

BHCS Medi-Cal Site Provider Certification/Re-Certification Preparation Checklist

(For School Sites)

Step 1

- Obtain or Update NPI number
For school sites that have a room/office number that is listed on the fire clearance, include the number in the primary practice site address section in NPES.
- Obtain valid fire clearance
- Submit all of the above to SiteCertification@acgov.org.

Step 2: Policies and Procedures

- Policies on Confidentiality, HIPAA, Protected Health Information
- Policies on Emergency evacuation
- Policy on verification of licenses, monitoring for license expiration and limitations on licenses, and what is done if anyone is found with limitations
- Personnel policies specific to screening of all personnel, pre-hiring and ongoing checks
- List of all clinical and non-clinical staff at the site including: name, INSYST staff #, license # and expiration date for all clinical staff (submit in Excel file)
- Policy on general operating procedures, e.g. hours of operation, disaster preparedness
- Maintenance policy and/or maintenance agreement for ongoing and emergency services
- Policies for service delivery specific to the site (types of services, who provides the services, intake and assessment processes, referral and linkage, length of service, discharge, and discontinuation of service)
- Policy on Unusual Occurrences
- Policy on referring individuals to a psychiatrist when necessary, or to a physician, when a psychiatrist is not available
- Policy on who can perform assessments and diagnosis for medication support
- Fraud Waste and Abuse/ Whistleblower Policy
- Head of service license (current)
- Submit to SiteCertification@acgov.org

Step 3: Preparation for Site Visit

- Provider Directory (English and all threshold languages) (current)
- Grievance/appeal forms (English and all threshold languages) and self-addressed envelopes
- Guide to Medi-Cal Mental Health Services (English and all threshold languages)
- Grievance and Appeal Poster (current)
- Take pictures of room set up showing entire room
- Take picture of Informing Materials display in room
- Take picture of evacuation map in room

You can find the above materials by visiting Quality Assurance's Informing Materials page on the BHCS Providers Website. The Grievance and Appeal poster can be ordered by email gainformingmaterials@acbhcs.org or call 510-567-8233.

Step 4

After completing Steps 1-3 submit all items to SiteCertification@acgov.org. Subject line should include: "Medi-Cal Site Certification" OR "Medi-Cal Site Re-Certification", along with agency name and school site name.