




Mental Health Medi-Cal Site Certification Policy

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Policy It is the policy of the Department of Behavioral Health (DBH) to complete and review Medi-Cal site certifications of DBH outpatient mental health services in accordance with state and federal statutes and regulations.

Purpose To provide members of the DBH workforce an overview of the Medi-Cal site certification process and ensure all Medi-Cal sites providing mental health services with DBH adhere to state and federal regulations.

Definition
Change of address: A change of location, including adding/removing suites, expansion, relocating, or adding a new location.
Re-Certification: Action performed every three (3) years based on the Mental Health Plan’s established initial and subsequent re-certification due dates.
Transfer: To convey or remove services from one DBH or contract agency Medi-Cal certified clinic to another.

Guidelines The following guidelines shall be applied to conducting Medi-Cal Site certifications of DBH or contract agency clinic location(s) or service(s):

- Services to clients in need of continued care are not interrupted;
- Medical record privacy is protected and secured throughout the process;
- Timely notifications are made to appropriate public, county and state departments and agencies;
- Actions are standardized (see Medical Certification flowcharts), and
- Medi-Cal site certifications or changes to certifications shall have a detailed Medi-Cal Certification Checklist to follow. DBH Program Managers (PM) or designees shall be responsible for facilitating actions taken, e.g. completing certification paperwork for changes or new certifications, ensuring preparation of clinic for certification, etc.

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Processing Medi-Cal Site Certifications

The following table illustrates the roles and responsibilities for processing Medi-Cal Site Certifications.

Role	Responsibility
Program Manager (PM) or Designee	<ul style="list-style-type: none"> • Coordinate the certification process; • Request NPI from contract agency or DBH PM for DBH clinics; • Review initial paperwork packet submitted; • Confirm: <ul style="list-style-type: none"> ○ Contracts are completed/updated. ○ Schedule A is completed as appropriate ○ Cost Center exists, or requested as appropriate; • Notify DBH Public Information Officer (PIO) if necessary, and • Provide initial verification and approval of submitted documents for clinics and contracted agencies.
Quality Management (QM)	<ul style="list-style-type: none"> • Oversee Medi-Cal site certification actions; • Verify packet is completed; • Ensure provider system information is updated; • Send letter to contract agency or DBH Manager for DBH clinics granting certification after process has been completed; • Conduct triennial reviews per the Department of Health Care Services (DHCS) contract; • Conduct site inspections per California Code of Regulations (CCR), Title 9 and DHCS requirements; • Coordinate internal/external certification process with DHCS and DBH staff; • Update and maintain information in DHCS' Provider Information Management System (PIMS), and • Maintain all Medi-Cal Certification files for each clinic/program for audit purposes.
Fiscal	<ul style="list-style-type: none"> • Review Schedule A of the contract for accuracy, and • Post new cost center report on DBH intranet.

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**Processing
Medi-Cal Site
Certifications,**
continued

Role	Responsibility
Information Technology	<ul style="list-style-type: none"> • Assign new reporting unit numbers; • Confirm agency/clinic/program as eligible; • Confirm provider balances with Fiscal; • Set up and activate office/clinic in the Behavioral Health Management Information System; • Update system based on approved parameters (software, virtual private network, File Transfer Protocol); • Communicate completed system updates and provide support documentation to the following DBH units: <ul style="list-style-type: none"> ○ Executive Team; ○ Fiscal; ○ Billing Office; ○ QM PMII; ○ Contracts; ○ Research & Evaluation; ○ Prevention and Early Intervention; ○ Public Information Officer (PIO), and ○ PM requesting the certification.

**DHCS Required
Onsite Reviews**

DHCS will conduct the following reviews of county-owned and/or operated clinics/programs:

- New clinic/program Certifications;
- Activation of one or more of the Modes of Service/Service Functions (MS/SF) below:
 - Medication Support (15/60); *
 - Crisis Stabilization (10/20, 10/25);
 - Day Treatment (10/81, 10/85, 10/91, 10/95);
- Change of address, and
- Re-Certification of:
 - Crisis Stabilization (10/20, 10/25);
 - Day Treatment (10/81, 10/85, 10/91, 10/95), and
 - DBH clinics/programs located within Juvenile Detention Facilities.

Exception: “Prescription Only” Medication Support does not require DHCS onsite review. “Prescription Only” does not allow for the dispensing, administering and/or storing of medications including samples.

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DBH Quality Management Onsite Reviews

DBH Quality Management (QM) will conduct the following reviews of existing certified county-owned and/or operated clinics/programs and complete the Re-Certification/Certification Procedures for County-Owned and Operated Short-Doyle Medi-Cal Clinics for:

- Case Management/Brokerage (15/01);
 - Mental Health Services (15/30);
 - Therapeutic Behavioral Health Services (15/58);
 - Medication Support (15/60), and
 - Crisis Intervention (15/70).
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Related Policy or Procedure

[DBH Standard Practice Manual and Departmental Forms:](#)

- [Medi-Cal Site Certification Procedure \(QM6002-1\)](#)

Reference(s)

- Code of Federal Regulations, Title 42, § 438.10(f)(5)
 - California Code of Regulations, Title 9, § 785.28(c)(e)
 - Alcohol and/or Other Drug Program Certification Standards, § 7015(e)
 - DBH Information Notice 09-06
 - Revenue Contract with the California Department of Health Care Services for the provision of Specialty Mental Health Services
 - Department of Mental Health Information Notice 10-04
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