

## **BHCS Medi-Cal Provider Site Certification/Re-Certification Preparation Checklist** (For Non-School Sites)

### **Step 1**

- Obtain or Update NPI number  
**For sites that have a room/office/suite number that is listed on the fire clearance, include the number in the primary practice site address section in NPPEs.**
- Obtain valid fire clearance
- Submit all of the above to [SiteCertification@acgov.org](mailto:SiteCertification@acgov.org).

### **Step 2: Gather the following policies and information**

- 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](mailto:SiteCertification@acgov.org)

### **Step 3: Preparation for Site Visit**

**The items listed should be placed in the lobby area of the provider's facility.**

- 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)

*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](mailto:gainformingmaterials@acbhcs.org) or call 510-567-8233.*

### **Step 4: Schedule site visit**

Steps 1-3 must be completed and submitted to [SiteCertification@acgov.org](mailto:SiteCertification@acgov.org) before scheduling a site visit.