**Suggested Template for Submitting Questions to the Regional Center**

**Enclosure A**

The template is divided into two sections:

1. Questions regarding the monthly rate calculation process, and
2. Questions regarding the calculated monthly rate for a specific vendor’s service code/sub-code.

Providers should be as specific as possible in their questions and are encouraged to include any documentation to clarify the issue.

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| **VENDOR NAME:** |
| **VENDOR NUMBER:** |
| **SERVICE CODE:** |
| **SUB-CODE:** |
| **QUESTIONS REGARDING THE MONTHLY RATE CALCULATION PROCESS** |
| STEP 1: Cleaning and extracting payment records |
| STEP 2: Repricing cleaned payment records |
| STEP 3A: Calculating per-consumer, per month amount |
| STEP 3B: Calculating overall monthly average |
| OTHER: |
| **QUESTIONS REGARDING THE CALCULATED MONTHLY RATE** |
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