

**DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS**

1700 K STREET  
 SACRAMENTO, CA 95814-4037  
 TDD (916) 445-1942  
 (916) 322-7012

**ADP BULLETIN**

Title

**Process for Requesting California Alcohol and Drug Data Systems/Drug  
 Medi-Cal Master Provider File Numbers**

Acting Deputy Director Approval

(Signed By)

MICHAEL S. CUNNINGHAM  
 Program Operations Division

Function:

- Information Management  
 Quality Assurance  
 Service Delivery  
 Fiscal  
 Administration

Issue Date:  
 Expiration  
 Date:

Issue No.

04-15

Supersedes Bulletin/ADP  
 Letter No.

**PURPOSE**

The purpose is to communicate the Department of Alcohol and Drug Programs' (ADP) process for counties and providers to request a California Alcohol and Drug Data Systems number (CADDs) and/or Drug Medi-Cal (DMC) Master Provider File (MPF) number.

**DISCUSSION**

A CADDs number and/or DMC MPF number is required for:

1. A program receiving public funds from the State or County to provide alcohol treatment services, drug treatment services, or prevention services at a specified location.
2. A program providing narcotic treatment services, regardless of funding source.
3. A program site meeting the certification criteria described in Title 22, California Code of Regulations (CCR), Section 51341.1, as determined by the Licensing and Certification Division (LCD) of ADP.

Two types of providers are issued CADDs MPF Numbers.

1. Parent Program - Site that provides more than 20 hours of substance abuse services per week. A parent program may not always have a satellite clinic.
2. Satellite Clinic – Clinic that provides no more than 20 hours of substance abuse services per week. This clinic must also be owned by the same legal entity program that provides more than 20 hours or more of services per week.

Separate CADDs and/or DMC numbers will not be issued for satellite clinics. The satellite

clinics will use the CADDs or DMC number of the parent program. More than one satellite clinic can be affiliated with a parent program.

### **Request for a CADDs MPF Number**

The CADDs number is a six-digit number generally consisting of:

- a. County Code (first two digits - i.e., 02 Alpine; 20 Madera; 56 Ventura)
- b. Site Location Code (the last four digits)

For example: 010147 is a provider located in Alameda County since the first two digits of the number are "01" and the next four digits are the site location code "0147". Each program has a unique MPF number.

The following information is needed to assign a CADDs MPF number:

- Identification of the facility location as either a parent program or satellite clinic
- Legal Entity Name
- Doing Business As (DBA) Name
- Site Address
- Site Telephone Number
- Name of Site Director
- Address and Telephone Number of Administration Site – if different than the Site Address and Telephone Number
- Type of services being provided
- The initial month for which data will be submitted (if reporting CADDs data)

Requests for a CADDs MPF number must be submitted in writing by the County to:

Karen Woolley, Analyst  
Fiscal Management and Accountability Branch  
Department of Alcohol and Drug Programs  
1700 K Street, 4<sup>th</sup> Floor  
Sacramento, CA 95814

### **State Process to Assign a Drug Medi-Cal Number**

Any program intending to receive state reimbursement for DMC services must be DMC-certified by ADP. Perinatal residential programs must also be licensed by ADP even if they do not intend to receive state reimbursement. Contact a staff member from the LCD at (916) 322-2911 to obtain licensing and/or DMC application information. Once the program has been approved to start providing DMC services, the LCD will notify the Fiscal Management and Accountability Branch (FMAB). The LCD will notify the program, via a DMC Approval Letter and Certification and Transmittal form, with the assigned CADDs and/or Drug Medi-Cal provider number.

The DMC number is a four-character alpha numeric code. The first two digits are the county code and the last two digits are either numeric or alpha. The last four digits of the CADDs number are the DMC number.

### **Reporting Program Changes**

When program site information changes, the County should notify the Department in writing as soon as possible. The notification should be sent to the same address listed above in the Request for CADDs MPF Number section of this bulletin.

### **Reporting Changes to Drug Medi-Cal Programs**

DMC Certification is not transferable. When any of the following changes occur to a DMC-certified program, information must be provided to the LCD. LCD will review the change to determine if further action is necessary. The changes that must be reported to LCD are:

- 1) Change of site physical location
- 2) Change of legal entity
- 3) Change of the "Doing Business As" name
- 4) Site Closure

### **Special Services Contract Number**

If a program in one county is using the services of a program in a different county, the program using the services must request a Special Services Contract Number for CADDs reporting purposes. The Special Services Contract Number is not the same as the CADDs and/or DMC MPF Number.

To request a Special Services Contract Number, please use the same address identified above in the "Request for CADDs MPF Number" section of this bulletin.

## REFERENCES

Title 22, CCR, Section 51341.1

## BACKGROUND

The MPF is a database that contains unique identifying numbers for alcohol and drug treatment programs throughout the State. The database is housed and maintained by FMAB in ADP.

## QUESTIONS/MAINTENANCE

If you have any questions regarding this bulletin, please contact Karen Woolley, Analyst, FMAB, Program Operations Division, at (916) 323-2502 or via e-mail at [kwoolley@adp.state.ca.us](mailto:kwoolley@adp.state.ca.us).

## EXHIBITS

None

## DISTRIBUTION

County Alcohol and Drug Program Administrators  
County CADDs Liaisons  
Strategic Local Government Services, LLC  
Director's Advisory Council