



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, Room 410, Sacramento, CA 95814
(916) 654-2309

July 8, 2010

DMH LETTER NO.: 10-04

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

SUBJECT: RECERTIFICATION/CERTIFICATION PROCEDURES FOR COUNTY-
OWNED or OPERATED SHORT-DOYLE MEDI-CAL PROVIDERS

SUPERSEDES: DMH INFORMATION NOTICE NO. 04-09

This letter outlines the Recertification/Certification procedures for County-owned or operated Short-Doyle Medi-Cal providers. Attached are the following:

1. PROVIDER SITE RE/CERTIFICATION PROTOCOL
2. MHP RE-CERTIFICATION of COUNTY-OWNED & OPERATED PROVIDERS SURVEY FORM

Note: DMH staff will no longer conduct the triennial onsite provider re-certification review of certain County-owned and operated providers.

County-Owned and Operated Providers REQUIRING ONSITE REVIEW BY DMH

REQUIRED ONSITE REVIEW by DMH of County-owned and operated providers includes, but is not limited to:

1. Initial (New) Provider Certifications
2. Activation of one or more of the Mode of Service/Service Functions (MS/SF) listed below:
 - a. Medication Support (15/60)*
 - b. Crisis Stabilization (10/20, 10/25)
 - c. Day Treatment (10/81, 10/85, 10/91, 10/95)

***Exception:** *Activation of "Prescription Only" Med Support (15/60) does not require an onsite review. It is important to note "Prescription Only" Med Support (15/60) does not allow for the dispensing, administering and/or storing of medications including samples.*

3. County-owned and operated providers that have a change of address
4. Re-certification of:
 - a. Crisis Stabilization (10/20, 10/25)
 - b. Day Treatment (10/81, 10/85, 10/91, 10/95)
 - c. Providers located within Juvenile Detention Facilities

County-Owned and Operated Providers for whom ONSITE REVIEW BY DMH IS NOT REQUIRED

County-owned and operated providers for whom onsite review by DMH is not required are those County-owned and operated providers who are currently certified for any of the Modes of Service/Service Functions listed below:

- a. Case Management/Brokerage (15/01)
- b. Mental Health Services (15/30)
- c. Therapeutic Behavioral Health Services (15/58)
- d. Medication Support (15/60)
- e. Crisis Intervention (15/70)

For County-owned and operated providers who are (1) currently certified to provide any of the MS/SF listed above (a-e) and (2) not activating any of the MS/SF listed above (a-e), an MHP will complete the MHP Re-certification of County-Owned & Operated Providers form for each provider who meets the requirements outlined above in lieu of DMH staff conducting on-site triennial re-certification review(s).

The MHP shall submit the completed MHP Re-certification of County-Owned & Operated Providers form(s) to DMH for each of the provider(s) that the MHP has re-certified. The MHP shall fax the completed form(s), fire clearance(s) and head of service license(s) to DMH prior to the triennial provider re-certification date. Original, signed, hard copies should be sent by mail to DMH. The MHP Re-certification of County-Owned and Operated Providers form is available on the DMH website at www.dmh.ca.gov.

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In order that the County-owned and operated provider(s) remain eligible to bill Medi-Cal for the provision of specialty mental health services, re-certifications should be completed in the timeframe described above. Fire clearances associated with each provider should be current and maintained at all times.

MHPs may elect to complete the provider re-certification(s) prior to the triennial provider(s) re-certification due date. It is important to note that the triennial re-certification date is established with each subsequent re-certification which means that the next triennial due date will be three years from the date the MHP established as the date of re-certification. This re-certification date is updated and available on the ITWS Online Provider System (OPS). **MHP Re/Certification of MHP Organizational Contract Providers**

MHPs may continue to use the Provider Site Re/Certification Protocol form when certifying and re-certifying their organizational contract providers. However, if the MHP elects to certify and re-certify its organizational contractors by using different forms and procedures from those used by DMH, those forms and procedures must be consistent with the requirements contained in the MHP Contract, Exhibit A, Attachment 1, Section K.

If you have any questions, contact the Medi-Cal Oversight-North Certification Unit at (916) 651-3838.

Sincerely,

Original Signed by

STEPHEN W. MAYBERG, Ph.D.