The DS1964 Form

A How To Guide For Vendors

Introduction

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

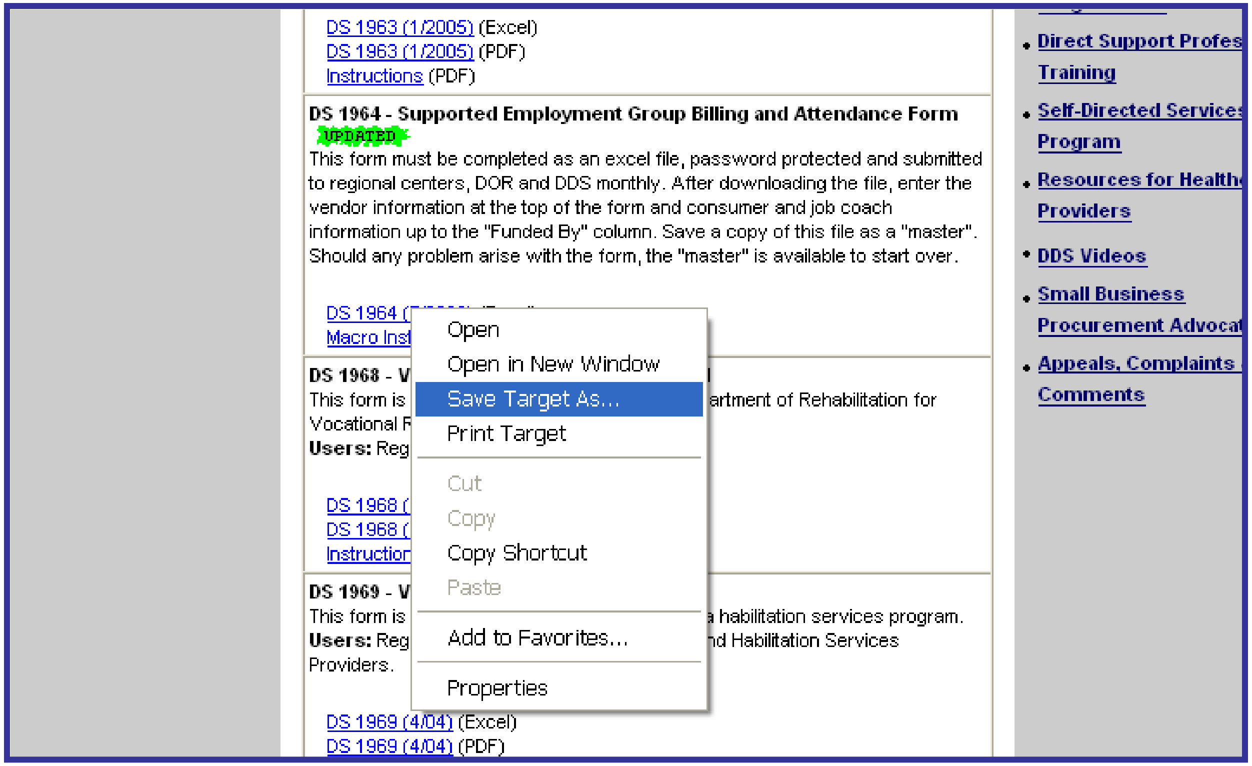
The DS1964 form is available on the DDS Website:

www.dds.ca.gov/WorkServices/Forms.cfm

DS 1964 - Supported Employment Group Billing and Attendance Form
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 (02/2011) (Excel) UPDATED
Macro Instructions (PDF)

Saving the DS1964 form



1. To open the form, right click on the DS1964 link
2. Choose the “Save Target As…” option
3. Save the file to your computer

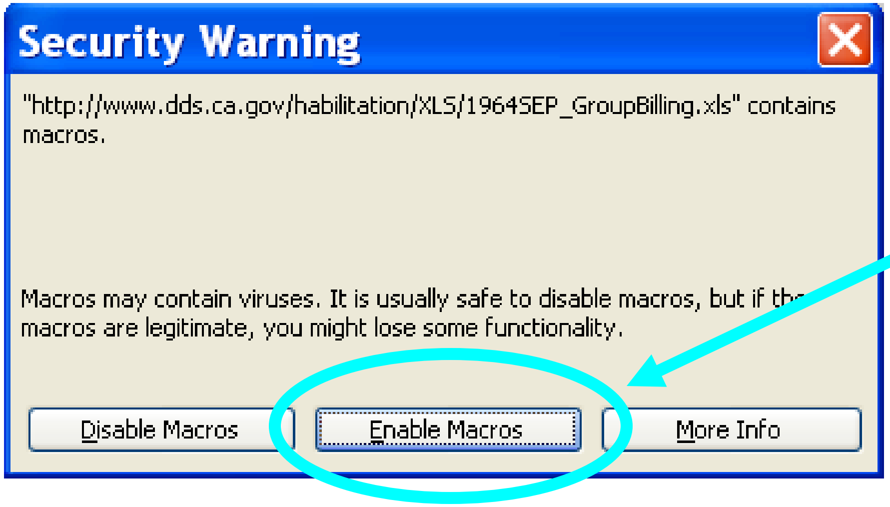
Obtaining the DS1964

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 the 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 the 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 the DS1964.xls Form

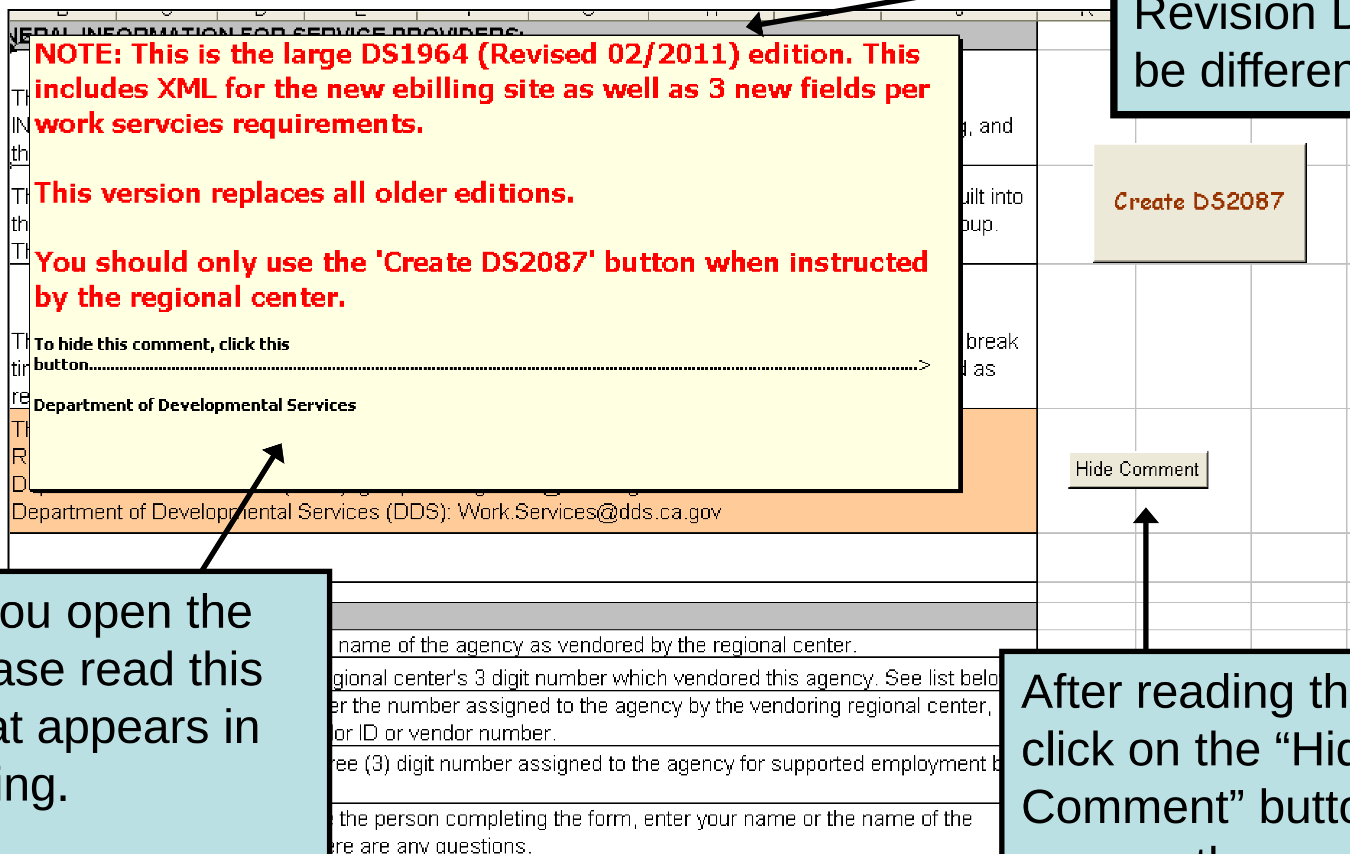
Set Excel as follows to allow Macros to operate:

1. On the menu at the top of Excel select ‘Tools/Macros/Security’ and then, in the dialog box, select ‘Medium’.
2. Save your changes.
3. Close the file.
4. Re-open the file and select “Enable Macros”.

