click on the 'Vendor ONLY – Sub total By Group' button, then on the 'Show Subtotals Only'.

# Checking Your Work



When You have selected the 'Vendor Only' button, you will be asked to confirm that you have sorted by Group ID. If you haven't, you may end up with multiple subtotals for the same group. So, if you haven't sorted, please select 'NO' and then sort – otherwise, select yes to view the subtotals.

# Checking Your Work

	Sort by Group ID	Sort by UCI #	Sort by Funded By			Subtotal by RC and/or DOR	Show Only Subtotals	Show Consumer Details		
				744.00	168.00					
#	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
	<b>100102 Total</b>					94.84	\$3,247.28			
	<b>100101 Total</b>					73.16	\$2,505.04			
	<b>0 Total</b>									
	<b>Grand Total</b>					<b>168.00</b>	<b>\$5,752.32</b>			

From here You can see a couple things:

A subtotal for each group

A grand total of the hours and the amount you will receive.

# Checking Your Work

	Sort by Group ID	Sort by UCI #	Sort by Funded By			Subtotal by RC and/or DOR	Show Only Subtotals	Show Consumer Details			
#	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	
	100102 Total					94.84	\$3,247.28				
	100101 Total					73.16	\$2,505.04				
	0 Total										
	Grand Total					168.00	\$5,752.32				

You can now 'revert' to show all consumers and their lists by clicking on this button...

# Checking Your Work

A	B	C	D	E	F	G	H	I	J	K
	Sort by Group ID	Sort by UCI #	Sort by Funded By	744.00	168.00	Subtotal by RC and/or DOR	Show Only Subtotals	Show Consumer Details		Hide
#	SEP Group ID	UCI #	Funded By	Total Hours Worked by	Total Hours Provided by	Allocated Job Coach Hours	Allocated Job Coach Cost by	1	2	3
6	100102							0.00	0.00	4.00
7	100102							0.00	0.00	4.00
8	100102							0.00	0.00	4.00
9	100102	1234567	369	84.00	0	18.97	\$649.46	0.00	0.00	4.00
10	100102	1234567	369	84.00	0	18.97	\$649.46	0.00	0.00	4.00
11	100102	1234567	700	84.00	0	18.97	\$649.46	0.00	0.00	4.00
	<b>100102 Total</b>					94.84	\$3,247.28			
1	100101	0	0	0	84.00			0.00	0.00	4.00
2	100101	1234567	700	84.00	0	18.97	\$649.46	0.00	0.00	4.00
3	100101	1234568	369	84.00	0	18.97	\$649.46	0.00	0.00	4.00
4	100101	1234569	369	84.00	0	18.97	\$649.46	0.00	0.00	4.00
5	100101	1234570	369	72.00	0	16.26	\$556.68	0.00	0.00	4.00
	<b>100101 Total</b>					73.16	\$2,505.04			

Now Let's see how much you are owed from the regional center and from DOR.

You can see that the subtotals have been retained, but the consumer details are now visible.

# Checking Your work

	A	B	C	D	E	F	G	H	I	J	K
		Sort by Group ID	Sort by UCI #	Sort by Funded By	744.00	168.00	Subtotal by RC and/or DOR	Show Only Subtotals	Show Consumer Details		Hide
#	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
6	100102	0	0	0	84.00				0.00	0.00	4.00
7	100102	1234567	369	84.00	0	18.97	\$649.46		0.00	0.00	4.00
8	100102	1234567	369	84.00	0	18.97	\$649.46		0.00	0.00	4.00
9	100102	1234567	369	84.00	0	18.97	\$649.46		0.00	0.00	4.00
10	100102	1234567	369	84.00	0	18.97	\$649.46		0.00	0.00	4.00
11	100102	1234567	700	84.00	0	18.97	\$649.46		0.00	0.00	4.00
	<b>100102 Total</b>					94.84	\$3,247.28				
1	100101	0	0	0	84.00				0.00	0.00	4.00
2	100101	1234567	700	84.00	0	18.97	\$649.46		0.00	0.00	4.00
3	100101	1234568	369	84.00	0	18.97	\$649.46		0.00	0.00	4.00
4	100101	1234569	369	84.00	0	18.97	\$649.46		0.00	0.00	4.00
5	100101	1234570	369	72.00	0	16.26	\$556.68		0.00	0.00	4.00
	<b>100101 Total</b>					73.16	\$2,505.04				

Three buttons are again required to sort, subtotal, and then summarize your data. Begin here with the 'Sort by Funded By' button.

