

establish a baseline database for tracking participant health status and health outcomes (e.g., utilization of emergency rooms, hospital admissions, nursing home placements, etc.).

INSTRUCTIONS

1. Complete the *ADHC Discharge Plan* form for each Medi-Cal participant currently enrolled at your center.
2. Ask the ADHC participant/authorized representative to sign the *Authorization for Release of Protected Health Information* form. If a participant chooses not to allow the release of his or her information, the ADHC center representative should cross out the form and note "*Declined to Sign*" on the top of the form.
3. Retain a copy of the *ADHC Discharge Plan* form and *Authorization for Release of Protected Health Information* form submitted to the Sacramento Medi-Cal Field Office in the ADHC participant's health record.
4. Send the original *ADHC Discharge Plan* form to:

**Sacramento Medi-Cal Field Office
1501 Capitol Avenue, MS 4510
P.O. Box 997427
Sacramento, CA 95899-7427
Attn: ADHC Discharge**

**DEADLINES FOR
SUBMISSION
AND RATE OF
REIMBURSEMENT**

Fully completed *ADHC Discharge Plan* forms postmarked:

- Now through October 15, 2011: Reimbursement \$60
- October 16 – November 30, 2011: Reimbursement \$30
- December 1, 2011, or later will NOT be reimbursed.

Appropriate reimbursement for the submission of the *ADHC Discharge Plan* forms will be sent to the center's address listed on the provider master file, and the ADHC center will not be required to submit a separate claim for payment.

**WHERE TO
OBTAIN
THE ADHC
DISCHARGE
FORM**

A printable electronic copy of the *ADHC Discharge Plan* form may be obtained on the DHCS ADHC Transition website at: <http://DHCS.ca.gov/ADHCtransition>. Copies of the *Authorization for Release of Protected Health Information* form in Medi-Cal's threshold languages will be posted on the website the week of September 26, 2011.

*WEBINARS
ON ADHC
DISCHARGE
PLAN FORM*

CDA and DHCS will jointly conduct two webinar sessions on the *ADHC Discharge Plan* form. ADHC centers may attend the webinar on September 28 or September 29 from 2:00 to 3:00 p.m. More information about registering for the webinar is available online at: <http://DHCS.ca.gov/ADHCtransition>.

INQUIRIES

Additional information, forms, and helpful links can be found at:

- ADHC page on the CDA website at www.aging.ca.gov
- DHCS ADHC website at <http://DHCS.ca.gov/ADHCtransition>
- DHCS ADHC Email: adhc-transition@dhcs.ca.gov
- CDA ADHC Branch: (916) 419-7545

Attachment: *ADHC Discharge Plan* form