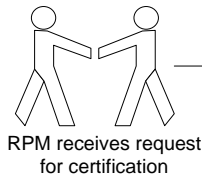


DBH Contract Providers

Detailed MediCal Certification Process

3-5 Days



Regional Program manager reviews contract.

Does request equal contract provisions



Provider modifies request?

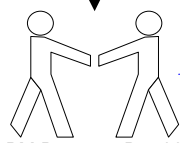
Regional Program Manager's Responsibilities

- Regional Program Manager (RPM)
1. Receives Letter of Intent request for certification.
 2. Reviews contract.
 3. Determine certification eligibility.
 4. Presents new Provider Certification Packet to Provider.
 5. Receives completed Provider Certification Packet from Provider.
 6. Reviews Provider Certification Packet for completeness.
 7. If packet is complete RPM signs Approval Cover Letter and RU Setup Form then forwards packet to Admin. Deputy Director for approval via interoffice mail.

Contract Amendment Process

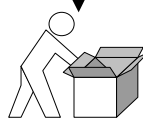


End Process



RPM Presents Provider w/Provider Certification Packet

Provider completes certification packet and returns to RPM



RPM Verifies Provider Certification Packet is complete.

Incomplete certification packet is returned to Provider to complete.

NO

Is packet complete?

YES

See Page 2

Regional Program Manager responsibility is to ensure that the Provider Certification Packet is complete.

New Provider Certification Packet includes:

- Approval Cover Letter
- SD/MC Provider Cert. Application
- SD/MC Provider Agreement
- MediCal Provider Data Form
- MediCal Provider Disclosure Statement
- Fire Notice/Clearance
- Mode of Service
- W-9
- Reporting Unit Setup Form
- Request for Cost Center

A completed Provider Certification Packet includes all of the items above including the Letter of Intent.

3-5 Days

Admin. Deputy Director Responsibilities

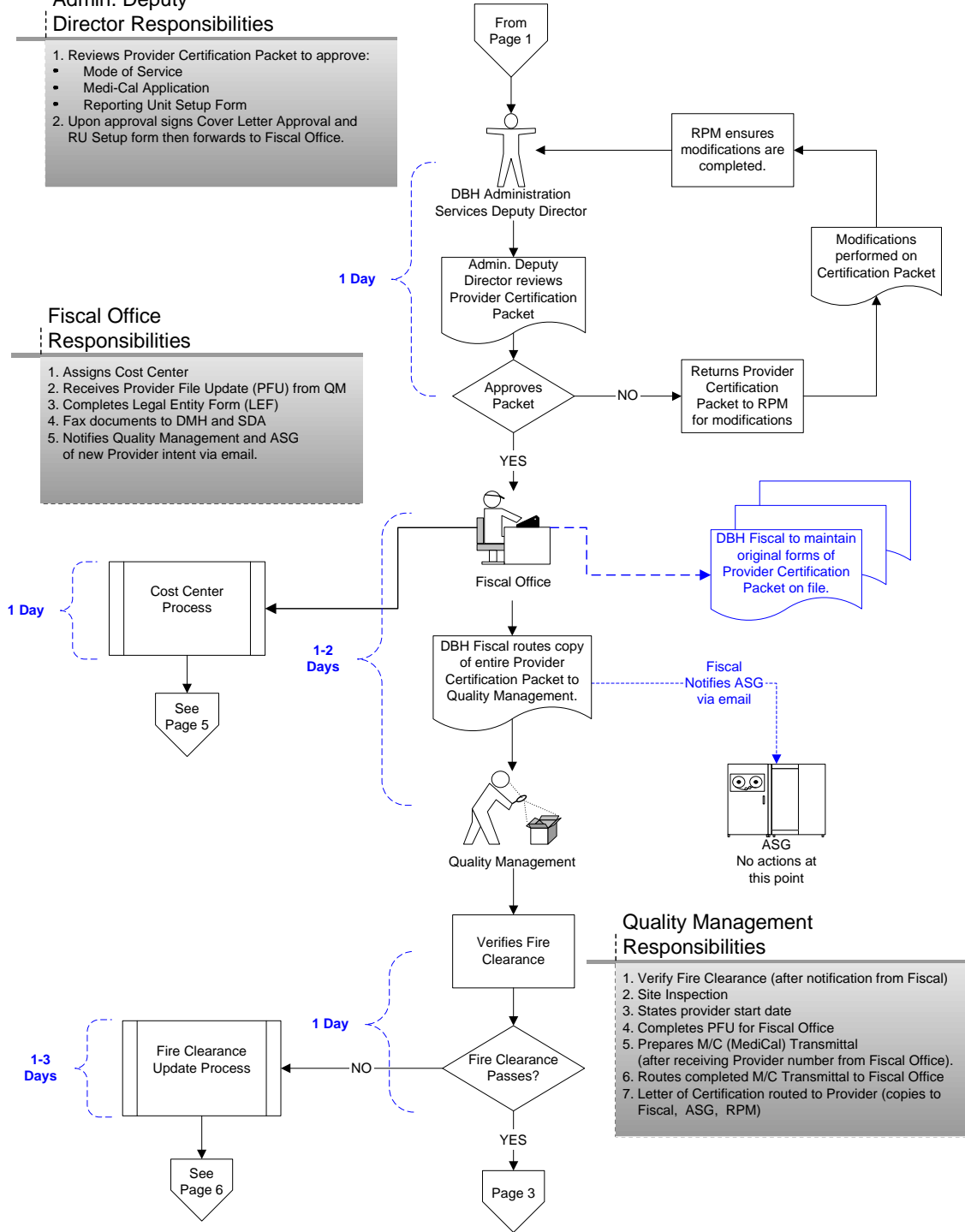
1. Reviews Provider Certification Packet to approve:
 - Mode of Service
 - Medi-Cal Application
 - Reporting Unit Setup Form
2. Upon approval signs Cover Letter Approval and RU Setup form then forwards to Fiscal Office.

