King County

Developmental Disabilities and Early Childhood Supports Division
Billing Instructions for Employment and Community Inclusion Services
July 1, 2023 – June 30, 2024

Due Dates for monthly billings:

The monthly county billing spreadsheets are generally due in CORE on or before the tenth working day after the close of the calendar month in which the services were delivered. The month of December will have a shortened due date. CORE may have different due dates listed; please follow the due dates on the Billing Schedule posted on the website.

Instructions for submitting monthly billings:

Providers will download and submit monthly billing spreadsheets via King County's Client Outcome Reporting Engine (CORE). Training and support for accessing and utilizing CORE is available at the Resources tab on the CORE portal: https://core.kingcounty.gov

Individual Employment (IE)

Utilize the following resources for submitting monthly billing for Individual Employment Services:

- CORE Data Dictionary
- CORE Data Dictionary Training – Billing Spreadsheets – Video
- Individual Employment Billable Activities

IE billing/data rule updates with CORE:

- If you copy and paste data into the spreadsheet, make sure it is done accurately and that billing data aligns with the correct client and ADSA ID (if applicable)
- Clients will continue to appear on spreadsheets until all the following is true: provider has added an Exit Date and DDA authorization has ended or there is no DDA authorization
- Data cannot be changed once submitted and approved/paid
- Submit data for all clients served in a month – retro billing is no longer allowed, only retro payment
- ETR/Prior Approval fields on reporting spreadsheet
    - If a provider is expecting an ETR or prior approval for that reporting period, they must select "Yes" on this field for CORE to store and hours over the max

authorized and recheck again in the future. Otherwise, any overage hours will be categorized as "never authorized".

- Funding Source fields on reporting spreadsheet
  - If the provider knows ahead of time that a client is funded via Service Gap or Fircrest
    - Select "Service Gap" or "Fircrest" in this field. Clients with this selection will be automatically authorized for payment.
  - If the provider doesn't know if the client is Service Gap Funded and/or thinks/knows they are DDA funded, they should select DDA
    - CORE will check DDA status first, and if not authorized, will assign clients to IE service gap and assign "not authorized". CORE will recheck authorization status at next upload to see if they are now "newly authorized", else they will stay "not authorized" for one more submission.
    - At next submission, the record will become automatically "authorized" via IE service gap if they still do not have DDA authorization. If King County does not want this to happen, will ask the provider to submit an Exit Date for the client that precedes the initial reporting period. This will make the record "Never authorized".
- Hourly wages must be greater than minimum wage unless "job type" is Self-Employed
- Job outcome data – submit data for up to three active jobs – meaning they are receiving wages from all three in the reporting period. If client has more than three jobs where they are currently earning wages, contact program staff to find alternative way to capture additional data.
  - If a client loses a job, and then the next month, gets a new one, they can replace the old job data with the new one. For example, if they lose the "Job 1" job, in a future reporting period they can replace the "Job 1" data with the new job.

Group Supported Employment (GSE)

Utilize the following resources for submitting monthly billing for Group Supported Employment Services:

- CORE Data Dictionary
- CORE Data Dictionary Training – Billing Spreadsheets – Video
- Individual Employment Billable Activities (for Phases 1 – 4)

GSE billing/data rule updates with CORE:

- If you copy and paste data into the spreadsheet, make sure it is done accurately and that billing data aligns with the correct client <u>and</u> ADSA ID (if applicable)

- Clients will continue to appear on spreadsheets until all the following is true: provider has added an Exit Date and DDA authorization has ended or there is no DDA authorization
- Data cannot be changed once submitted and approved/paid
- Submit data for all clients served in a month – retro billing is no longer allowed, only retro payment
- Hourly wages must be greater than minimum wage unless "job type" is Self-Employed
- ETR/Prior Approval fields on reporting spreadsheet
    - If a provider is expecting an ETR or prior approval for that reporting period, they must select "Yes" on this field for CORE to store and hours over the max authorized and recheck again in the future. Otherwise, any overage hours will be categorized as "never authorized".
- Funding Source fields on reporting spreadsheet
    - If the provider knows ahead of time that a client is funded via Service Gap or Fircrest
        - Select "Service Gap" or "Fircrest" in this field. Clients with this selection will be automatically authorized for payment.
    - If the provider doesn't know if the client is Service Gap Funded and/or thinks/knows they are DDA funded, they should select DDA
        - CORE will check DDA status first, and if not authorized, will assign clients to IE service gap and assign "not authorized". CORE will recheck authorization status at next upload to see if they are now "newly authorized", else they will stay "not authorized" for one more submission.
        - At next submission, the record will become automatically "authorized" via IE service gap if they still do not have DDA authorization. If King County does not want this to happen, they will ask the provider to submit an Exit Date for the client that precedes the initial reporting period. This will make the record "Never authorized".
- Provider hours by phase only required if "Received Community Hours" is yes

Community Inclusion Services (CI)

Utilize the following resources for submitting monthly billing for Community Inclusion Services:

- CORE Data Dictionary
- CORE Data Dictionary Training – Billing Spreadsheets – Video
- Community Inclusion Billable Activities

CI billing/data rule updates with CORE:

- If you copy and paste data into the spreadsheet, make sure it is done accurately and that billing data aligns with the correct client and ADSA ID (if applicable)
- Clients will continue to appear on spreadsheets until all the following is true: provider has added an Exit Date and DDA authorization has ended or there is no DDA authorization
- Data cannot be changed once submitted and approved/paid
- Submit data for all clients served in a month – retro billing is no longer allowed, only retro payment

Individualized Technical Assistance

Utilize the following resources for submitting monthly billing for Individual Employment Services:

- CORE Data Dictionary
- CORE Data Dictionary Training – Billing Spreadsheets – Video
- Individual Employment Billable Activities

ITA billing/data rule updates with CORE:

- If you copy and paste data into the spreadsheet, make sure it is done accurately and that billing data aligns with the correct client and ADSA ID (if applicable)
- Clients will continue to appear on spreadsheets until all the following is true: provider has added an Exit Date and DDA authorization has ended or there is no DDA authorization
- Data cannot be changed once submitted and approved/paid
- Submit data for all clients served in a month – retro billing is no longer allowed, only retro payment

Billing Definitions

Gross Wages The total earnings of the client during the reporting month. This should include all wages, any paid holiday or sick leave

Client Hours Paid The total number of hours the client spent in paid production (including paid hours for vacation, sick or holiday) during the service month

Individual Employment:
Column AU: Client Community Assessment Hours

Client Pathway Hours Volunteer The total number of hours the client spent in Volunteer activity during the service month in non-segregated community activities designed to build skills and broaden awareness of job opportunities.

Column AV: Client Pathway Other Hours

Client Pathway Hours Other The total number of hours the client spent in Other activities during the service month in non-segregated community activities designed to build skills and broaden awareness of job opportunities. Do not include lunchtime.

Community Inclusion:
Column AJ: Client Hours Volunteer

Client Hours Volunteer The total number of hours the client spent in Volunteer activity during the service month

Column AK: Client Hours Other

Client Hours Other The total number of hours the client spent in Other activities during the service month. Do not include lunchtime