



Helping People with Developmental Disabilities Reach Their Maximum Potential

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To: BIS Vendors, Fiscal Department
Subject: Parental Verification Form (PVF)
From: Isabel Calder
Date: September 30, 2011

Behavior Intervention Services (BIS) vendors are now required to bill according to the guidelines outlined below. We hope that this memo will be helpful to you in billing consistently. A side benefit is that this will help with the transition to e-billing which the Legislature has directed all of us to complete by June 30, 2012.

1. The VMRC revised DS5862 standard PVF form located on www.vmrc.net is now required. We edited and asked DDS to approve this revised form because it incorporated data from another form with required information. In so doing, the number of forms required was cut in half. If you are interested in doing a mail merge into the form, we can provide a database file of current authorizations with all pertinent information including but not limited to:

- Consumer name
- UCI
- Vendor name
- Vendor #
- Vendor phone#
- Service code
- Service month
- Service year.

This should be more efficient for you and enhance your ability to see that all forms are complete with current consumer information.

2. The Legislature and the State of California Department of Developmental Services now require parent signature to document all face to face service whether at home, school, or at program location. Valley Mountain Regional Center (VMRC) recognizes that this is not always possible, and so we have identified the following exceptions:

If services are rendered at a site other than an Applied Behavior Analysis (ABA) site, the teacher's signature will suffice as verification of services. If a parent refuses to sign PVF form, after it has been explained that it is a requirement by DDS, the vendor may submit supporting documentation of the refusal and it will be reviewed for payment on a case by case. This will not be an automatic approval for payment without signature.

3. Please list all services in chronological order. Given the requirement that we manually review the services delivered and compare each entry to the attendance that is already in chronological order, we cannot efficiently review the lines if they are not in the same order. (This becomes especially important when you convert to e-billing.)

4. All service should be listed using the VMRC revised DS5862 form which includes all services, including report writing, office, etc.
5. We have agreed to eliminate the requirement that every page be signed by requiring that only one "Page 2" signature will be required. This eliminates additional paper documents and the inconvenience of requesting additional unnecessary signatures from parents/guardians.
6. Please scan completed PVFs in alpha order (as listed on invoice) and in groups of 5-10 consumers in order to keep the file size manageable.
7. Please email all scanned PVFs to ebilling@vmrc.net. Our IT Department has enlarged the file size that this special email address can accept. If you mail or email documents to any other VMRC contact person or department, the files will be rejected by our email security programs.
8. Please state in the Subject field of the email: **PVF files/inv#1234567/HV9999 (vendor#) 1 of xx-** to eliminate any processing and payment delays in matching the appropriate documents to the invoice.
9. PVFs are not required for consumers 18 years or older and/or those who are in "placement".
10. Missing or incomplete PVF forms will delay payment for that specific consumer only. For example, if a consumer has five (5) face to face sessions scheduled but only four (4) signatures, VMRC will pay for the (four) 4 visits and will send a discrepancy notice to the vendor explaining which date was not paid due to lack of signature.
11. If the signature is subsequently received for any missing dates, the vendor can bill the following month. The same is true for missing PVF. However, please remember that all invoices for services rendered must be submitted within 90 days.
12. We are following the SAME process for ALL BIS vendors. We simply do not have the administrative capacity at our current funding levels to allow for variations.