

DMH Enriched Residential Care (ERC) Program: A Quick Guide to the Referral and Payment Process

STEP 1: Make a Referral

- Complete ERC Program Referral Form, Service Provider Responsibility Form, and 5x5 Assessment Tool
- Have client complete and sign Protected Health Information (PHI) Authorization Form.
- Submit completed forms to DMH_ERC@dnh.lacounty.gov.
- DMH ERC staff will respond with a referral disposition. All approval notifications will include a signed FHSP DMH Verification Form that verifies that the client is approved to apply for the DMH ERC Program.

STEP 2: Complete an Application

- Create an account to access the Brilliant Corners Online Portal by visiting <http://tiny.cc/icmsportalaccess>.
- Complete the ERC Program application using the Online Portal. The FHSP DMH Verification Form must be uploaded as part of the application in order for the application to be processed.
- For any questions related to the using the Online Portal, contact data@brilliantcorners.org.

STEP 3: Locate a Licensed Facility

- Locate an Adult Residential Facility (ARF) or Residential Care Facility for the Elderly (RCFE) willing to admit the client. Facilities must be licensed through Community Care Licensing (CCL) and agree to accept the SSI rate as the base rent amount for the client.
- For assistance with locating a licensed facility, contact DMH_ERC@dnh.lacounty.gov for possible vacancies.

STEP 4: Facilitate Move-In

- Work with the licensed facility to schedule a client move-in date and notify DMH once date is secured.
- Obtain Move-In Confirmation Form from DMH ERC staff and review for accuracy. Form includes payment breakdown showing who will be responsible for paying how much to the licensed facility.
- Have Move-In Confirmation Form signed by the facility administrator and return to DMH_ERC@dnh.lacounty.gov

STEP 5: Finalize Payment with Brilliant Corners

- Notify the client that Brilliant Corners will meet with them to review and sign the FHSP - Participant Rent and Enhanced Services Subsidy Agreement once they have moved-in.
- Brilliant Corners will also meet with the facility administrator to enter into a signed agreement with them.

STEP 6: Report Client Changes

- To report a change in client acuity requiring increased services from the licensed facility, contact DMH ERC staff.
- To report a change in client income, complete the ERC Change in Income Notification Form.
- To report a client exit from the licensed facility, complete the ERC Exit Form. If the client is exiting to a different licensed facility, also submit a relocation form and new Move-In Confirmation Form will need to be signed by the new facility administrator.

SEE REVERSE SIDE FOR IMPORTANT NOTES. For further questions or additional information, contact: DMH_ERC@dnh.lacounty.gov.

Important Notes:

- In order to be eligible for DMH ERC Program funding, clients must be willing to terminate General Relief (GR) and/or CalFresh benefits once admitted to an ARF/RFCE and, if eligible, will be required to apply for SSI. ERC Administration will monitor this one a quarterly basis and can assist with linking
- Clients served by DMH **contract** Full Service Partnership (FSP) providers are **only** eligible for Enhanced Service Rate Funding. DMH contract FSP providers are expected to use Client Supportive Services (CSS) funds to pay for licensed facility rent payments and personal & incidental (P&I) expenses for their clients.
- Applications submitted to the Brilliant Corners FHSP Online Portal without a FHSP DMH Verification Form will not be processed until the form is submitted.
- The DMH ERC Program relies on the referring entity to make client placements into ARFs/RCFEs. DMH ERC staff can provide a list of potential ARF/RCFE vacancies but cannot guarantee that the client will be accepted by any of the facilities on the list.