



July 14, 2015

TIME SENSITIVE INFORMATION

TO: TCRC SERVICE PROVIDERS

SUBJECT: VENDOR RATE ADJUSTMENTS FOR EMPLOYEE SICK LEAVE

Due to the passage of Assembly Bill (AB) 1522, employees who work on or after July 1, 2015, and who work more than 30 or more days within a year, are entitled to accrue sick leave at a rate of one hour for every 30 hours worked. Regional center vendors that are affected by this change may be eligible to receive a rate adjustment in order to comply with the new sick leave requirements. This letter contains information on the process for submitting rate adjustment requests.

Providers of services with rates established in the following ways may be eligible for a rate adjustment:

Rates set by the Department of Developmental Services (DDS):

- Community-Based Day Programs (service codes 505, 510, 515, 520, 525, and 805)
- Work Activity Programs (service code 954)
- In-Home Respite Agencies (IHRAs) (service code 862)

Providers of these services may request a rate adjustment from DDS. More detailed information can be found on the DDS website at www.dds.ca.gov/SickLeave.

Community Care Facilities (service codes 905, 910, 915 and 920): Revised ARM rates for community care facilities, effective July 1, 2015, can be found on the DDS website at http://www.dds.ca.gov/Rates/docs/CCF_rate_July2015.pdf.

Rates set by regional centers through negotiation:

Rates for a variety of services are set through negotiation between providers and regional centers, including median rate programs. Providers with rates set in this manner may request a rate adjustment with the regional center in order to comply with the new sick leave requirements.

The rate adjustment must be specific to the unit of service that is affected by the new minimum wage and shall only include those costs necessary to fund a maximum of 24 hours or three paid sick days.

If you have a negotiated or median rate for your program and will be requesting a rate adjustment to comply with the new sick leave requirements, certain information must be provided to TCRC. For purposes of this process, a program is a single regional center vendor number and service code combination. Therefore, the information you provide must be separate for each program under the specific vendor number and service code combination. Regional centers are required to maintain documentation on the process to determine, and the rationale for granting, any rate adjustment associated with the implementation of AB 1522.

All providers requesting rate adjustments for the new sick leave requirements, with rates set by TCRC through negotiation, may request by completing information in a Sick Leave Calculation Workbook.

Please refer to the following information which is posted on the Service Providers page of TCRC's website (www.tri-counties.org) and TCRC's e-Billing home page:

- Vendor Worksheet Instructions
- Vendor Worksheet
- Summary & Certification Instructions
- Vendor Summary & Certification Sheet

This workbook must be used by providers to submit rate adjustment requests to TCRC. Detailed instructions are contained in the tabs that precede the worksheets. Vendors can submit rate adjustment requests at any time but they must be submitted no later than September 1, 2015.

The "Submit" button on the Vendor Summary & Certification Sheet should automatically send the workbook to TCRC. If this function does not work, you may email completed workbooks to:

David Shon, Resource Development Analyst
sickleave@tri-counties.org

Once an adjusted rate is confirmed, TCRC will send you a rate confirmation which will be effective July 1, 2015.

If you have questions please e-mail David Shon at sickleave@tri-counties.org.

Attachment: DDS Memo to Regional Center Executive Directors - June 29, 2015