

# **RMD Bulletin**

***Knowledge is power...***

## **Guidelines for Claiming by Funded Program Manual**



The Guidelines for Claiming by Funded Program Manual (Manual) has been developed in order to facilitate the selection of the appropriate funding source when providing specialty mental health services. The Manual consists of three components:

1. Funded Program Descriptions – individual detailed descriptions of each funding source and eligibility criteria;
2. Claiming Decision Trees – flow charts to help identify the most appropriate funding source to which a service should be claimed;
3. Appendix – supporting documents including the Plan Grid, which is a brief description of all funding plans for mental health services.

While the Manual will assist programs in utilizing appropriate funding sources, it cannot guarantee or ensure reimbursement for services. The availability of funding sources is subject to change. Please remember that the Manual is an all-inclusive document and not every legal entity has access to all the funded programs identified. DMH recommends that each client's benefits are confirmed on a monthly basis (as required by federal, state and local government regulations), and funding availability is verified routinely. The Revenue Management Division (RMD) and the Chief Information Office Bureau (CIOB) provide reports on a monthly basis to assist programs in monitoring the claiming plans that are being utilized.

Please share the Guidelines for Claiming by Funded Program Manual with clinicians and other staff that may have responsibility for identifying the appropriate funded program when providing specialty mental health services. The current version of the Manual includes funded programs for Fiscal Years 2010-11 and 2011-12 and will be updated on a quarterly basis.

Additional details regarding the information provided are available in the introduction page of the Manual. You may obtain a copy of the Manual at the DMH Internet web page listed under Provider Manuals at the following link:

NGA: [http://dmh.lacounty.gov/ToolsForAdministrators/agency\\_admin.html](http://dmh.lacounty.gov/ToolsForAdministrators/agency_admin.html)

### **We're here to help you...**

If you have any questions or require further information, please do not hesitate to contact RMD at (213) 480-3444 or [RevenueManagement@dmh.lacounty.gov](mailto:RevenueManagement@dmh.lacounty.gov).