



DATE: October 12, 2023

Behavioral Health Information Notice No: 23-057

TO: California Alliance of Child and Family Services  
California Association for Alcohol/Drug Educators  
California Association of Alcohol & Drug Program Executives, Inc.  
California Association of DUI Treatment Programs  
California Association of Social Rehabilitation Agencies  
California Consortium of Addiction Programs and Professionals  
California Council of Community Behavioral Health Agencies  
California Hospital Association  
California Opioid Maintenance Providers  
California State Association of Counties  
Coalition of Alcohol and Drug Associations  
County Behavioral Health Directors  
County Behavioral Health Directors Association of California  
County Drug & Alcohol Administrators

SUBJECT: Memorandum of Understanding Requirements for Medi-Cal Managed Care Plans and Drug Medi-Cal Organized Delivery System Counties

PURPOSE: The purpose of this Behavioral Health Information Notice (BHIN) is to clarify the Memorandum of Understanding (MOU) required to be entered into by the Medi-Cal Drug Medi-Cal Organized Delivery System (DMC-ODS) counties and Medi-Cal Managed Care Plans (MCPs) under the DMC-ODS Intergovernmental Agreement (IA) and MCP Contract with the Department of Health Care Services (DHCS). This BHIN includes a required DMC-ODS-MCP MOU template.

In addition, this BHIN reiterates oversight, compliance, and DHCS reporting requirements to help ensure that MOUs are regularly reviewed and updated as necessary. The MOU is intended to be an effective vehicle to clarify roles and responsibilities between DMC-ODS counties and MCPs, support local engagement, facilitate care coordination and the exchange of information necessary to improve care coordination and improve referral processes between parties. The MOU is intended to improve transparency and accountability by setting forth the obligations of each party as it relates to service or care delivery and coordination so that each party is aware of what the other party may be required to do.

REFERENCE: DMC-ODS Intergovernmental Agreement (IA), MCP Boilerplate Contract

**BACKGROUND:**

The DMC-ODS IA <sup>1</sup> with DHCS requires DMC-ODS counties to enter into an MOU with any Medi-Cal MCP that serves their members <sup>2</sup> to ensure member care is coordinated.

The MOU is a binding, enforceable contractual agreement between the DMC-ODS county and MCP and outlines the responsibilities and obligations of each party <sup>3</sup> to coordinate and facilitate the provision of medically necessary services to members where members are served by multiple parties. The purpose of the MOU is to:

- Set forth contract requirements for both DMC-ODS and MCPs;
- Clarify roles and responsibilities for coordination of the delivery of care and MCP and DMC-ODS services of all members;
- Establish negotiated and agreed upon processes for how DMC-ODS counties and MCPs will collaborate and coordinate on population health and other programs and initiatives;
- Memorialize what data will be shared between DMC-ODS counties and MCPs and how data will be shared to support care coordination and enable monitoring;
- Provide public transparency into relationships and roles/responsibilities between the DMC-ODS counties and MCPs; and
- Provide mechanisms for the parties to resolve disputes and ensure overall oversight and accountability under the MOU.

**POLICY:**

DMC-ODS counties shall make a good faith effort to execute an MOU(s) with their respective MCP(s) by January 1, 2024. DMC-ODS counties are required to use the attached DMC-ODS-MCP MOU template. Parties may agree to negotiate and include additional provisions, provided they do not conflict with the required minimum provisions. The proposed language in the template is not exhaustive.

---

<sup>1</sup> [DMC-ODS Intergovernmental Agreement](#).

<sup>2</sup> "Member" refers to any individual receiving services from the DMC-ODS, Beneficiaries are referred to as "members" in MOU template.

<sup>3</sup> "Parties" are defined as the parties to the DMC-ODS-MCP MOU.

## PROVISIONS REQUIRED TO BE INCLUDED IN MOUS

DMC-ODS counties are responsible for providing medically necessary Drug Medi-Cal covered services to members set forth in the State Plan, including the coordination of a member's care. The MOU between the DMC-ODS county and MCP requires the parties to coordinate medically necessary services, including health-related social services, when members are accessing services from both parties. The MOU shall include the roles and responsibilities of the DMC-ODS county and MCP for coordinating care, exchanging information, and conducting administrative activities to deliver care to enrolled members.

