

PREPARING TO BECOME A DRUG MEDI-CAL PROVIDER

A complete certification application package consists of a completed DHCS 6001 and DHCS 6207 with all supporting documents referenced in those forms. Sole proprietors must also complete and submit a supplemental form DHCS 5111.

It is important to ensure your agency is prepared to become a Drug Medi-Cal provider before you initiate the application process.

- 1) Obtain copies of:
 - a. ☐ **State of California Standards for Drug Treatment Programs** (October 21, 1981 and March 15, 2004)
 - b. ☐ **Drug Medi-Cal Certification Standards for Substance Abuse Clinics** (July 1, 2004)
 - c. Application materials include the:
 - i. ☐ **Drug Medi-Cal Application (DHCS 6001; Rev 10/13)**, and
 - ii. ☐ **Medi-Cal Disclosure Statement (DHCS 6207; Rev 7/14)**.

These and other important documents you may need later are found on the Department of Health Care Services website at http://www.dhcs.ca.gov/services/adp/Pages/Drug_MediCal.aspx

- 2) ☐ **Ensure your staff meet the "Minimum Staff Requirements"** outlined in the Drug Medi-Cal Certification Standards for Substance Abuse Clinics" (July 1, 2004):
"Each clinic shall be staffed by a medical director, clinic director, and substance abuse professional. If qualified, one person may serve in all three positions--medical director, clinic director, and substance abuse professional (Section IV.D.)"
- 3) ☐ **Hire, contract, or otherwise assign a qualified physician to the position of Medical Director.** See the Drug Medi-Cal Certification Standards for Substance Abuse Clinics" (July 1, 2004) for a description and **verify that your MOU, contract, or job description adequately describe your Medical Director's duties** at a minimum address those duties outlined in the DMC Certification Standards. **Note: Your Medical Director will need to complete and submit a separate Medical Practitioner Disclosure Statement DHCS 6010 (Rev. 12/14).**
- 4) ☐ **You must have a National Provider Identifier (NPI) number for your site—you may apply through a web based process at 1-800-465-3203 or www.nppes.cms.hhs.gov.** (Sole Proprietors should use a Type-1 NPI; Corporations, partnerships, and incorporated individuals should use a Type-2 NPI; Direct Service staff and the Medical Director should have an NPI, Type1, number).
- 5) ☐ **Residential programs must be licensed** by DHCS to provide DMC Services—if you are a residential program and are not currently licensed, you must be actively licensed before applying for DMC Certification.
- 6) ☐ As part of the state certification process, a **fire clearance is required** from local authorities for the address at which substance abuse services are to be provided. **It is advised to obtain a copy of the Fire Clearance Transmittal Letter and Form (DHCS 5104, for Outpatient programs or Fire Clearance Form STD 850 for Residential Treatment Programs) as soon as possible.** It can take some time to locate your local fire authority and have them complete the inspection.
- 7) ☐ Programs are required by certification standards to obtain a **local building use permit**, zoning approval, or a letter indicating that zoning approval is not required by the local authorities. A "sample form" is available on the DHCS website, see form DHCS 5115 (rev. 7/14). Programs that

are on school grounds or in a building that is owned or leased by a public entity may submit a letter from the school district or the public entity (Must be on letterhead from the district or public entity)

- 8) ☐ Obtain a letter from a general acute care hospital certifying that at least one practicing physician in your clinic is authorized to admit patients. If you cannot get this letter, develop and have ready a written plan for ensuring needed hospital and psychiatric services—this plan should be approved by your Medical Director.
- 9) Review and update your Personnel and Operations policies and procedures to ensure they are in agreement with the relevant standards and regulations governing Drug Medi-Cal Services (Alcohol and Other Drug Program Certification Standards; Drug Medi-Cal Certification Standards; and, Title 22, CCR). An early review of the DMC Protocol Guide is highly recommended.
- 10) Organize and have available copies of your:
 - a. ☐ Articles of Incorporation or Partnership Agreement (if applicable)
 - b. ☐ Bylaws (if applicable)
 - c. ☐ Agency or Clinic's Operations Manual with General Administrative as well as Program policies and procedures. Your policies should describe your "principles of action" while your procedures should clearly show how you institutionalize your policies with clear instructions for staff.