

**DDS Vendor Rate Study**

**Review of Rate Models for**

**Infant Development Programs**

**PROVIDER SURVEY INSTRUCTIONS**

– distributed by –

**BURNS & ASSOCIATES**  
.....  
A Division of Health Management Associates

– on behalf of –

California Department of Developmental Services

April 17, 2025

## INTRODUCTION

Pursuant to Welfare & Institutions Code 4519.8, the California Department of Developmental Services (DDS) conducted a comprehensive review of vendor payment rates for most services delivered through Regional Centers. DDS contracted with Burns & Associates (now a division of Health Management Associates ([HMA-Burns])) to assist with this study.

Final rate study recommendations were published in 2020. The Legislature directed DDS to implement the results of the rate study in phases between 2022 and 2025.

DDS continues to engage with providers and other stakeholders regarding the recommended payment methodologies and rates. As part of this engagement, DDS seeks to collect additional, targeted data from vendors of Infant Development Program (service code 805) services. HMA-Burns has developed a survey to collect this data.

The survey is voluntary, but all providers are strongly encouraged to participate as the information collected will be a key consideration for potential revisions to rate models.

Data collected through this survey will be used solely for the purpose of evaluating the Infant Development Program rate models. HMA-Burns will not share individual provider surveys with DDS or any other party and only aggregated data will be reported.

## Assistance with the Survey

HMA-Burns recognizes that the survey can be complicated, and has established several resources to assist providers in completing the survey:

- Guidance for many questions is embedded in the survey. Within the survey, select the “ ⓘ ” icons to access this guidance.
- These instructions supplement the embedded directions and should be reviewed before completing the survey.
- HMA-Burns has recorded a webinar to provide a detailed walk-through of the survey. The webinar can be accessed at [https://healthmanagement.zoom.us/rec/share/qXg\\_TwDEtkei1CwDUCKWzKLYT0JZeTWEAWg2zotxcY0TwVUf4gW5OfZVnhal2xJ.XhULi468fRcZKdN?startTime=1744928033000](https://healthmanagement.zoom.us/rec/share/qXg_TwDEtkei1CwDUCKWzKLYT0JZeTWEAWg2zotxcY0TwVUf4gW5OfZVnhal2xJ.XhULi468fRcZKdN?startTime=1744928033000). All providers are encouraged to view the webinar.
- Providers may contact Alisher Abdullaev with HMA-Burns at any time during the survey period at [aabdullaev@healthmanagement.com](mailto:aabdullaev@healthmanagement.com) or (602) 562-2708 for assistance or questions.

## Overview of the Survey

The survey is a Microsoft Excel file compatible with Excel 2010 and newer versions.

Throughout the survey, fields in which users may report data are shaded in light green. Examples are shaded in grey. Dark green fields are automatically calculated based upon other responses.

If your organization has more than 20 employee delivering billable Infant Development Program services, make additional copies of the “StaffDetail” worksheet by holding the “Ctrl” key on your keyboard, left-clicking the tab named “StaffDetail” and dragging the tab to the right.

## Submitting the Survey

When saving the survey, add your agency’s name to the beginning of the file name; e.g., “ABC Agency 805-Infant Development Program \_Provider Survey”.

The deadline for submitting completed surveys is **May 9, 2025**. Submit completed surveys to Alisher Abdullaev at [aabdullaev@healthmanagement.com](mailto:aabdullaev@healthmanagement.com).

### **‘STAFFING PATTERN’ SECTION**

The staff details form includes a section that requests information regarding the ‘Staffing Pattern’ for a typical week for each direct care staff providing Infant Development Program services. This section should reflect staff’s current experience.

To complete this section, report the total number of hours that a direct care staff works in a typical week in the first line of the section. Then, in the remaining lines, report the activities in which they are engaged. The sum of hours for all reported activities must be equal to the total number of work hours reported on the first line of the section.

As necessary, there are ‘Other activities’ lines that can be used for responsibilities not provided on the predefined list. Do not use these lines to report hours associated with holidays or paid time off as, in general, paid leave is not assumed to be part of a worker’s typical work week (that is, most staff do not take time off every week).

It is understood that the number of hours that a direct care staff works and how they spend their time may vary from week-to-week. To complete this section, informed judgement will be necessary to consider these variations and determine what constitutes a ‘typical’ week. This could be done for example, by considering how much time a direct care staff spends on each of these activities over the course of a year and then dividing that total by 52. For example, direct care staff may spend 65 hours per year participating in annual planning meetings so your agency would report 1.25 hours per week (65 divided by 52).