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.

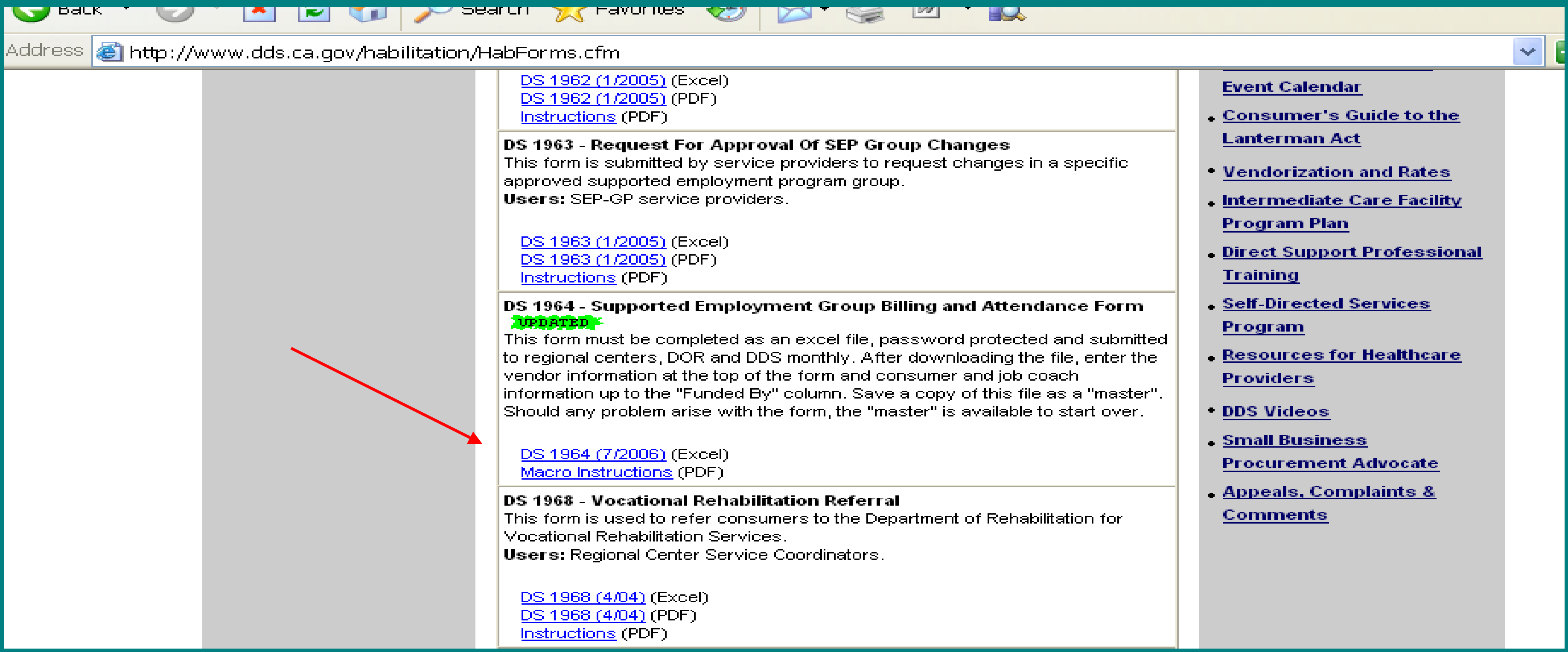
Please check with the regional center if you are unsure on any information in this presentation.