# Checking Your Work

Sort by Group ID	Sort by UCI #	Sort by Funded By			Subtotal by RC and/or DOR	Show Only Subtotals	Show Consumer Details	
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
			744.00	168.00				
100102	1234567	700	84.00	0	18.97	\$649.46	0.00	0.00
100101	1234567	700	84.00	0	18.97	\$649.46	0.00	0.00
100102	1234567	369	84.00	0				
100102	1234567	369	84.00	0				
100102	1234567	369	84.00	0				
100102	1234567	369	84.00	0	18.97	\$649.46	0.00	0.00
100101	1234568	369	84.00	0	18.97	\$649.46	0.00	0.00
100101	1234569	369	84.00	0	18.97	\$649.46	0.00	0.00
100101	1234570	369	72.00	0	16.26	\$556.68	0.00	0.00
100102	0	0	0	84.00			0.00	0.00
100101	0	0	0	84.00			0.00	0.00

You can now Subtotal the data – Click this button...

The Job Coaches are at the bottom of the list (your payment amount is allocated to all the consumers).

# Checking Your Work

	Sort by Group ID	Sort by UCI #	Sort by Funded By			Subtotal by RC and/or DOR	Show Only Subtotals	Show Consumer Details	
#	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
				744.00		168.00			
	100102	1234567	700	84.00	0	18.97	\$649.46	0.00	0.00
	100101	1234567	700	84.00	0	18.97	\$649.46	0.00	0.00
			<b>700 Total</b>			37.94	\$1,298.91		
	100102	1234567	369	84.00	0	18.97	\$649.46	0.00	0.00
	100102	1234567	369	84.00	0	18.97	\$649.46	0.00	0.00
	100102	1234567	369	84.00	0	18.97	\$649.46	0.00	0.00
	100102	1234567	369	84.00	0	18.97	\$649.46	0.00	0.00
	100101	1234568	369	84.00	0	18.97	\$649.46	0.00	0.00
	100101	1234569	369	84.00	0	18.97	\$649.46	0.00	0.00
	100101	1234570	369	72.00	0	16.26	\$556.68	0.00	0.00
			<b>369 Total</b>			130.06	\$4,453.41		
	100102	0	0	0	84.00			0.00	0.00
	100101	0	0	0	84.00			0.00	0.00

You can now click on the 'Show Only Subtotals' button

Notice that each regional center (or DOR) is subtotaled and the Job Coaches are below the last subtotal.

# Checking Your Work

	Group ID	UCI #	Funded By	744.00	168.00	RC and/or DOR	Subtotals	Consumer Details	
#	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
			<b>700 Total</b>			37.94	\$1,298.91		
			<b>369 Total</b>			130.06	\$4,453.41		
			<b>0 Total</b>						
			<b>Grand Total</b>			<b>168.00</b>	<b>\$5,752.32</b>		

You can now see that regional center # 369 will owe you for 130.06 allocated hours totaling \$4,453.41 and DOR will owe you \$1,298.91 for a Grand Total of \$5,752.32.

If you take the 168.00 Hours times the current rate of \$34.24, you will find that the total is \$5,752.32.

So, DOR pays for their share and each regional center will pay their share.

# Review

- To use this form, then, we entered the names of all the consumers for all the regional centers (and DOR) that were associated with a selected vendor number.
- We added Job Coach names.
- Where a person (job coach or not) works in more than one (1) group, separate lines should be created.

# Review

- Once you have listed the people, you can identify them by Group ID and then input the funded by information for each consumer.
- Next, you enter attended hours for the hours worked to a detail of a  $\frac{1}{4}$  hour (entered as a decimal, such as 4.25 for 4 hours, 15 minutes).

# Review

- After entering the hours for everyone, you can determine what you are owed, by who, and check for accuracy of input and completeness of reporting – all without any more data entry.
- When used properly, the form provides DDS with monitoring information, regional centers and DOR with billing information and provides you with summaries of the services you provided.

# Completing the Process

- If you have saved your file previously, you can close the DS1964 without saving changes and then email the form. If not, you should save the form, in a location you will remember, with a file name that includes:
  - Your Vendor Number
  - The Service Month and Year
  - The word “Group” so regional centers know what type of invoice it is.

