

## Reminder Memo

### **ACTION REQUIRED IMMEDIATELY!**

There are only a few more days left for providers to submit all required data for active clinical staff to comply with California Advancing and Innovating Medi-Cal (CalAIM) Payment Reform. Join other Community Based organizations and Health Partners in updating your roster and preparing for the transition to SmartCare.

#### **Action required: On or prior to June 21, 2023 Deadline Extended**



**Submission of required data will ensure staff have login access and maintain your ability to bill for services.**

To fill out the form, have the following information accessible: organization name, staff names (first/last), program (reporting unit), discipline, license number, professional signing suffix, taxonomy code and NPI.

1. Review the [SmartCare Discipline and Taxonomy Code](#) document
2. Complete the "Submission Template" tab on the [Setup Data Staff](#) Excel spreadsheet for all active clinical staff.
3. Login to the [Citrix Portal](#) through the ACBH Network. Locate e-forms. Locate the "ACTIVE STAFF ROSTER." \*
4. Complete the required information on the e-form and attach the completed Setup\_Data\_Staff Excel spreadsheet.
5. Submit the e-form.

\*Active staff are actively employed at the organization. For New Staff, add them to the Excel spreadsheet and submit an InSyst Staff Number e-form. For inactive staff who no longer work at the organization, submit an InSyst Staff Number Expire e-form.

It is essential for all ACBH staff and Community Based Organizations (CBOs) to afford the SmartCare Implementation the highest priority possible to ensure systemwide success. ACBH is committed to optimizing technology that can support business growth, adapt to changes, and enhance the quality of patient care. For more information about our transition to SmartCare, see [SmartCare FAQ page](#). For more memo updates, visit [ACBH Provider Website/QA](#). If you have any further questions, please email us at: [ACBHSmartCare@acgov.org](mailto:ACBHSmartCare@acgov.org). Thank you for your dedication and continued support during the SmartCare Implementation.

