



Thurston/Mason County Developmental Disabilities Monthly Billing Guidelines



The Development Disabilities Administration (DDA) has established reporting requirements and has issued [Billing Instruction Details](#). These guidelines incorporate the DDA billing instructions and provide additional county specific instructions to assure uniform processing of invoices and outcome information. The below guidelines refer to items contained in the County Billing Spreadsheet that is used to report monthly activities and outcomes.

1. **Job Coaching hours** can only be reported if there is a job with reported wages and work hours. Coaching hours that may occur prior to reporting wage and work hours must be reported under Job Prep in the Individual and Person To Person service categories.
2. If **Gross Wages** are reported there must also be **Client Hours Paid**; likewise, reported **Client Hours Paid** must include reported **Gross Wages**. One without the other is not allowed.
3. **Provider Staff Hours** must equal the sum of **Job Prep** plus **Job Development** plus **Job Coaching** plus **Record Keeping**. For Community Access, **Provider Staff Hours** must equal **Number of Units**.
4. The **Number of Units** cannot be blank (if no service was provided, the units must be recorded as a "0"). **Unit Rate** cannot be zero or blank. **Unit Type** cannot be blank. It must be **H** for Hourly or **M** for monthly. Number of Units cannot exceed the client's monthly maximum number of service hours.
5. Reporting of **paid work hours** and **wages** must be accurate. The County and DDA screen for reports of sub-minimum wage, wages over \$20 per hour, and monthly work hours in excess of 200 per month. Please make sure that this information is accurate.
6. **Staff hours** must be reported in order for DDA to reimburse for service hours. If there is a billing amount on the invoice and the County Billing Spreadsheet, there must be provider hours reported. When billing hourly, **Number of Units** and the **Provider Staff Hours** must match. When reporting fractional staff hours they must be recorded in increments of 1/10 of an hour (6 minute increments) or 1/4 of an hour (15 minute increments).
7. When invoicing for a client that has an open case with **DVR**, enter **paid work hours** and **wages** (if client is employed) on the County Billing Spreadsheet, but leave blank **Provider Staff Hours**, **Job Prep/Coach/Development** and **Record Keeping**. **Unit Rate** cannot be zero, so put your agency **unit rate** even if the **number of units** is zero. Only report hours and service units for services that were provided outside of and in addition to contracted DVR services.
8. Report wages and client work hours in the month the client worked. Monthly staff support hours associated with client work hours must be reported in the same month. If there is uncertainty about exact work hours and pay, estimate based on client work schedule and hourly compensation. Paystubs should be used, as needed, to verify employment as well as the rate of pay and work hours.
9. If a client receives bonus pay, report it in addition to the regular wage.
10. If a client receives severance pay, divide the severance pay by the client's typical hourly rate received to obtain the hours worked.
11. The County Billing Spreadsheet electronic reporting forms must be returned with all columns visible (not hidden), in the same order as the original file. When returning forms with client information, they must be password protected and encrypted.