

California Department of Developmental Services
Vendor Cost Survey 2016
Frequently Asked Questions

Q: If a vendor is no longer providing services, should we let you know?

A: Contact the Department at vendorsurvey@dds.ca.gov.

Q: For service code 954-Work Activity Program – Individual, should we report both Department of Rehabilitation and regional center costs?

A: Only report costs for consumer services funded by the regional center.

Q: If providing more than one service, do we report costs for all services or just one?

A: Only report costs for the service code and vendor number being surveyed.

Q: Do we send a copy to the regional center?

A: No need to send the regional center a copy of the survey. Submit the survey to the Department via e-mail at vendorsurvey@dds.ca.gov.

Q: If another reporting period is chosen, does it have to be 90 days?

A: You may report any time period, however, the costs reported should reflect the same period.

Q: Can we include managerial costs if they supervise direct service employees?

A: Yes, if the manager/supervisor provides direct services as defined in Assembly Bill (AB) X2-1.

Q: One facility and administrator is shared with two programs. How should we reflect the costs?

A: Allocate costs accordingly for the service being surveyed.

Q: Can transportation drivers be included as a direct service cost?

A: Yes, if the driver is providing direct services as defined in Assembly Bill (AB) X2-1, for the service being surveyed.

Q: Do we need to provide payroll summaries or additional documentation?

A: You are not required to submit additional documentation.

Q: Does behavioral specialist services meet the definition of direct services?

A: Yes, if the behavioral specialist is providing direct services as defined in Assembly Bill (AB) X2-1, for the service being surveyed.

Q: Can costs for open positions be reported?

A: Report the costs you have incurred for reporting period.

Q: Where should we report Workers Compensation costs?

A: Workers Compensation costs may be reported under "Benefits" as appropriate for the service being surveyed.

Q: Where should consultants/professionals be reported?

A: Yes, if the consultant/professional has been approved by the regional center for the service being surveyed, costs may be reported as defined in Assembly Bill (AB) X2-1.

Q: Will survey results be confidential, or will they be open for public review?

A: The results of the survey will be available.

Q: Do we need to breakout salaries/wages of different levels of staff?

A: No, only report one range of salaries/wages for all direct service staff as defined in Assembly Bill (AB) X2-1.

Q: Will the rate adjustment be separated for each of the targeted cost component?

A: Yes, the rate adjustment will be separated by each cost component as targeted by Assembly Bill (AB) X2-1.

Q: Can report writing be considered a cost?

A: Yes, if the report writing falls within the scope of the service being surveyed.

Q: Should we report reimbursements from more than one regional center?

A: Yes, if applicable to the service being surveyed.

Q: Should we report gross or net wages? And where should we report these costs?

A: You should report total gross wages. You may report these costs either under Salaries/Wages and/or Taxes. However, please ensure you do not duplicate the costs.