



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, Sacramento, CA 95814
(916) 654-3551

March 8, 1999

DMH INFORMATION NOTICE NO.: 99-03

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

SUBJECT: CHANGES TO THE FISCAL YEAR 1998-99 PROVIDER FILE

The purpose of this letter is to inform you of changes made to the Fiscal Year 1998-99 Provider File. The Provider File contains provider numbers, addresses, and the types of service for each provider. The file also includes the Modes of Service and Service Functions that are used by each provider when reporting to the Department of Mental Health (DMH). This file is used for the Client and Service Information (CSI) System and County Cost Reports (CCR).

Each year the Provider File for the current fiscal year is created by copying the previous fiscal year Provider File. The Fiscal Year 1998-99 Provider File was recently created and has been simplified. Modes of Service have remained the same but Service Functions within Modes of Service have been converted to the first number of each range. In the future, it will not be necessary to have any Service Functions in the Provider File other than the beginning number of each range. For example, Service Functions corresponding to 24-Hour Services (Mode of Service 05) within the range of 10 to 19 (Hospital Inpatient) are now only listed as "10" in the Provider File. A separate table illustrating these changes is enclosed.

For CSI reporting, CCR reporting, and SD/MC claiming, your county should continue to use and report all of the values in the range of Service Functions, although only the first number of each range will be shown in the Provider File. It is particularly important that counties continue to report specific Service Function codes for Administrative Days because these services are reimbursable at different rates. In addition, the specific Service Function codes corresponding to Professional Inpatient Visits should be reported to distinguish these services from other Outpatient Services.

For the previously stated reasons, your county should continue to report the following Service Function codes as specified in the CSI System and CCR instructions:

Type of Service	Mode of Service	Service Function
Administrative Days	05	19
Professional Inpatient Visit	15	19, 39, 49, 59, 69, 79

Counties must continue to notify DMH when adding new service types to the Provider File. For example, if Mental Health Services (Service Function 30) for Outpatient Services (Mode of Service 15) corresponding to a specific Provider is listed in the Provider File, your county may report Service Functions 30 to 59. If Mental Health Services (Service Function 30) is not listed in the Provider File for Outpatient Services (Mode of Service 15), then your county must call DMH and have Mental Health Services added to the Provider File before using any of the values within that range.

For illustrative purposes, the enclosed table shows the range of Service Functions within each Mode of Service in the Fiscal Year 1997-98 Provider File and the specific values that are listed in the Fiscal Year 1998-99 Provider File. If you have any questions and/or comments about the changes to the Fiscal Year 1998-99 Provider File, please contact Statistics and Data Analysis at (916) 327-9284.

Sincerely,

GARY M. PETTIGREW
Deputy Director

Enclosure

cc: California Mental Health Planning Council
Quonson Wong, Chief of Training and Technical Assistance