

# MEMORANDUM



**DATE:**      **March 18, 2024**

**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

**FROM:**        **Janelle Ito-Orille**  
                 Division Chief  
                 Licensing and Certification Division

**SUBJECT: Licensing and Certification Division Offers New Online Payment System**

The Department of Health Care Services' (DHCS) Licensing and Certification Division (LCD), oversees licensing and certification functions, monitoring, and complaints, for Outpatient and Residential Substance Use Disorder (SUD) Providers, Driving-Under-the-Influence (DUI) Programs, Narcotic Treatment Programs (NTP), Mental Health (MH) Rehabilitation Centers (MHRC), Psychiatric Health Facilities (PHF), and Psychiatric Residential Treatment Facilities (PRTF) and Lanterman-Petris-Short (LPS) Data and Reporting.

Beginning on March 20, 2024, LCD will accept online payments using electronic money transfers processed through an Automated Clearing House (ACH) network. The following providers who are licensed and/or certified by LCD will now be able to submit online payment(s):

- **SUD Licensed Residential Facility or SUD Outpatient Facility**
- **Driving-Under-the-Influence Program (DUI)**
- **Narcotic Treatment Program (NTP)**
- **Mental Health Licensing Program (MH)**
- **Psychiatric Residential Treatment Facilities (PRTF)**
- **Lanterman-Petris-Short (LPS) Act Data and Reporting Oversight**

All fees payable through the online portal include:

- Initial Application for Licensure and/or Certification Fees
- Extension Application Fees
- Supplemental Application Fees
- Biennial Fees
- Civil Penalties
- Quarterly Enrollment Fees
- Annual Fees
- Patient Slot Fees/Capacity
- Relocation Fees
- Annual Bed Count Capacity
- Structured Outpatient Services (SOPS) Permit Application Fees
- Structured Outpatient Services (SOPS) Annual Permit Fees
- Other/Miscellaneous

Existing providers must submit identifying information about the license/certification they are submitting payment for. New providers must submit information about the service address for the location they are applying for. This information must match the service address listed on the application package.

Online payment for these fees will be available by accessing the [California Department of Health Care Services EFT Menu](#) online portal:

Depending on the provider type and fees being paid for, questions regarding online payments can be directed to one of the emails listed below:

- SUD Residential/Outpatient Providers: [LCDQuestions@dhcs.ca.gov](mailto:LCDQuestions@dhcs.ca.gov)
- DUI Programs: [DUIProviders@dhcs.ca.gov](mailto:DUIProviders@dhcs.ca.gov)
- NTP Programs: [DHCSNTP@dhcs.ca.gov](mailto:DHCSNTP@dhcs.ca.gov)
- MH Programs (MHRC, PHF, PRTFs and LPS Data): [mhlc@dhcs.ca.gov](mailto:mhlc@dhcs.ca.gov)