



## **Fire Clearance Requirements<sup>1</sup> for Medi-Cal Site Certification of Mental Health Programs August 2024**

The California Department of Health Care Services (DHCS) Medi-Cal (MC) Site Certification fire clearance requirement for mental health programs is met upon ACBHD's receipt of a valid fire/safety clearance document which meets the standards of the local fire district jurisdiction in which the physical site is located.<sup>2</sup>

A current, valid fire clearance is required to be on record at all times by all providers in order to claim to MC.

### **A fire clearance:**

- is valid for one year, unless otherwise indicated on the fire clearance document;
- must be received by ACBHD before a site visit can be conducted.

NOTE: A copy of the new, current fire clearance must be submitted to ACBHD annually, or prior to its expiration date if it is valid for more than one year.

### **A valid fire clearance document includes all of the following:**

- Name of the fire district jurisdiction;
- Signature of official;
- Date of inspection; and
- Address of site inspected.

If you do **not** have a fire clearance, you should immediately contact your local fire agency to schedule a fire/safety clearance as soon as possible.

**For New Sites:** A fire clearance must be submitted to ACBHD's Quality Assurance (QA) Office prior to the start of any service delivery.

**For Existing Sites:** A fire clearance must be submitted to ACBHD's QA Office prior to expiration of the site's current fire clearance.

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<sup>1</sup> [California Code of Regulations Title 9, § 1810.435 \(b\) \(2\)](#) MHP Individual, Group and Organizational Provider Selection Criteria

<sup>2</sup> A new fire safety inspection may be required if the facility undergoes major renovation or other structural changes.

ACBHD recommends assigning this task to a staff person and noting the expiration date on your calendar. This will help ensure fire clearances are obtained and submitted to the ACBHD QA Office prior to expiration of the site’s current fire clearance.

ACBHD’s QA team has begun to proactively outreach providers to help ensure they remain compliant with DHCS’ MC site certification fire clearance requirement.

If a site fails to meet the MC Site Certification standards set forth in ACBHD’s “Medi-Cal Site Certification for Providers of Mental Health Services policy”, the provider will be issued a Corrective Action Plan (CAP), which includes a timeline for implementing any corrective action(s). If the provider fails to comply with the CAP, the provider’s assigned ACBHD Program and Fiscal Contract Managers, as well as System of Care Operational Lead(s), will be notified of the non-compliance.

Failure to comply with fire clearance requirements may result in ACBHD taking one or more of the following actions:

- Suspending services at the identified site;
- Withholding full or partial payment of claims;
- Recouping lost revenues; and/or
- Closing a program.

**Fire clearances should be submitted to:**

ACBHD Quality Assurance Office  
 Attn: Site Certification Team  
 2000 Embarcadero Cove, Suite 400  
 Oakland, CA 94606  
 or by email to [SiteCertification@acgov.org](mailto:SiteCertification@acgov.org)

**Be sure to include your agency name, site name, and 4-digit MC provider #.**

<b>Revision Date</b>	<b>Section Changed</b>	<b>Brief Summary of Change(s)</b>	<b>Staff Member Making the Change</b>
4/18/2022	As Noted	Changed BHCS to ACBH and Plan of Correction (POC) to Corrective Action Plan (CAP) (throughout); Added language (throughout) and a footnote to provide further clarity re: requirements, including when a fire clearance must be submitted to ACBHD; Revised formatting.	Torfeh Rejali, QA Administrator
8/9/2024	As Noted	Added reference to DHCS’ fire clearance requirement; Added language to clarify that a current fire clearance must be	Torfeh Rejali, QA Administrator

		submitted to ACBHD prior to its expiration if it is valid for more than one year; Removed "30 days prior" in reference to submission of fire clearances for existing sites; Added language regarding ACBHD's proactive approach in outreaching providers to ensure providers remain compliant with DHCS' MC site certification fire clearance requirement; Removed fax as a method of fire clearance submission to ACBHD; Updated logo, footer, and ACBHD as part of rebrand.	
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