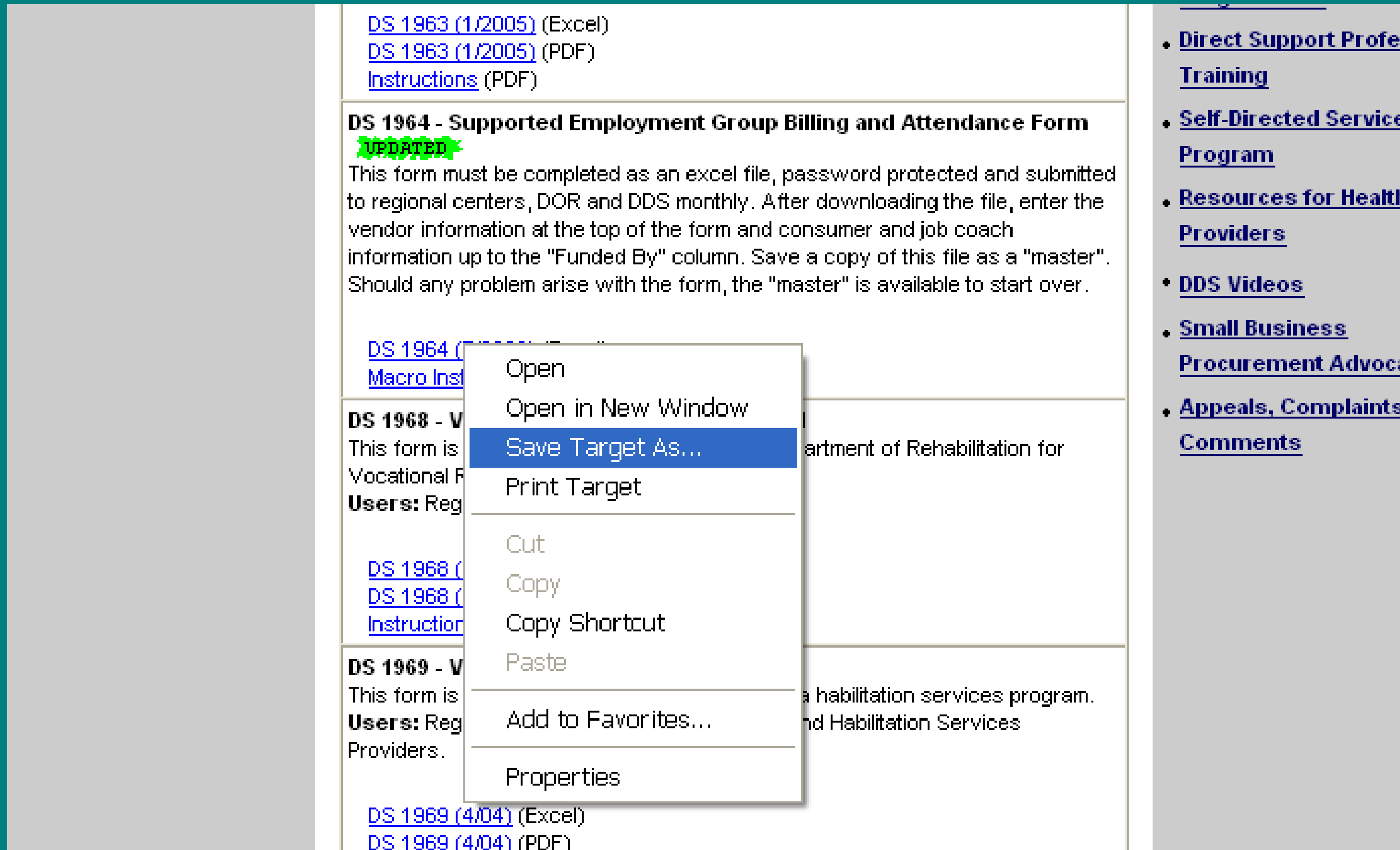
Items not covered

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





- To open the form, right click on the link

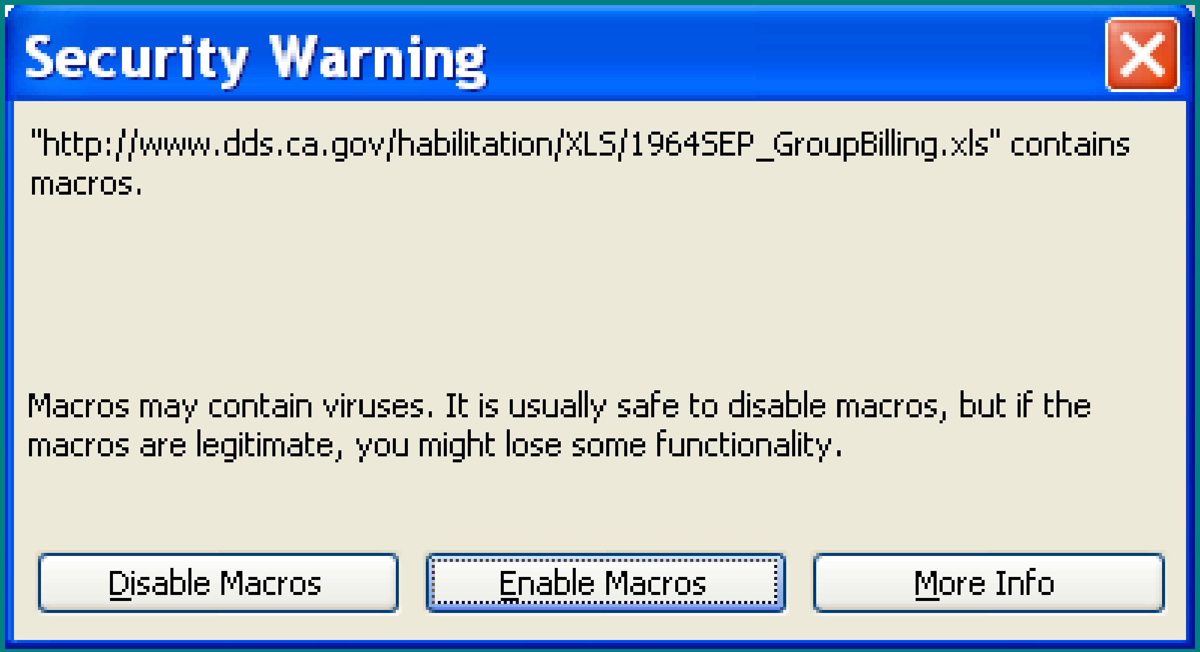
- Choose the “Save Target As…” option
- Save the file to your PC

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

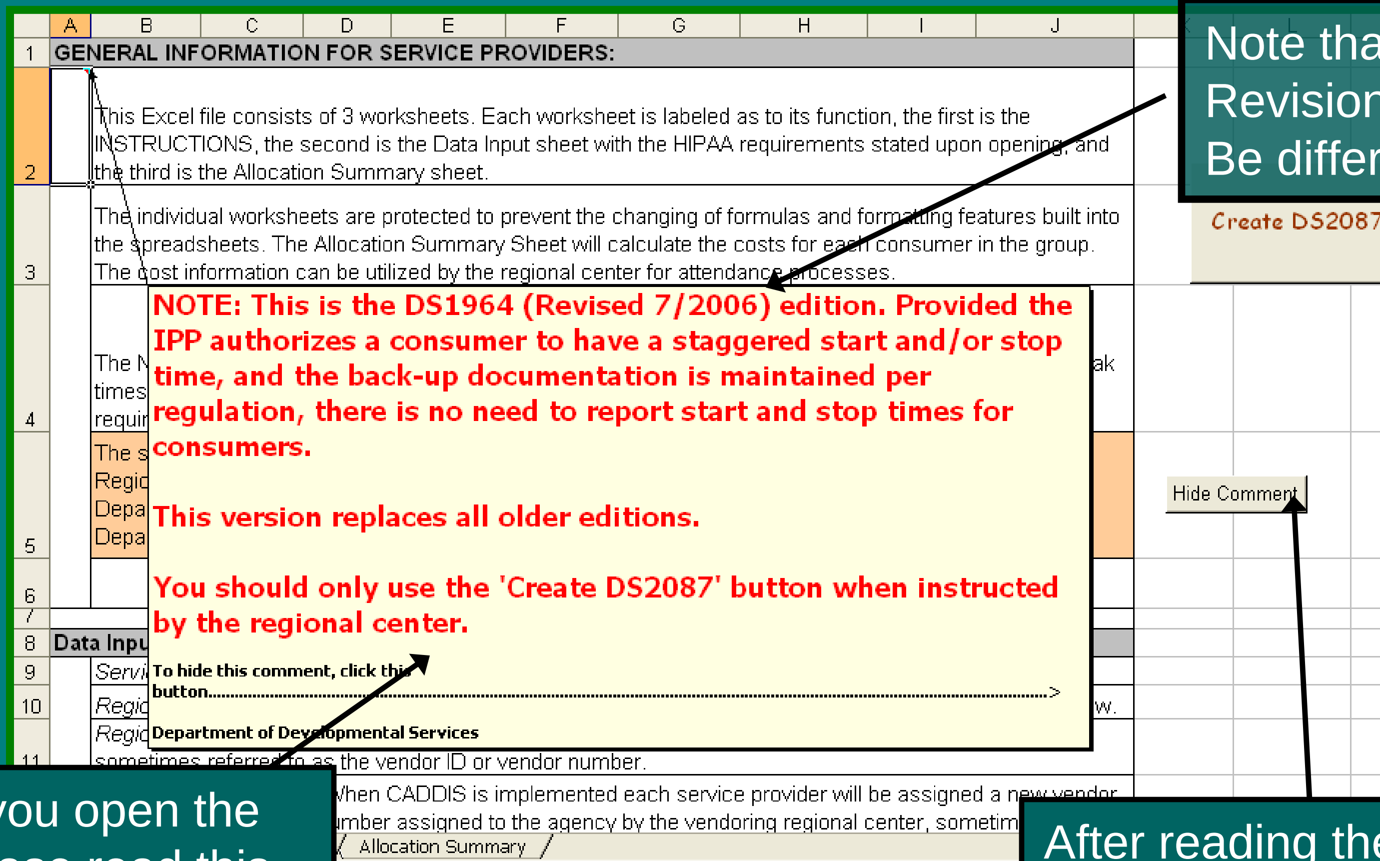
- If you see the message below, you will need to close the file (don’t save changes) and follow the instructions on the next page.