The DMC-ODS-MCP MOU shall include the following provisions, as specified in **Attachment 1**, the DMC-ODS-MCP MOU template, as required in the DMC-ODS IA:

- Services Covered by this MOU: The services that each party shall coordinate for members who receive the other party's services. <sup>4</sup>
- Party Obligations: Each party's provision of services and oversight responsibilities (e.g., each party shall designate a liaison to coordinate with the other party and ensure compliance with the MOU requirements including compliance by subcontractors, downstream subcontractors, and network providers). The intent of this provision is to ensure each party is aware of what services the other party is required to provide or arrange under existing requirements. This provision also is intended to ensure that each party knows how and who to contact from the other party to support the MOU implementation. This provision also requires the MCP to impose certain MOU requirements on its Subcontractors and Network Providers.
- Training and Education: Requires each party to provide educational materials to members and network providers about accessing medically necessary services and train network providers, and as applicable, subcontractors and downstream subcontractors on the MOU requirements and services provided by each party. This provision is intended to ensure both parties provide their Subcontractors and Network Providers with information necessary for them to coordinate care with and make referrals to or receive referrals from the other party.

---

<sup>4</sup> As described in [APL 22-006](#), [BHIN 23-001](#), DMC-ODS Requirements for the Period of 2022-2026, and the DMC-ODS Intergovernmental Agreement.

- Screening, Assessment, and Referrals: Policies and procedures regarding member screening and assessment, including administering Alcohol and Drug Screening, Assessment, Brief Interventions, and Referral to Treatment (“SABIRT”) to Members aged eleven (11) and older;<sup>5</sup> and requirements for referrals to the other party as appropriate, including each party's referral pathways to ensure both parties understand and are able to refer to or assist members with obtaining services from the other party. The intent of this provision is so that the parties develop written policies to refer members to one another and include what information may need to accompany each referral in their written policies and procedures.
- Care Coordination and Collaboration: Requirements for coordinating member access to care including the policies and procedures the parties will use to coordinate care between the parties, addressing barriers to care coordination, and ensuring the ongoing monitoring and improving of such care coordination. Includes requirements for parties to coordinate provision of medically necessary services, treatment planning, clinical consultation, Enhanced Care Management (ECM), Community Supports, and prescription drugs. This provision is for the parties to agree in writing how the parties will coordinate care, monitor whether those processes are working and improve the processes, as necessary.
- Disaster Emergency Preparedness: Policies and procedures to ensure the continued care coordination for services in the event of a disaster or emergency.
- Quality Improvement: Quality improvement (QI) policies to ensure each party's ongoing oversight and improvement of the MOU requirements. These QI policies and activities are separate and apart from an MCP's other QI requirements. The intent of this provision is for the parties to agree in writing how they will assess whether the MOU is improving care coordination and whole-person care and to develop their own metrics to evaluate whether the MOU is effective in achieving its goals.
- Quarterly Meetings: Requires the parties to meet at least quarterly to address care coordination, QI activities and systemic and case-specific concerns, and to communicate with others within their organizations about such activities. After each quarterly meeting, both parties shall post on its website the date and time the quarterly meeting occurred in order to demonstrate transparency that the meetings are taking place. The intent of this provision is to ensure that the parties have a set time to meet to assess whether the MOU is effective in supporting care coordination and whole-person care, as well as to address specific issues

---

<sup>5</sup> In accordance with [APL 21-014](#).

that may have arisen in the prior quarter. These meetings are not intended to be open to the public.

- Document Retention: Requires MCP to retain all documents related to the MOU requirements for at least ten years.
- Data Sharing and Confidentiality: The minimum data and information that the parties shall share to ensure the MOU requirements are met and describes the data and information the parties may share to improve care coordination and referral processes and requirements for parties to share information about members as set forth in the DMC-ODS-MCP MOU template and in accordance with federal and state privacy laws, including but not limited to the Health Insurance Portability and Accountability Act (HIPAA) and 42 CFR Part 2. <sup>6</sup> This provision is intended for the parties to agree in writing regarding the minimum necessary information that shall be shared to facilitate referrals and coordinate care, how to share that information, and whether member consent is required. The data sharing requirements set forth in the MOUs are not intended to supersede any federal or state laws or regulations governing the MCP or DMC-ODS county's ability to exchange information.
- Dispute Resolution: The policies and procedures for resolving disputes between the parties and the process for bringing the disputes to DHCS when the parties are unable to resolve disputes between themselves. The intent of this provision is for the parties to agree in writing on a resolution process to resolve conflicts with regard to each parties' responsibilities under the MOU.
- General: Any additional general contract requirements, such as a requirement that the parties publicly post the executed MOU, annually review the MOU, and that the MOU cannot be delegated, except as permitted under the DMC-ODS IAs and MCP contracts, respectively.

Parties may not deviate from the minimum requirements listed above; however, parties may agree to negotiate and include additional provisions provided that any additional provision do not conflict with the required minimum provisions. The proposed language is not exhaustive.

