STANDARDIZED VENDORIZATION – REGIONAL CENTER

Q1. How do user regional centers obtain documentation from vendoring regional centers?

A1. All user vendorization requests occur in the Provider Directory. The process begins with a user regional center looking up a provider in the Provider Locations table. If the provider has completed a vendorization in the Provider Directory, their vendorization documents will be available for viewing in attachments. If not, the user regional center will request the documentation from the vendoring regional center via the user vendorization workflow.

Q2. Does standardized vendorization via the Provider Directory replace existing processes?

A2. Vendorization via the Provider Directory is the primary intake to the vendorization process. Data entry to other systems (e.g., SANDIS) is still required. The following services are handled by the regional center using the original process, prior to the standardized vendorization implementation:

- Vendorizations for 024 (Purchase Reimbursement), 065 (SSP Restoration), and 400 (Non-reimbursed Personal and Incidental (P & I) are to be completed outside the Provider Directory.
- Entities seeking to provide services through the Self-Determination Program (SDP) are excluded from the Directory, except for Financial Management Services (FMS) service codes 315-317.
- Emergency vendorizations are completed outside the Directory. However, providers must complete the vendorization process in the Directory within 30 days of emergency approval and authorization by the vendoring regional center.

Q3. How does the regional center inform the service provider of their approved rate following vendorization approval?

A3. The Provider Directory does not store or report rate information. The regional center will provide the applicant their rate once vendored.

Q4. Once vendorization is approved, is the vendor automatically created in SANDIS/UFS?

A4. No. Vendor entry into SANDIS/UFS process will continue to be completed outside the Provider Directory.

Q5. Can regional centers attach additional documents (e.g., contracts) to the Adobe signature request?

A5. Yes, license users can attach additional documents to the Adobe signature request. However, Provider Directory does not guarantee the accuracy or consistency of document completion for additional documents.

Q6. What is the purpose of the standardized inbox (vendorization@) created by the Department and all regional centers, and how should it be used?

A6. In accordance with the standardized vendorization process, DDS and all regional centers created a vendorization email account. It will provide consistency for the applicant and service provider when they have questions or need assistance. This email will also be used for the Provider Directory system generated emails to notify the vendorization applicant.

Q7. Should regional centers continue to store vendor records on internal servers for audit purposes?

A7. Yes. Provider Directory is not designed to be a document repository for each vendor's records. Instead, it collects and stores documents required to support the applicant's vendorization application.

Q8. At what stage is Conflict of Interest (COI) screening completed?

A8. Conflict of Interest (COI) screening may be completed during the Submission stage. A form to collect this information can be included in the Submission checklist for the applicant to complete along with all other required documents.

Q9. Can a vendorization case (NWVN) in Provider Directory be assigned to another regional center user during the vendorization process?

A9. Yes, a case can be assigned to another regional center during the vendorization process.

Q10. What should a regional center do if it closes an applicant's case during the Submission or Decision stage?

A10. If a Regional Center closes an applicant's case during the Submission or Decision stage, the regional center must issue a formal denial letter to the applicant. The Provider Directory provides a letter template for this action which can be customized to meet the needs of the situation.

Q11. Does regional center staff need an Adobe license to send the DS 1890 and DS 1891 to the applicant or their 3rd party signatory?

A11. An Adobe license is not needed. Adobe E-sign is integrated into Provider Directory and accessible via a web interface.

Q12. How can licensed users share application documentation with an assigned resource that does not have a license to the Provider Directory?

A12. Only licensed users can access and view documents within the Provider Directory, however licensed users can download applicants' and vendor's documents for distribution. Users can also upload documents to a case or vendor record, if needed.

Q13. Does reassignment of a case from one regional center to another regional center during the Requirements stage restart the processing time requirement clock?

A13. The processing time requirement clock does not reset.

Q14. What is the impact of implementing vendorization in the Provider Directory on the biennial review process (T17, section 54332)?

A14. Provider Directory has no direct impact on biennial reviews. Regional centers will continue to manage the biennial review using existing processes.