



State of California—Health and Human Services Agency
Department of Health Care Services



GAVIN NEWSOM
GOVERNOR

DATE: June 19, 2020

BEHAVIORAL HEALTH INFORMATION NOTICE NO.: 20-035

TO: COUNTY BEHAVIORAL HEALTH DIRECTORS
COUNTY DRUG & ALCOHOL ADMINISTRATORS
COUNTY BEHAVIORAL HEALTH DIRECTORS ASSOCIATION OF CALIFORNIA
CALIFORNIA COUNCIL OF COMMUNITY BEHAVIORAL HEALTH AGENCIES
COALITION OF ALCOHOL AND DRUG ASSOCIATIONS
CALIFORNIA ASSOCIATION OF ALCOHOL & DRUG PROGRAM EXECUTIVES, INC.
CALIFORNIA ALLIANCE OF CHILD AND FAMILY SERVICES
CALIFORNIA OPIOID MAINTENANCE PROVIDERS
CALIFORNIA STATE ASSOCIATION OF COUNTIES
CALIFORNIA CONSORTIUM OF ADDICTION PROGRAMS AND PROFESSIONALS

SUBJECT: Electronic Signatures During the COVID 19 Public Health Emergency (PHE)

PURPOSE: The purpose of this Behavioral Health Information Notice (BHIN) is to inform mental health plans (MHPs), Drug Medi-Cal Organized Delivery System (DMC-ODS) Counties, and DMC State Plan Counties that they may submit certifications of interim claims and cost reports with an electronic signature.

Background

DHCS currently requires MHPs, DMC-ODS Counties, and DMC State Plan counties to submit signed certifications with interim claims for reimbursement and annual cost reports. MHPs must submit a signed [MH 1982 A](#) with each interim claim. DMC-ODS and DMC State Plan counties are required to submit form [100224A \(Revised 7/2014\)](#) with each interim claim. DMC direct providers are required to submit form [100185 \(Revised 6/2014\)](#). MHPs must also submit a signed MH 1940 with its annual cost report package. Substance use disorder (SUD) providers within DMC-ODS and DMC State Plan counties must also sign a certification when submitting its annual cost report.

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Policy

DHCS recognizes the challenge of obtaining wet signatures on these certification forms during the COVID-19 PHE Mental Health Plans, DMC-ODS counties, DMC State Plan counties, and SUD providers may submit these certification forms, during the COVID-19 PHE, with an electronic signature using Docusign or Adobe Acrobat. DHCS will issue a subsequent IN regarding signature requirements for these certification documents once the COVID-19 PHE has ended.

Please e-mail any questions regarding this Information Notice to

MedCCC@dhcs.ca.gov.

Sincerely,

Original signed by

Lindy Harrington
Deputy Director
Health Care Financing