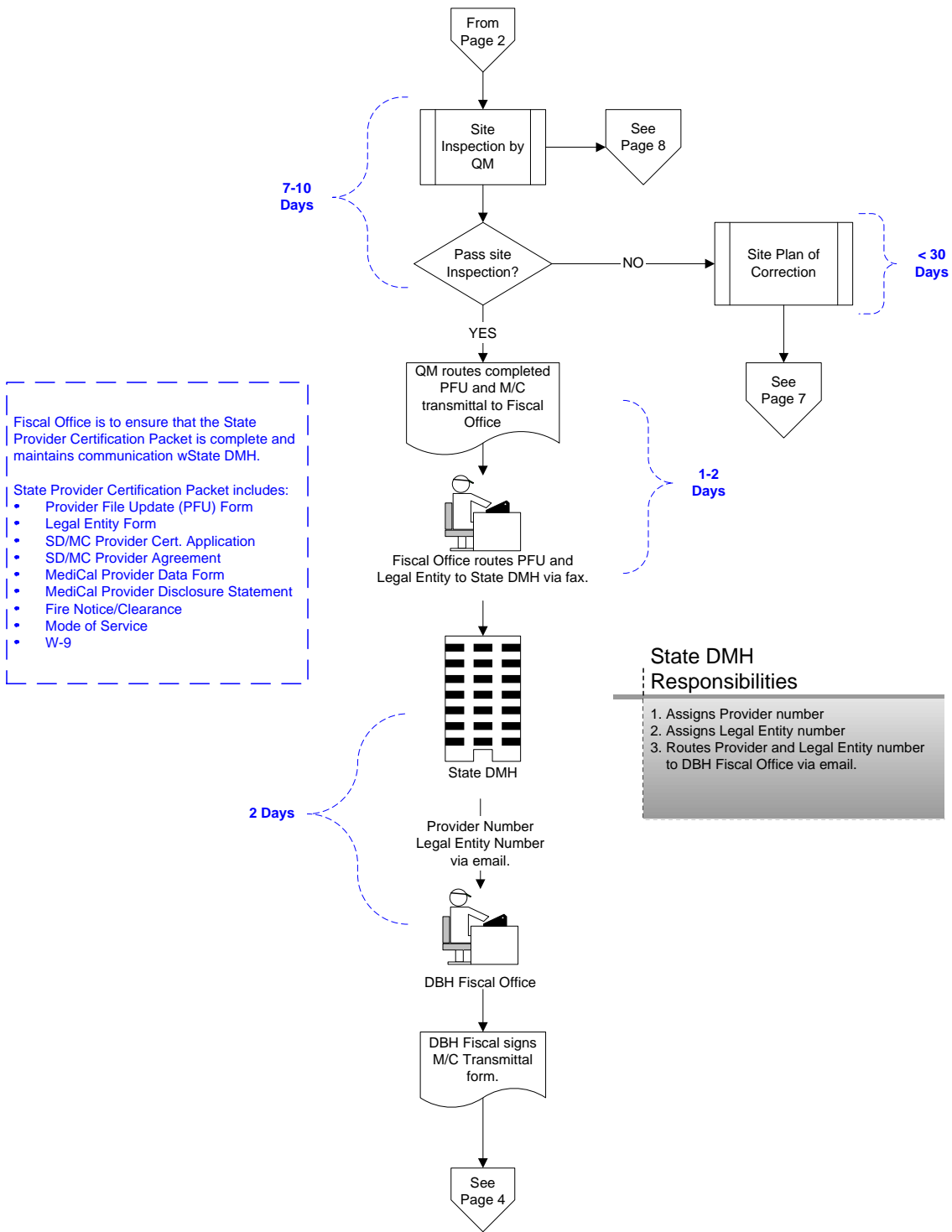
Fiscal Office Responsibilities

1. Assigns Cost Center
2. Receives Provider File Update (PFU) from QM
3. Completes Legal Entity Form (LEF)
4. Fax documents to DMH and SDA
5. Notifies Quality Management and ASG of new Provider intent via email.

Quality Management Responsibilities

1. Verify Fire Clearance (after notification from Fiscal)
2. Site Inspection
3. States provider start date
