

## **BHCS MEDI-CAL SITE CERTIFICATION PROCEDURE FOR PUBLIC SCHOOL SITES**

As part of the Medi-Cal site certification process (initial and re-certification) for public school sites, ACBHCS will perform “virtual” site visits for both County and contractor sites as described below. ACBHCS reserves the right to perform an actual on-site visit at any time in lieu of, or in addition to, a “virtual” site visit. For purposes of this procedure “public school site” is defined as a school facility that is regulated by the California Department of Education (e.g. schools in unified school districts, charter schools). Facilities that are regulated by Community Care Licensing are not included in this process. The following are guidelines for providers to obtain Medi-Cal certification of a public school sites:

### **INITIAL MEDI-CAL CERTIFICATION OF PUBLIC SCHOOL SITES**

- Provider submits Program Change Request Form to BHCS Provider Network Office for approval
- Obtain Facility NPI Number for the school location
- Obtain Valid Fire Clearance
- Gather required policies and procedures.
- Once the provider has access to the site location, the provider will organize the room or office space to provide services
- After set up is complete, the provider will take pictures showing the room set up. The pictures should demonstrate that the provider is in compliance with a safe service area and have required informing materials available (grievance & appeal forms, the grievance and appeal poster, the Medi-Cal Guide to Mental Health Services, a current Provider Directory) and a photo of the evacuation map displayed by the doorway or exit signs).
- Once the provider completes the steps listed above, the provider shall submit the NPI Number, valid fire clearance, policies and procedures, and the photographs to [SiteCertification@acgov.org](mailto:SiteCertification@acgov.org). All e-mail correspondence shall include in the subject line: “Medi-Cal Certification” along with agency and program name.
- For Medi-Cal Certification purposes, the site visit date will be the date that the provider submits photographs of the site and they are approved by the certifier
- The Medi-Cal Certification date will be the latest of the following three dates:
  - Date that the Provider Request Received
  - Date of Fire Clearance
  - Date of Operation

### **MEDI-CAL RE-CERTIFICATION OF PUBLIC SCHOOL SITES** (required every 3 years)

- Provider reviews the school site NPI Number on the NPPES website (update primary site address if needed)
- Obtain Valid Fire Clearance
- Gather any updated policies and procedures
- The provider will organize the room or office space to provide services
- When set up is complete, the provider will take pictures showing the entire room set up. The pictures should demonstrate that the provider is in compliance with a safe service area and have required informing materials available (grievance & appeal forms, the grievance and appeal poster, the Medi-Cal Guide to Mental Health Services, a current Provider Directory) and a photo of the evacuation map displayed by the doorway or exit signs).

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- Once the provider completes the steps listed above, the provider shall submit the NPI Number, valid fire clearance, any updated policies and procedures, and the photographs to [SiteCertification@acgov.org](mailto:SiteCertification@acgov.org). All e-mail correspondence shall include in the subject line: "Medi-Cal Certification" along with agency and program name.
- For Medi-Cal Certification purposes, the site visit date will be the date that the provider submits photographs of the site and they are approved by the certifier
- The Medi-Cal Certification date will be the date that all of the above requirements are met.