

**San Bernardino County
Department of Behavioral Health**

Assignment, Closure, Merger or Relocation of Clinics Policy

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Policy

To ensure continuity of client care and adherence with State and federal guidelines, the Department of Behavioral Health (DBH) policy is to ensure proper protocol is followed when there is an assignment, closure, merger or relocation of any DBH clinic or contract provider, whether it is planned or unforeseen event.

Purpose

To implement procedures to be used as general guidelines in preparation of a contract assignment, clinic or business closure, merger of a contracted company, or clinic relocation. Following these guidelines will ensure the following:

- Uninterrupted services to clients who are in need of continued care,
 - Proper and timely notification to clients that informs them of the changes,
 - Retention and storage of records are in accordance with regulatory guidelines, and
 - Standardized administrative processes and proper notification to the general public and State.
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Definitions

Assignment is when one party of an existing contract (often called the assignor, which is DBH for the purposes of this policy) transfers the contract obligations and benefits to another party (often called the assignee, which is contract providers for the purposes of this policy).

Closure is when a clinic and/or business is coming to an end and services will no longer be provided at the site or by the business. For the purposes of this policy, closure may also be referring to contract closure, which is the natural ending of a contract at the expiration date. When a contract closure occurs, contract providers shall complete the applicable tasks of the [Closure of DBH Contract Provider Procedure](#).

Merger is the joining of two companies in which one business transfers all its assets to the other, which continues to exist under its business name. This is different than a consolidation in which two companies join to create a new business, which includes new name.

Relocation, for the purposes of this policy, is moving an existing clinic to a different location.

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San Bernardino County Department of Behavioral Health

Assignment, Closure, Merger or Relocation of Clinics Policy, Continued

Procedures for Assignments, Closures, Merger or Relocation of Clinics

There are various business changes and needs that may occur for DBH and contract provider behavioral health clinics. Each required procedure varies, but ensures adherence of all regulatory guidelines and mandates. Please refer to the table below for specific procedures:

If ...	Then ...
DBH completes a contract assignment from one contract provider to another contract provider	Refer to the Assignment of DBH Contract Provider Procedure .
A DBH contract provider closes	Refer to the Closure of DBH Contract Provider Procedure .
A Driving Under the Influence (DUI)/Deferred Entry of Judgment (DEJ) Certified Provider closes	Refer to the DUI/DEJ Certified Provider Closure Procedure.
A DBH contract provider merges with another company/business	Refer to the Merger of DBH Contract Provider Procedure .
DBH or one of its contract provider relocates a clinic	Refer to the Relocation of Clinic Procedure .

References

Alcohol and/or Other Drug Program Certification Standards, Section 17015(e)
 California Code of Regulation, Title 9, Section 785.28 (c)(e)
 California Health and Safety Code, Section 123145
 Code of Federal Regulation, Title 42, Section 438.10 (f)(5)
 DBH Clerical Manual
 DBH Information Notice 09-06
 State of California Standard Agreement (MHP), Specialty Mental Health Services

Related policies

- DBH Standard Practice Manual:
- ADS 0203: DUI/DEJ Certified Provider Closure Procedure
 - BOP 3033-1: [Closure of DBH Contract Provider Procedure](#)
 - BOP 3033-2: [Assignment of DBH Contract Provider Procedure](#)
 - BOP 3033-3: [Merger of DBH Contract Provider Procedure](#)
 - BOP 3033-4: [Relocation of Clinic Procedure](#)