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

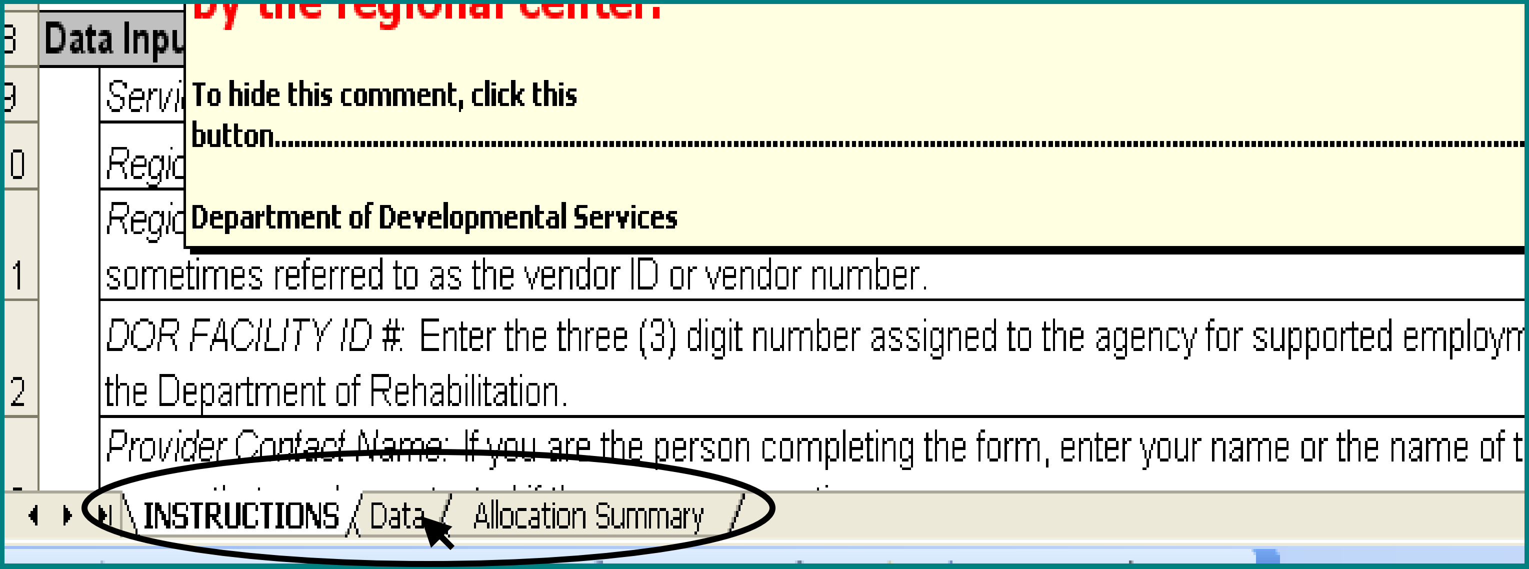


Note that the Revision Date may Be different.

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

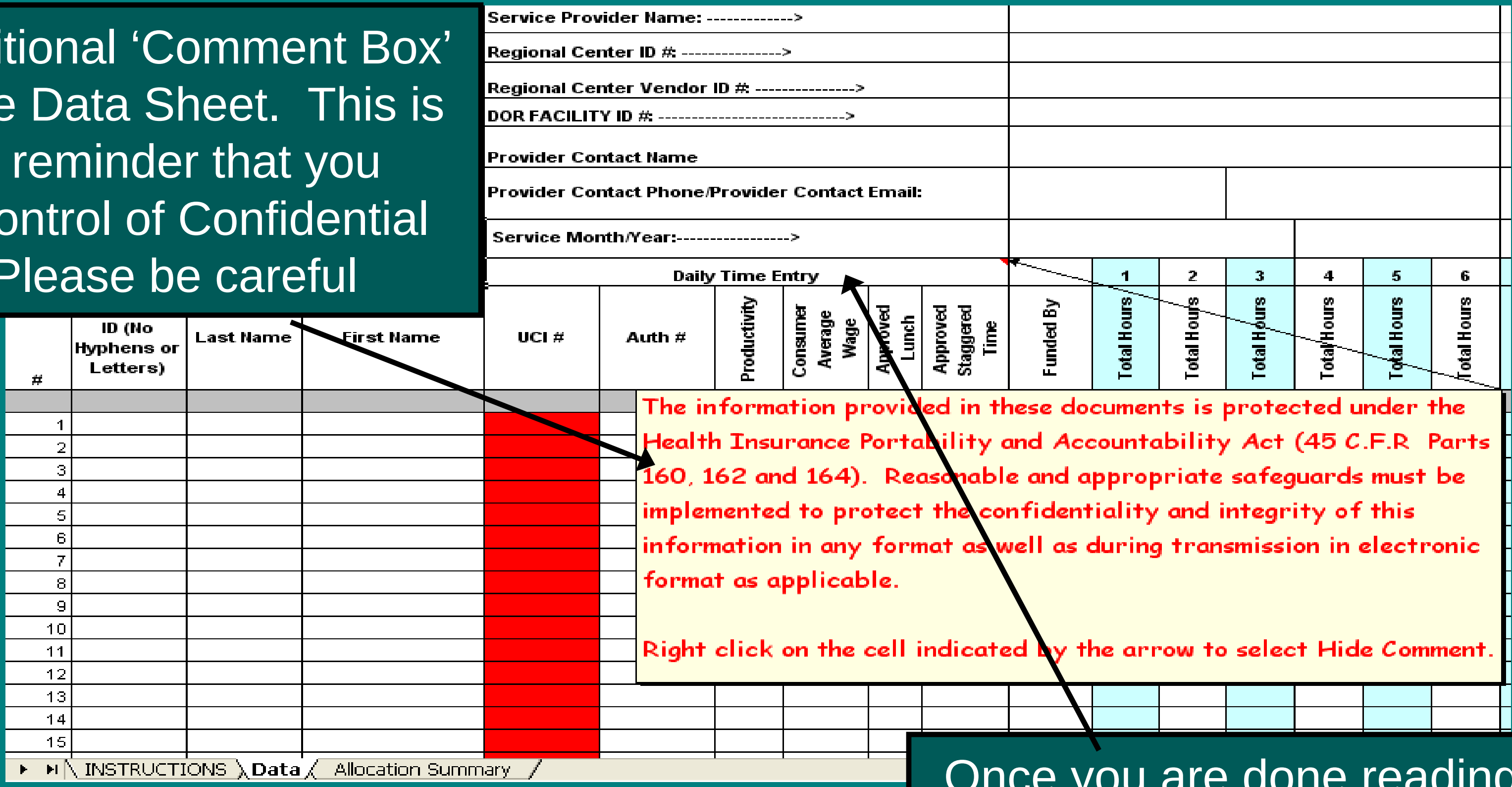


Down near the bottom of the form, you will see the names of 3 sheets; one called ‘Instructions’, one called ‘Data’ and one called ‘Allocation Summary’. You are on the ‘Instructions’ sheet.

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



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

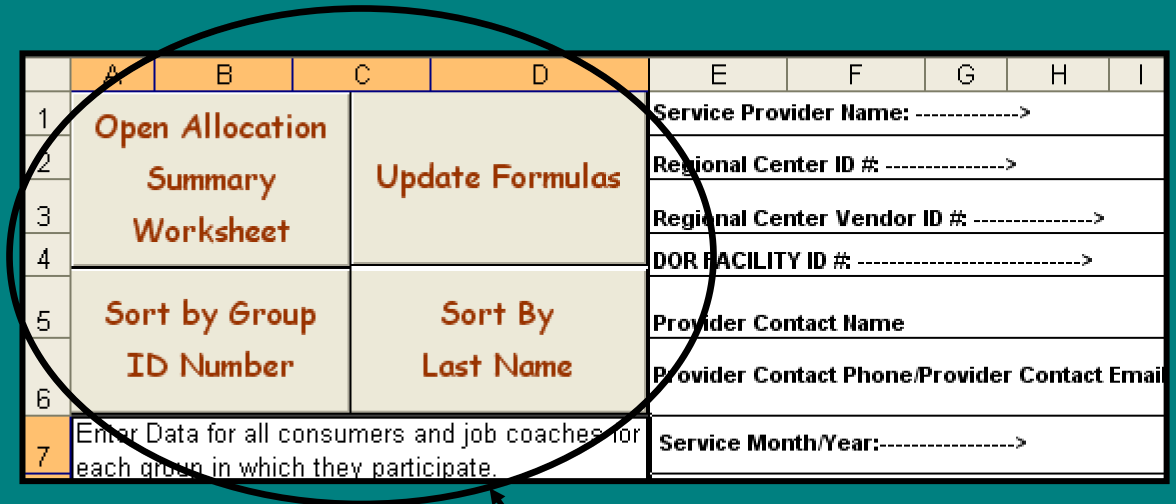
Once you are done reading the comment, you may, as the red lettered comment box says at the bottom, right click on the cell indicated by the arrow to select ‘Hide Comment’.

