



DEPARTMENT OF
HEALTH AND HUMAN SERVICES

Promoting and protecting health, well-being, self-sufficiency, and safety of all in Marin County.



Lisa Warhuus, PhD
DIRECTOR

20 North San Pedro Road
Suite 2002
San Rafael, CA 94903
415 473 6924 T
TTY Dial 711
marinhhs.org

To: Contracted Substance Use Services Providers

Re: Overview and Attestation of Compliance with Reporting Requirements

Given the numerous reporting requirements and varying timelines, this notice is to serve as a monthly reminder and request for attestation of compliance with submission of required information, including, but not limited to, monthly claims, CalOMS data, reports, and timely notification of unusual occurrences/incidents and staffing, program and/or facility changes.

Also enclosed please find a list of current Open Admissions (more than 12 months) and a list of rendering staff whose license/certification is nearing their renewal date or has already expired.

Please review all enclosures and complete the [Monthly Provider Attestation](#) via **JotForm** by the 10th of each month (or the next business day if the 10th falls on a weekend or holiday).

The following are a summary of routine reporting requirements:

	Description	Timeframe
DATAR	Submit waitlist and capacity information to DHCS via the DATAR system. [Reference: BHRS-24]	By the 10th of the month for services rendered in the previous month
Billing	Submit all claims for services rendered in the preceding month. [Reference: Exhibit B]	By the 10th of the month for services rendered in the previous month
CalOMS	Input data within seven days of the event for all clients receiving reportable services, regardless of the client's funding source. [Reference: BHRS-68]	Within seven days of the event
Monthly Excluded Provider Check	Contractor shall conduct initial and monthly Exclusion & Suspension searches of the databases referenced in [Reference: Exhibit I] and provide evidence of these completed searches when requested.	Monthly
Open Admissions	Monitor Open Admissions on a regular basis and be sure to enter discharge and Annual Update (if applicable) data in a timely manner. Note that if a client does not receive services for 30 days, they must be discharged	Discharges: Close in SmartCare within seven days of discharge. Annual Updates: Complete between 11-12 months from the last admission or Annual Update.

In compliance with Federal, State, and local regulations and policies, the following events and changes should be reported as follows:

	Description	Timeframe
Staff/ Role Changes	Complete the Staff User Access Form anytime a program is adding a new staff member or changing an existing staff member’s credentials and access to the BHRS Electronic Health Record. The staff member’s supervisor should complete all the below fields and upload the required documents. Please contact BHRS Credentialing with any questions.	Prior to or within 48 hours of staff changes taking effect
Priority Population/ Interim Services	Notify your contract manager when a priority population is awaiting admission to treatment. The information shall also be entered on the Interim Services List in Marin WITS. [Reference: BHRS-59]	Within 48 hours
Unusual Occurrence or Incident	Notify the County Alcohol and Drug Administrator and BHRS QM of an Unusual Occurrence/Serious Incident (All Providers) or Incident (Licensed Residential Providers) [Reference: BHRS-06, Exhibit I; Title 9]	Unusual Occurrence/Serious Incident: (Level 1 immediately, Level 2 within 3 calendar days). For Residential– Telephonic within one day
Corrective Action Plan/ Notice of Deficiency	Notify County Alcohol and Drug Administrator of receipt of any DHCS report identifying non-compliance or processing requesting a CAP and submit copy of CAP to County Alcohol and Drug Administrator. [Reference: Exhibit I]	Within two business days
NOABD	NOABD Policy Memo: https://www.marinbhers.org/sites/default/files/2023-10/Policy%20Memo%20-%20NOABDs%20in%20SmartCare.pdf	By the 10th of the month for services rendered in the previous month
Recovery Residences Only	Residents must be actively engaged in medically necessary Substance Use Treatment Services or Recovery Services through Marin County BHRS during their entire length of stay. Services shall be provided off-site. [Reference exhibit A and SUBG Contract]	By the 10th of the month for services rendered in the previous month
90% capacity	Notify: County AOD Administrator and DHCSPerinatal@dhcs.gov	Within seven days (and via DATAR by the 10th of the month)
Residential Facilities Only	Available public treatment openings at the end of the month “BEDS” (should match DATAR) [Reference: 274 Reporting]	By the 10th of the month for services rendered in the previous month
Reduction in Services/ Changes	Notify your contract manager in writing of any proposed reductions in covered services, changes in location, changes in ownership, remodeling or any other triggering recertification event [Reference: Exhibit I]	60 days prior to the proposed effective date

Facility/Program Closure	Notify Cat Condon in writing of plans to surrender DMC certification or close the facility	Within two business days
--------------------------	--	--------------------------

The policies, procedures and forms referenced above can be accessed by visiting: www.MarinHHS.org/substance-use-services-contractor-resources.