Set Excel once, and it will retain this setting. DDS recommends a ‘Medium Security’ setting so you may allow your macros to work, but you also have some protection against an unwanted Macro.

Opening the DS1964.xls Form

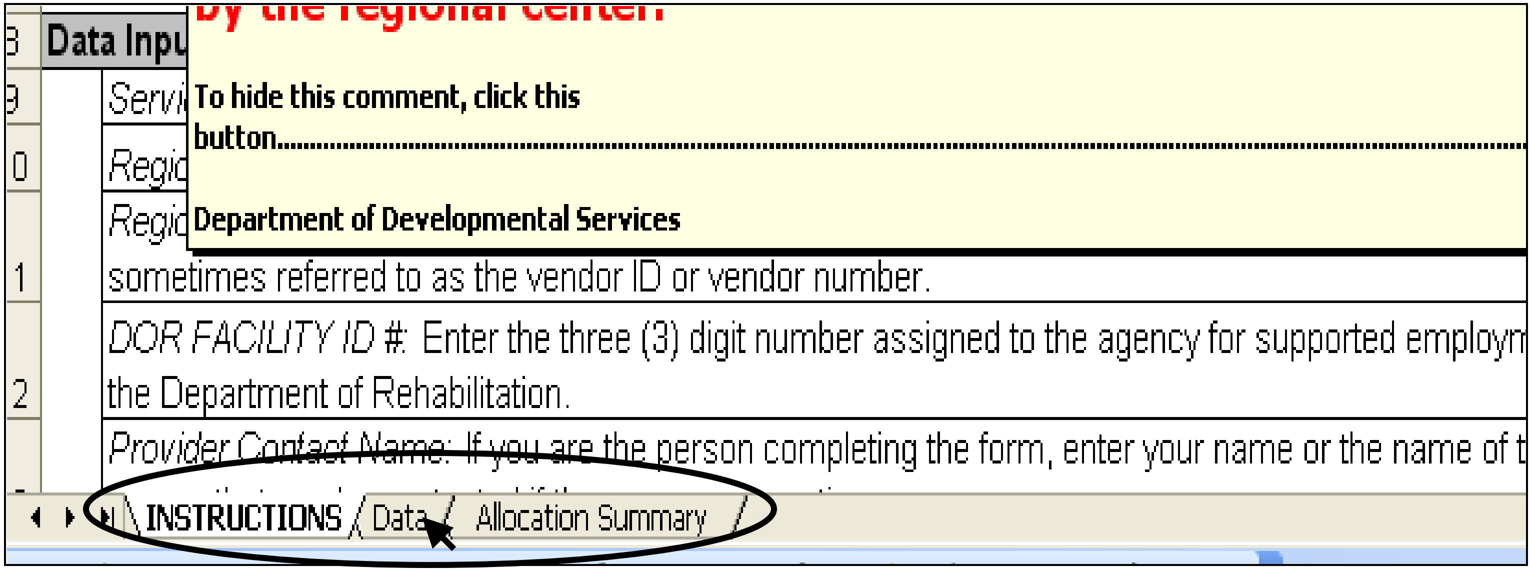
Note that the Revision Date may be different.



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 the DS1964.xls Form

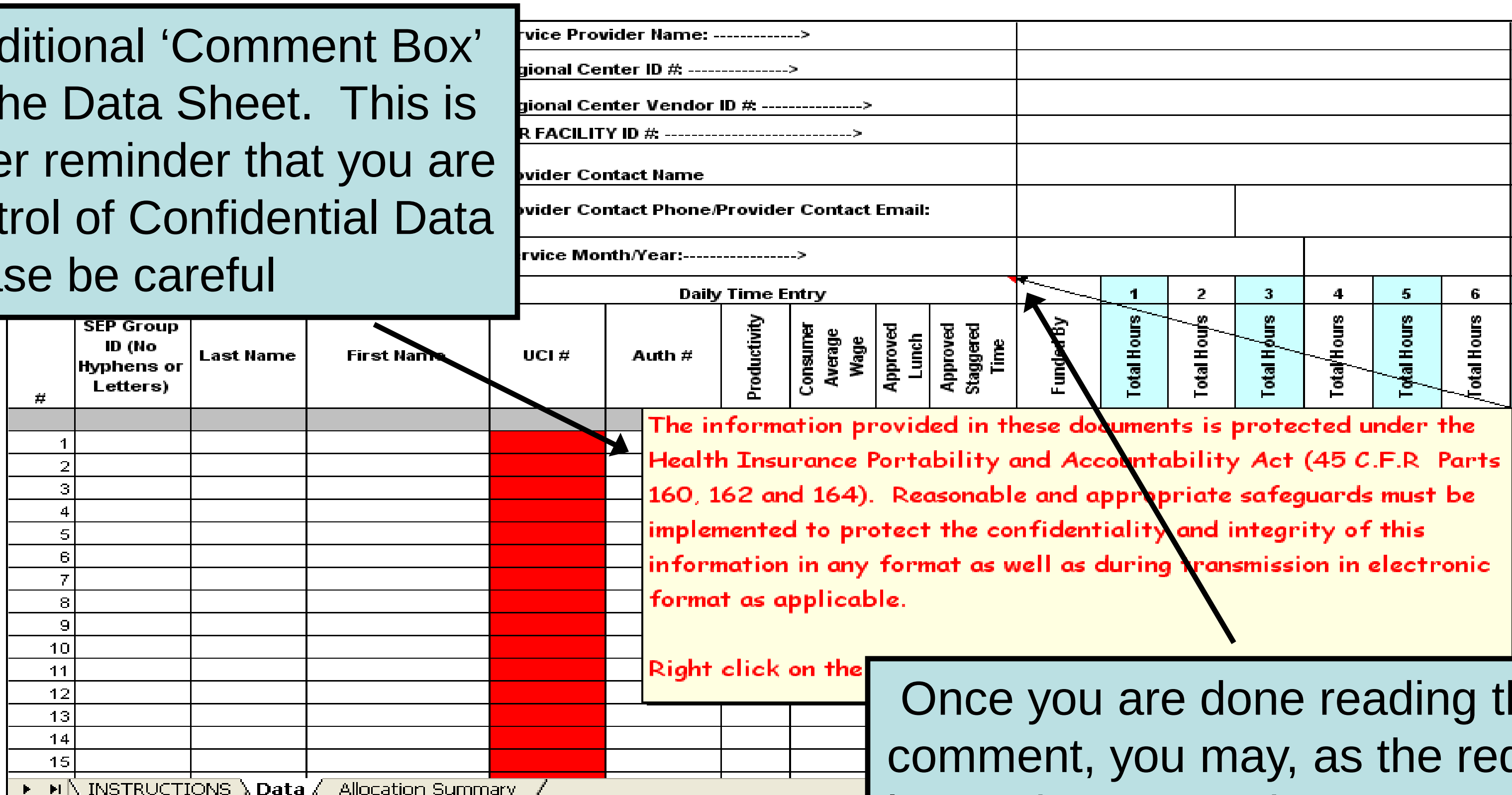


Down near the bottom of the form, you will see the names of 3 sheets; one called 'Instructions', one called 'Data' and one called 'Allocation Summary'. You are on the 'Instructions' sheet.

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

Opening the 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

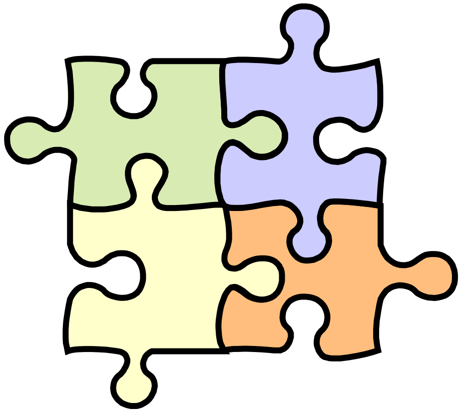


Once you are done reading the comment, you may, as the red lettered comment box says at the bottom, right click on the cell indicated by the arrow to select 'Hide Comment'.

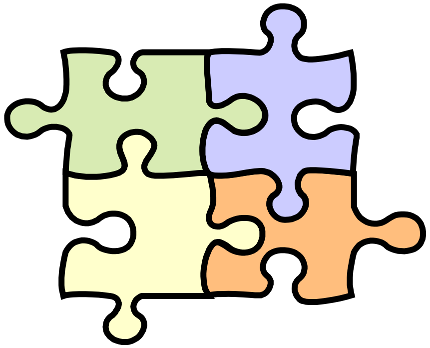
Please read the comment in the red box of your DS1964.xls Form.

