



C A L I F O R N I A   D E P A R T M E N T   O F  
**Mental Health**

1600 9th Street, Sacramento, CA 95814  
(916) 654-2309

May 9, 2005

DMH INFORMATION NOTICE NO.: 05-04

TO: LOCAL MENTAL HEALTH DIRECTORS  
LOCAL MENTAL HEALTH PROGRAM CHIEFS  
LOCAL MENTAL HEALTH ADMINISTRATORS  
COUNTY ADMINISTRATIVE OFFICERS  
CHAIRPERSONS, LOCAL MENTAL HEALTH BOARDS

SUBJECT: VICTOR TREATMENT CENTERS (LEGAL ENTITY NUMBER 00118),  
NORTH VALLEY SCHOOLS PROGRAM (LEGAL ENTITY NUMBER 00484) AND  
VICTOR COMMUNITY SUPPORT SERVICES (LEGAL ENTITY NUMBER 01042)  
PROVIDER FILE CHANGES

The purpose of this letter is to inform counties that the Department of Mental Health (DMH) has begun the process of contacting counties affected by upcoming changes to the following Legal Entities as it relates to each county's Provider File:

Legal Entity Name	Legal Entity Number
Victor Treatment Centers, Inc.	00118
North Valley Schools, Inc.	00484
Victor Community Support Services, Inc.	01042

Counties were sent a letter by the Victor Treatment Centers, Inc. (Victor) Administration dated March 9, 2005 notifying counties of their plan changes affecting Legal Entity Numbers 00118 and 00484. Victor Community Support Services, Inc. (Legal Entity Number 01042) is not affected by these changes.

The DMH is concerned with these changes and would like to ensure that clear and accurate information is documented in the Provider File. Also, some counties are either using an incorrect Legal Entity Number, or are submitting an incorrect Provider Address for any of the three Legal Entity Names specified above. Please note that a provider's address must meet the following requirements below as specified in the DMH Provider System Documentation, last updated January 2004.

1. Medi-Cal Service Providers – a site certified by the county Mental Health Plan to provider Medi-Cal services

2. All Other Service Providers - a provider's place of service (actual location where most services are being provided or where the clinician's office is located).

The DMH will initiate the Provider File changes and will assist all affected counties to ensure that individual county provider issues relating to these Legal Entities are resolved. Counties must consult with the DMH prior to submitting any Provider File Updates specific to these three Legal Entities. Carla Minor, Provider File Specialist, will fax Provider File Update (PFU) forms to the Provider File contact person, and will work with county staff to ensure that changes are made as appropriate.

If you believe your county is affected by these changes and/or are aware of any incorrect Victor Treatment Center or North Valley School Provider Address or Legal Entity number reporting, please contact Carla Minor directly via email at [Carla.Minor@dmh.ca.gov](mailto:Carla.Minor@dmh.ca.gov), or via telephone at (916) 653-5939.

If you have any questions about the Medi-Cal certification process, you may contact the following DMH Medi-Cal Oversight Staff Persons:

1. Cathy Bishop, Northern Region, via email at [Cathy.Bishop@dmh.ca.gov](mailto:Cathy.Bishop@dmh.ca.gov), or via telephone at (916) 657-5102.
2. Angelia Washington, via email at [Angelia.Washington@dmh.ca.gov](mailto:Angelia.Washington@dmh.ca.gov), or via telephone at (562) 868-2273.

If you have any questions about your county's provider file, or need further clarification about this letter, please contact Waling Rosello, CSI Analyst/Provider File, via email at [Waling.Rosello@dmh.ca.gov](mailto:Waling.Rosello@dmh.ca.gov), or via telephone at (916) 654-2629.

Sincerely,

ORIGINAL SIGNED BY:

STEPHEN W. MAYBERG, Ph.D.  
Director

cc: Tom Burke, DMH Medi-Cal Oversight  
Stan Johnson, County Financial Program Support  
Rita McCabe-Hax, DMH Medi-Cal Policy and Support  
CSI Staff