

**DEPARTMENT OF DEVELOPMENTAL SERVICES**

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January 27, 2021

TO: REGIONAL CENTER EXECUTIVE DIRECTORS

SUBJECT: GUIDANCE REGARDING REPORTING REQUIREMENTS FOR  
ALTERNATIVE NONRESIDENTIAL SERVICES

As follow up to the Department of Developmental Services' (Department) [August 31, 2020](#) Directive regarding Alternative Nonresidential Services (Alternative Services) during the COVID-19 State of Emergency, the purpose of this correspondence is to provide additional guidance on the provider reporting requirements noted in the Directive.

For the reporting required for January 2021 and continuing until further guidance, by the fifth business day of each month, providers must submit a report for the prior month for each vendorization delivering Alternative Services using SurveyMonkey. The survey may be accessed at:

<https://www.surveymonkey.com/r/2021AlternativeServicesReporting>

Please note, once a survey is started it cannot be withdrawn or edited at a later time. Providers may request to have an incomplete survey deleted by contacting [DDSC19Directives@dds.ca.gov](mailto:DDSC19Directives@dds.ca.gov). The request must include the program name, vendor number, service code, and specify which reporting month needs to be deleted.

Although the eBilling system has added features for reporting, providers are only required to report the days each consumer received Alternative Services when submitting invoices.

Additional guidance regarding future reporting methods is forthcoming. Any questions should be directed to [DDSC19Directives@dds.ca.gov](mailto:DDSC19Directives@dds.ca.gov).

Sincerely,

*Original Signed by:*

BRIAN WINFIELD  
Chief Deputy Director

cc: Regional Center Board Presidents  
Regional Center Administrators  
Regional Center Directors of Consumer Services  
Regional Center Community Services Directors  
Association of Regional Center Agencies

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