## **MOU COMPLIANCE AND OVERSIGHT REQUIREMENTS**

The DMC-ODS IA outlines the requirement for the DMC-ODS county to enter into and implement an MOU with the MCP.

---

<sup>6</sup> Pursuant to 45 C.F.R. Part 170, 42 C.F.R. 438.242(b), 42 C.F.R. 438.10(h), [BHIN 22-068](#), as applicable.

Ultimately, the DMC-ODS county compliance officer is responsible for the DMC-ODS county's compliance with the MOU and compliance with the MOU shall be part of the county's compliance program. The DMC-ODS compliance officer shall ensure that deficiencies in MOU compliance are addressed in accordance with the county's compliance program policies.

### **Responsible Person(s)**

The DMC-ODS county shall designate a responsible person(s) for overseeing the county's compliance with its MOU(s); this person shall provide reports to the DMC-ODS compliance officer. For example, the DMC-ODS county compliance officer may consider designating staff within their Contract Management or Community Relations functional areas. The DMC-ODS county compliance officer shall ensure the responsible person(s) understand the terms of the MOU, have developed relationships with the MCP, and are authorized to ensure the DMC-ODS complies with the MOU requirements. The DMC-ODS county compliance officer shall notify DHCS of a change in the responsible person/liason as soon as practicable, but no later than five (5) working days of the change.

As outlined in the DMC-ODS-MCP MOU template under "DMC-ODS Obligations: Oversight Responsibility," the responsible person shall:

1. Conduct regular meetings, on at least a quarterly basis, to address policy and practical concerns that may arise between MOU parties (See *Quarterly Meetings* section of the DMC-ODS-MCP MOU template);
2. Ensure an appropriate level of leadership e.g., persons with decision-making authority) are involved in implementation and oversight of the MOU engagements and ensure the appropriate levels of leadership from Other Party; are invited to participate in the MOU engagements, as appropriate;
3. Report on the party's compliance with the MOU to the Compliance Officer no less frequently than quarterly;
4. Ensure there is sufficient staff to support compliance with and management of the relevant MOU and its provisions;
5. Ensure subcontractors, downstream subcontractors, and network providers, as applicable, comply with any applicable provisions of the MOUs (see Subcontractor and Network Providers section below for further details); and

6. Serve as or designate a person to serve, as the day-to-day liaison with the MCP or MCP programs (“DMC-ODS-MCP Liaison”). The liaison is to serve as the subject matter expert for the MCP to address day-to-day concerns for administering the MOU. For example, the DMC-ODS-MCP Liaison would serve as the day-to-day contact for the MCP administrator to address immediate concerns related to substance use disorder (SUD) services for MCP members in a particular county. The DMC-ODS county shall notify the MCP of any changes to the DMC-ODS-MCP Liaison in writing as soon as reasonably practical but no later than the date of change and shall notify DHCS within five (5) working days of the change.

### **Dispute Resolution**

DMC-ODS counties shall work collaboratively with MCPs to establish dispute resolution policies and procedures. This includes how the DMC-ODS county will work with the MCP to resolve issues related to coverage or payment of services conflicts regarding the parties’ respective roles for care management for specific members, or other issues. See the DMC-ODS-MCP MOU template Dispute Resolution section for required language.

If there is a dispute, DMC-ODS counties and MCPs shall complete the plan-level dispute resolution process. If the parties are unable to resolve the dispute, one of the Parties must submit a written “Request for Resolution” to DHCS. If the DMC-ODS county submits the Request for Resolution, it shall be signed by the county behavioral health director or SUD director in counties with separate mental health and SUD departments.

The Request for Resolution shall include:

1. A summary of the disputed issue(s) and a statement of the desired remedies, including any disputed services that have been or are expected to be delivered to the member;
2. A history of the attempts to resolve the issue(s) with the MCP;
3. Justification for the DMC-ODS county’s desired remedy; and
4. Any additional documentation that the DMC-ODS county deems relevant to resolve the disputed issue(s), if applicable.

The Request for Resolution shall be submitted via secure email to [countysupport@dhcs.ca.gov](mailto:countysupport@dhcs.ca.gov).

DHCS will communicate the final decision to the DMC-ODS county and the MCP, including any actions the parties are required to take to implement the decision.

### **Subcontractors and Network Providers**

DMC-ODS counties are required to ensure subcontractors, downstream subcontractors, and network providers, as applicable, comply with any applicable provisions of the MOU.

### **Training**

DMC-ODS counties shall provide training and orientation on MOU requirements with subcontractors, downstream subcontractors, and network providers, as applicable, on an annual basis, at a minimum. The training shall include information on MOU requirements and the services that are provided or arranged for by each party and how those services can be accessed or coordinated for the member. DMC-ODS counties shall provide training before any person or entity performs any MOU obligations and at least annually thereafter.

