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March 6, 2024

TO: REGIONAL CENTER EXECUTIVE DIRECTORS

SUBJECT: COORDINATED FAMILY SUPPORT SERVICES: MONTHLY VENDOR  
IMPLEMENTATION INCENTIVE PAYMENTS

This correspondence is in follow-up to the Department of Developmental Services' (Department) [January 27, 2023](#) guidance regarding Coordinated Family Support (CFS) Services, and specifically, the CFS Service Description and Rates section on the CFS Implementation Incentive Payments reporting requirements and invoicing process. This guidance does not alter CFS guidance issued [April 19, 2023](#) and [November 22, 2023](#).

**Implementation Incentive Payment Reporting Requirements**

To be eligible for the CFS implementation incentive payment, CFS vendors providing services must submit a completed standardized report regarding the implementation of CFS services. Each report is due by the end-of-the-month following the month payment was received. For example, for payment received in June, the reporting month is June, and the form is due by the end of July.

Standardized CFS implementation reports previously received by regional centers are eligible for the implementation incentive payment. To facilitate implementation incentive payments for services rendered prior to this guidance, standardized monthly reports for reporting periods January 2023 through February 2024 must use the new reporting tool, which are due by April 30, 2024. If vendors have already submitted reports for this period, there is no need to resubmit those reports to earn the implementation incentive payment for that period.

The new standardized reporting tool for the CFS implementation incentive payment will send the CFS vendor's report directly to the Department. Once received, the Department will notify regional centers that the CFS vendor has submitted the completed report and for which month the CFS vendor is eligible to receive the implementation incentive payment. The Department will email a link to the new standardized reporting tool to the regional center CFS primary and secondary contacts which the regional center must share with CFS vendors.

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### **Implementation Incentive Payment Invoicing Process**

To invoice for the implementation incentive payment, CFS vendors must use service code 076 with sub-code "CF%", which is available for use now. CFS implementation incentive payments will be calculated on the total dollar amount paid to the vendor for CFS assessments and services, including direct care services (subcode "DIR") for the reporting month. CFS implementation incentive payment calculations remain at the January 23, 2023 directive percentage of 11.1%, but are based on the total amount paid to the vendor and not on the total amount billed by the vendor. An example of a CFS implementation incentive payment calculation can be found under [CFS Frequently Asked Questions](#) on the Department's website.

Vendors that have questions should contact their regional center. Regional centers with questions should email [CFS@dds.ca.gov](mailto:CFS@dds.ca.gov).

Sincerely,

*Original Signed by:*

VICKI L. SMITH, Ph.D.  
Deputy Director  
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cc: Regional Center Administrators  
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