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

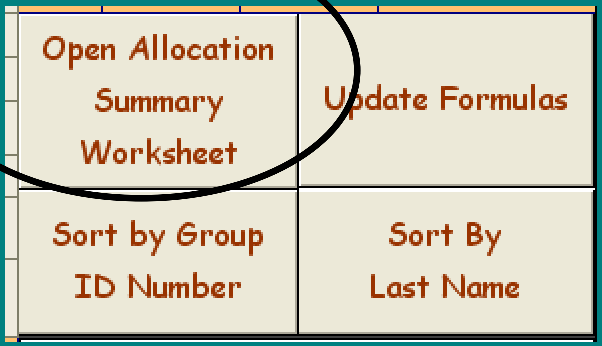
A closer look at each of these items…

The 4 Macro Buttons



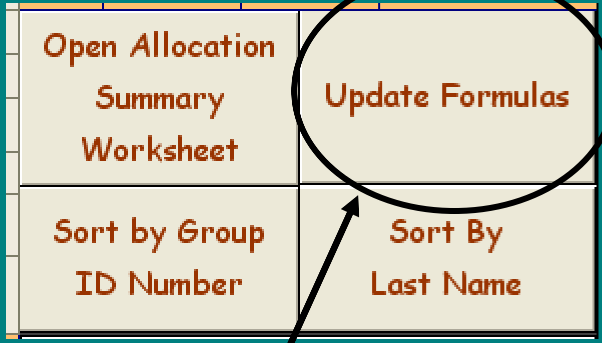
A click of the Mouse and each of these will initiate a process.

‘OPEN ALLOCATION SUMMARY WORKSHEET’



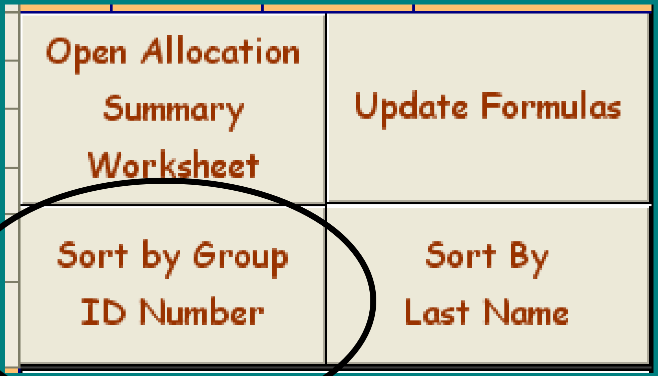
This button is designed to move you to the ‘Allocation Summary’ sheet (you may also click on the sheet itself). More Information about the Allocation Summary Sheet, later.

Update Formulas



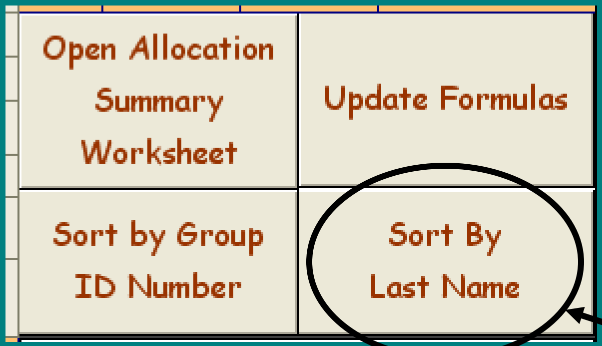
By using the ‘Update Formulas’ button, formulas throughout the form are updated.

Sort by Group ID Number



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

Sort By Last Name

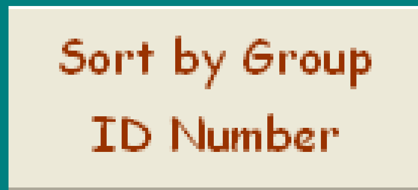


This button does exactly as it suggests – sorts your list by the last name

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.



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

Service Provider Name: ------------->	Smith Family Home	
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

- 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:----------------->												
				Daily Time Entry - CADDIS VERSION							1	2	3	4	5	6
#	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	Total Hours	Total Hours	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

											1	2	3	4	5	6
#	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	Total Hours	Total Hours	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 – 1st, 2nd, 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				
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
						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

B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q

Open Allocation Summary Worksheet | Update Formulas

Sort by Group ID Number | Sort By Last Name

r Data for all consumers and job coaches for
n group in which they participate.

Service Provider Name: ------------->	Smith Family Home
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											
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

B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q

pen Allocation Summary Worksheet

Update Formulas

ort by Group ID Number

Sort By Last Name

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

Service Provider Name: ------------->	Smith Family Home	
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										1	2	3	4	5	6
	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	Total Hours	Total Hours	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	Total Hours	Total Hours	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														
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	Total Hours	Total Hours	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

						Daily Time Entry					1	2	3	4	5	6
#	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	Total Hours	Total Hours	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 3rd 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

Here is an example of a completed form.

Group mber	Sort By Last Name												DATA SUMMARY		
r all consumers and job coaches for n which they participate.			24	25	26	27	28	29	30	31				
roup No ns or ers)	Last Name	First Name	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

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 mber	Sort By Last Name													
												DATA SUMMARY		
r all consumers and job coaches for n which they participate.			24	25	26	27	28	29	30	31				
roup No ns or ers)	Last Name	First Name	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		
0101	Johnson	James	4.00	4.00	4.00	4.00	4.00			4.00	84.00		21.78	745.67
0101	Jones	Tom	4.00	4.00	4.00	4.00	4.00			4.00	84.00		21.78	745.67
0101	Williams	Betty	4.00	4.00						4.00	72.00		18.67	639.15
0101	Coach	Bob the Job	4.00	4.00	4.00	4.00	4.00			4.00	0	84.00	0.00	
0101	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 mber	Sort By Last Name

r all consumers and job coaches for
n which they participate.

DATA SUMMARY

roup No ns or ers)	Last Name	First Name	24 Total Hours	25 Total Hours	26 Total Hours	27 Total Hours	28 Total Hours	29 Total Hours	30 Total Hours	31 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	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		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.

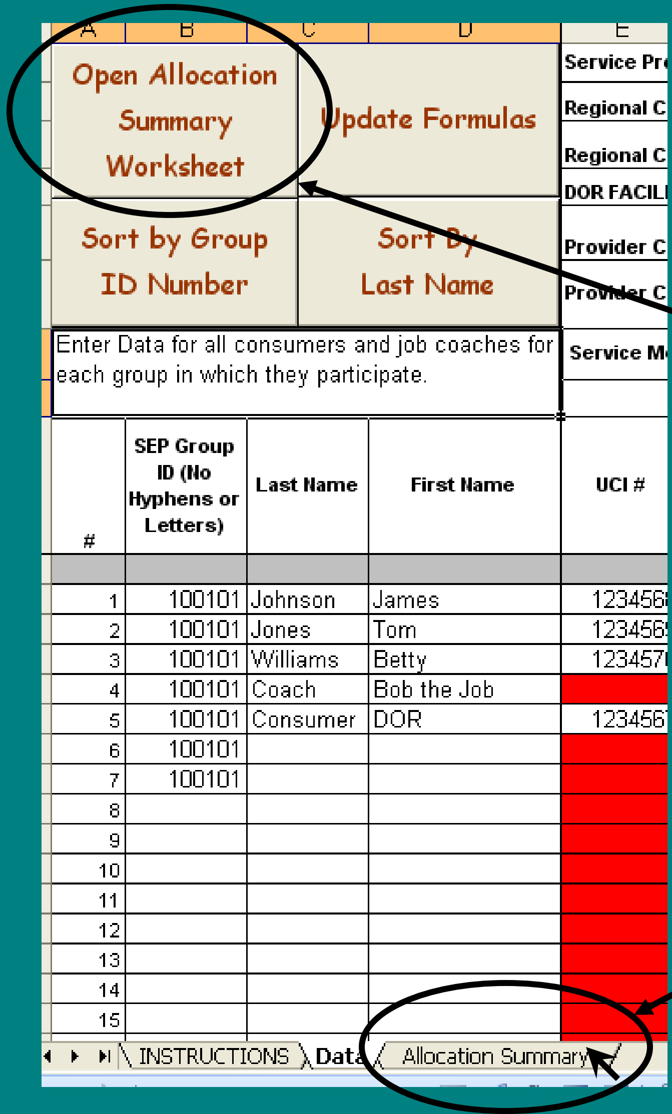
Also note, the Job Coach has Zero hours allocated (and therefore zero dollars).