4. Completes PFU for Fiscal Office
5. Prepares M/C (MediCal) Transmittal (after receiving Provider number from Fiscal Office).
6. Routes completed M/C Transmittal to Fiscal Office
7. Letter of Certification routed to Provider (copies to Fiscal, ASG, RPM)





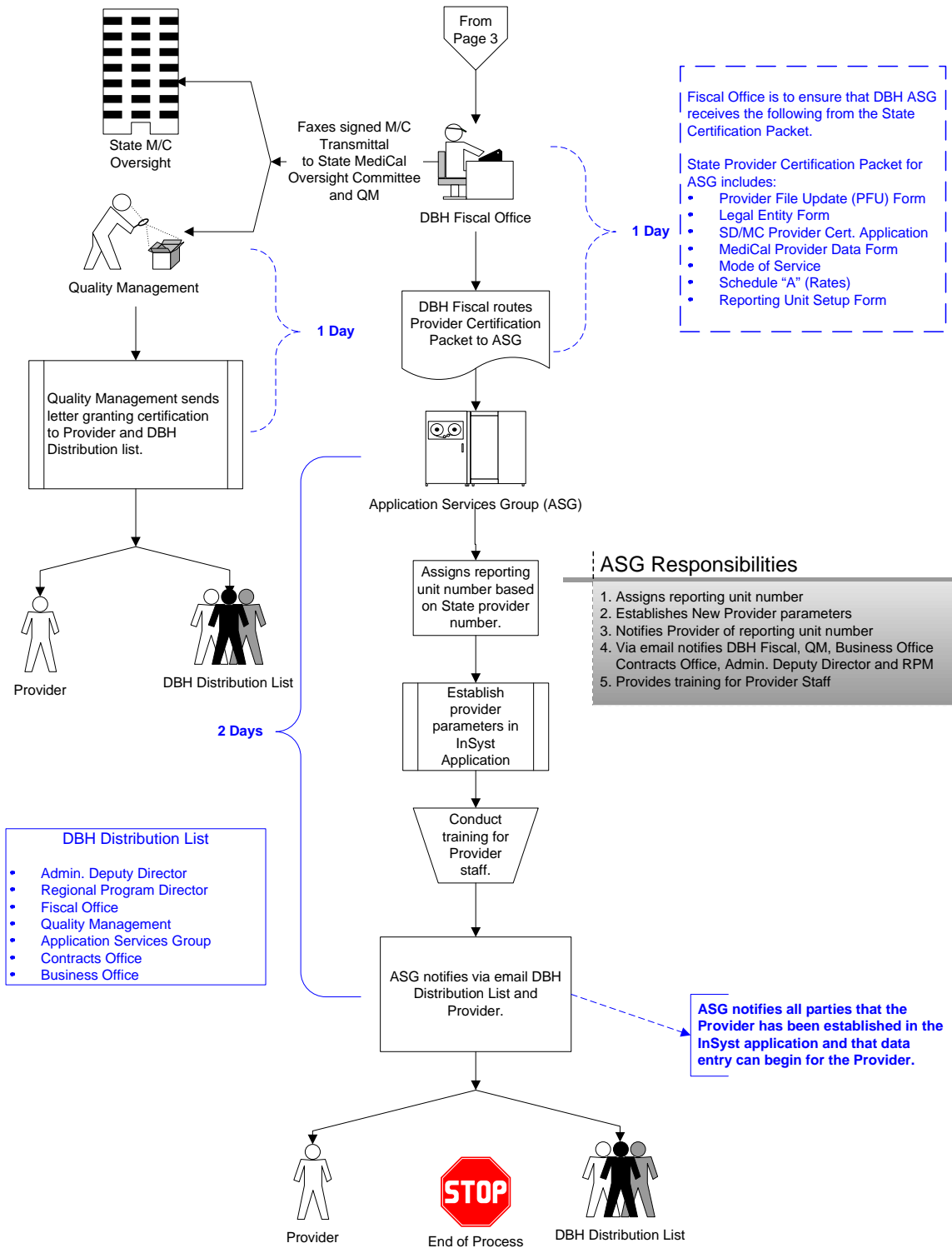
Fiscal Office is to ensure that the State Provider Certification Packet is complete and maintains communication wState DMH.

