

**LOS ANGELES COUNTY
DEPARTMENT OF MENTAL
HEALTH**

MEDI-CAL CERTIFICATION

REQUIREMENTS FOR NEW PROVIDERS

BRIEF OVERVIEW

(modified by Thang Nguyen for the CRTP presentation on 07/14/21)

Quality, Outcomes, and Training Division

Quality Assurance Unit/Medi-Cal Certification Team

WHAT IS MEDI-CAL CERTIFICATION?

- In order for a Provider to provide and be reimbursed for Specialty Mental Health Services provided to a Medi-Cal beneficiary, the Provider must first be Medi-Cal Certified by the Los Angeles County Department of Mental Health (LACDMH)

WHAT IS MEDI-CAL CERTIFICATION?

(CONTINUED)

- LACDMH is responsible for enrolling, certifying, re-certifying (triennially/every 36 months), and monitoring Contracted LE Providers

ACTIVATING A NEW MENTAL HEALTH PROVIDER

1. Obtain a **National Provider Identifier** (NPI) number through the Federal National Plan and Provider Enumeration System (NPPES)
 - Each NPI number is uniquely associated with only one active Provider Number
 - Ensure that the **Organization Name (Legal Business Name)**, **Provider Name**, and **Provider's Primary Practice Address** on NPPES accurately reflects the name of the Provider and their address
 - This information must be consistent across all documents during the Certification process
2. Obtain a **Provider Number** from the State, requested by LACDMH

ACTIVATING A NEW MENTAL HEALTH PROVIDER

(CONTINUED)

3. Submit a current Fire Clearance

- Dated within one year of the scheduled onsite review by the Certification Liaison

4. Submit a Head of Service License (HOS)

- HOS must be a current employee of the Provider and meet head of service requirements

5. Additional Documents

- License (Social Rehabilitation Facility) from State of California Department of Social Services
- Certificate (Social Rehabilitation Program Approval for CRTP) from Department of Health Care Services (DHCS)

ACTIVATING A NEW MENTAL HEALTH PROVIDER

(CONTINUED)

- A **Certification onsite review** must be conducted within 6 months of the proposed activation date for Contract Providers
- The Certification Liaison will conduct the onsite visit for Contract Providers using the following:
 - The most current DHCS Certification Protocol
 - The most current LACDMH Medi-Cal Certification Checklist
- The Certification Liaison will ensure the Provider meets all program and contractual requirements
- If any items are found out of compliance, a Plan of Correction (POC) will be issued to the Provider
 - The Provider will have 30 days to correct any deficiencies found
- Once a Provider is in compliance, all appropriate documents are submitted to the Certification Liaison or DHCS Staff for approval

DETERMINING THE MEDI-CAL ACTIVATION DATE

- The Medi-Cal **Activation Date** is the first service date claims for services rendered can be submitted to the State.
- The State determines this date by the following:
 1. **Date the Provider requested certification:** This is the date LACDMH and Provider entered into an agreement
 2. **Date the site was Operational:** Date client received their first service
 - For sites that are required to be Certified *before* providing services, date that Provider can demonstrate they have the minimum staffing pattern required for the Mode of Services they are requesting to have Certified
 3. **Date of Fire Clearance:** Date the Fire Clearance was granted
 - Onsite review must be conducted within one year from date of approved Fire Clearance
 - Fire Clearances must be obtained and verified by the Certification Liaison ***prior*** to delivering services

DETERMINING THE MEDI-CAL ACTIVATION DATE

(CONTINUED)

- The Medi-Cal **Activation Date** is the *latest* of these three dates:
 - Date the Provider requested Certification
 - Date the site was Operational
 - Date the Fire Clearance was granted (school site is exempt)
- The onsite review must be completed within 6 months of the Activation Date
- The Activation Date cannot exceed 6 months from date of completed document submission to DHCS for approval

SUBMITTING CLAIMS

- Claims can be submitted according to the Provider's Medi-Cal **Activation Date** of Certification
- Contract Management and Monitoring Division (CMMD) will inform the Provider that the Medi-Cal **Activation Date** has been entered into the LACDMH Integrated Behavioral Health Information System (IBHIS)
- The Certification Unit will mail the Consolidated Medi-Cal Certification Approval Letter to the Provider
 - The **Activation Date/Effective Date** will be indicated on the letter
- The Permanent Medi-Cal PIN is mailed directly to the Provider by the State
 - The Provider needs the PIN to check for Medi-Cal eligibility
 - A temporary Medi-Cal PIN can be used while waiting for a Permanent PIN

CERTIFICATION RECAP: PROCESS AND TIMELINES

1. The Medi-Cal Certification Liaison will coordinate an onsite visit to review LE Provider's Policies and Procedures (P&Ps) and conduct a physical plant inspection:
 - An onsite visit is usually completed in one day if the Provider meets all of the Certification requirements
 - The amount of time varies depending on the size of the Provider and complexity of the Modes of Services that need to be Certified
 - A POC will cause delays in ability to submit documents to DHCS and may require an additional site visit
2. The Certification Liaison submits appropriate documents to DHCS for approval
3. DHCS can take up to 4 weeks to complete the approval process

CERTIFICATION RECAP: PROCESS AND TIMELINES (CONTINUED)

4. When approval is received from DHCS, the Certification Liaison will inform CMMD and CIOB, and provide confirmation that the Provider has been activated in the DHCS Provider Information Management System (PIMS) database
5. CIOB completes the activation process in IBHIS
6. The Provider will be able to submit their claims retroactive to the Medi-Cal **Activation Date/Effective Date** indicated on the Consolidated Medi-Cal Certification Approval Letter (sent to the Provider by LACDMH Certification Unit)

LACDMH MEDI-CAL CERTIFICATION UNIT CONTACT INFORMATION

- Email: PSBMCCertification@dmh.lacounty.gov
- Phone Number: 213-251-6804
- Website: <https://dmh.lacounty.gov/qa/qampc/>
 - current DHCS Certification Protocol
 - current LACDMH Medi-Cal Checklist
 - Medi-Cal Certification Bulletins