July 8, 2005

CHDP Program Letter No.: 05-07

TO: ALL COUNTY CHILD HEALTH AND DISABILITY PREVENTION (CHDP) PROGRAM DIRECTORS, DEPUTY DIRECTORS, STATE CHILDREN’S MEDICAL SERVICES (CMS) BRANCH STAFF AND REGIONAL OFFICE STAFF

SUBJECT: PRIMARY CARE CLINIC SIMULTANEOUS APPLICATION REVIEW PROCESS AND IMPLEMENTATION PROCEDURES FOR ASSEMBLY BILL (AB) 2307 (CHAPTER 449, STATUTES OF 2004) AND CHDP LOCAL PROGRAM REVIEW OF CHDP PROVIDER APPLICATIONS FROM PRIMARY CARE CLINIC LICENSE APPLICANTS

This letter provides a copy of the AB 2307 implementation letter to local CHDP programs and discusses the impact of this statute on local CHDP programs in their review of CHDP provider applications.

Instructions to Primary Care Clinic License Applicants

Attached is a copy of the letter to Primary Care Clinic License Applicants that is posted on the California Department of Health Services (DHS) Licensing and Certification (L&C) website. The letter explains the definitions and procedures for the implementation of AB 2307 (Chapter 449, Statutes of 2004) which added Section 1222 to the Health and Safety Code. This law requires the DHS to develop a simultaneous application review process for the applicant obtaining a primary care clinic license and requesting participation in any of four specified health programs.

Primary Care Clinic License Applicants normally obtain licensing forms from the L&C program website at http://www.dhs.ca.gov/Lnc/centApps/default.htm. This website now has a link to the application forms required for each of the four health programs, including that of the CHDP program. Local CHDP programs should direct Primary Care Clinic License Applicants to this website or otherwise ensure that they receive the
AB 2307 implementation procedures letter and the CHDP program application forms. The CHDP program website at www.dhs.ca.gov/chdp also has a link to the L&C program website.

**Impact to the CHDP Local Program**

Effective with the implementation of AB 2307, CHDP local programs must proceed with the CHDP enrollment process simultaneously with the licensing process conducted by L&C for a Primary Care Clinic License Applicant. A primary care clinic means a community clinic or a free clinic. Providers who are in the process of being licensed as a primary care clinic must indicate “New Applicant with L&C” as indicated in the instructions for item number 12, Medi-Cal Provider Number, on the CHDP Health Assessment Provider Application (DHS 4490).

When the Primary Care Clinic License Applicant has completed the forms for application as a CHDP provider, they are to return them to the appropriate local CHDP program office. The local CHDP program will initiate the application review process, which is unchanged except that it occurs simultaneously with the licensing process.

License approval followed by enrollment as a Medi-Cal provider must occur before the CHDP local program makes a final decision regarding the primary care clinic’s participation in the CHDP program. The Primary Care Clinic License Applicant is responsible for notifying the CHDP local program when the clinic has received its “Welcome Letter” from the Medi-Cal program. The welcome letter includes the Medi-Cal provider number assigned to the Clinic and is required for the CHDP local program to proceed with a decision on participation.

If you have any questions, please contact your Regional Nursing Consultant.

**Original Signed by Marian Dalsey, M.D., M.P.H.**

Marian Dalsey, M.D., M.P.H., Acting Chief
Children’s Medical Services Branch

Enclosure
June 27, 2005

TO: ALL PRIMARY CARE CLINIC LICENSE APPLICANTS

SUBJECT: IMPLEMENTATION PROCESS FOR ASSEMBLY BILL (AB) 2307 (CHAPTER 449, STATUTES OF 2004)

Effective with the date of this letter, a primary care clinic may complete an application to be licensed simultaneously with an application(s) for participation as a provider in one or more of the four health programs listed below. This letter will provide you with important information regarding the new application process.