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

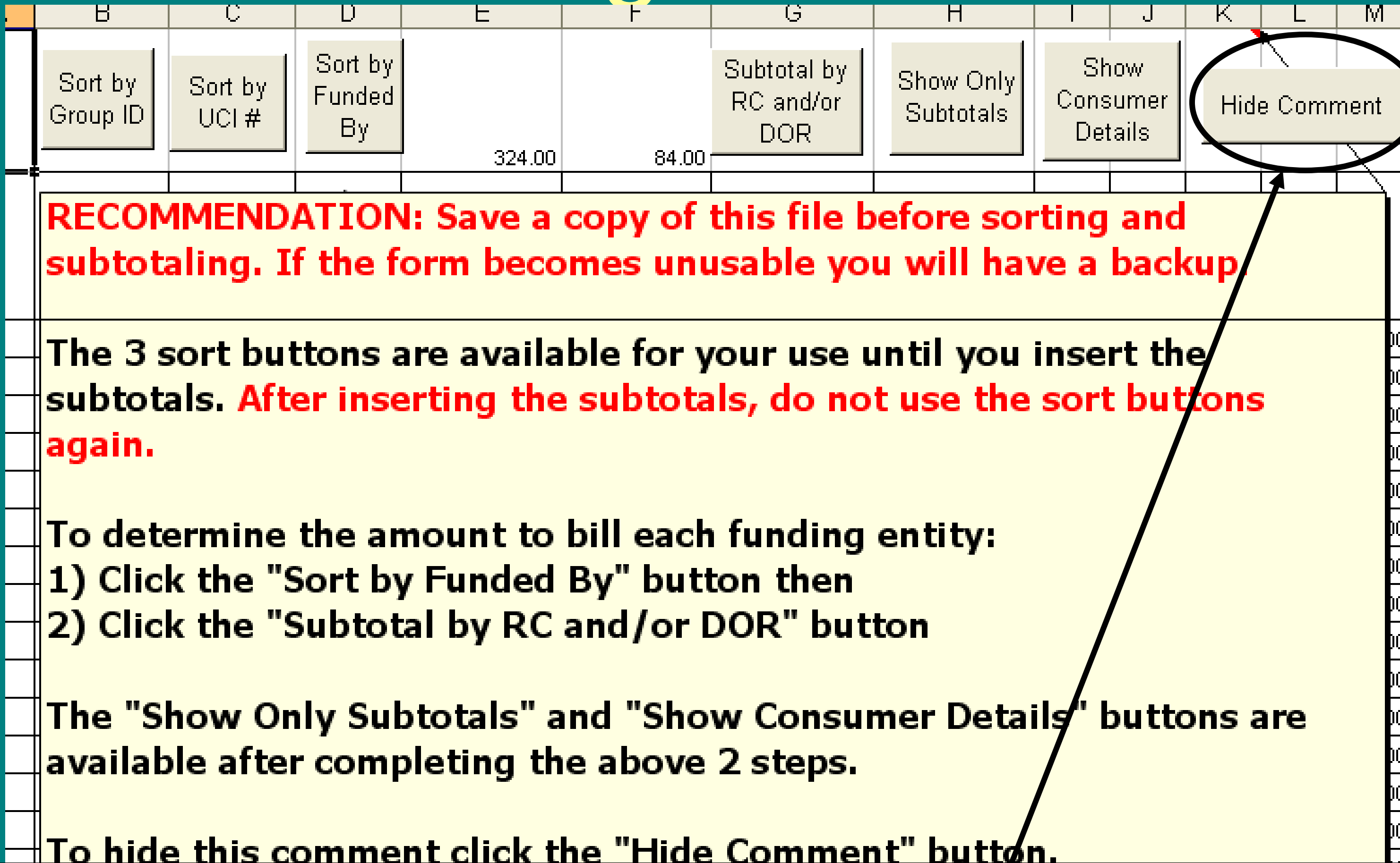


You have two options to view the Summary Worksheet. You have seen these before…..

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



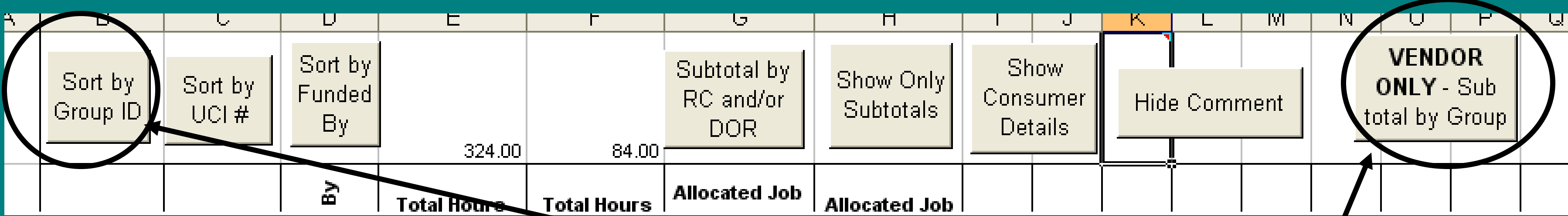
More Information for you. This presentation covers the details in the comment box. You can use your mouse and click on the 'Hide Comment' button to view the information on this worksheet.

