

Overview of Changes

Exhibit A-1:

Standard Requirements

IMPORTANT REMINDERS AND UPDATES FOR FY 2020-2021
June, 2020

Exhibit A-1 - Reorganization

Standard requirements: All programs, Medi-Cal programs

- I. Scope of Service
- II. Service Delivery Site
- III. Service Provision
- IV. Staffing
- V. Tobacco, Alcohol and Substance Use Policies
- VI. Client Records, Data, Privacy and Security
- VII. Coordination with ACBH and DHCS
- VIII. Administrative and Compliance
- IX. Reporting and/or Evaluation

Exhibit A-1 – New Content

Scope of Service

- ❖ Comply with all applicable requirements from:
 - ACBH QA Manual
 - ACBH Policy Manual
 - ACBH State County Plans (now on website)

Exhibit A-1 – New Content

Service Provision (Medi-Cal Programs)

- ❖ Info Notices on Authorization

Service Provision (SUD Medi-Cal Programs)

- ❖ References to:
 - Practice Guidelines
 - Clinical Process Standards
- ❖ Additional detail on Interim Services

Exhibit A-1 – New Content

Staffing

- ❖ Notify ACBH:
 - Site changes
 - Staffing issue likely to lead to >25% decrease in services
 - Within 5 days
 - Any change in ownership, name, tax id:
 - 30 days prior: Anticipated change
 - 5 days after: Executed change
- ❖ Contracts >\$1M need identified Compliance Officer
 - Recommend FT for Contracts >\$5M
- ❖ Trainings on compliance and HIPAA/Privacy
- ❖ Annual, signed Code of Conduct

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Exhibit A-1 – New Content

Staffing (continued)

- ❖ ACBH Credentialing/Recredentialing Policy
- ❖ Maintain key documentation:
 - Valid credentials/license, including renewals
 - Training record and CEUs/CMEs
- ❖ Ensure that staff:
 - Have adequate supervision
 - Are operating within their scope

Exhibit A-1 – New Content

Staffing (SUD Medi-Cal Programs)

- ❖ ASAM eModules
- ❖ Training on MAT

Exhibit A-1 – New Content

Client Records, Data, Privacy and Security

- ❖ Warning Banner for Email/EHR
- ❖ Secure/Encrypted Email
- ❖ Leveraging Technology

Exhibit A-1 – New Content

Coordination with ACBH and DHCS

- ❖ Requests for Program Modification
 - Submit requests at least 30-days in advance
 - Immediate notification of any shut downs related to urgent issues, such as fire or non-renewal/suspension of license
- ❖ Clayton and Cartwright Act Claims
 - County rights/title/interest related to purchase

Exhibit A-1 – New Content

Administrative and Compliance

- ❖ Fair Employment and Housing Act
 - Include written notice to labor organizations

Across Sections:

- ❖ Right of ACBH, DHCS and other funders to monitor, review and audit records, facilities, etc.

Thank You