Macro Buttons of the DS1964

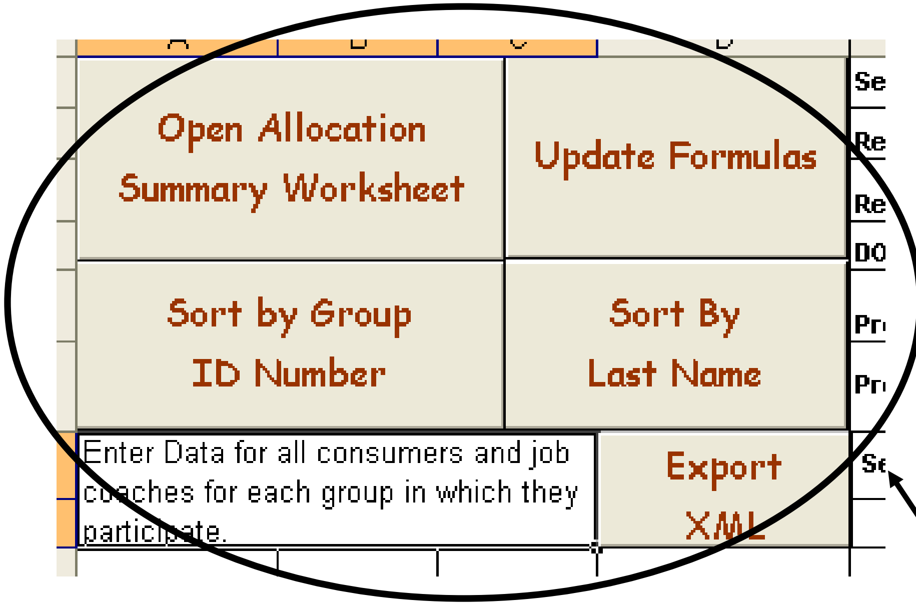
- The 5 Macro buttons are in the upper left corner of the file
- Each button will initiate a different process
- You may not use each button



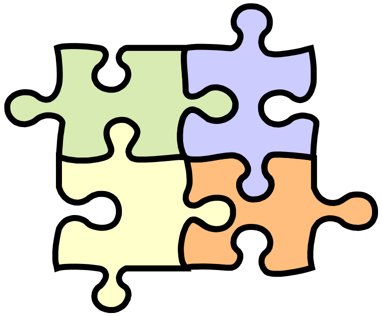
A closer look at each of these items…



The 5 Macro Buttons

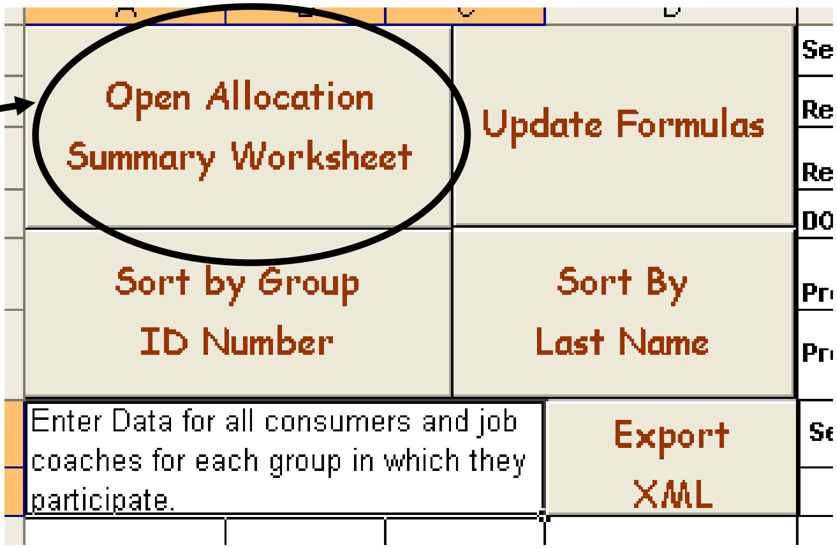


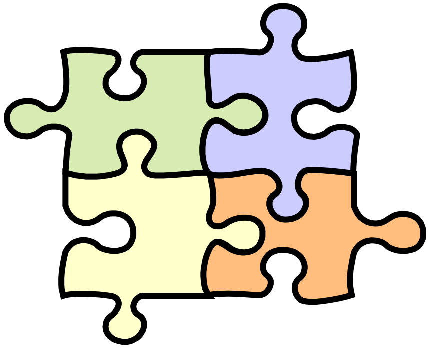
A click of the Mouse and each of these buttons will initiate a process.



OPEN ALLOCATION SUMMARY WORKSHEET

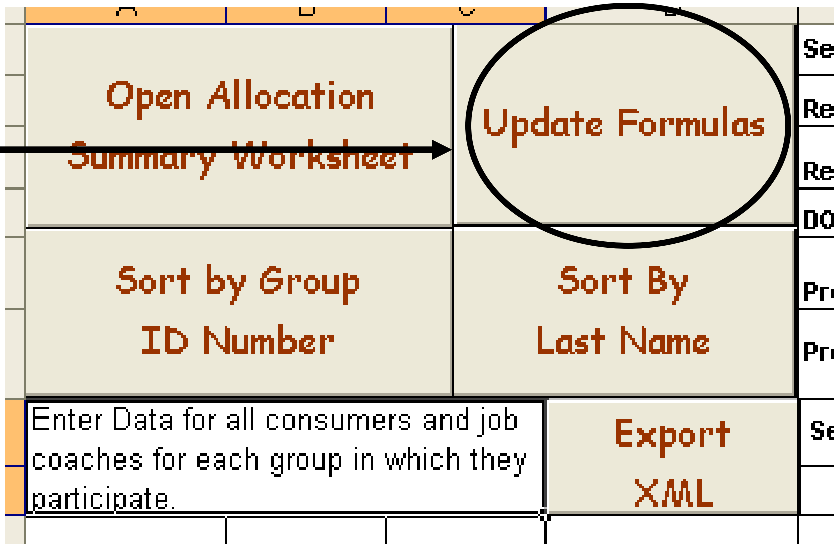
This button is designed to move you to the ‘Allocation Summary’ sheet (you may also click on the sheet itself). There will be more information about the Allocation Summary Worksheet later in the presentation.

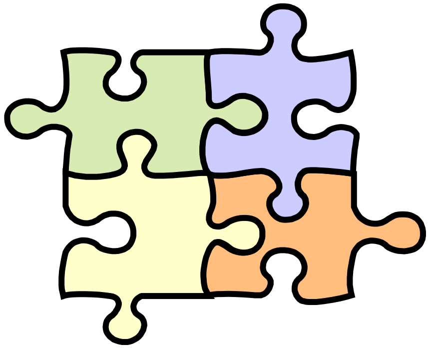




Update Formulas

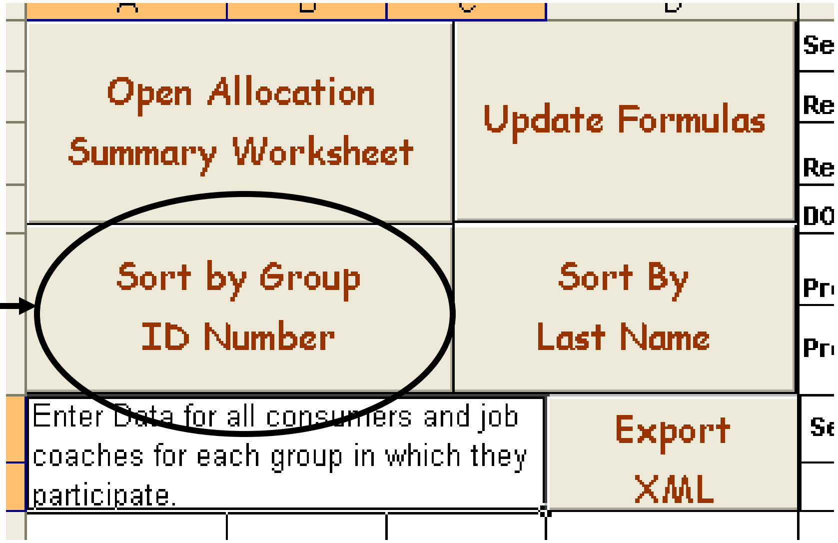
By using the Update Formulas button, formulas throughout the form are updated.

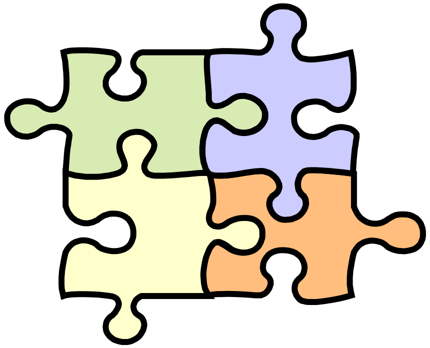




Sort by Group ID Number

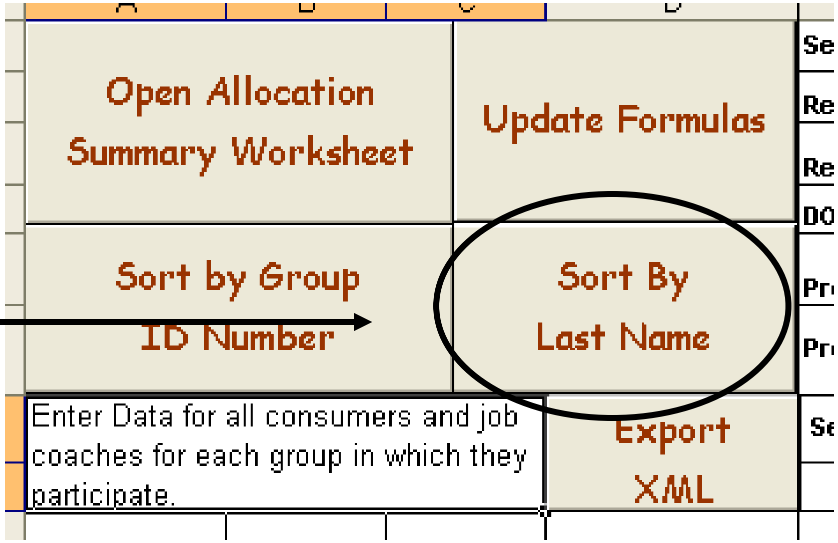
Once you have entered Group ID numbers, you. may use this to 'sort' people by Group ID

