



ALCOHOL, DRUG & MENTAL HEALTH SERVICES
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To: Mental Health Contracted Providers

From: Quality Assurance Office

RE: Fire Clearance Procedure for Medi-Cal Site Certification of Mental Health Programs

The California Department of Health Care Services Medi-Cal Site Certification fire clearance requirement for mental health programs is met upon BHCS 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.

A fire clearance is valid for one year unless otherwise indicated on the fire clearance document. A valid fire clearance document includes the following:

- Name of the fire district jurisdiction
- Signature of official
- Date of inspection
- Address of site inspected.

New Sites Requiring Medi-Cal Site Certification: A fire clearance must be submitted to the BHCS Quality Assurance (QA) Office *prior* to start of any service delivery, any Medi-Cal billing, and before a site visit can be conducted. No exceptions.

Existing Sites Requiring Medi-Cal Site Certification: A fire clearance must be submitted to the BHCS Quality Assurance Office prior to the expiration date of the site's current fire clearance. All provider sites are required to have a current fire clearance on record with BHCS in order to claim to Medi-Cal. BHCS recommends assigning this task to a staff person to ensure that the fire clearances are obtained and submitted to the BHCS QA Office 30 days prior to expiration of the current fire clearance. If a site fails to meet the Medi-Cal Site Certification standards set forth in BHCS policy, the provider will be issued a Plan of Correction (POC) which will include a timeline for implementing any corrective action(s). If the provider fails to comply with the POC within the approved time, the provider's assigned BHCS Program and Fiscal Contract Managers as well as Operational Lead(s) will be notified of the non-compliance issue. Failure to comply with fire clearance requirements may result in BHCS taking one or more of the following actions:

- Suspend services at the identified site
- Withhold full or partial payment of claims
- Recoup lost revenues
- Program closure

Beginning in November of 2016, BHCS will be issuing Plans of Corrections for programs that are not in compliance with the fire clearance requirement.

Submit fire clearances to: Quality Assurance Office
2000 Embarcadero Cove #400
Oakland, CA 94606
By Fax 510-639-1346 or email to SiteCertification@acgov.org

For more information see the Medi-Cal Site Certification Policy on the Providers Website
http://www.acbhcs.org/providers/QA/docs/qa_manual/16-1_MEDI-CAL_CERT_MHS.pdf

