



AGENCY OF HUMAN SERVICES

DEPARTMENT OF DISABILITIES, AGING AND INDEPENDENT LIVING

DEVELOPMENTAL DISABILITIES SERVICES DIVISION

280 STATE DRIVE HC2 SOUTH

WATERBURY, VT 05671-2030

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To: Developmental Disabilities Services Employers

From: Jennifer Garabedian, Director, Developmental Disabilities Services Division

Jennifer Garabedian

Re: Timesheet/Invoice Reporting

Date: May 2, 2022

In March 2021, the Developmental Disabilities Services Division (DDSD) had ARIS Solutions change from Service Codes to Service Code Descriptors and Ratios (like “Respite Hourly 1:1”) on timesheets. You have had to use Service Code Descriptors and Ratios on timesheets for over a year.

ARIS will return any timesheet or invoice it receives after May 21, 2022, that:

- Has an old Service Code (such as D01, E07, H01, etc.)
 - DDSD does not expect ARIS Solutions to contact employers to clarify the correct Service Code Descriptor, even if you included a Ratio.
- Has old codes and partial information describing the service.
 - DDSD does not expect ARIS to contact employers for clarification.
 - ARIS is not supposed to decide what the Service Code Descriptor is.

If you do not provide Service Code Descriptors and Ratios on your timesheets, this will delay payment to your employees. Be sure that you use the correct and current information so you can pay your employees on time.

If you have questions about what information to put on your timesheets, you can visit www.arissolutions.org or contact ARIS Customer Service by calling 1-800-798-1658 for help.

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Developmental Disabilities Services

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