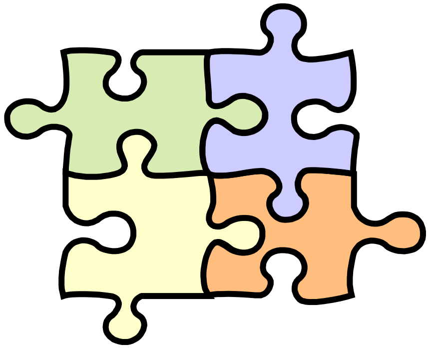




Sort By Last Name

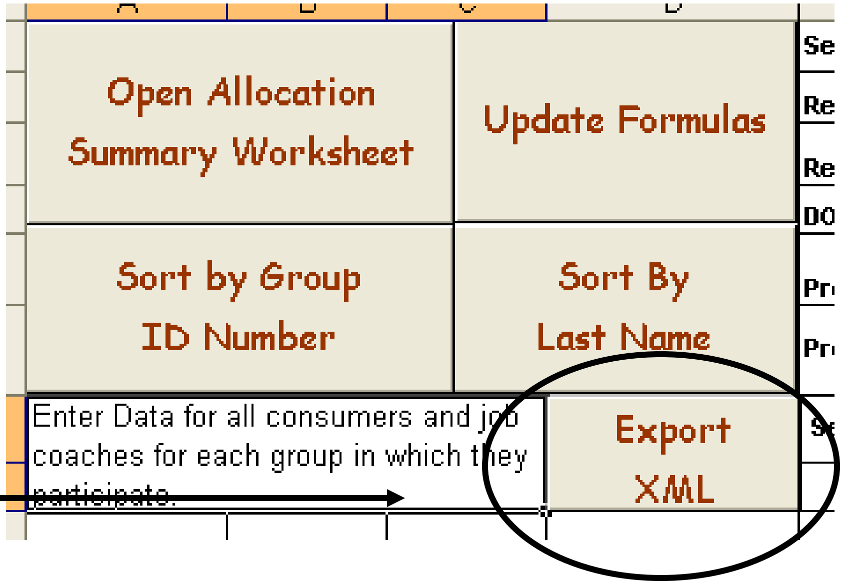
This button does exactly as it suggests – sorts your list by the last name





Export .XML

This button creates an .XML document of your file. You would only use this button if you are uploading your completed file to the eBilling website.



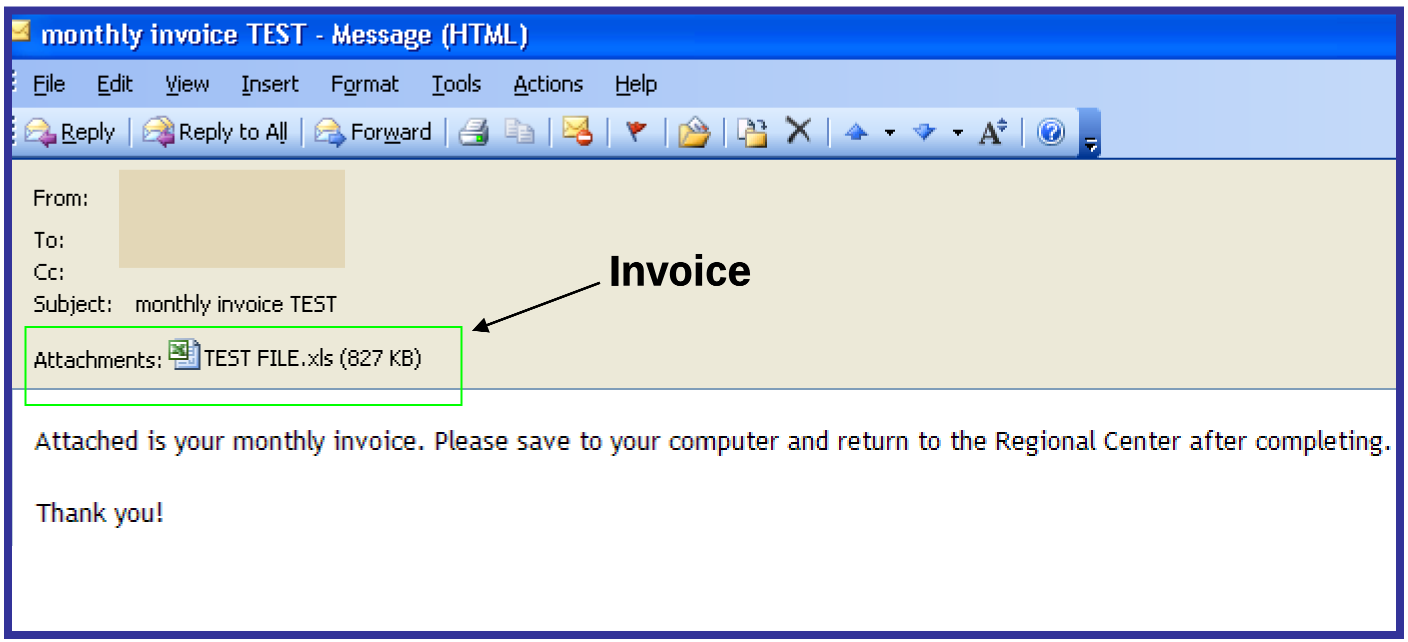
Saving The Invoice

You will need to save the invoice to your computer before you are able to enter attendance information.

Your Regional Center will either e-mail the invoice or post it on the eBilling website.

Saving The Invoice from E-mail

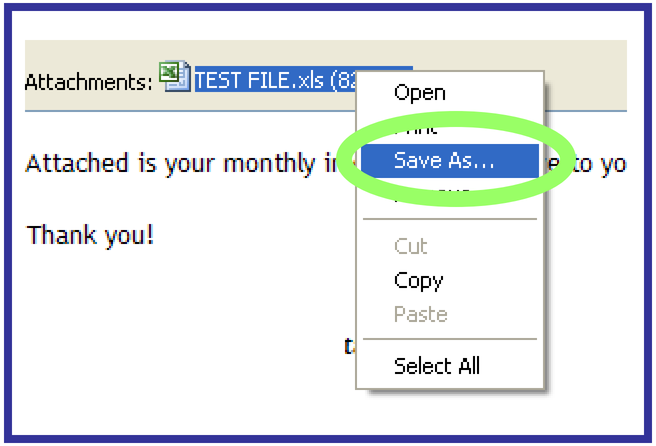
Open your e-mail from the Regional Center. It may look similar to this:



You will need to save the invoice to your computer.

Saving The Invoice

- Right click on the attachment, which is your invoice.
- Select “Save As” and save the file to your computer.



Saving The Invoice

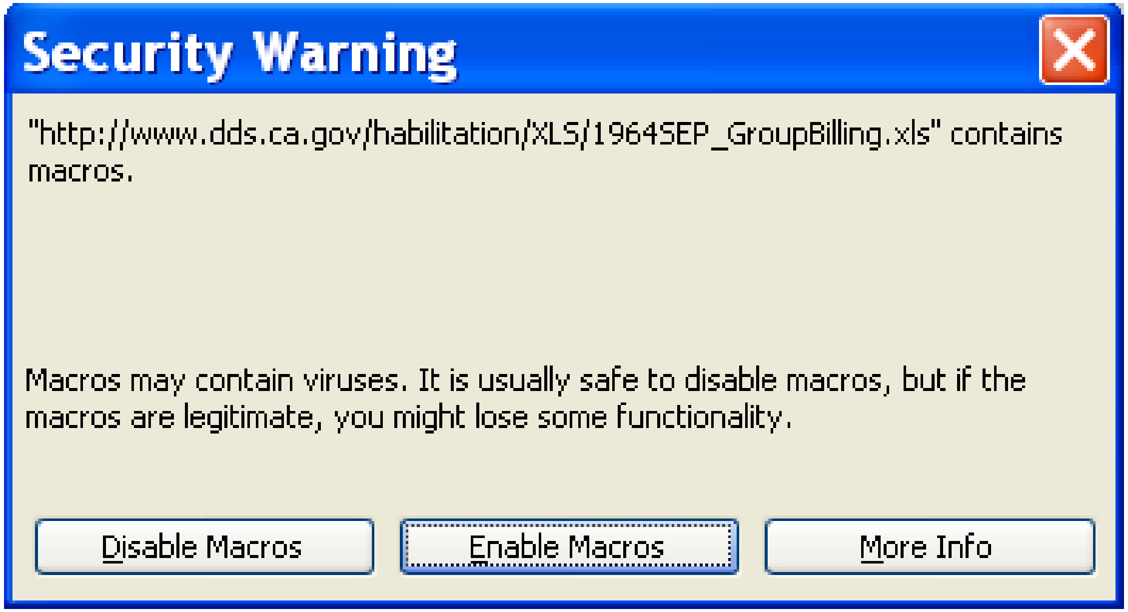
eBilling system

How to Download Files
(from the eBilling Website to Your Computer)