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

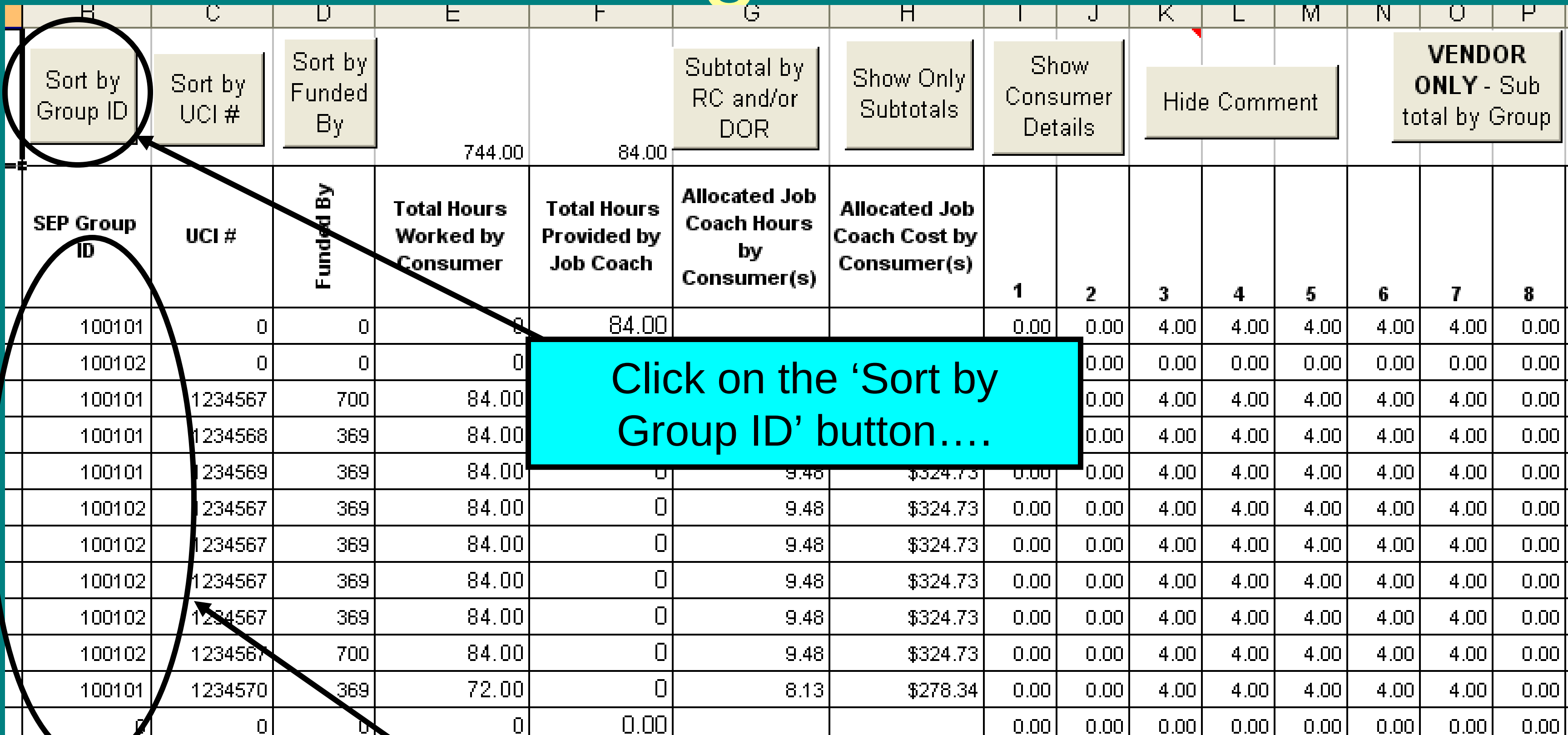


The boxes shown here each work to initiate processes when you click on them with your mouse. Used properly, even larger vendors can see large amounts of information in seconds.

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



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	0	84.00			0.00	0.00	4.00	4.00	4.00	4.00	4.00	0.00
100102	0	0	0					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	0.00
100101	1234568	369	84.00					0.00	4.00	4.00	4.00	4.00	4.00	0.00
100101	1234569	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	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

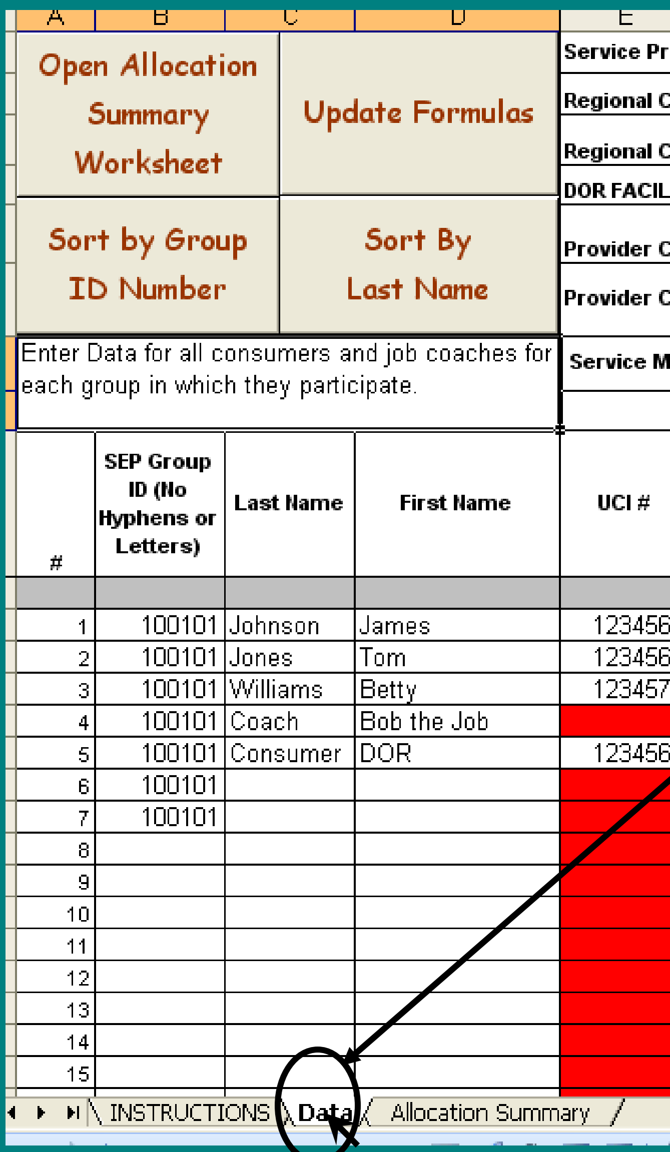
	Sort by Group ID	Sort by UCI #	Sort by Funded By	744.00	84.00	Subtotal by RC and/or DOR	Show Only Subtotals
#	SEP Group ID	UCI #	Funded By	Total Hours Worked by Consumer	Total Hours Provided by Job Coach	Allocated Job Coach Hours by Consumer(s)	Allocated Job Coach Cost by Consumer(s)
	100102	0	0	0	0.00		
	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



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 is 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

B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
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 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**
100102	0	0	0	84.00			0.00	0.00	4.00	4.00	4.00	4.00	4.00	0.00	0.0
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	0.0
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	0.0
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	0.0
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	0.0
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	0.0
100101	0	0	0	84.00			0.00	0.00	4.00	4.00	4.00	4.00	4.00	0.00	0.0
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	0.0
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	0.0
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	0.0
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	0.0
0	0	0	0	0.00			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0

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

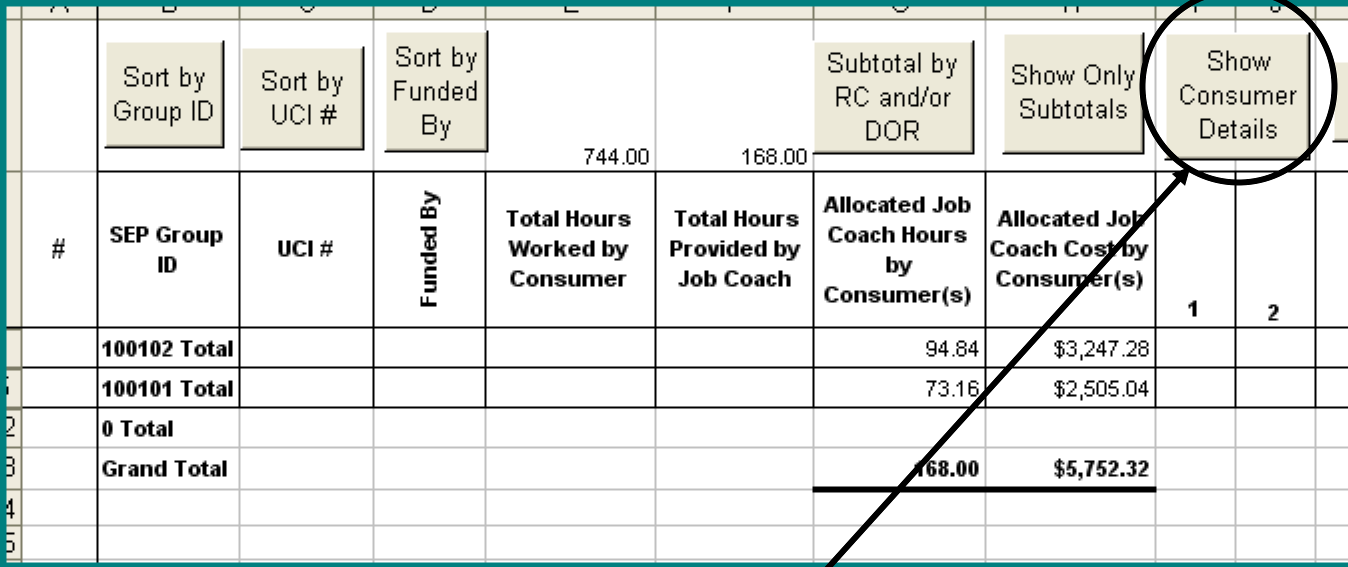
	Sort by Group ID	Sort by UCI #	Sort by Funded By	744.00	168.00	Subtotal by RC and/or DOR	Show Only Subtotals	Show Consumer Details		
#	**SEP Group ID**	**UCI #**	**Funded By**	**Total Hours Worked by Consumer**	**Total Hours Provided by Job Coach**	**Allocated Job Coach Hours by Consumer(s)**	**Allocated 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**			

