



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

December 7, 2010

DMH INFORMATION NOTICE NO.: 10-28

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

SUBJECT: California Department of Mental Health Provider File Email Inbox

REFERENCE California Code of Regulations, Title 9, Division 1, Section 1810.435.

California Department of Mental Health, Provider System
Documentation Manual, August 2008

Background

The purpose of this Department of Mental Health (DMH) Information Notice is to provide county mental health programs with instructions for submitting the legal entity and provider file update requests forms for updating the DMH Provider (PRV) System. The PRV system manages information regarding legal entities and providers of public mental health services in California. The term "legal entity" applies to a corporation, individual, or county that directly owns a facility offering public mental health services. The term "provider" applies to those facilities delivering mental health services. There are approximately 1,200 legal entities in California and approximately 5,000 providers.

Staff in Statistics and Data Analysis (SDA) section of DMH maintain data in the files. These files were set up to record information on the numerous legal entities and providers that are operated by or contracted with county mental health programs. SDA staff has ongoing contact with counties to collect new information, update current entries, and advise county staff of changes to the files.

The Legal Entity File records information regarding Legal Entities such as the name,

address, county of location, and federal taxpayer identification number. The Provider File is a record of all information regarding mental health service providers funded by county

mental health programs. The information in the Provider file includes the name, address, modes of service, service functions, revenue/procedure codes, Medi-Cal certification, Legal Entity Number and National Provider Identifier (NPI) numbers.

Submission of Legal Entity and Provider File Update Request Forms

DMH has established a Provider File Email inbox to improve customer service for all counties that interface with DMH staff regarding legal entity requests, provider file requests, and any other provider file related issues. Effective immediately, legal entity requests and provider file update forms may be submitted to the new DMH Provider File Email address: DMHProviderfile@dmh.ca.gov.

Please use the above email address to request provider file information including provider numbers, mode of service and/or any other provider file changes. Legal Entity forms may also be submitted to the above email address. Note: you may continue to submit provider file update and legal entity forms via fax to: (916) 651-1496.

As a result of an increased number of requests, it is the DMH's intent to process provider file updates and legal entity requests within 72 hours. If you have additional questions regarding the provider file or legal entity request process, please email DMHProviderfile@dmh.ca.gov or call Elisa Castellanos at (916) 654-2629.

Sincerely,

Original Signed by

STEPHEN W. MAYBERG, Ph.D.
Director