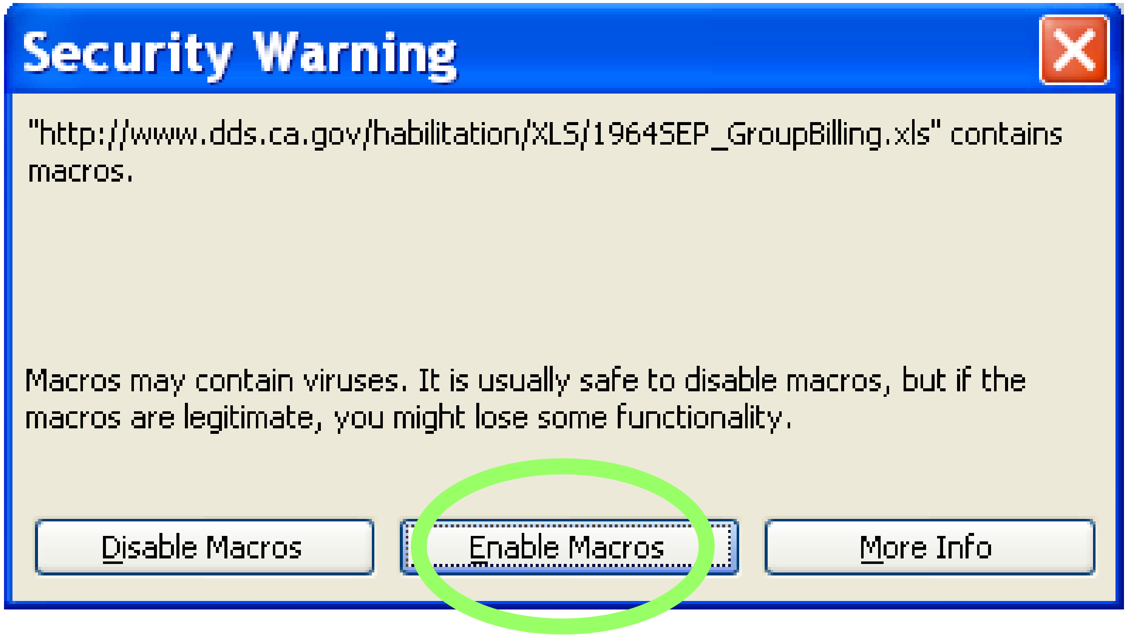
1. Log onto the eBilling system.
2. Select or enter the appropriate service provider number on the home screen.
3. There must be available invoices on the left side of the <u>Home</u> <u>Dashboard</u> screen.
4. Click on DOWNLOAD button on the invoice line you wish to download.
5. Click the SAVE button.
6. Choose the folder you would like to save the file in on your computer. Click SAVE. ***TIP: Please do not change the file name. The eBilling system will not recognize the file if the name is changed.***
7. The downloaded invoice will be saved as an .XLS file on your computer.
8. Click OPEN to view the file immediately. Click CLOSE to view the file at a later time.

Security Settings: Opening Your Invoice

- Microsoft 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 invoice, you should receive the following message:



Security Settings: Opening Your Invoice



- Always select "Enable Macros"
- The invoice will not function correctly without the macros enabled.

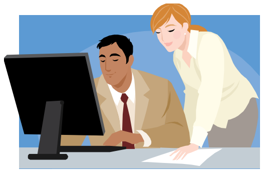
Security Settings: Opening Your Invoice

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.

Security Settings: Opening Your Invoice

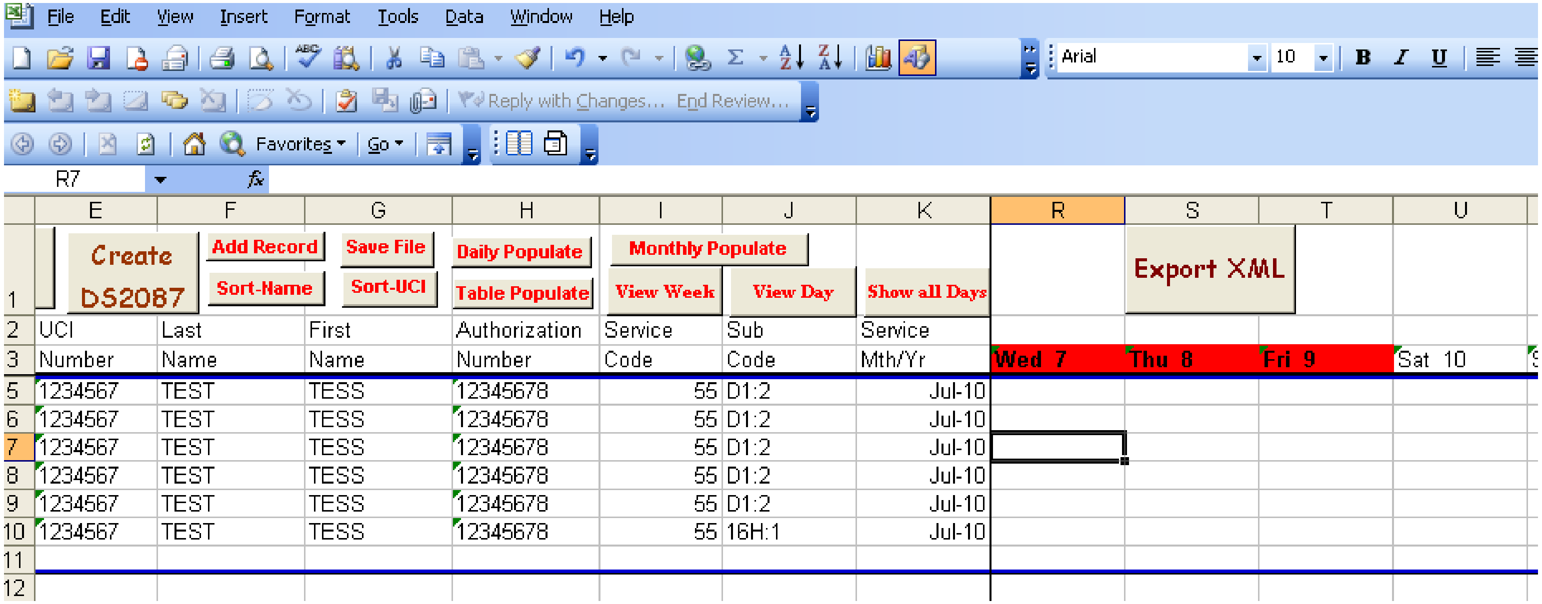
1. Open up Microsoft Excel
2. On the menu bar at the top of the Excel spreadsheet select Tools-Macros-Security
3. A dialog box will open
4. Select ‘Medium’ and click “OK”
5. Close Microsoft Excel
6. Reopen your invoice and select “enable macros”.

Microsoft Excel will retain this setting. We recommend a ‘Medium Security’ setting to allow your macros to work, but you also have some protection against an unwanted macro.



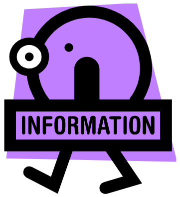
Working With The Invoice: An Introduction

- The Microsoft Excel spreadsheet is designed to make your work as easy as possible.
- Your invoice will look like something like this:



	E	F	G	H	I	J	K	R	S	T	U
2	UCI	Last	First	Authorization	Service	Sub	Service				
3	Number	Name	Name	Number	Code	Code	Mth/Yr	Wed 7	Thu 8	Fri 9	Sat 10
5	1234567	TEST	TESS	12345678	55	D1:2	Jul-10				
6	1234567	TEST	TESS	12345678	55	D1:2	Jul-10				
7	1234567	TEST	TESS	12345678	55	D1:2	Jul-10				
8	1234567	TEST	TESS	12345678	55	D1:2	Jul-10				
9	1234567	TEST	TESS	12345678	55	D1:2	Jul-10				
10	1234567	TEST	TESS	12345678	55	16H:1	Jul-10				
11											
12											

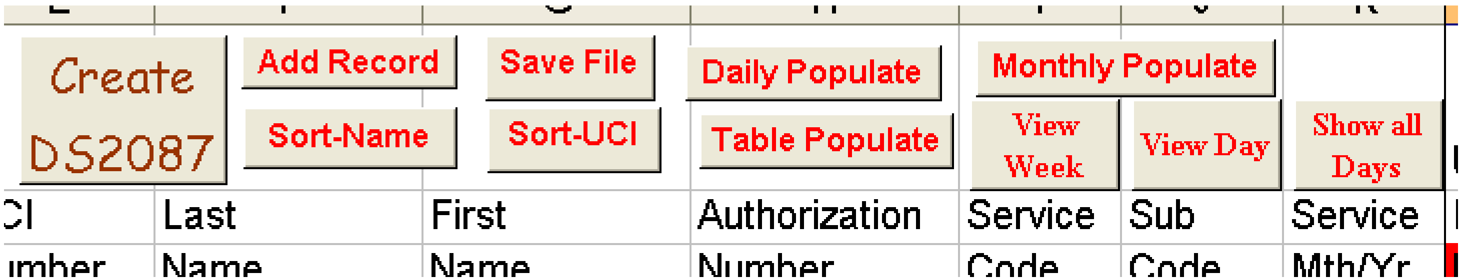
The invoice will contain some basic information (UCI Numbers, Client Names, Authorization Numbers, Service/Sub Codes, and Service Date).



