

COMMUNITY PLACEMENT PLAN (CPP)
CLAIMS PROCESSING/
RECONCILIATION PROTOCOL

An integral part of the Community Placement Plan/Community Resource Development Plan is the reconciliation of CPP/CRDP claims with the State Claim File (SCF) of the Uniform Fiscal System (UFS) and monitoring the regional center's (RC) use of approved Purchase of Service (POS) and Operations (OPS) allocated CPP/CRDP funding. This is accomplished by extracting CPP/CRDP claims data from SCFs submitted by the RC, comparing that data with the paper claims submitted by the RC, and reconciling the total claims against the RC's allocations and approvals. The monitoring and review process for CPP/CRDP claims ensures that funds approved and allocated for CPP/CRDP are expended for the purposes intended, as required by Welfare and Institutions Code (WIC) section 4418.25(e), the RC's contract with the Department of Developmental Services (DDS), and DDS' CPP/CRDP Guidelines.

The following is the established CPP/CRDP Claim Protocol:

I. **RC CPP/CRDP CLAIMS**

- A. DDS now requires the RC to identify each individual CPP/CRDP Start-Up project for which it submits a claim for CPP/CRDP expenditures through UFS. To do this, the RC enters a 5-digit CPP/CRDP Start-Up project identification number into the existing service sub-code field. For example, if the CPP/CRDP project identification number is RC-1920-24, the RC will enter 00024 in the service sub-code field. All other requirements of the current claims process remain the same.
- B. Use the attached Regional Center Claims Reimbursement Summary OCDH -1 (6-29-18).
- C. Enter claim amount per OPS and/or POS category by the following CPP/CRDP Claims program codes (PC) and service codes (SC):
 - 1. OPS Program Codes
 - a) PC 01 – CPP/CRDP
 - b) PC 03 –DC Closure/Ongoing Workload
 - 2. POS Program Codes and Service Codes
 - a) Regular Placement POS
PC 01 and any SC except 056, 780, 785, 999

- b) Assessment POS
PC 01 and SC 056, 780, 785
- c) Start-up POS [WIC sections 4648(e)(2), 4781.5(a), (c), and (e)(2)]
PC 01 and SC 999
- d) Safety Net Start-up POS
PC 17 and SC 999
- e) CRDP Start-up POS
PC 18 and SC 999

- D. Monitor amount expended based on approved allocated amount.
- E. Submit claims, by March 31st of the third fiscal year.
- F. Submit all claims as timely as possible, and no later than March 31st of any fiscal year.
- G. Work with DDS to reconcile discrepancies between SCF data and paper claims submitted by the RC.
- H. Contact the Office of Community Development and Housing if there are questions regarding claims that need reconciliation.
- I. Make appropriate corrections or updates to UFS and/or paper claims as timely as possible.

II. PROCESSING CPP/CRDP CLAIMS

Once claims are verified and reconciled with the approved CPP/CRDP and its associated allocations, the claims will be signed by the DDS Fiscal Support Section's Liaison and returned to DDS' Accounting Section for processing.

III. DDS' RESPONSIBILITIES

- A. Provide claims template to RCs.
- B. Provide technical support to RCs.
- C. Build and maintain a CPP/CRDP claims log for approved/allocated CPP/CRDP funds, UFS submissions, and paper claims.
- D. Work with RCs to reconcile discrepancies between SCF data and paper claims submitted by the RC.
- E. The Office of Community Development and Housing will review claims to ensure expenses and claims are in line with approved funding amounts and intended purposes, and will work with RCs to reconcile UFS and paper claims as needed.

IV. DDS TECHNICAL SUPPORT

For technical assistance, RCs may contact the Application Support Team, at (916) 653-3329, or the Office of Community Development and Housing at (916) 654-1956.

V. ADJUSTING CLAIMS

Instruction from the Application Support Team:

- A. OPS
The RC can make adjustments using manual journal entries and manual state claims – the general ledger (GL) and the state claim should always be in sync when the final claim is generated. The only time the GL and state claim should not be in balance is if there has been a correction to a prior month out of balance situation. In this case, the year-to-date figures should be correct.
- B. POS

1. The RC should make their adjustments through prepaid invoices – the GL and state claim should always be in balance. If the RC has a system error – it is possible that a manual journal entry or manual state claim would need to be entered to fix something that is out of balance.
2. Some RCs have used manual journal entries and manual claims for corrections, but DDS recommends against this as it does not create an audit trail. If this method is used, the GL and the state claim should always be in balance and the RC should certainly never claim an amount that is not supported by the claim report.