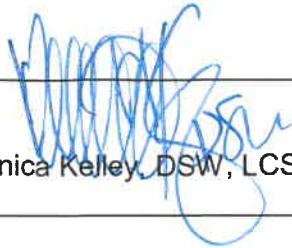




Master Provider File Procedure

Effective Date 07/01/2021
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Purpose To provide guidance to DBH and contracted providers on the purpose of the County’s Department of Health Care Services (DHCS) Master Provider File (MPF) and to provide instructions for ensuring current and accurate data is reported.

Definition(s) **California Outcomes Measurement System (CalOMS) for Treatment and Prevention:** A data collection and reporting system for substance use disorder (SUD) treatment services. The treatment data builds a comprehensive picture of client behavior containing elements such as: client’s struggle with alcohol/drug use, employment and education, legal/criminal justice, medical/physical health, mental health, and social/family life. Summary reports are created from this treatment outcome data, which contribute to the understanding of treatment and the improvement of substance use disorder treatment programs in the continuum of prevention, treatment and recovery services.

Data Reporting Number (DRN): A unique six (6) digit identifier assigned to county or state contracted providers regardless of their contract type (formerly known as a “Provider ID Number”).

Drug and Alcohol Treatment Access Report (DATAR): The DHCS system which collects data on SUD treatment capacity and waiting lists. DATAR provides essential information about the capacity of California’s publicly-funded SUD treatment system to meet the demand for services. Treatment providers that receive state or federal funding through the state or the county, as well as all licensed narcotic treatment programs (NTP), must submit DATAR information to DHCS each month.

Master Provider File (MPF): Also known as the Provider Registry Information Management Enterprise (PRIME/SMART); the MPF is a collection of interconnected databases, which includes PRIME and the Short-Doyle Medi-Cal Adjudication and Remediation Technology system (Short-Doyle/SMART 6i). The MPF houses identification information for Drug Medi-Cal (DMC) and non-DMC providers.

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Master Provider File Procedure, Continued

Definitions,
continued

Primary Prevention Substance Use Disorder (SUD) Data Service (PPSDS): A reporting system which requires primary prevention services data be reported on a monthly basis, in accordance with Substance Abuse Prevention and Treatment Block Grant (SABG) contract terms. This report applies to both counties and contracted providers who receive SABG funds for primary prevention services.

Statewide Planning Unit (SPU): The entity responsible for the Statewide Needs Assessment and Planning Report, which includes applying and managing the Federal Substance Abuse Prevention and Treatment Block Grant (SABG), assigning and tracking the California Outcomes Measurement System (CalOMS) data reporting and the Drug Medi-Cal (DMC) billing numbers for new and/or existing substance use disorder treatment providers.

New Provider
Data Reporting
Numbers

New providers who receive SABG and/or DMC funds for SUD Treatment and/or Prevention services are required to report data such as CalOMS treatment, Primary Prevention, and DATAR to the appropriate state system monthly:

- CalOMS Tx system for treatment services;
- Primary Prevention Substance Use Disorder Data Service (PPSDS), and
- DATAR.

A DRN is required for data reporting purposes. The following table outlines the process to obtain a DRN for new DBH contract providers:

Step	Action
1	DBH SUDRS notifies DHCS MPF team of a new contract provider.
2	DBH SUDRS submits a <i>New Provider Request Form</i> to the DHCS MPF team requesting a new record be created for the new contract provider in the MPF database.
3	DHCS MPF Team creates the record and assign the new contract provider a DRN.
4	DHCS will return the <i>New Provider Request Form</i> to DBH with newly contracted provider's DRN. The DRN will consist of six digits, with the first two digits being the county code. (San Bernardino County's code is 36 , so the DRN for a newly contracted provider in San Bernardino County would appear as 36XXXX).

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Master Provider File Procedure, Continued

New Providers, continued

Step	Action
5	DBH-SUDRS will provide the assigned DRN to the newly contracted provider.

Note: When providers enroll with DHCS to become DMC certified, DHCS assigns the provider a four-digit DMC number. DHCS issues this number upon the provider becoming DMC certified, DBH does not request the DMC number on behalf of providers.

Out-of-County Referral Data Reporting Numbers

The following table outlines the process for a contracted provider whose service location is outside of San Bernardino County and requires an Out-of-County Referral (OOCR) DRN:

Step	Action
1	DBH - SUDRS will notify DHCS MPF team of an out-of-county contracted provider requiring an OOCR DRN to provide services to San Bernardino County clients.
2	DBH - SUDRS will submit a completed <i>MPF OOCR Request Form</i> to the DHCS MPF Team requesting a new record be created for the out-of-county provider in the MPF database.
3	DHCS MPF Team will create the record and assign the out of county contracted provider an OOCR DRN to provide services to San Bernardino County clients.
4	DHCS will return the <i>MPF OOCR Request Form</i> to DBH - SUDRS with out-of-county provider's newly assigned OOCR DRN.
5	DBH - SUDRS will provide the OOCR DRN to the out-of-county provider for their use when submitting required data regarding services rendered to San Bernardino County clients.

MPF and OOCR Report Reconciliation

DHCS generates a County MPF Report, and a separate OOCR report on the last day of each month and sends both reports to DBH SUDRS. DBH is required to review and respond by either confirming no changes are needed or indicating changes are needed and sending appropriate forms for the changes, within **five (5)** business days of receipt to: DHCSMPF@dhcs.ca.gov.