Background

AB 2307, which added Section 1222 to the Health and Safety (H&S) Code, requires the Department of Health Services (Department) to, on or before July 1, 2005, implement a process that allows an applicant for licensure as a primary care clinic, as defined in subdivision (a) of Section 1204 of the H&S Code, at the applicant’s option, to submit an application for review of the clinic’s qualifications for participation in any of the following programs simultaneously with any review for enrollment and certification as a provider in the Medi-Cal program, and if approved for participation in a program, to be enrolled or certified, or both, as a provider in the program, subsequent to certification and enrollment as a provider in the Medi-Cal program:

- Medi-Cal Presumptive Eligibility (PE) for Pregnant Women
- Child Health and Disability Prevention (CHDP)
- Comprehensive Perinatal Services Program (CPSP)
- Family Planning, Access, Care, and Treatment (Family PACT)
Health and Safety Code Section 1204(a) defines two classes of primary care clinics in pertinent part as follows:

A "community clinic" means a clinic operated by a tax-exempt nonprofit corporation that is supported and maintained in whole or in part by donations, bequests, gifts, grants, government funds or contributions, that may be in the form of money, goods, or services. In a community clinic, any charges to the patient shall be based on the patient's ability to pay, utilizing a sliding fee scale.

A "free clinic" means a clinic operated by a tax-exempt, nonprofit corporation supported in whole or in part by voluntary donations, bequests, gifts, grants, government funds or contributions, that may be in the form of money, goods, or services. In a free clinic there shall be no charges directly to the patient for services rendered or for drugs, medicines, appliances, or apparatuses furnished.

Access to and Completing Application Forms

Application forms for participation in the four health programs may be obtained from the Licensing and Certification (L&C) program website at http://www.dhs.ca.gov/lnc/centApps/default.htm. This website has a link to the application forms required for each of the four health programs. Each application includes instructions for completing the form. Participation in the four health programs is voluntary. You may participate in one or more of the health programs or none at all, at your option.

Returning Completed Application Forms

Some of the health programs require more than one form to be completed. Therefore, you must return all of the required forms for each health program as a separate “packet”. For example, if the forms required for the CHDP program have been completed, return that “packet” of forms to the appropriate local CHDP program office to initiate the review process while you continue to complete the forms for the other health programs. Return the completed application forms to the applicable health program office address as follows:

Medi-Cal Presumptive Eligibility (PE) for Pregnant Women: return the application form to the office address identified on the application. For general questions please call (916) 552-9200.
Child Health and Disability Prevention (CHDP): return application forms to your local CHDP program office. You can find your local CHDP program office address by going to the CHDP website at www.dhs.ca.gov/chdp and clicking on Local CHDP Directory. For general questions please call (916) 327-1400.

Comprehensive Perinatal Services Program (CPSP): return application forms to your local Perinatal Services Coordinator. You can find the name and address of this person by going to the CPSP website www.mch.dhs.ca.gov/programs/CPSP and clicking on Perinatal Services Coordinators, February 2005. For general questions please call (916) 650-0371.

Family Planning, Access, Care, and Treatment (Family PACT): return application forms to the office address identified on the application. For general questions please call (916) 650-6794.

Review of Completed Application Forms

The applicable health program office will review the completed form(s) to ensure compliance with enabling laws and regulations, and for Family PACT, waiver requirements. In addition to the on-site licensing inspection, an on-site evaluation or background investigation will be conducted if required by the applicable health program. The application review process conducted by the four health programs will occur simultaneously with the licensing process.

Initiating Enrollment in the Four Health Programs

License approval followed by Medi-Cal provider enrollment must occur before a decision can be made regarding the primary care clinic’s participation in any of the four health programs. After your license has been issued, you will receive a “Welcome Letter” from the Medi-Cal program. The Welcome Letter includes your assigned Medi-Cal provider number that is required for health program participation. When you receive the Welcome Letter, you are responsible for notifying the same health program offices to which you submitted your application forms and provide your Medi-Cal provider number. The health program offices will then be able to finalize the decision on participation.
If you have any questions regarding the completion of the health program applications, please contact the applicable health program office directly. Thank you for your interest in obtaining a primary care clinic license and participating in these health programs administered by the Department.

Sincerely,

**Original Signed by**

Catherine Camacho
Deputy Director
Primary Care and Family Health

Stan Rosenstein
Deputy Director
Medical Care Services

Brenda G. Klutz
Deputy Director
Licensing and Certification Program