

Enclosure B

REIMBURSEMENT FOR ALTERNATIVE SERVICES

Transportation Services

This template should be used by vendors to calculate the monthly unit rate and for ongoing reporting of each month's reimbursement calculation. Providers must maintain supporting documentation.

INSTRUCTIONS

1. Enter data only in the yellow cells. All others will populate automatically.
2. Begin on the **RATE AND REIMBURSEMENT** page (blue tab) and enter the vendor number in the first yellow cell.
3. SECTION 1. Determine the VENDOR MONTHLY MAXIMUM
 - A. Enter the monthly average reimbursement in the yellow cell in Row A.
 - a. This is the vendor's average of actual payments, including adjustments for any rate changes that occurred during the 12-month period ending February 2020.
 - b. Regional centers should distribute this and related information to providers.
 - B. Enter the monthly average fuel expenses in the yellow cell in Row B.
 - a. If fuel expenses were not reflected in the monthly average reimbursement (Row A), enter \$0.00.
 - b. If fuel expenses were included, complete **Worksheet 1 AVERAGE FUEL EXPENSES** to determine average fuel expenses for the 12-month period ending February 2020. Use the same months included in the monthly average reimbursement calculation.
 - Enter the fuel expenses for each month for this vendorization in the yellow cells.
 - The total will populate automatically in Row A.
 - Enter the number of months reported in the yellow cell in Row B.
 - The average monthly fuel expenses will populate automatically in Row C. (Row A / Row B) This figure should be entered on the RATE AND REIMBURSEMENT page in the yellow cell in Row B.
 - Sign and date the worksheet.
 - Maintain supporting documentation.
 - c. If fuel expenses were included in the traditional reimbursement rate and documentation is not available or is incomplete, complete **Worksheet 2 AVERAGE FUEL EXPENSES USING MILEAGE** to use mileage to determine average fuel expenses for the 12-month period ending February 2020. Use the same months included in the monthly average reimbursement calculation.
 - Enter the mileage for each month for this vendorization in the yellow cells.
 - The total will populate automatically in Row A.
 - Enter the number of months reported in the yellow cell in Row B.
 - The average monthly mileage will populate automatically in Row C. (Row A / Row B)
 - The average monthly fuel expenses will populate automatically in Row D. (Row C x \$0.28) This figure should be entered on the RATE AND REIMBURSEMENT page in the yellow cell in Row B.
 - Sign and date the worksheet.
 - Maintain supporting documentation.
 - C. The vendor monthly maximum will populate automatically in the blue cell in Row C. (Row A - Row B)
 - a. This is the monthly average reimbursement, minus fuel expenses.
4. SECTION 2. Determine the MONTHLY UNIT RATE
 - A. Enter the monthly average number of consumers in the yellow cell in Row D.
 - a. Complete **Worksheet 3 AVERAGE NUMBER OF CONSUMERS** to determine the monthly average number of consumers for the 12-month period ending February 2020. Use the same months included in the monthly average reimbursement calculation.
 - Enter the number of consumers served each month for this vendorization in the yellow cells.
 - The total will populate automatically in Row A.
 - Enter the number of months reported in the yellow cell in Row B.
 - The average number of consumers will populate automatically in Row C. (Row A / Row B) This figure should be entered on the RATE AND REIMBURSEMENT page in the yellow cell in Row D.
 - Sign and date the worksheet.
 - Maintain supporting documentation.
 - B. The vendor's monthly unit rate will populate automatically in the blue cell in Row E. (Row C / Row D) This is the vendor's monthly maximum divided by the monthly average number of consumers.
5. SECTION 3. Calculate the AMOUNT OF REIMBURSEMENT FOR EACH MONTH
 - A. Enter the relevant month and year in the yellow cell.
 - B. Enter the number of consumers served for the month in the yellow cell in Row F.
 - This may include consumers served who did not previously rely on vendored transportation services.
 - Maintain supporting documentation.
 - C. The amount of reimbursement for the month will populate automatically in the blue cell in Row G. (Row E x Row F)
 - Reimbursement may not exceed the vendor monthly maximum (Row C), regardless if the number of consumers served (Row F) is greater than the average number of consumers served (Row D).
6. Sign and date the page
7. Submit the entire document to the regional center for verification.