State Provider Certification Packet includes:

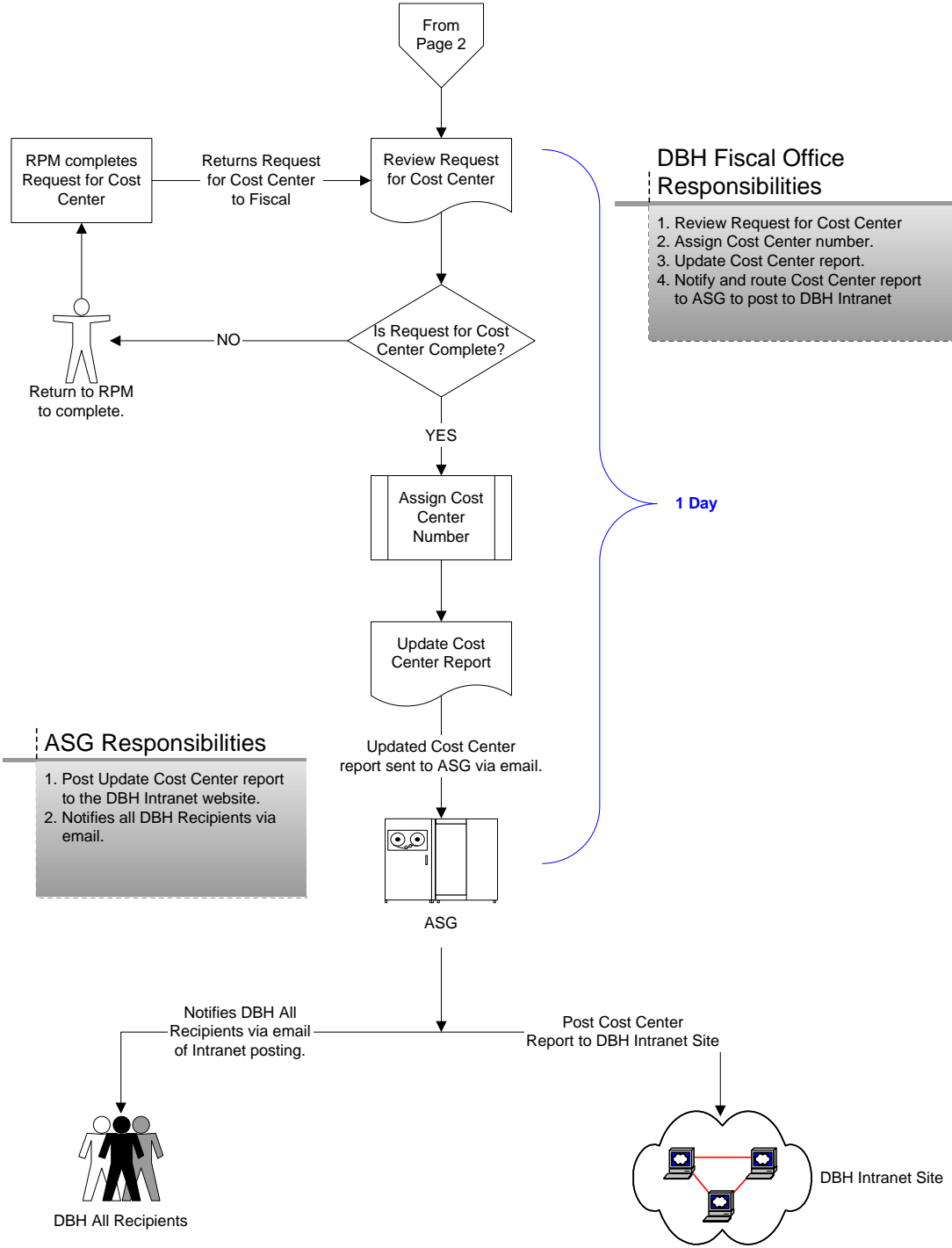
- Provider File Update (PFU) Form
- Legal Entity Form
- SD/MC Provider Cert. Application
- SD/MC Provider Agreement
- MediCal Provider Data Form
- MediCal Provider Disclosure Statement
- Fire Notice/Clearance
- Mode of Service
- W-9

