

Date: December 19, 2019
CYF Memo: #17 - 19/20
To: CYF Mental Health Organizational and Fee For Service (FFS) Providers
From: Yael Koenig, CYF Deputy Director
Re: **Update to “Ancillary Specialty Mental Health Services (SMHS) Request” Form Effective 1/1/2020**

Effective 1/1/2020, the attached updated “Ancillary Specialty Mental Health Services (SMHS) Request form shall be used in place of the previous Ancillary SMHS form issued 9/5/19.

On October 1, 2002, the California Department of Mental Health DMH Information Notice No.: 02-06 – “Changes in Medi-Cal Requirements for Day Treatment Intensive and Day Rehabilitation” was issued, requiring authorization from the Mental Health Plan (MHP) when additional treatment services, also known as ancillary services, are provided to a beneficiary of Day Treatment or Day Rehabilitation Services (Day Services).

As of January 1, 2020, when ancillary SMHS are provided in addition to Day Services the attached updated “Ancillary SMHS Request” form shall be completed and signed by the Specialty Mental Health Provider (SMHP) and the Day Services Provider, and submitted to Optum within 5 business days of the Ancillary SMHS start date. The updated “Ancillary SMHS Request” form shall be used for all new ancillary requests as of January 1, 2020.

The updated “Ancillary SMHS Request” form contains the following elements:

- Client Information
- Day Program Information
- Specialty Mental Health Services Provider (SMHP) Information (organizational or FFS provider)
- Authorization Request for Ancillary SMHS in Addition to Day Services (amount of sessions requested and dates of authorization period)
- Medical Necessity Criteria for Ancillary SMHS
- Signatures by Ancillary SMHP and Day Services Provider

As a reminder, the process for requesting ancillary SMHS in addition to Day Services is the following:

- The Day Services Provider completes the identified Day Services sections and sends by secure fax or email to the ancillary Organizational or Fee For Service Provider
- In collaboration with the Day Services Provider, the Organizational or Fee For Service Provider completes the identified Ancillary Organizational/Fee For Service Provider Sections, signs and sends by secure fax or email to the Day Services Provider
- The Day Services Provider reviews the “Ancillary SMHS Request” form, signs and faxes to Optum
- Optum reviews and provides authorization determination within 5 business days of receipt
- Authorization shall be viewable by the Day Services Provider and ancillary SMHP in the CCBH Clinician Home Page Authorizations Tab, indicated by an “AE” next to the authorization number in the “Authorization #” column
- Optum shall issue an NOABD to the Day Services Provider and Medi-Cal beneficiary if the Ancillary SMHS request is denied, modified, reduced, terminated, or suspended. The Day Services Provider shall inform the Ancillary SMHP of denial within 3 business days

Please review the attached “Ancillary Specialty Mental Health Services (SMHS) Request” explanation form which includes detailed instructions on how to complete the form. Please contact your COR if you have any questions.

Attachments: Ancillary Specialty Mental Health Services Request Form Dated 1-1-20
Ancillary Specialty Mental Health Services Request Form Explanation Sheet

References:

- DMH LETTER NO.: 02-01 Dated 4/16/2002: [Clarification Regarding Medi-Cal Reimbursement for Day Treatment for Children and Youth in Group Home Programs](#)
- DMH INFORMATION NOTICE NO.: 02-06 Dated 10/1/02: [Changes in Medi-Cal Requirements for Day Treatment Intensive and Day Rehabilitation](#)

CC: Optum Public Sector San Diego
County of San Diego BHS Quality Management