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	744.00	168.00	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 #	ed 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
	100102 Total					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
	100101 Total					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
	100102 Total					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
	100101 Total					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.

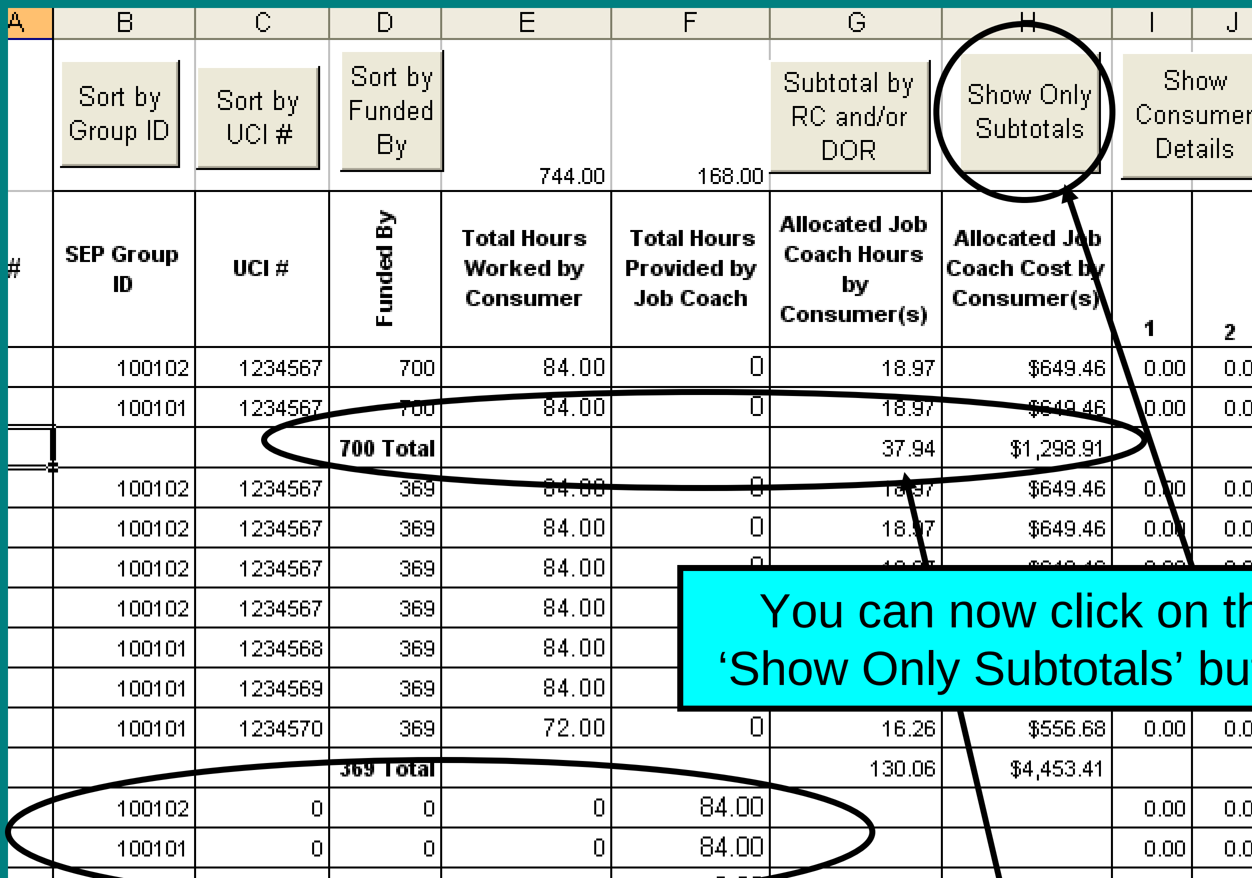
Checking Your Work

B	C	D	E	F	G	H	I	J
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	
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
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				
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



A	B	C	D	E	F	G	H	I	J
	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
#	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
	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
			700 Total			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	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
	100102	1234567	369	84.00	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
	100101	1234568	369	84.00	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
	100101	1234569	369	84.00	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
	100101	1234570	369	72.00	0	16.26	$556.68	0.00	0.00
			369 Total			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 #	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**
			700 Total			37.94	$1,298.91		
			369 Total			130.06	$4,453.41		
			0 Total						
			Grand Total			**168.00**	**$5,752.32**		

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 ¼ 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.

