



SAN MATEO COUNTY HEALTH
**BEHAVIORAL HEALTH
& RECOVERY SERVICES**

DATE: October 28, 2021

BHRS POLICY: 21-02

SUBJECT: Specialty Mental Health Services Provider Network (SPPN)

NEW POLICY: Documents established practice effective June 1, 2021

ATTACHMENTS: Attachment A: Adult SPPN referral form
Attachment B: Youth SPPN referral form
Attachment C: SPPN Treatment Plan Update form

PURPOSE: The purpose of this policy is to inform BHRS staff and leadership of the requirements for documentation and referral for clients receiving therapy services through the SPPN.

SCOPE: BHRS Clinical Staff, Supervisors, and Managers and Contracted Agencies/Providers providing Specialty Mental Health Services in San Mateo County.

BACKGROUND: On October 1st, 2020 the Health Plan of San Mateo assumed the management of the Behavioral Health Private Provider Network for mild to moderate clients. As a result, Behavioral Health and Recovery Services (BHRS) developed a Specialty Mental Health Private Provider Network (SPPN) to serve as an additional resource to provide individual therapy services to BHRS Specialty Mental Health Clients.

PROCEDURES:

Referral to the SPPN

1. All clients referred to the SPPN **must** be open to a BHRS clinic/program for case management, medication support and other related services. SPPN referrals are for Specialty Mental Health Services (SMHS) only, including Individual Therapy, Family Therapy, Group Therapy and/or Family Therapy and Collateral services. Individuals who request therapy only, will be assessed to determine if they meet criteria for SMI services, and if they do not meet the criteria for SMH services they will be referred to the Health Plan of San Mateo for Mild-Moderate services.



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2. Clinic/Care Coordinator reviews identified client and confirms treatment readiness and submits SPPN referral form to the Access Call Center
3. All referrals must be made via use of the Adult or Youth SPPN referral form (Attachment A & B) and sent to: [HS BHRS CALL CENTER AUTHORIZATIONS@smcgov.org](mailto:HS_BHRS_CALL_CENTER_AUTHORIZATIONS@smcgov.org)
4. Access clinician contacts and matches client to a SPPN provider
5. Access Clinician notifies Care Coordinator of provider assignment and Clinic/Care Coordinator coordinates clinical team meeting with SPPN Provider (*refer to SPPN Workflow, Attachment D*)

Working with SPPN providers

1. All Clients who are referred for services through the SPPN must have an active BHRS treatment plan that includes Individual and/or Group therapy, Family Therapy, Collateral, and/or Case Management, as approved service types on their Treatment Plan.
2. The SPPN providers will have their services approved by the BHRS Clinic/Program that the client is receiving services from.
3. The SPPN provider will work with the treatment team to determine therapy interventions and the need for ongoing therapy services.
4. Changes to services will be documented at the annual, or interim, Treatment Plan review.
5. The Access Call Center team will manage authorization of payment for services based on the request date and treatment plan start and end dates.
6. All SPPN providers are required to be approved in the Medi-cal PAVE system to be part of the panel. This is required for reimbursement by Medi-cal and to remain on the SPPN Panel.

Documentation of Services

The SPPN provider will document services provided on progress notes in their own charts. These progress notes will be available upon request to BHRS for internal auditing and quality management activities.

Approved: Signature on File
Scott Gilman, MSA
BHRS Director