COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH

ESTABLISHING CCR NEW LEGAL ENTITY (LE) AGREEMENTS FOR SHORT TERM RESIDENTIAL THERAPEUTIC (STRTP) PROGRAM

Pre-Contract Execution Workflow

1. DMH confirms state requirements for new LE:
   - Types of services
   - Timeline for contract execution

2. DMH explores Provider’s interest in becoming LE

3. Provider meets with key DMH staff to determine required documents and execution timeline
   - DMH key staff:
     - Lead District Chief (LDC)
     - Contracts MediCal Cert
     - CIOB

4. Provider gathers required contract documents:
   - Insurances
   - Goldenrod
   - Proof of eHR
   - Medi-Cal Cert
   - Provisional rate request

5. Provider requests approval for STRTP status:
   - Program Statement to DMH
   - DMH provides Letter of Support to State
   - State grants provisional license

6. LDC submits contracting documents to FSB and CDAD

7. FSB confirms funding

8. CDAD drafts Board Letter and LE Agreement template and submits to County Counsel and CEO for review and approval

9. Upon BOS approval, LE agreement is signed by Provider and DMH

10. LE Agreement is executed

Time to complete is dependent on the release of State requirements and Provider readiness

1 month
1-2 months
1-2 months
2 weeks
1 month

Post Contract Execution Workflow

LDC collaborates with new LE, FSB, CIOB, and Medi-Cal Cert to implement administrative structures of LE agreement

FSB processes provisional rate and enters LE’s provisional rate into ECAPS, and CIOB enters established rate into rate table.

PSB submits new LE’s Medi-Cal application to State, and arranges for site visit with new LE for Medi-Cal Cert. After PSB conducts site visit at new LE, PSB submits approval to State. State DMH mails new provider a pin number to start billing.

New LE works with eHR vendor and CIOB to gain access into IBHIS.

CIOB process paperwork to initiate LE number and provider numbers

New LE begins to see clients, submits Medi-Cal claims through their eHR / IBHIS

Time to complete is dependent on Provider readiness

Prepared by DMH Contracts Development & Administration Division

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