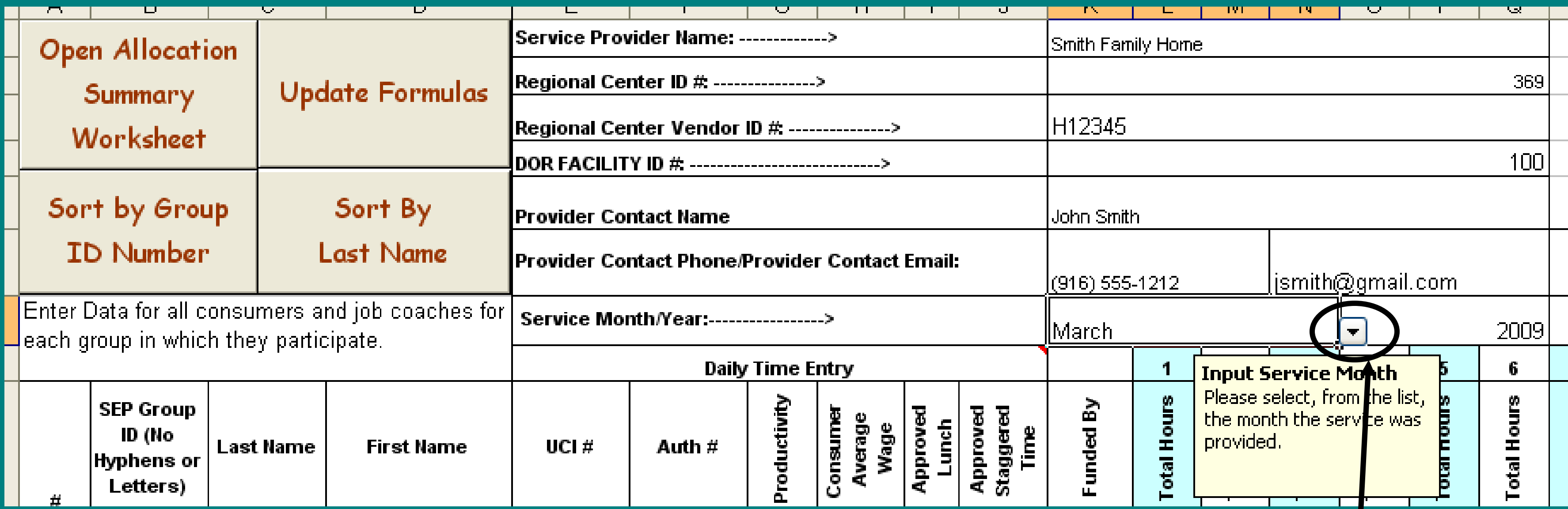
Starting a New Month

- 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

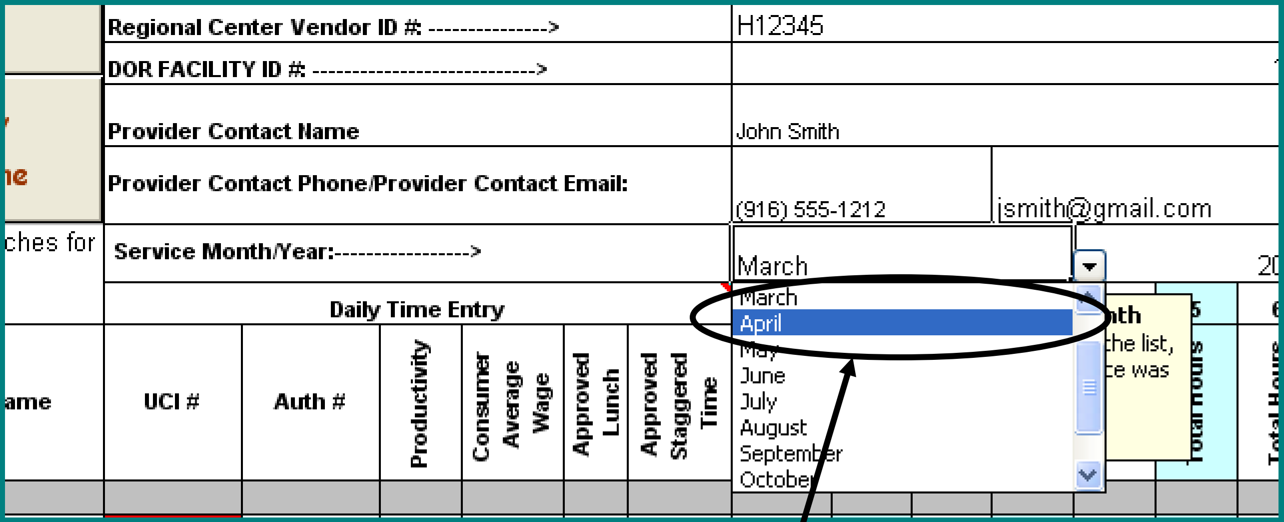
- First, be sure you have a back up copy. I would suggest you open the file you used one month (“H12345 Group 03-2009”) and then use the ‘File/Save As’ function in Excel and name it for the next month (H12345 Group 04-2009).

Starting a New Month



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



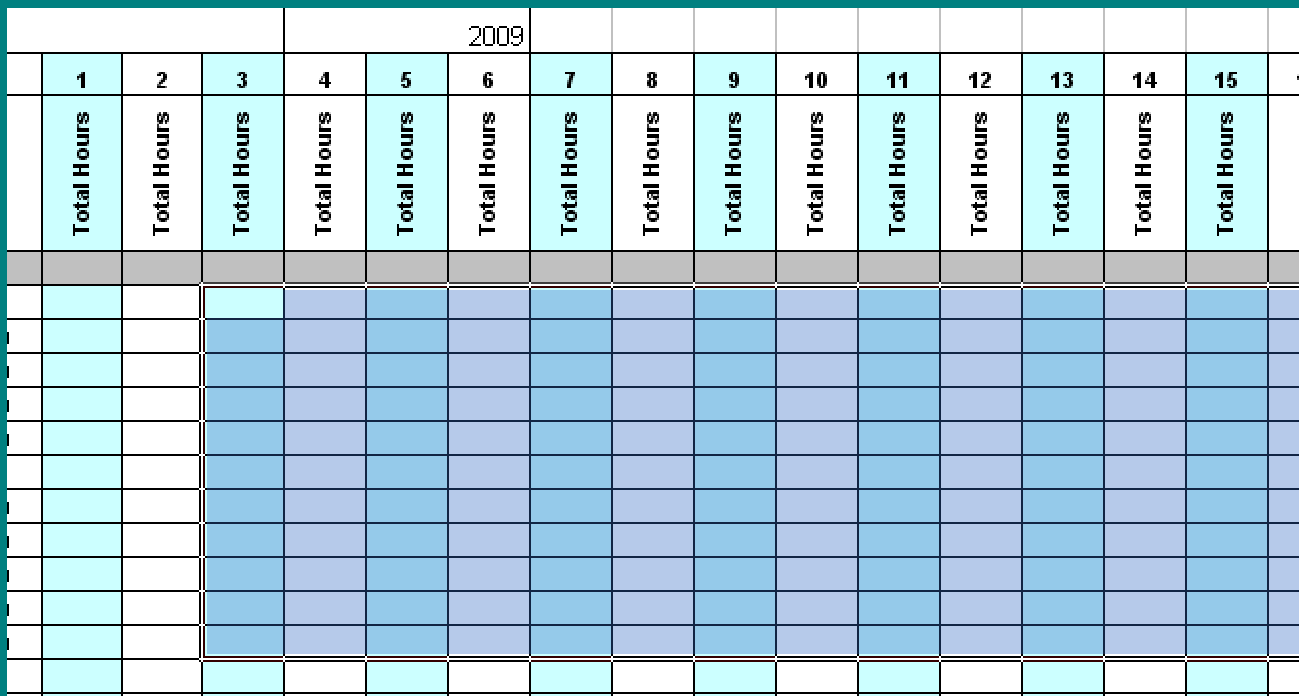
When you see the list (shown above), you can use your mouse to scroll up or down. In this case, April is the next month, so you simply drag your mouse to "April" and click on it.

Starting a New Month

2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Total Hours	Total Hours	Total Hours	Total Hours	Total Hours	Total Hours	Total Hours	Total Hours	Total Hours	Total Hours	Total Hours	Total Hours	Total Hours	Total Hours	Total Hours
	4.00	4.00	4.00	4.00	4.00			4.00	4.00	4.00	4.00	4.00		
	4.00	4.00	4.00	4.00	4.00			4.00	4.00	4.00	4.00	4.00		
	4.00	4.00	4.00	4.00	4.00			4.00	4.00	4.00	4.00	4.00		
	4.00	4.00	4.00	4.00	4.00			4.00	4.00	4.00	4.00	4.00		
	4.00	4.00	4.00	4.00	4.00			4.00	4.00	4.00	4.00	4.00		
	4.00	4.00	4.00	4.00	4.00			4.00	4.00	4.00	4.00	4.00		
	4.00	4.00	4.00	4.00	4.00			4.00	4.00	4.00	4.00	4.00		
	4.00	4.00	4.00	4.00	4.00			4.00	4.00	4.00	4.00	4.00		
	4.00	4.00	4.00	4.00	4.00			4.00	4.00	4.00	4.00	4.00		
	4.00	4.00	4.00	4.00	4.00			4.00	4.00	4.00	4.00	4.00		
	4.00	4.00	4.00	4.00	4.00			4.00	4.00	4.00	4.00	4.00		

By selecting a cell on your worksheet and holding the left mouse button down, you can drag your cursor to cover large areas of Data. Above, I have highlighted all the attendance entered during the month of March.

Starting a New Month



After highlighting the attendance, press the ‘delete’ key on your keyboard. All the attendance you have entered is now gone.

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.