### **Signatories**

As noted above, if a DMC-ODS county has a delegated subcontractor, the signatories of the MOU shall include the DMC-ODS county, the subcontractor, as well as the MCP. In addition, to minimize administrative burden on counties, DHCS encourages multi-party MOUs, which may include more than one signatory entering into agreement with the county.

## **MONITORING AND REPORTING**

### **Annual Reporting**

DMC-ODS shall continuously evaluate the effectiveness of the MOU processes and review and update their MOUs annually to incorporate current requirements in contract amendments and policy guidance. DMC-ODS shall submit an annual report to [MCBHOMDMonitoring@dhcs.ca.gov](mailto:MCBHOMDMonitoring@dhcs.ca.gov) that includes updates from the quarterly meetings

with the DMC-ODS county and the results of their annual MOU review. The updates from the quarterly meetings shall include the following elements:

- Attendees, including MCP responsible person(s), leadership, and county executives;
- Care coordination and referral concerns discussed;
- Strengths, barriers, and plans to improve effective collaboration between the DMC-ODS county and the MCP;
- Disputes and resulting outcomes;
- Strategies to address duplication of services; and
- Member engagement challenges and successes.

The annual report submission to DHCS shall include evidence of the annual review as well as copies of any MOUs modified or renewed as a result. The evidence of the annual review described in the annual report shall include a summary of the review process and outcomes, and any resulting amendments to the MOU or existing policies and procedures. The annual reports shall be submitted to DHCS by the last business day of January.

### **Progress Quarterly Reporting**

DMC-ODS counties shall demonstrate a good faith effort to meet the requirements of the BHIN. DMC-ODS counties that are unable to execute their MOUs by January 1, 2024, shall submit quarterly progress reports and documentation to DHCS via email at [MCBHOMDMonitoring@dhcs.ca.gov](mailto:MCBHOMDMonitoring@dhcs.ca.gov) demonstrating evidence of their good faith effort to execute the MOU.

Quarterly Reporting Submission Timeline:

<b>Quarter Reporting</b>	<b>Submission due to DHCS</b>
Quarter 1: January 1 – March 31	Last business day of April
Quarter 2: April 1 – June 30	Last business day of July
Quarter 3: July 1 – September 30	Last business day of October
Quarter 4: October 1 – December 31	Last business day of January

These quarterly updates will be required until the MOU is executed, and all policies and procedures required by the MOU are established and submitted to DHCS.

### **Executed MOU Submission**

DMC-ODS shall send a fully executed MOUs and an attestation to DHCS via email to at [MCBHOMDMonitoring@dhcs.ca.gov](mailto:MCBHOMDMonitoring@dhcs.ca.gov). The attestation shall state that the county did not modify any of the provisions of the template, and that provisions the parties added do not conflict with or reduce either party's obligation under the templates, MCP Contract, or DMC-ODS IA. If the parties modify any of the provisions of the template, the DMC-ODS county shall submit a redlined version of the MOU for execution to DHCS for review and approval. DMC-ODS shall send any written policies and procedures that result from the terms of the MOU to DHCS when they are completed or updated.

### **Policies and Procedures**

Parties must establish, implement, and comply with Policies and Procedures to fulfill all the duties and obligations of this MOU. Parties must agree to the terms of joint Policies and Procedures to fulfill all joint obligations and duties of this MOU. Parties must also implement and comply with those joint Policies and Procedures.

### **Website Posting**

Each DMC-ODS shall publish its MOU(s) on its website within 30 calendar days of the MOU being fully executed. Additionally, the annual report shall be published within 30 calendar days from the due date of the annual report submission to DHCS.

### **Subcontractor Compliance**

DMC-ODS counties are further responsible for ensuring that their subcontractors and network providers comply with all applicable state and federal laws and regulations, contract requirements, and other DHCS guidance, including BHINs and Policy Letters. These requirements shall be communicated by each DMC-ODS county to all subcontractors and network providers.

### **Corrective Action and Sanctions for Non-Compliance**

DHCS may impose Corrective Action Plans (CAP), as well as administrative and/or monetary sanctions for non-compliance with the terms of this BHIN. For additional information regarding administrative and monetary sanctions, see [BHIN 22-045](#), and any subsequently issued superseding BHINs. Any failure to meet the requirements of this BHIN may result in a CAP and subsequent sanctions.

Behavioral Health Information Notice No.: 23-057  
Page 11  
October 12, 2023

If you have any questions regarding this BHIN, please contact your County Liaison.

Sincerely,

Original signed by

Ivan Bhardwaj, Chief  
Medi-Cal Behavioral Health – Policy Division

Enclosure