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TECHNICAL BULLETIN #524
February 7, 2023

EMAIL TO: **REGIONAL CENTER EXECUTIVE DIRECTORS**
                REGIONAL CENTER ADMINISTRATORS
                REGIONAL CENTER DIRECTORS OF CONSUMER SERVICES

SUBJECT: **SDP UFS & eBilling Updates**

PURPOSE: The Uniform Fiscal System (UFS) and eBilling have been updated to improve the Self Determination Program (SDP) invoice process.

Available encumbrance validation has been removed from the SDP Inbound Invoice Audit and Invoice Edit programs. This change provides a one true source of available funds for the SDP participant in their SDP Budget. This also gives regional centers more flexibility with how the Authorization is setup. Authorizations are not required to be setup with an annual frequency which reduces the maintenance required when authorizations cross fiscal years. Vendors should be reminded that the SDP Authorization Reports available to them in eBilling should only be used to cross reference valid billable service codes for the participant. The data for the report is updated nightly.

Credit memos can now be created in UFS to correct FMS invoicing errors. Credit memos will be sent back to SDP eBilling to return funds to the budget. RCs will need to check the new SDP Invalid Memos report after each "Import SDP UFS Invoice Information" manual data transfer is completed and each morning after the nightly data transfers occur.

The release is scheduled for Saturday, February 11th from 9:00 AM to 1:00 PM.
eBilling will be taken offline to distribute the changes. DDS will post a notice of the outage for vendors on the RCs eBilling Home Pages following the release of this TB.

"Building Partnerships, Supporting Choices"

SYSTEM IMPACTED – UFS & eBilling –

Menu or Process Modified	Description
PSEB01 Option 4 Edit Invoices PSME23 Option 5 Edit Invoices	Removed Edit S = Invoices Total > Encumbrance
PSEB01 Option 5 Accrue Invoices PSME23 Option 6 Accrue Invoices	Accruing an SDP Service Code Invoice will know write the invoice to a file to be returned to SDP eBilling
eBilling Inbound SDP Invoice	Authorization validations removed available encumbrance check
eBilling Administration Reports	SDP Invalid Memos Report

INSTRUCTIONS: Distribute the information and training material to appropriate staff.

RESOURCES:

- AST SharePoint Site

TRAINING: All existing Desk Guides and PowerPoints have been updated where relevant. New instructions and diagrams have been added for assistance in updating business processes. A video showing the changes is also available.

CONTACT:
Technical: Regional Center Application Support Team at ast@dds.ca.gov for questions.

Sincerely,

Approval on file

JIM SWITZGABLE
Deputy Director/CIO
Information Technology Division

cc: UFS System Operators; Technical Bulletin Other