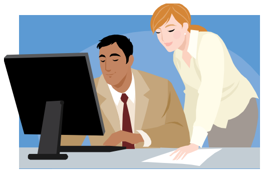
Working With The Invoice: Basic Information

- Do not add or remove columns.
- You will be asked to enter a password when opening the invoice. The Regional Center will be able to provide you with the correct password.
- Always enter attendance information directly into the spreadsheet or copy the attendance information from another document.
- Always review the spreadsheet to make sure the attendance information is correct.
- Do not change any UCI or Authorization numbers.
- Use the “Add Record” button when you need to add a client to the invoice.

Working With The Invoice: Basic Information

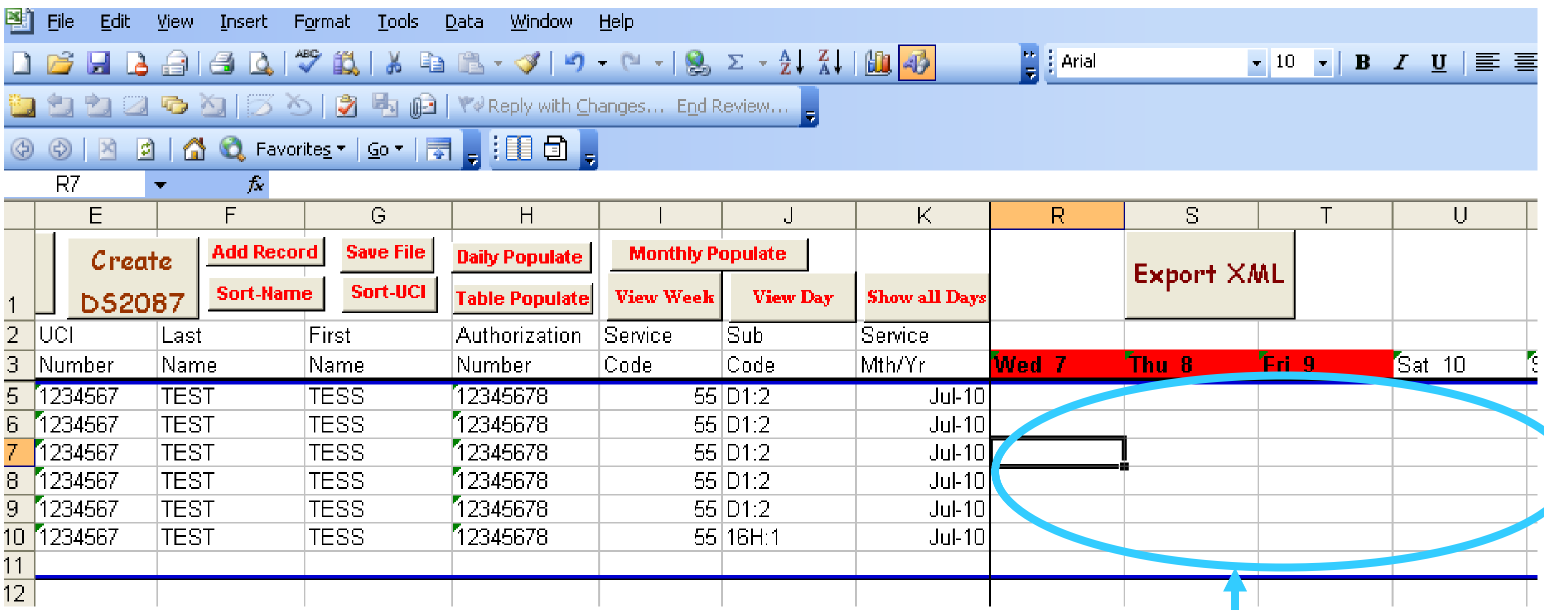


- Above are “buttons”. Some of the buttons you may or may not see on your invoice. Hopefully, they will help make your job easier.
- A single left side mouse click will activate the button.
- The “Sort-Name” button will sort the consumers by name.
- The “Sort-UCI” button will sort consumers by UCI number.
- The “Save File” button will save your file.
- The “View Week” and “View Day” buttons will allow you to look at a specific time period on the right side of the spreadsheet.
- The “Show All Days” button will show all of the calendar days on the right side of the spreadsheet.
- We will discuss some of the other buttons later.

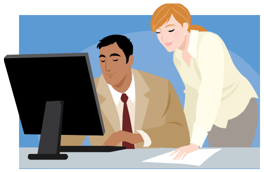


Working With The Invoice: Entering Attendance

- The prefilled information is on the left side of the invoice
- Attendance information is entered on the right side of the invoice
- Each column represents a calendar day (Fri 1 = Friday, the first of the month)
- Weekends have a white background and weekdays are highlighted in red



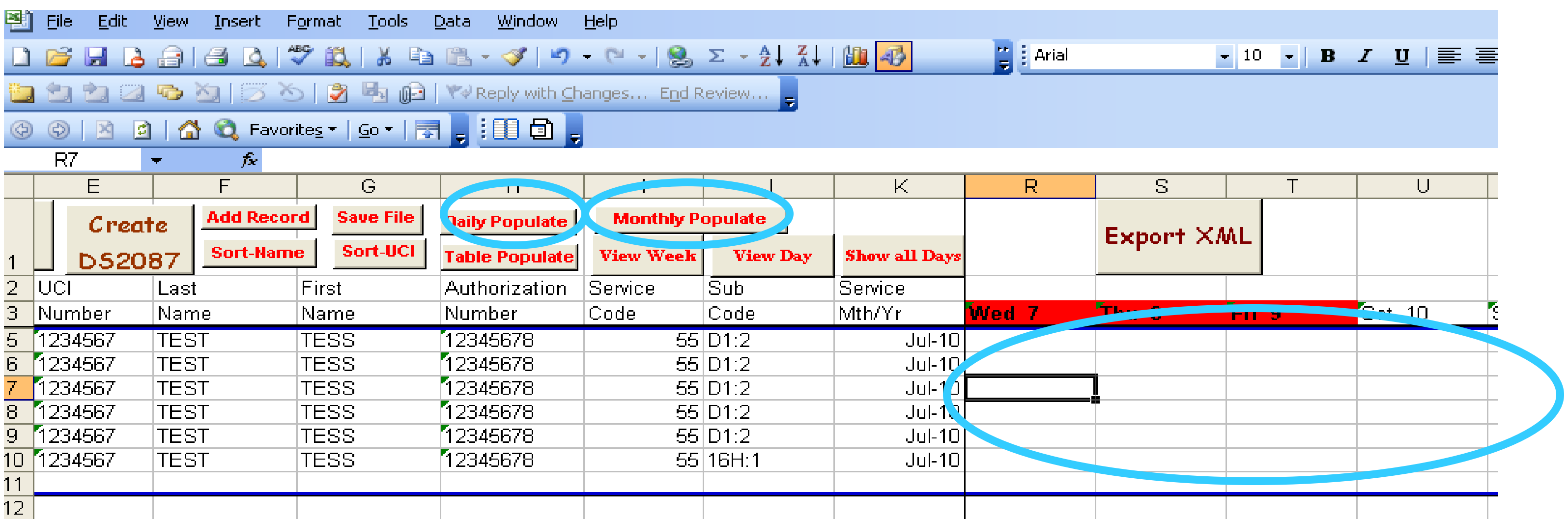
Attendance Information is entered here.

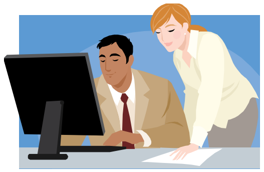


Working With The Invoice: Entering Attendance

Attendance information can be entered in three different ways.

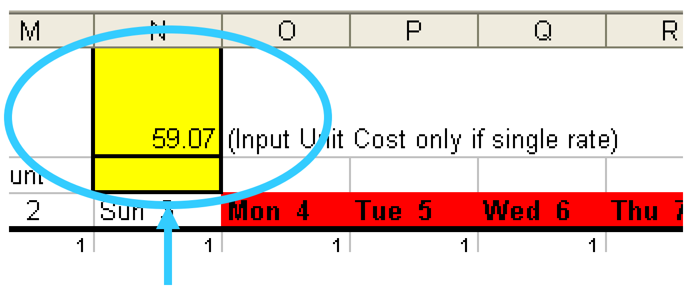
1. Attendance can be entered manually. You would type the appropriate number in each calendar cell. Attendance information can be recorded using quarter hour increments (example: 2.25 would be 2 and ¼ hours).
2. You could also choose to use the monthly populate button. Click “Monthly Populate” and a “1” is entered into every cell on the calendar for each consumer. This will include weekends.
3. You could use the “Daily Populate” button. You will be asked to enter a number of units (this can be hourly, for example, if each consumer attended four hours you could type in “4” units). This will not include weekends.



