



Health Care Agency Behavioral Health Services Policies and Procedures	Section Name:	Compliance
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	SIGNATURE	DATE APPROVED
Director of Operations Behavioral Health Services	<u>Signature on File</u>	<u>11/13/17</u>

SUBJECT: Verification of Individual NPI Numbers and Professional Licenses at Initial Drug Medi-Cal Certification and Drug Medi-Cal Re-Certification

PURPOSE:

To provide a procedure to ensure the National Plan and Provider Enumeration System (NPPES) is checked and licenses or certifications are verified for exclusions or restrictions upon hire for each new employee, at the time of contracting for new contract providers, and at Drug Medi-Cal Certification (enrollment) and Medi-Cal Re-certification (re-enrollment) of the provider.

POLICY:

It is the policy of Behavioral Health Services (BHS) that County owned and operated and County contracted providers will have procedures for verifying the licenses or certifications and the National Provider Identifier (NPI) for all new hires and at the time of Drug Medi-Cal Certification and Re-Certification.

SCOPE:

The provisions of this policy are applicable to County owned and operated and County contracted clinics providing substance use treatment services through the BHS Drug Medi-Cal Organized Delivery System (DMC-ODS).

REFERENCES:

[National Plan and Provider Enumeration System \(NPPES\) NPI Registry](#)

[Department of Consumer Affairs \(DCA\) BreEZe Online Services](#)

Health Care Agency P&P VIII – 16.09 Screening for Ineligible Providers

Certification verification sites:

[California Association for Alcohol/Drug Educators \(CAADE\)](#)

[California Association of DUI Treatment Programs \(CADTP\)](#)

[California Consortium of Addiction Programs and Professionals \(CCAPP\)](#)

SUBJECT: Verification of Individual NPI Numbers and Professional Licenses at Initial Drug Medi-Cal Certification and Drug Medi-Cal Re-Certification

PROCEDURE:

- I. Health Care Agency (HCA) Human Resource and County contract provider Human Resource department will verify the license, intern registration or Alcohol and Other Drug (AOD) certification and NPI number for all new hires who will be providing substance use treatment services to Medi-Cal beneficiaries under DMC-ODS.

- II. The following procedures will be verified by Authority Quality and Improvement Services (AQIS):
 - 1) At the time of initial contracting with a Drug Medi-Cal certified provider; or
 - 2) At the time of the initial application to the Department of Health Care Services (DHCS) for Drug Medi-Cal certification for existing County contract and county providers and
 - 3) At the time of the Drug Medi-Cal Re-certification.
 - A. AQIS will notify the provider two to three months prior to the Drug Medi-Cal Certification/Re-certification due date. At that time, AQIS will also submit to the provider all requirements for license, intern registration or AOD certification verification, National Provider Identification (NPI) numbers requirements and sanction screening requirements.

 - B. During the two to three months prior to the Drug Medi-Cal Certification/Re-certification due date, AQIS will:
 1. Review the provider's Human Resources (HR) procedures regarding new hires.
 2. Review that the provider has verified all the employee providers' information and that their NPI numbers were checked for accuracy on the NPPES website and were corrected if inaccurate.
 3. Review that the program has verified all licensures on the Department of Consumer Affairs Breeze website and all intern registrations and AOD certifications are valid and current.
 4. Confirm sanction screening has been completed.
 5. If any individual provider's license, intern registration or AOD certification has expired or limitations are found, then AQIS will ensure that proper notifications are made, billing has ceased, and if any recoupments to Medi-Cal, Medicare, or other payers is required that a Compliance Issue is opened and the services recouped.

- II. County Owned and Operated Providers:
 - A. During the two to three months prior to the Drug Medi-Cal Certification/Re-Certification due date, the Service Chief or designee shall be responsible for ensuring that the license, intern registration or AOD certification, and Individual NPI number information of the HCA BHS employees are verified using the DCA

Breeze website or the appropriate registration/certification site and NPPES website. The licensures/registration/certifications must be valid and current and each provider must be eligible to claim for and receive state and federal funds.

- B. The Service Chief or designee will need to print the verifications from the DCA Breeze or the appropriate registration/certification site and from the NPPES website and provide the verifications to AQIS.
- C. Sanction screening for County employees within BHS is conducted at time of hire by Human Resources. In addition, sanction screening are conducted monthly by the Health Care Agency Office of Compliance. (See Health Care Agency P&P VIII – 16.09 Screening for Ineligible Providers).

III. County Contracted Providers:

- A. During the two to three months prior to the Drug Medi-Cal Certification/Re-Certification site visit, the Contract Program Director or designee shall be responsible for ensuring that the license/certification credentials and Individual NPI number information of all clinical employees are verified using the DCA Breeze website or the appropriate registration/AOD certification site and NPPES website. The licensures/registration/certification must be valid and current and each provider must be eligible to claim for and receive state and federal funds.
- B. The Program Director or designee will need to print the verification from the DCA Breeze or the appropriate registration/certification site and NPPES website and provide the verifications to AQIS.
- C. Sanction screening for contracted providers by the contracted provider is a contractual requirement. At the time of the initial contracting, the HCA Contracts department runs the provider organization through the sanction screening process. At the time of Drug Medi-Cal Certification/Re-certification, AQIS will review the contract provider's most recent screening to ensure compliance with the screening requirement and that appropriate actions were taken if any provider within the organization was identified as being on the sanctions list.