

When can I start providing and claiming services at a new mental health program/site approved by BHCS?

Services cannot start until at a minimum **each** of the following, when applicable, is in place:

Requirement	Which programs/sites does this apply to?	Notes
Approval from the Alameda County Board of Supervisors	New programs/sites which require approval from the Alameda County Board of Supervisors due to being awarded via a RFP, the start of a program at a new site which cannot be covered within the provider's existing allocation, and/or circumstances in which the provider is not already providing a specific type of service.	Costs and services can be incurred back to the first of the month in the month that the Alameda County Board of Supervisors approves the change, though the provider will be at-risk if Board Approval is not received as planned. At-risk means that BHCS cannot guarantee that they will be able to reimburse costs incurred during that month if the Board is not able to approve the new program as anticipated (i.e., if a Board Meeting is cancelled, if an agenda item is pushed back, and/or if Board approval is not granted).
The site has a valid fire clearance, is operational and Medi-Cal Site Certification has been requested from BHCS QA*	Programs/sites which will be billing to Medi-Cal	The Medi-Cal site certification date (AKA the Medi-Cal Activation Date) for a new service delivery program/site may be the <u>latest</u> of the three dates below <u>but</u> cannot be further back than six months from submission of the Medi-Cal Transmittal Form to DHCS <u>and</u> cannot be further back than six months from the date of the onsite review: <ul style="list-style-type: none"> • Date the Certification was Requested • Date the Site was Operational (date clients first received services or the date of the Medi-Cal Site Certification Visit, whichever is earlier) • Date of the Fire Clearance – must be valid within 1 year (BHCS recommends within 10 months due to potential processing delays) of the onsite review The provider will be at-risk if a problem emerges which delays the anticipated effective date of Medi-Cal Site Certification.

* For some specialized programs, such as residential programs, additional certification and/or licensing will also be required prior to start-up of services.

Payment for services cannot occur until at minimum **each** of the following, when applicable, is in place:**

Requirement	Which programs/sites does this apply to?	Notes
New program/site is included in executed contract or amendment	All new programs/sites	Payment cannot occur until the executed contract has been processed by the Auditor's Office.
Invoice submitted with required documentation	All new programs/sites	See Exhibit B of contract for more detail
RU has been set-up and provider has entered units into a BHCS-approved data entry and claiming system	Programs/sites required to enter data into a BHCS-approved data entry and claiming system	To avoid delays, enter units as soon as possible per Reporting Requirements specified in your Exhibit A

** If there is a delay in the RU or execution of the contract, the data entry and payment of the first invoice may be delayed, which may mean that there will need to be a supplemental invoice. Please notify your FCM immediately if your organization does not have the cash-flow to accommodate a delay of this sort.