

## **Fire Clearance Requirements for Medi-Cal Site Certification of Mental Health Programs April 2022**

The California Department of Health Care Services (DHCS) Medi-Cal Site Certification fire clearance requirement for mental health programs is met upon ACBH'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>1</sup>

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

**A fire clearance:**

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

NOTE: A copy of the new, current fire clearance must be submitted to ACBH annually.

**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 ACBH's Quality Assurance (QA) Office prior to the start of any service delivery.

**For Existing Sites:** A fire clearance must be submitted to ACBH's QA Office thirty (30) days prior to expiration of the site's current fire clearance.

ACBH 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 ACBH QA Office 30 days prior to expiration of the site's current fire clearance.

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<sup>1</sup> A new fire safety inspection may be required if the facility undergoes major renovation or other structural changes.





If a site fails to meet the Medi-Cal Site Certification standards set forth in ACBH’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 ACBH Program and Fiscal Contract Managers, as well as Operational Lead(s), will be notified of the non-compliance.

Failure to comply with fire clearance requirements may result in ACBH 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:**

ACBH Quality Assurance Office  
 Attn: ACBH Medi-Cal Site Certification  
 2000 Embarcadero Cove, Suite 400  
 Oakland, CA 94606  
 or by fax to 510-639-1346  
 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 #.**

**Revision Tracking**

<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 ACBH; Revised formatting.	Torfeh Rejali, QA Administrator