State DMH Responsibilities

1. Assigns Provider number
2. Assigns Legal Entity number
3. Routes Provider and Legal Entity number to DBH Fiscal Office via email.



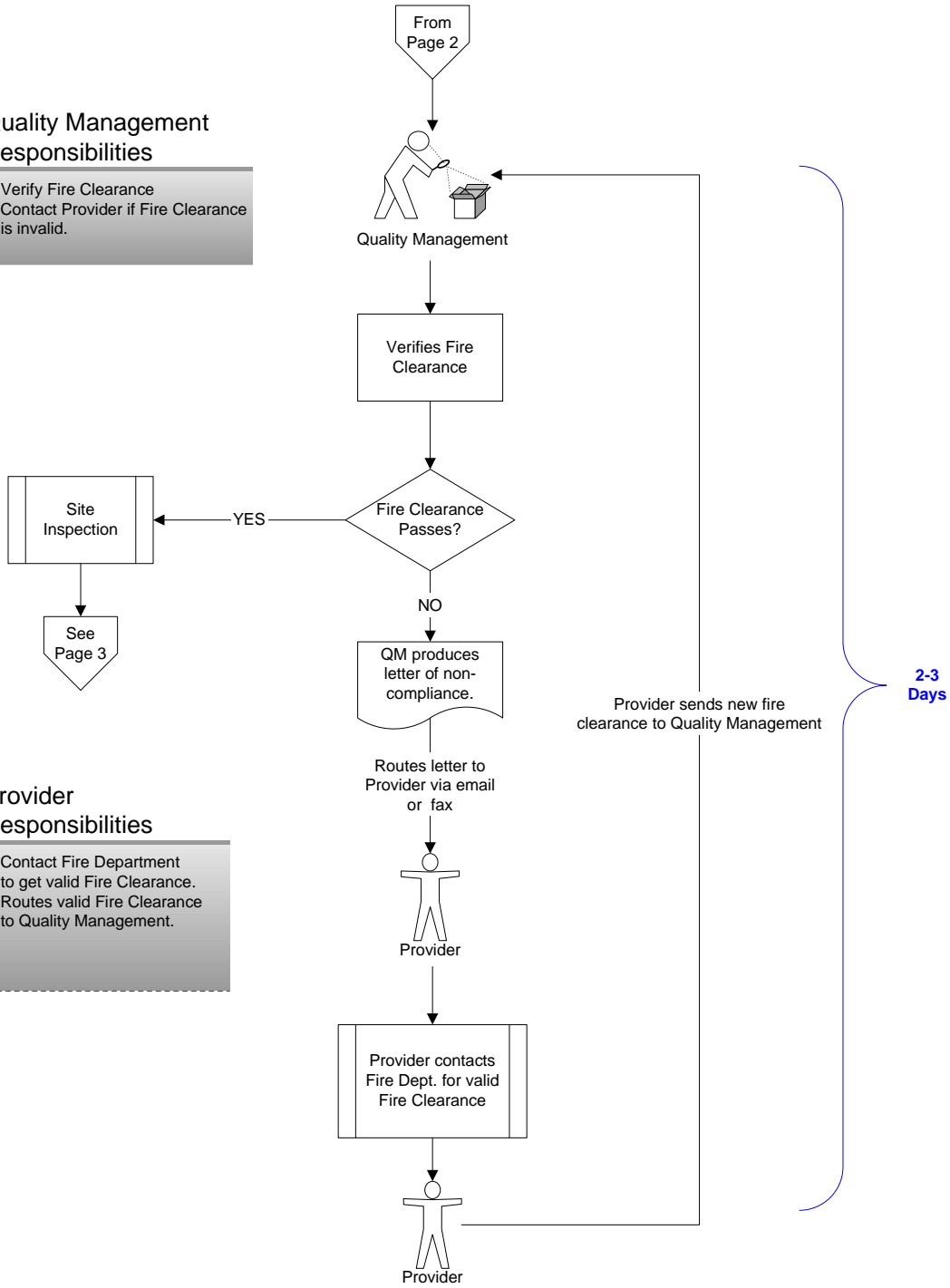
Cost Center Number Process



Fire Clearance Update Process

Quality Management Responsibilities

1. Verify Fire Clearance
2. Contact Provider if Fire Clearance is invalid.



Provider Responsibilities

1. Contact Fire Department to get valid Fire Clearance.
2. Routes valid Fire Clearance to Quality Management.

Site Inspection Process

Quality Management Responsibilities

1. Physical Plant Inspection
2. Policy and Procedures Inspection

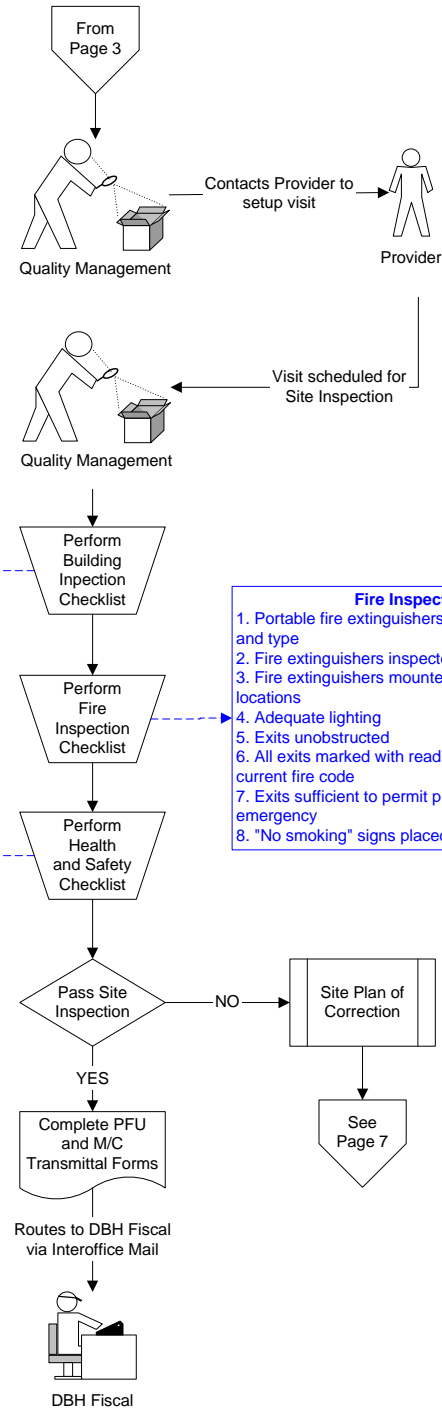
- Building Safety Inspection Checklist**
1. Emergency telephone numbers posted
 2. Disaster first aid kit stocked
 3. Handicapped accessible parking spaces
 4. Wheelchair access (curb modification)
 5. Cal/OSHA workplace poster displayed in Workplace
 6. Clocks/pictures secured
 7. Objects on shelves appropriately secured
 8. Cabinets and shelving secured
 9. Space under desk clear

- Health and Safety Inspection Checklist**
1. The minimum number of toilet and washing facilities
 2. Toilet and washing facilities clean and sanitary
 3. All employees know what to do in an emergency
 4. Hospital/Clinic in proximity of your business
 5. If medical and first aid facilities are not within proximity, are one or more employees trained in first aid.

