

# 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 and Payment Responsibility forms
- Submit completed forms to [DMH\\_ERC@dmh.lacounty.gov](mailto:DMH_ERC@dmh.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

- If necessary, create an account to access the Brilliant Corners Online Portal by visiting <https://brilliantcorners.tfaforms.net/15>.
- Complete the FHSP 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 using the Online Portal, contact [FHSPPortal@BrilliantCorners.org](mailto:FHSPPortal@BrilliantCorners.org). For questions about the application, contact [FHSPAApps@BrilliantCorners.org](mailto:FHSPAApps@BrilliantCorners.org)
- Once the application is approved, forward confirmation of approval to [DMH\\_ERC@dmh.lacounty.gov](mailto:DMH_ERC@dmh.lacounty.gov).

## STEP 3: Locate a Licensed Facility

- Locate an Adult Residential Facility (ARF) or Residential Care Facility for the Elderly (RCFE) willing to accept the client. This can be done as the FHSP application is being completed. Facilities must be licensed and in good standing with the 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 that works with ERC, visit the [Enriched Residential Care Directory - Department of Mental Health](#).

## STEP 4: Facilitate Move-In

- Once the FHSP application is approved and the client has been accepted, a Move-In Confirmation form will be sent to the case manager.
- 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.
- On move-in day, have the Move-In Confirmation Form signed by the facility administrator and return to [DMH\\_ERC@dmh.lacounty.gov](mailto:DMH_ERC@dmh.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.
- If necessary, 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, notify DMH ERC staff.
- To report a client exit from the licensed facility, complete the ERC Exit & Relocation Form or work with the facility administrator to ensure it is completed. If the client is transferring to a different licensed facility, notify DMH ERC staff. An Exit & Relocation form as well as a new Move-In Confirmation form will be needed.

SEE REVERSE SIDE FOR IMPORTANT NOTES. For further questions or additional information, contact: [DMH\\_ERC@dmh.lacounty.gov](mailto:DMH_ERC@dmh.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.
- 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 locate and coordinate with an ARFs/RCFEs that can accept the client. DMH ERC staff can provide recommendations or assistance if referring parties are having difficulty locating placement but are not responsible for locating a facility.