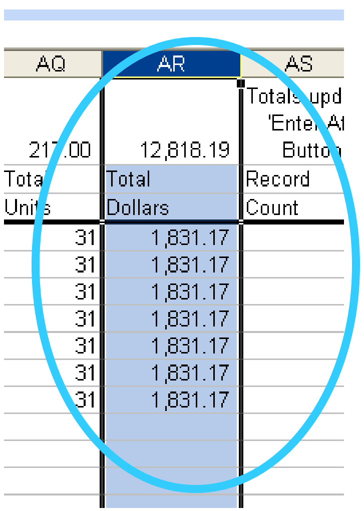


Working With The Invoice: Unit Rate

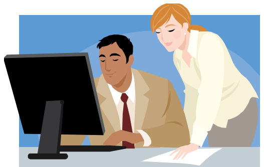
- If you are reporting attendance for authorizations that have a unit rate, you may use the unit rate amount in the yellow field at the top of the spreadsheet.
- The unit rate amount is located at the top of the spreadsheet. It is highlighted in yellow. Please do not change the unit rate amount. In case of an incorrect rate, please contact the Regional Center.
- This will create the amount in the "Total Dollars" column. (Scroll to the far right to view the "Total Dollars Column"



Unit Rate Amount- Do not change this rate.

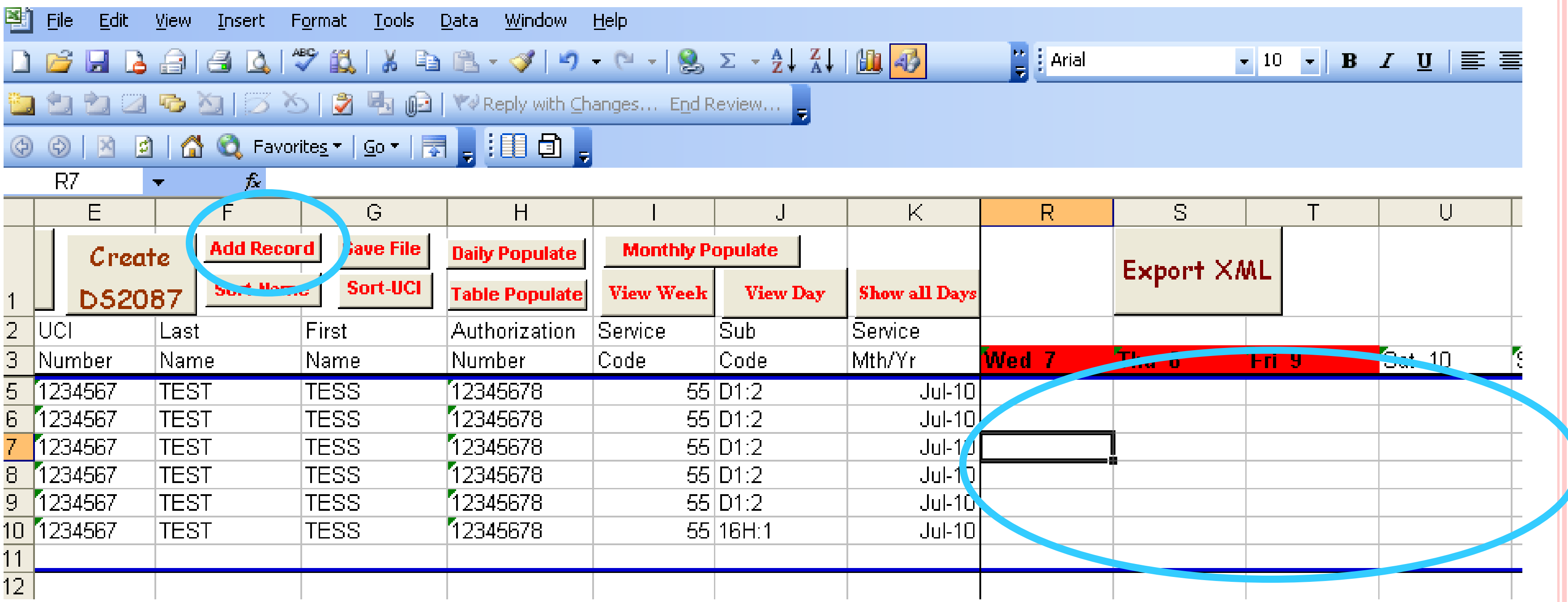


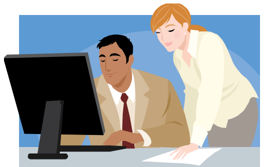
Total Dollars Column- Do not enter anything here. This field self-calculates.



Working With The Invoice: Adding Clients (Records)

If you are given permission by the Regional Center to add a client to your invoice, you will need to click the “Add Record” button. A dialog box will appear. Click “OK”.

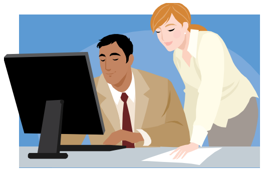




Working With The Invoice: Adding Clients (Records)

- It is important to add all details for the record.
- Do not skip any lines in the form when adding records.
- All the information can be copied from the line above the added record, BUT you will need to change the UCI number, the client name, and the authorization number. You also may need to change the sub code.
- Make sure there is a “D” in column “A”.
- Information must be filled in from the Line Type (Column A) “D” to the Service Month/Year.
- After entering the record, click the “Enter Attendance Button”
- Now you can update the attendance information for the new record.

Line Type	Regional Center #	Attendance Only Flag	Vendor Number	UCI Number	Last Name	First Name	Authorization Number	Service Code	Sub Code	Service Mth/Yr
D	[illegible]		AB1234	1234567	TEST	TOM	[illegible]	[illegible]		08/2008
[illegible]	369		AB1234	2345678	HELP	HELEN	09000006	510		[illegible]
D	369		AB1234	3456789	WORKER	WENDY	09000005	510		08/2008
[illegible]	369		AB1234	4567891	DOE	JANE	09000004	510		[illegible]
D	[illegible]		AB1234	5678912	DOE	JOHN	[illegible]	[illegible]		08/2008
D	369		AB1234	6789123	SMITH	SUSAN	09000002	510		08/2008
D	369		AB1234	7891234	SMITH	SAM	09000001	510		08/2008

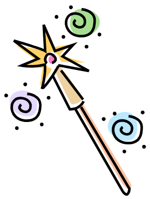


Working With The Invoice

VERY IMPORTANT!

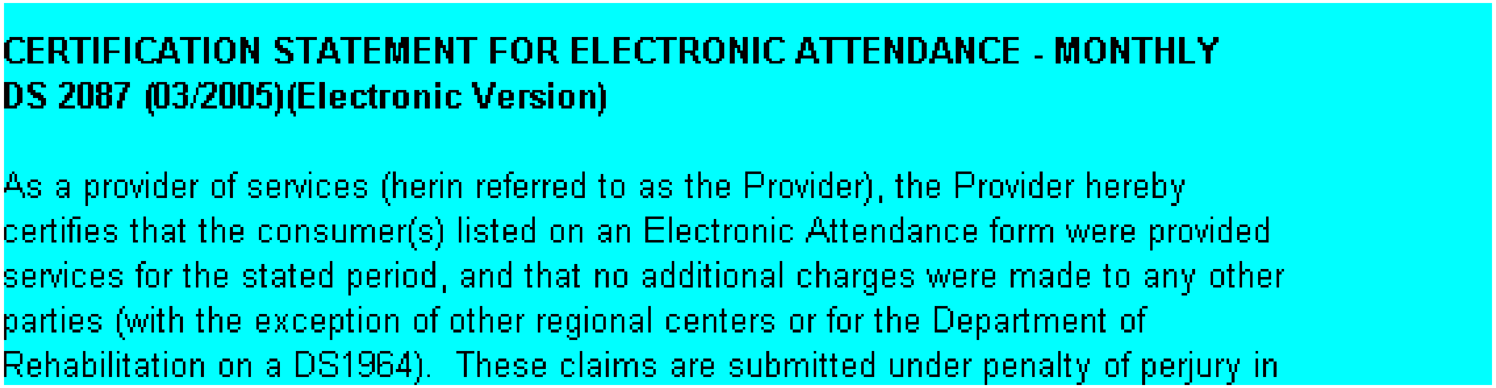
If you use the “Monthly” or “Daily” populate button, you must check the attendance for accuracy. You will need to adjust the attendance information if a consumer misses a day or uses less units of service than were automatically entered.

It is your responsibility to review the attendance information for accuracy.



Working With The Invoice: Creating the DS2087

- You are ready to create the DS2087.
- The DS2087 certifies that you have provided the services to the consumers listed on the electronic invoice.
- Click the Create DS2087 Button.
- The DS2087 has now been created.
- It is a bright blue form.



