

SEDGWICK COUNTY DEVELOPMENTAL DISABILITY ORGANIZATION (SCDDO) FUNDING AND PAYMENT GUIDELINES

(Revised 05/22/18)

In order to receive payment, affiliated Community Service Providers (CSP), and other approved providers must be assigned a Sedgwick County Vendor number. A Vendor Packet will be sent to chosen providers who have not been assigned a vendor number. Once the completed packet has been returned to SCDDO, a vendor number will be assigned to the provider.

Contracting providers must be in compliance with SCDDO affiliate agreement to receive payment. As noted in the terms of the affiliation agreement, a provider cannot subcontract; this includes subcontracting of self-directed services.

Invoices must be submitted at least monthly and no later than 30 days past the month of service. To expedite payment, invoices should be sent electronically to CDDOFinance@sedgwick.gov Payments will be processed to Sedgwick County Finance within 5 business days of receipt of accurate and timely submitted invoices.

STATE AID FUNDING

Day, Residential, Supported Employment, Personal Assistant Service (PAS), and Financial Management Services (FMS)

Rates paid to SCDDO affiliates will be established in the affiliate agreement, unless otherwise stated.

Invoices must include:

- Individual's name
- Social security number
- Date(s) and time(s) of service and number of units provided per day
- Unit rate

Invoices must also include the following information when billing for:

- **Day Service** –Day services are billed in quarter of the hour increments. No more than 100 units per individual can be billed within the defined service week.
- **Personal Assistant Services (PAS)** –PAS is billed in quarter of the hour increments. PAS cannot be billed while the individual is sleeping or should be in school. Parents may not be paid to provide supports to minor children. If supports are requested due to current caregiver can no longer adequately care for the individual, the caregiver cannot be a paid caregiver. If billing Self Directed Day Services through PAS, a statement must be

included that the individual has been out of the home 25 hours per week. The provider is responsible for maintaining documentation of out of home activities.

- **Financial Management Services (FMS)** – One unit of FMS may be billed per month for each individual receiving a PAS service.
- **Residential Service** –Residential is billed as one unit is equal to one day. In order to bill for the daily rate, the individual must be present and the provider was available to provide the necessary supports to the individual.
- **Supported Employment** –Supported Employment is billed in quarter of an hour increments.

FAMILY SUPPORT

Attendant Care, Respite (individual and group), Specialized Licensed Day Care, Latchkey and Summer Camp

Rates paid to SCDDO affiliates will be consistent with established IDD HCBS rates unless otherwise noted.

Invoices must include timesheets. Timesheets must include:

- Individual's name
- Social security number
- Date(s) and time(s) of service and number of units provided per day
- Unit rate
- Name of individual providing the care
- Signature of individual or guardian

Attendant Care, Respite, Day Care, Summer Camp and Latchkey are billed in quarter of an hour increments and may be billed using a staffing ratio. Supports cannot be provided while the individual is sleeping or should be in school. Parents may not be paid to provide supports to minor children. If supports are requested due to current caregiver can no longer adequately care for the individual, the caregiver cannot be a paid caregiver.

If the family chooses to self-direct services, the provider may charge the established HCBS FMS rate per month, for each month of service. This amount will be deducted from the allocation amount.

Payments to Families

Families approved for Family Support funds may choose to purchase items themselves and be reimbursed. Families will be sent a Funding Plan listing the items and funding amounts approved and outlining the allocation start and end dates. Receipts must be for items approved by the Funding Committee and be dated within the dates listed in the Funding Plan. Payments will be processed to Sedgwick County Finance within 5 business days of receipt of accurate and timely submitted receipts for goods purchased. Receipts must be submitted at least monthly and no later than 30 days past the last month of service. Due to Sedgwick County year-end processes receipts for items purchased in the month of June must be received no later than June 30th.

SCDDO Family Support Purchases

Large Ticket Items

Families approved for Family Support funds may choose for SCDDO to purchase the items for them. Items such as iPads, iPad apps, strollers, etc. will be purchased by SCDDO per bids submitted with the request and approved by the Funding Committee. The family will be notified of when the item(s) are available for pickup from SCDDO or the family may choose to have the item delivered to their home.

Diapers, Wipes and Nutritional Supplements

Families approved for Family Support funds for diapers, wipes and nutritional supplements may choose for SCDDO to purchase these items for them. The family should complete and submit a Family Support order form to SCDDO. Items should be ordered for no less than 3 months of supplies. Order forms should be submitted at least 2 weeks prior to need of supplies. The family will be notified of when item(s) are available for pickup from SCDDO or the family may choose to have the items delivered to their home.

Community Service Capacity Assurance Plan

Participating agencies will submit a residential roster of persons served who meet established criteria as outlined in Appendix C of the Developmental Disability Service Agreement. Rosters are due January 5th, April 5th, July 5th and October 5th. Requests for payment will be processed within 5 business days of approval from the SCDDO Quality Assurance Department.

Program Funds

Invoicing and reporting of grant funds will be managed as defined by the terms of the Affiliation Agreement.

Incidental Consumer Supports

Incidental Consumer Supports will be paid to the Targeted Case Management (TCM) agency, unless otherwise specified in the Funding Committee Minutes. Payments will be processed through Sedgwick County Finance within 5 business days of Funding Committee approval.

- The Targeted Case Management Agency is responsible for disbursing the funds to the individual and having the responsible party complete and return the Recipient Statement Form (F105) and receipts for item(s) purchased within 30 calendar days from the date funds were received.
- If the TCM agency has difficulty disbursing funds within the 30 calendar days allotted, the TCM must provide written notification to the Funding Committee of why the disbursement has been delayed and provide a projected date when the funds will be used.
- If the individual does not use all or any portion of the funds, the TCM agency must notify SCDDO in writing. The TCM agency may be instructed to keep the funds for future Funding Committee authorizations or return them. Funds can only be used for individuals approved through the Funding Committee.

One Time Funds

One Time Funds will be managed by SCDDO.

- One Time Funds purchases will be made by SCDDO per bids submitted with the request and approved by the Funding Committee. The family will be notified of when the item(s) are available for pickup from SCDDO or they may choose to have them delivered to their home.
- Work completed by a contractor and/or approved provider will be paid directly to the vendor. Unless otherwise stipulated in the Funding Committee approval, the contractor must be a licensed for the service they are providing and in the city the service will be provided.
 - ◆ Van lifts – vendor will be responsible for invoicing SCDDO for work completed.
 - ◆ Home modifications and fences - vendor will be responsible for invoicing SCDDO. SCDDO will pay half of the invoice prior to work being completed and remaining upon completion.

Dental

Upon approval by Funding Committee, a purchase order will be sent to the individual and TCM. A copy of the purchase order should be given to the Dental provider at the time of the appointment. The individual or TCM may request SCDDO send a copy of the purchase order directly to the dental provider.

Dental providers should contact SCDDO for payment. Payment will be made by credit card unless other arrangements have been made. Payment will be made for services rendered after the date of approval. Payments will not be made prior to dental appointment.