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Master Provider File Procedure, Continued

MPF and OCCR Report Reconciliation,
continued

Steps for completing the MPF and OCCR Report Reconciliation process are as follows:

Step	Responsibility	Action						
1	DHCS MPF Team	Generate County MPF and OCCR reports and send both to DBH on the last day of each month.						
2	DBH	Review reports for contracted providers and out-of-county SUD providers to confirm information is accurate and up-to-date.						
3	DBH	DBH responds to the DHCS MPF Team within five (5) business days of receipt of the reports: <table border="1" data-bbox="789 747 1403 1318"> <thead> <tr> <th>If ...</th> <th>Then ...</th> </tr> </thead> <tbody> <tr> <td>Reports are accurate and no changes are needed</td> <td>DBH will notify DHCS-MPF Team at DHCSMPF@dhcs.ca.gov.</td> </tr> <tr> <td>If changes, which affect data reporting are identified</td> <td>DBH will complete the MPF Existing Provider Request form(s) and/or OCCR request form(s) for the provider(s) with all pertinent changes reflected and send them to DHCSMPF@dhcs.ca.gov.</td> </tr> </tbody> </table>	If ...	Then ...	Reports are accurate and no changes are needed	DBH will notify DHCS-MPF Team at DHCSMPF@dhcs.ca.gov .	If changes, which affect data reporting are identified	DBH will complete the MPF Existing Provider Request form(s) and/or OCCR request form(s) for the provider(s) with all pertinent changes reflected and send them to DHCSMPF@dhcs.ca.gov .
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If changes, which affect data reporting are identified	DBH will complete the MPF Existing Provider Request form(s) and/or OCCR request form(s) for the provider(s) with all pertinent changes reflected and send them to DHCSMPF@dhcs.ca.gov .							
4	DHCS MPF Team	Within ten (10) business days of receipt, form(s) will be assigned to a DHCS MPF team member for processing.						
5	DHCS MPF Team	Process changes, complete the <i>MPF Staff Only</i> section and return form to DBH indicating action has been taken by DHCS and information has been updated.						

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Master Provider File Procedure, Continued

MPF Reconciliation Reference Codes

The following table lists the reconciliation reference codes which are **only** utilized for the DHCS MPF report and **do not** correspond to **myAvatar/EHR** billing codes:

Contract Status Code	Meaning	Information
1	County-Operated Provider	Service location that is managed by the county
2	Other County Agency	County agency, other than the county SUD department, that operates this service location. Example: Office of Education, Public Health, etc.
3	Contracted Provider	Service location that is contracted with the county to provide SUD services
5	Licensed Driving Under the Influence (DUI) Provider	DHCS licensed DUI service provider
7	No SUD Funds at this time (no contract)	Indicates a service location that does not currently have a contract with the county
9	Closed	Service location that has been vacated or has gone out of business. The county must verify there are no CalOMS open admissions prior to requests for a Code 9 status update.

Service Code	Billable for DMC-ODS	DMC-ODS Treatment Code Description	CalOMS Required
58		Residential Treatment Services – Room & Board Only	
58-1		Residential Treatment Services Perinatal – Room & Board Only	
59		Recovery Residences – Room & Board Only	
59-1		Recovery Residences Perinatal – Room & Board Only	

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Master Provider File Procedure, Continued

MPF
Reconciliation
Reference
Codes,
continued

Service Code	Billable for DMC-ODS	DMC-ODS Treatment Code Description	CalOMS Required
91	X	ODS Outpatient Treatment	X
105	X	ODS Intensive Outpatient Treatment (IOT)	X
106	X	ODS Partial Hospitalization	X
109	X	ODS Withdrawal Management 3.2	X
112	X	Residential 3.1	X
113	X	Residential 3.3	X
114	X	Residential 3.5	X
115	X	Residential 3.7 (Hospital)	X
116	X	Residential 4.0 (Hospital)	X
117	X	ODS Withdrawal Management 3.7	X
118	X	ODS Withdrawal Management 4.0	X
120	X	ODS NTP – All Services	X

Service Codes	Primary Prevention Descriptions
12	Information Dissemination
13	Education
14	Alternatives
15	Problem Identification and Referral
16	Community-based Process
17	Environmental

Service Codes	Ancillary Services Descriptions
90	Driving Under the Influence

Note: DBH cannot complete any changes that affect a provider's DMC Certification, the provider must go through the DHCS Provider Enrollment Division (PED) for changes.

MPF Forms

SUD Provider Information forms are to be obtained directly from the DHCS MPF Team and can be requested via email at: DHCSMPF@dhcs.ca.gov.

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Master Provider File Procedure, Continued

Related Policy or Procedure

The referenced policies and procedures can be located in the [DBH Standard Practice Manual](#):

- Alcohol and Drug Services (ADS) Primary Prevention CalOMS Reporting Policy (SUDRS0217)
 - Expenditure of the Substance Abuse Prevention and Treatment Block Grant Policy (SUDRS0221)
 - California Outcomes Measurement System (CalOMS) Monthly Reporting Policy (SUDRS0229)
 - California Outcomes Measurement System (CalOMS) Monthly Reporting Procedure (SUDRS0229-1)
 - Drug and Alcohol Treatment Access Report (DATAR) Policy (SUDRS0236)
 - Drug and Alcohol Treatment Access Report (DATAR) Procedure (SUDRS0236-1)
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Reference

- Drug Medi-Cal Organized Delivery System (DMC-ODS) Intergovernmental Agreement
 - [Substance Abuse, Prevention and Treatment Block Grant \(SABG\) San Bernardino County Application](#)
 - [SABG Policy Manual](#)
 - [CalOMS Tx Data Collection Guide](#)
 - [CalOMS Data Dictionary](#)
 - Primary Prevention SUD Data Service (PPSDS) Data Entry User Guide
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