

SAN MATEO COUNTY HEALTH SYSTEM
BEHAVIORAL HEALTH AND RECOVERY SERVICES

DATE: April 3, 1998

BHRS POLICY: 98-12

SUBJECT: Agency Provider Certification - Medi-Cal

AUTHORITY: State Department of Mental Health, Divisional

SUPERSEDES: New Policy

AMENDED: December 10, 2008; August 12, 2009

Attachment: Agency Provider Certification Review

BACKGROUND

The responsibility for site certification of new organizational providers and for recertification of existing providers has been transferred from State Department of Mental Health (DMH) to San Mateo County Behavioral Health and Recovery Services (BHRS), effective January 1, 1998.

POLICY

For contracted organizational providers seeking to claim services through Short-Doyle Medi-Cal, San Mateo County Behavioral Health and Recovery Services shall require an initial Medi-Cal certification and subsequent recertification every three (3) years. County-owned or operated programs will continue to be certified by the state.

No contract reimbursement for Medi-Cal claimed services may occur until the provider has been certified as a Medi-Cal provider.

Contracted organizational providers who offer alcohol and other drug services, whether residential, residential detoxification or non-residential, continue to be certified and/or licensed by the State of California, Health and Human Services Agency, Department of Alcohol and Drug Programs. No additional initial or periodic site certification is provided by BHRS. (Note: Regular, comprehensive contract monitoring and review by BHRS AOD staff is required as a condition of contracting with BHRS.)

PROCEDURE

Application

Initial certification applications will be submitted to the BHRS Quality Improvement Manager. Along with the initial certification application, a program description is requested.

- Application packets for initial certification of organizations will be made available by BHRS, contingent upon a mutual agreement that the organization will provide Medi-Cal eligible services under contract with San Mateo County Behavioral Health and Recovery Services. (See packet attached.)
- BHRS will submit requests for new provider numbers to the State DMH.

Site Review

- Organizational providers will have a site review conducted by BHRS Quality Improvement staff as an integral part of site certification. (See attached review checklist.)
- An organizational provider located out of San Mateo County and certified by the State DMH or the county where the site is located may, at the discretion of the BHRS, have that certification accepted without an additional site visit. Written evidence of the existing certification will be required.

Certification

- The earliest date a new provider may begin delivering covered services at a site subject to site review is the latest of the following dates:
 - a. The date the provider requested certification,
 - b. The date the site was operational, and
 - c. The date a required fire clearance is obtained.
- The county shall complete any required on-site review of the provider within 6 months of the date the provider begins delivering covered services to beneficiaries at the site.
- The organization will be recommended to the State DMH when the above requirements are met.

Recertification

Recertification is a process to assure compliance with Medi-Cal requirements. Routine Medi-Cal provider recertification reviews are done every three (3) years based on the BHRS recertification review schedule. Additional certification reviews may become necessary if:

- the provider makes major staffing changes;

- the provider makes organizational and/or corporate structure changes (example: conversion from nonprofit status);
- the provider adds medication support services where medications will be prescribed, administered, or dispensed from the provider site;
- there are significant changes in the physical plant of the provider site (some physical plant changes could require a new fire clearance);
- there is a change of ownership or location;
- there are substantial complaints about the provider; and/or
- there are unusual site-related events, accidents, or injuries requiring medical treatment for clients, staff or members of the community.

The recertification process will take into consideration such factors as familiarity of BHRS with the provider site and practice and any special certification reviews already conducted. Providers will be notified of their recertification requirements which may range from responses to questionnaires up to a complete site visit using the original checklist.

BHRS may allow an organizational provider to continue delivering covered services to beneficiaries at a site subject to on-site review as part of the recertification process prior to the date of the on-site review, providing the site is operational and has any required fire certificates. BHRS shall complete any required on-site review of a provider's site within six months of the date the recertification is due.

Change of Ownership or Location

When a change of name, ownership, or location occurs, the provider shall notify the BHRS at least ninety (90) days prior to the change. BHRS' Quality Improvement Manager shall notify the State DMH sixty (60) days prior to the change.

- Changes in location will require a new site review and a new fire safety inspection.
- Involuntary changes of location due to disasters should be reported as soon as possible and are not subject to the ninety (90) day prior notification requirement.

Approved: _____
 Louise Rogers, Director
 Behavioral Health and Recovery Services

Reviewed: _____