# Completing the Process

- If you saved the file, in this case as “H12345 Group 03-2009”, you can now email it to the regional center. Because not every one uses the same Email programs, emailing methods aren’t addressed here, but you should ‘attach’ the form to the email you return to the regional center.

# Starting a New Month

- The intention of the DS1964.xls form was to allow vendors to not have to update their form every month. Because they may be combining multiple regional centers, DOR consumers and a variety of Job Coaches, you will use the same form every month (some regional centers will send out new forms each fiscal year). What follows are suggested instructions for this.

# Starting a New Month

- First, be sure you have a back up copy. I would suggest you open the file you used one month (“H12345 Group 03-2009”) and then use the ‘File/Save As’ function in Excel and name it for the next month (H12345 Group 04-2009).

# Starting a New Month

<b>Open Allocation Summary Worksheet</b>		<b>Update Formulas</b>		<b>Service Provider Name:</b> ----->				Smith Family Home					
				<b>Regional Center ID #:</b> ----->				369					
				<b>Regional Center Vendor ID #:</b> ----->				H12345					
				<b>DOR FACILITY ID #:</b> ----->				100					
<b>Sort by Group ID Number</b>		<b>Sort By Last Name</b>		<b>Provider Contact Name</b>				John Smith					
				<b>Provider Contact Phone/Provider Contact Email:</b>				(916) 555-1212		jsmith@gmail.com			
Enter Data for all consumers and job coaches for each group in which they participate.				<b>Service Month/Year:</b> ----->				March		2009			
<b>Daily Time Entry</b>													
#	SEP Group ID (No Hyphens or Letters)	Last Name	First Name	UCI #	Auth #	Productivity	Consumer Average Wage	Approved Lunch	Approved Staggered Time	Funded By	Total Hours	Total Hours	Total Hours

**Input Service Month**  
Please select, from the list, the month the service was provided.

When you select the 'Month of Service' field in the dS1864, you will see the message shown above. You can type in the Service Month, but it is probably easier to simply select from the drop down list. Click on the Drop Down button.

# Starting a New Month

Regional Center Vendor ID # ----->		H12345							
DOR FACILITY ID # ----->									
Provider Contact Name		John Smith							
Provider Contact Phone/Provider Contact Email:		(916) 555-1212	jsmith@gmail.com						
Service Month/Year:----->		March 20							
<b>Daily Time Entry</b>									
ame	UCI #	Auth #	Productivity	Consumer Average Wage	Approved Lunch	Approved Staggered Time	Month	Total Hours	Total Hours
							March		
							April		
							May		
							June		
							July		
							August		
							September		
							October		

When you see the list (shown above), you can use your mouse to scroll up or down. In this case, April is the next month, so you simply drag your mouse to "April" and click on it.





# Starting a New Month

1	100101	Coach	Bob the Job										
2	100101	Consumer	DOR	1234567	122132					700			
3	100101	Johnson	James	1234568	9123456					369			
4	100101	Jones	Tom	1234569	9123457					369			
5	100101	Williams	Betty	1234570	9123458					369			
6	100102	Coach	John the Job										
7	100102	Brooks	Garth	1234567	9222333					369			
8	100102	Twain	Shanaya	1234567	9333444					369			
9	100102	Obama	Barack	1234567	9444555					369			
10	100102	McCain	John	1234567	9555666					369			
11	100102	Clinton	Hillary	1234567	9666777					700			
12													

Before you get started entering attendance, you may want to check the names, Funded By and Group ID information of all those participating in the Supported Employment Programs. (Note that this picture contains the names I added for the group sort screens).

# Conclusions

- The Ds1964 was created because of all of the requirements that must be met. As mentioned, they were the billing, the monitoring, and the allocating of expenses. It appears a little daunting, but once created, you can use it again and again.

# Conclusions

- If you find that your totals are not working or if you see messages in a 'formula' field, you can use the 'Update Formulas' to reset the form.
- If you must get a new form, you can highlight all information (Group ID to Funded by or even all the attendance) and select 'Edit/Paste Special/Values' to move the data to a new form.

# Conclusions

- Once you are familiar with some of what Excel can do and you have the form set up, you will find that even recording the attendance can be very easy (copy and paste attendance data – then remove attendance units for absent days).

# Conclusions

Working closely with the regional centers, DOR and DDS to keep your information updated and accurate, will help to expedite the payment process, also.

# THANK YOU

- We appreciate your taking the time to move through this to learn more about the DS1964 form.
- Please contact the regional center if you have any questions.