

ACBH Communication

DATE: February 26, 2024
TO: Alameda County Mental Health Plan (MHP) & Drug Medi-Cal Organized Delivery System (DMC-ODS) Providers
FROM: Vanessa Baker, Deputy Director, Plan Administration and SmartCare Executive Sponsor
SUBJECT: SmartCare Billing Setup Required for Student Services

Per initial DHCS payment reform guidance, ACBH [memo](#) issued in August 2023 instructed providers to choose the most appropriate provider type of MHRS, Peers, or Other Qualified Provider for individuals in post-secondary educational programs. ACBH advised clinical trainees to use HCPCs as much as possible and created Student Procedure codes with the prefix STDNT for psychotherapy (individual, family, group).

DHCS has updated their guidance and ACBH is required to make changes to how services provided by clinical trainees are claimed.

- Per the e-form instructions in this memo, agencies that utilize clinical trainees for ACBH claimed services will need to update their SmartCare staff designation **as quickly as possible before March 11, 2024**.
- Once the update is confirmed in SmartCare, activities provided by clinical trainees may be reported with procedure codes consistent with others of their discipline (e.g., LCSW = ASW = SW Clinical Trainee). STDNT codes will no longer be necessary and will be deactivated in the near future. Until that time, activities provided by clinical trainees should continue to be reported using HCPCs and STDNT codes per instructions noted in ACBH memos issued in [July](#) and [August](#) 2023.
- When entering services provided by clinical trainees in SmartCare, the name of the clinical trainee's supervisor must be noted in the Attending field.

As a reminder, generally clinical trainees have a similar scope of practice as others of their same discipline, based on their education, experience and knowledge. Clinical trainees providing clinical services must be supervised by a licensed clinician and in accordance with the laws, regulations, licensing/accreditation boards, and requirements of their school program. All clinical documentation completed by clinical trainees must be co-signed by a licensed clinician. Clinical trainees in their first year (or equivalent) may not establish mental health diagnoses, even with co-signature.

ACBH is currently developing a policy regarding implementation of clinical trainee services across both SMHS and DMC-ODS systems. In the meantime, guidance in this memo and additional guidance from ACBH's Quality Assurance department should be followed.

Follow the instructions below to add or update your clinical trainee discipline in SmartCare.

ACTION REQUIRED

Complete By: *March 11, 2024*

1. Log in to the ACBH Citrix Portal and go to <https://go.bhcsportal.org>

2. Select e-Forms ACBH



3. Choose [MHS SmartCare Staff ID Number Request Form \(MHS\), "Step 1"](#)

4. In the **Select Type of Request** dropdown select one of the following:

- For new clinical trainees: **New Clinician Staff Number**
- For existing clinical trainees: **Clinicians Only-Update Existing Medicare/Taxonomy/NPI Info**
- For departed clinical trainees: **Expire Staff Number**

Staff ID# Request Type:

• Use "**New Clinician Staff Number**"

• Use "**New Non-Clinician Staff Number**"

• Today's Date :

• Service Area:

• Select Type of Request :

- New Clinician Staff Number
- Clinicians Only-Update Existing Demographics/Provider Setup Info
- Clinicians Only-Update Existing Medicare/Taxonomy/NPI Info
- New Non-Clinician Staff Number
- Update Existing Non-Clinician Staff Number
- Expire Staff Number
- New Board Member or Agent but not Clinic Staff
- Update Existing Board Member or Agent but not Clinic Staff
- Objective Arts - Transfer Staff Number to OA

5. Complete the form as required. For clinical trainees a few new fields have been added and should be completed as follows:

- In the **Staff Licensing Information** section, for **Suffix (License Type/Degree)**, choose the appropriate clinical trainee designation ending with -CT (e.g., MFT-CT).
- For **Educational Program Currently Enrolled**, select the level the clinical trainee is working towards (e.g., MFT-CT = Master's Degree).
- **Provider Taxonomy** 390200000X will automatically display and default when a clinical trainee suffix is selected.

6. Once all required fields are completed, click "Submit"

Please work with your program's designated administrative staff who have access to the ACBH network to complete the e-form as soon as possible.

Submit the e-form to ensure staff have login access and that you maintain your ability to bill for services. Once you receive ACBH confirmation that the request has been processed in SmartCare, then activities provided by clinical trainees may be reported with procedure codes consistent with others of their discipline (e.g., LCSW = ASW = SW Clinical Trainee). STDNT codes should no longer be used.

For more memo updates, visit [ACBH Provider Website/QA](#) and [SmartCare | ACBH Providers Website \(acgov.org\)](#). If you have questions, please email us at: ACBHSmartCare@acgov.org.

