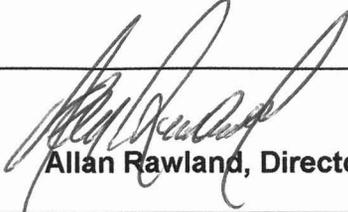


**County of San Bernardino
Department of Behavioral Health**

County Clinic Certifications Procedure

Effective Date 2/1/07
Approval Date 2/1/07



Allan Rawland, Director

Purpose To establish the departmental procedures to control and monitor the Medi-Cal certification process for a departmental provider that is seeking Medi-Cal certification. Certification allows the clinic to provide services and subsequently the department to bill the State Department of Mental Health for Medi-Cal services.

Regional Program Manager's Responsibility The appropriate Regional Program Manager (RPM) is responsible for ensuring that the county clinic Medi-Cal certification process is completed in an accurate and timely manner based upon the processes identified in this document. Additionally, the RPM will have oversight responsibilities while working with the following entities:

- Contracts Unit
 - Deputy Director of Administration
 - Fiscal Unit
 - Information Services (IS)
 - Quality Management (QM)
 - State Department of Mental Health (DMH)
 - State Medi-Cal Oversight
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Request Process The request process stated below will take six (6) to ten (10) days in duration:

Step 1	The RPM will receive a request to establish a new county clinic from a clinic supervisor, program manager or a director.
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Step 2	The RPM will complete the certification packet forms. The certification packet will consist of: <ul style="list-style-type: none"> • Approval Cover Letter • Short Doyle Medi-Cal (SD/MC) provider certification application • SD/MC provider agreement • Medi-Cal provider data form • Medi-Cal provider disclosure statement • Fire Notice/Clearance • Mode of Service • W-9 • Reporting Unit setup form • Request for cost center number
Step 3	The RPM will sign the Cover Letter approval.
Step 4	The RPM will forward the documents to the Deputy Director of Administration for concurrence and sign-off.

Approval Process

The approval process stated below will take one day (1) in duration:

Step	Action				
1	<p>The Deputy Director of Administration will provide final oversight for the Mode of Service, Medi-Cal Application, and the Reporting Unit setup form, and one of the following will occur:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">If discrepancies exist, then</td> <td style="width: 50%; text-align: center;">If the documents are in order, then</td> </tr> <tr> <td>The Deputy Director will notify the Regional Program Manager of the inconsistencies that need to be resolved for document resubmission.</td> <td>The Deputy Director will sign the Cover Letter Approval form and forward the certification packet to the Fiscal unit.</td> </tr> </table>	If discrepancies exist, then	If the documents are in order, then	The Deputy Director will notify the Regional Program Manager of the inconsistencies that need to be resolved for document resubmission.	The Deputy Director will sign the Cover Letter Approval form and forward the certification packet to the Fiscal unit.
If discrepancies exist, then	If the documents are in order, then				
The Deputy Director will notify the Regional Program Manager of the inconsistencies that need to be resolved for document resubmission.	The Deputy Director will sign the Cover Letter Approval form and forward the certification packet to the Fiscal unit.				
2	<p>Upon receipt of the certification packet, the Fiscal unit will:</p> <ul style="list-style-type: none"> • Create a new clinic folder and file the original documents. • Complete and route the Provider File Update (PFU) to the State DMH via fax or U.S. mail to begin the certification process. 				

Cost Center Number Issuance Process

The Cost Center number issuance process is independent of the Certification process, but requires completion prior to implementation and will take one (1) day in duration:

Step 1	Fiscal will perform the following:
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	<ul style="list-style-type: none"> • A final review of the cost center request form and notify the RPM of any discrepancies for data correction prior to continuing the process. • Establish a cost center number for the new clinic, update the Cost Center Report and forward same to Information Services.
Step 2	<p>Information Services will:</p> <ul style="list-style-type: none"> • Post the new Cost Center Report to the DBH Intranet site. • Notify all DBH staff of the updated report via email. • Provide updates to Pharmaceutical Network (PCN) and the PCN file extraction program.

Certification Process

The certification process below will take twelve (12) to seventeen (17) days in duration:

Step 1	<p>Fiscal will prepare and fax the clinic's certification packet to the State Department of Mental Health (DMH). The packet will include:</p> <ul style="list-style-type: none"> • Provider File Update • Legal Entity Form (if required)
Step 2	<p>DMH will verify that the clinic has passed the fire certification requirements. If discrepancies exist:</p> <ul style="list-style-type: none"> • The clinic is issued a Letter of Non-Compliance and • The clinic must address the issues and pass a fire inspection before further action is taken by DMH.
Step 3	<p>DMH will complete a site inspection at the business location to determine if they are in compliance with Title 9 and State DMH contractual requirements. If discrepancies exist:</p> <ul style="list-style-type: none"> • The DMH will provide a "Report of Findings" to the department identifying those areas of non-compliance and • The RPM must compete and file a Plan of Correction to erase any negative findings within a thirty (30) day time-frame.
Step 4	<p>The DMH will assign the provider and legal entity number (if required) and email the information to the Fiscal unit.</p>
Step 5	<p>The Fiscal unit signs the M/C Transmittal form and:</p> <ul style="list-style-type: none"> • Faxes a copy to the State Medi-Cal Oversight South and to the QM unit. The original is placed in the provider folder. • Faxes the entire provider certification packet to Information Services.
Step 6	<p>DMH issues a letter that grants certification to the clinic.</p>

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Implementation Process

The implementation process will take two (2) days in duration. Information Services (IS) is responsible for implementing the new county clinic into the production environment by completing:

- Clinic specific updates to InSyst system parameters
 - Clinic training
 - Notification to the following DBH units of system update completion:
 - Administration/Deputies
 - Billing Office
 - Contracts Office
 - Fiscal
 - Regional Program Manager
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