



DDSN Executive Memo

TO: FINANCE DIRECTORS/CFOS
EXECUTIVE DIRECTORS/CEOS

FROM: W. CHRIS CLARK, CPA, CGMA
CHIEF FINANCIAL OFFICER

DATE: AUGUST 21, 2019

RE: State Funded Community Supports Day Program and Supported Employment Billing Process

While there are many issues related to day program services billing that have been identified in the past and need formal clarification and guidance, this memo is being written to address only the most recent issues noted by several providers related to SFCS, formerly known as Band A. With the conversion from a funding band to a fee-for-service (FFS) model for SFCS, we recognized that we need to clarify the billing process for situations where the financial manager is not the same provider as the day program or supported employment service provider. If your agency serves a SFCS person in either of these services, regardless of whether you are the financial manager, then the person's attendance data should show up on your SFCS DSAL invoice when it is run for the month of service. Prior to FFS, the financial manager received a band payment and was responsible for paying any external provider of services. With the change to FFS, the financial manager no longer has to pay the service provider. The service provider will receive their payment direct from DDSN following the process outlined below.

The steps to run this invoice are noted below:

- 1) Access the DDSN Portal at https://app.ddsn.sc.gov/ddsnportal/ddsn_login.jsp
- 2) Select R2D2 from the menu.
- 3) Select logs from the menu of folders.
- 4) Select DSAL and RESLOG from the menu of folders.
- 5) Select DSAL from the menu of folders.
- 6) Select "DSAL Service Totals Invoice for State Funded Consumers" from the menu of "Items You Can Run".
- 7) For Cycle month enter the month of service you are wanting to bill for. Enter the calendar year for the month you are wanting to bill.
- 8) Select Finish.
- 9) Preview the report, review the data, print the report, sign, and submit for payment using RBC – preferably – or by mail.

Contracts between the financial manager and external service providers are no longer necessary for persons funded through the SFCS program. Contracts should still be in place where the financial manager is not the service provider. We suggest that you use the contract templates we are uploading to business tools to document and establish terms for these arrangements.

Some providers have asked us about billing for other services provided to these persons. We are uploading a sample invoice that you can use to bill DDSN for these other services. The sample invoice file is located in the SFCS folder on business tools. You are free to use your own version of this invoice as long as the necessary information is captured.

I apologize for this change and not having communicated it more timely. I was personally unaware that this change was occurring, but I do think it simplifies this process for all concerned. If you have already paid an external service provider for July services, then please communicate with that provider to request a refund from them. I know there is a risk that some of you may have not known of this change and the status quo approach was used for July. Hopefully both parties will be eager to resolve this issue to the satisfaction of each other.

Note that the billing processes for State Funded Follow Along (SFFA) and other funding sources are not impacted by the FFS change.

Please let us know if you have any questions on this process. You can contact us at financial.techsupport@ddsn.sc.gov for this or other technical support questions you may have.