CERTIFICATION STATEMENT FOR ELECTRONIC ATTENDANCE - MONTHLY
DS 2087 (03/2005)(Electronic Version)

As a provider of services (herin referred to as the Provider), the Provider hereby certifies that the consumer(s) listed on an Electronic Attendance form were provided services for the stated period, and that no additional charges were made to any other parties (with the exception of other regional centers or for the Department of Rehabilitation on a DS1964). These claims are submitted under penalty of perjury in

Working With The DS2087

- There are three buttons on the right hand side of the DS2087

This button saves your file and will move you back to the data sheet.

This button removes the blue shading and allows you to print the DS2087

This button will move you back to the data sheet and remove the “full screen” viewing mode.

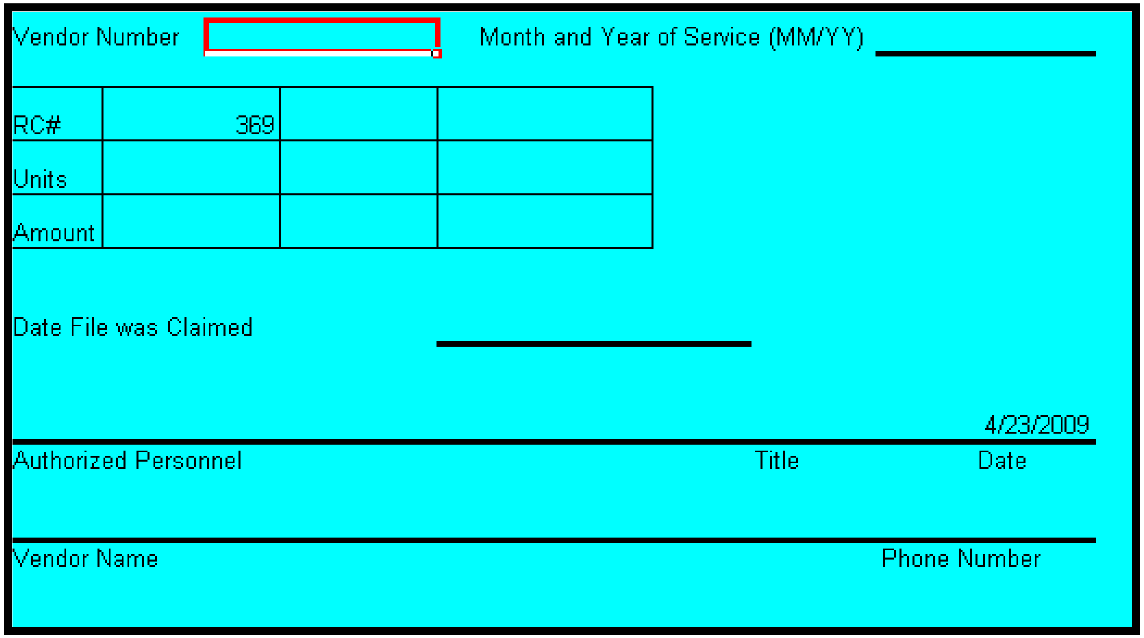
Save file to submit

Print Form for records

View Attendance (Data Sheet)

Working With The DS2087

- Scroll to the bottom of the DS2087.
- Fill out the appropriate fields and save your changes.


Vendor Number ____ Month and Year of Service (MM/YY) ____

RC#	369		
Units			
Amount			

Date File was Claimed ____

4/23/2009

Authorized Personnel | Title | Date

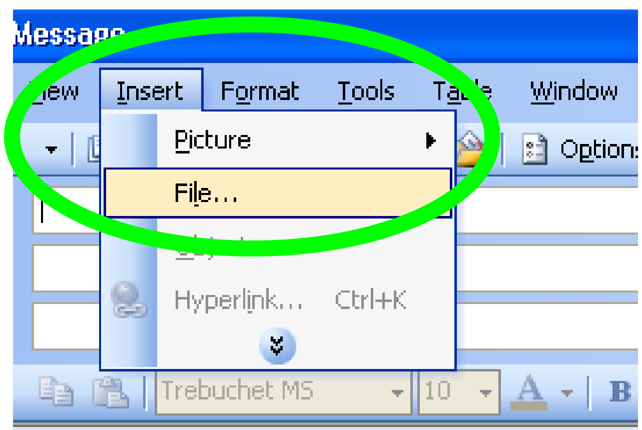
Vendor Name | Phone Number

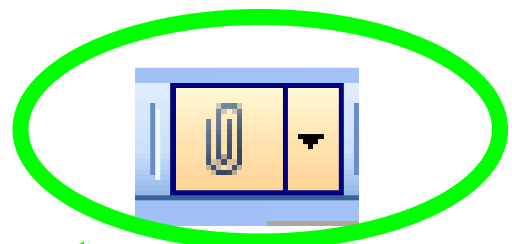
Working With The DS2087

You can move back and forth between the data sheet and the DS2087 by clicking on the appropriate tab located at the bottom of the invoice.

WORK ON THIS SLIDE

- Now you are ready to e-mail your file back to the Regional Center.
- To attach the invoice to the e-mail select Insert – File from the top menu bar. You can also click on the paperclip icon.

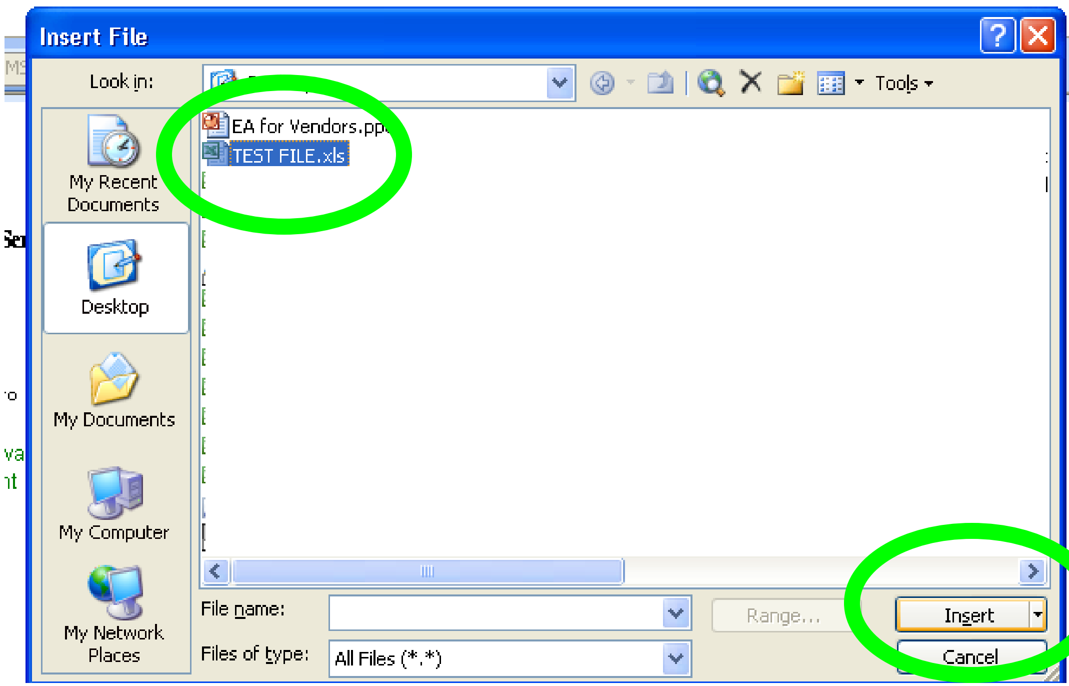




Either option will attach the invoice to your e-mail.

E-mailing Your File

- Select the invoice you would like to send to the Regional Center. Click “insert”.
- The file should now be attached to your e-mail.

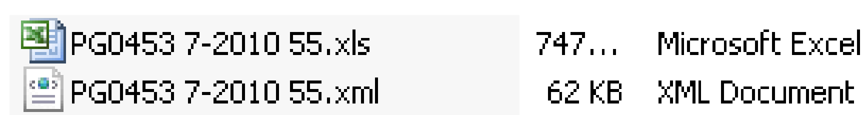


Uploading Completed Invoices to eBilling

If you choose to upload your TAI spreadsheet or DS1964 to the eBilling website (instead of e-mailing it to your Regional Center) then you will need to first convert it to a .XML document.

1. Fill out the invoice as your normally would.
2. Click the EXPORT XML button.
3. Save your changes.
4. The XML file will be in the same folder as your original file. It will contain the same name, but be a .XML document.

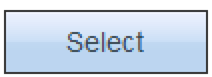
The top file is the original Excel TAI. The bottom file is the .XML file that is ready to be posted to the eBilling website.



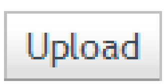
Uploading Completed Invoices to eBilling

1. Log on to the eBilling web site.
2. Select the appropriate SPN.
3. Click the Invoice tab.

4. Click the Invoice XML Upload sub tab.



5. Click the SELECT button.
6. Choose the file from your computer that you would like to upload. Click OPEN.



7. Click the UPLOAD button.
8. The file should be uploaded. If the incorrect file is uploaded, just use the DELETE button and start over.

The End

Please contact the Regional Center with any further questions.