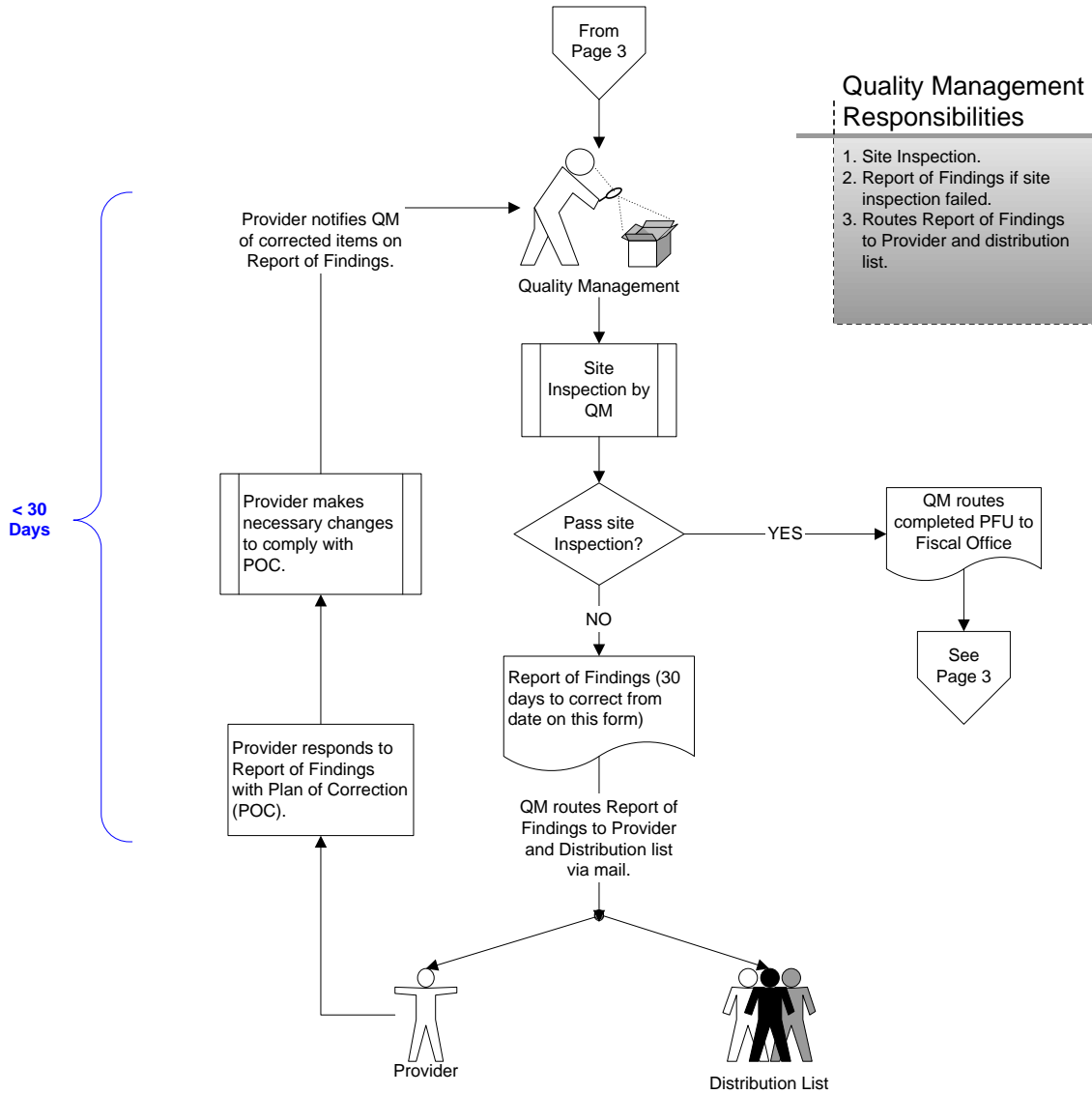
- Fire Inspection Checklist**
1. Portable fire extinguishers provided in adequate number and type
 2. Fire extinguishers inspected annually
 3. Fire extinguishers mounted in readily accessible locations
 4. Adequate lighting
 5. Exits unobstructed
 6. All exits marked with readily visible signs that meet current fire code
 7. Exits sufficient to permit prompt escape in case of emergency
 8. "No smoking" signs placed throughout the building

7-10 Days

< 30 Days



Site Plan of Correction Process



Quality Management Responsibilities

1. Site Inspection.
2. Report of Findings if site inspection failed.
3. Routes Report of Findings to Provider and distribution list.

Provider Responsibilities

1. Respond to Report of Findings
2. Develop Plan of Correction
3. Correct necessary items in Report of Findings.
4. Notifies QM of corrected items for new site inspection.