Q1.   How can I split the traditional auth from alternative auth and generate two invoices?

A.   You can separate them using Include/Exclude options when generating Turnaround Invoices on PSME23 Option 1 Generate Turnaround Invoices. Or, you can add an on-demand flag to the authorization invoice prep flag fields. (PSME22 Option 5 Non Fiscal Authorization Maintenance). You may also consider setting up the vendor, service and subcode to generate individual invoices rather than grouped invoices using PSME81 Option 8 POS Invoice/Payment Detail Setup.

The alternative service process is meant to meet the needs of the consumer. It may be possible that a vendor is providing both traditional and alternative services to different consumers they have. In the instances where alternative services are being provided, the vendor should be completing the alternative service monthly rate invoice.

Q2.   Can I share these instructions with our vendors? Or can they access it themselves?

A.   Yes, the instructions are posted on the AST SharePoint Site as a word document. Regional Centers can change the instructions as they see fit. We just ask to please take off the DDS header at the top of the page. Vendors should be contacting the regional center for assistance with eBilling not AST.

Department of Developmental Services
Desk Guide   Alternative Service Invoice Completion
This Desk Guide will go over how to complete a Monthly rate invoice with alternative services.

Q3.   Has it been made mandatory for the vendors to select an alternative service selection in eBilling prior to submitting the invoice?

A.   No

Q4.   Will DDS provide vendors with training?

A.   It is up to the RCs to provide eBilling training/instructions to the vendors. AST will not be providing instruction specifically to the vendors. AST has provided a short video that RCs can download and post if they so choose.

Q5.   When do Vendors need to start making Alternative Service selections?

A.   Vendors should begin completing AS selections with the January 2021 service month.

Q6.   When generating invoices, are we doing anything different?

A.   No, the process to generate alternative service invoices are the same, by using menu PSME23 Option 1 Generate Turnaround Invoices. See Q1 also.

Q7.   Are alternative services available on all invoices?

A.   The alternative service selection option is available on all checkbox attendance calendars and unit calendars. The option is not available on Residential invoice calendars, Per Item calendars or the In and Out calendar.

Q8.   What if a Vendor didn't do a full month ervice? Do they still get paid the full amount?

A.   If an alternative service is provided, the monthly rate can be billed.

Q9.   Are Vendors allowed to bill traditional and alternative on same date or, will system not allow?

A.   If a combination of traditional and alternative services is provided, the alternative services invoice should be used. The eBilling system will not prevent the vendor from completing an invoice line generated off a traditional authorization and an invoice line generated off an alternative service authorization. AST will be providing some reports in UFS that will help flag invoice lines were alternative services were selected.

Q10.   Can a vendor bill Alternative for one month and traditional on the next month?

A.   There is nothing in the eBilling application that would prevent a vendor from doing this. Please refer to the DDS Website for guidance on Alternative Services.

Q11.   In order to receive the rate, Vendors must select the Full Month checkbox, do they have to select an AS selection for each day on the calendar or just one?

A.   Vendors should be completing the AS selections each day they provided alternative services to the consumer.