

5610 Form DHS-0145, Client and Service Data Sheet
(Continued)

By multiplying units times rate for each and all types of services, the provider can arrive at the gross amount due for services provided during the month. The fees assessed SSBG clients for the billed services should then be subtracted, showing the net amount due from SSBG.

The second and subsequent pages of the DHS-0145 detail the services by client and include client data.

Billing forms are included in "Appendix D."

The DHS-0145 is sent to the division/office with which the contractor/grantee has a legal agreement unless the contractor/grantee is given other instructions. (See Chapter ~~twelve~~ thirteen of the *Contract Manual* for invoicing procedures.)

5620 ~~Electronic Data Systems~~

~~Division of Developmental Disabilities Services' (DDS) providers submit their billing for services electronically to Electronic Data Systems (EDS) utilizing the DDS Non-Medicaid Billing System.~~

5620 Other Billing Methods

Division of Developmental Disabilities Services, Arkansas Rehabilitation Services, Division of Behavioral Health Services - Alcohol and Drug Abuse Prevention, Division of Aging and Adult Services and Arkansas Spinal Cord Commission all have their own method other than the DHS-0145 to invoice and report client units served.

5630 Procedures for Inclement Weather Billing

Inclement weather billing may be submitted for a maximum of five (5) days in a calendar month or fifteen (15) days in a calendar year. If possible, the provider should make every effort to discuss the situation with the contract officer before closing.

The provider will complete monthly billing for each client on a DHS-0145 as usual, with units billed for normal operation entered as usual. Units billed under the inclement weather policy will be shown separately and as follows:

- * enter the service code and description of service again immediately below the line showing normal billing;
- * complete the Number of Units section showing total units billed under this policy; and

emotional, and physical growth and development of the child. These services are provided to enable employment of the parent or legal caretaker; to aid the delivery of protective services (when there is an open case with Division of Children and Family Services); to enable parents or other legal caretakers or relatives with physical custody (where the parent or parents are not residing in the household) to participate in training or education programs; or to prevent or remedy a family crisis.

Commodity Distribution: Activities involved in provision of food to eligible recipients, including transporting the commodities to distribution sites and storing and distributing the commodities.

Communication Equipment: Device or apparatus which enables or aids an individual to receive and transmit information orally, in writing, or in any other form which will assist that person to function more effectively in daily living or employment.

Community Integration Companion: ~~Activities to instruct the individual in daily living and community living skills in integrated settings. Included are such activities as shopping, sports, participation in clubs, etc. Such services are focused on training/mentoring and are not meant to be recreational.~~

Comprehensive Training Center Activities: Activities provided to assist individuals in attaining needed skills. These are provided in a residential setting. Activities are: vocational assessment; aptitude testing; instruction in personal grooming and self-care; training; tutoring; attendant services; placement services; purchase of special clothing necessary to engage in training (such as cosmetology uniforms, protective aprons, mechanics' uniforms); and occupational therapy.

Consultation: See SUPPORTIVE ACTIVITIES.

Counseling, Group: Same as INDIVIDUAL AND FAMILY COUNSELING, but offered in a group setting where individuals can benefit from inter-action among group members and counselor(s).

Counseling, Individual and Family: Exploration of interests and skills; problem identification and resolution; identification of feasible goal; provision of emotional support and guidance; advice about community resources; provision of basic skills for functioning in the community; exploration with client of possible alternative behavior patterns; development and strengthening of capacity for personal and social functions. In family counseling, service is provided to one or more family members to help them fulfill their roles. Counseling is provided by a qualified professional (as defined by the DHS Division or Office administering the program).

Counseling, Nutrition: See INSTRUCTION.