

**- MEMORANDUM -**

DATE: July 18, 2022  
TO: All ACBH DMC-ODS and SMHS Providers  
FROM: Torfeh Rejali, LMFT, Quality Assurance Administrator *Torfeh Rejali*  
Brion Phipps, LCSW, Clinical Review Specialist Supervisor *B: PL*  
SUBJECT: **Group Services – Participant List Requirements**

The purpose of this memo is to inform the ACBH provider network of group service requirements related to maintaining a list of participants of the group.

**Requirement**

As part of the California Department of Healthcare Services (DHCS) documentation redesign, [Behavioral Health Information Notice \(BHIN\) 22-019](#) has indicated, “when a group service is rendered, a list of participants is required to be documented and maintained by the provider.” This requirement supersedes previous requirements, and group sign-in sheets are no longer required.

The ACBH Quality Assurance (QA) Office has developed two group Participant List templates that providers may use. Providers may also develop their own participant list templates, as long as they contain the minimum necessary information to meet this requirement. The ACBH templates are attached to this memo and are available on the ACBH QA Provider’s website.

As Participant Lists contain protected health information (PHI), e.g. beneficiary names, these lists must be stored separately from the medical record. Additionally, providers must be able to provide ACBH with participant lists for all group services, upon request (e.g. at the time of audit).

**Support**

Changes resulting from the CalAIM initiatives will continue to be discussed during monthly SMHS and SUD Brown Bag meetings. We welcome questions and opportunities for clarification of these changes.

For questions, please contact [QATA@acgov.org](mailto:QATA@acgov.org).

