

North Los Angeles County Regional Center  
**Board of Trustees Policy**

**Service Provider Attendance Files**

**Scope:**

This policy applies to all NLACRC service providers.

**Purpose:**

To establish a policy to comply with California Code of Regulations, Title 17, which requires all service provider attendance file(s) to be submitted electronically to the Center.

**Rationale:**

- Code of Regulations, Title 17, section 50604, subdivision (d)(3)(a-F) that requires all service providers to submit an attendance file.
- The Department of Developmental Services (DDS) requirement that all service provider attendance file(s) be submitted electronically.

**Policy:**

- The Center shall offer the “e-billing” program to all its service providers and provide training and technical support to service providers, as needed.
- In the alternative, Center staff shall enter service provider attendance data; however payments may be delayed due to the lengthy manual process it will take Center staff to perform this function on behalf of service providers.