

DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS

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**ADP BULLETIN**

Title	Process for Requesting Provider Numbers	Issue Date: Sept. 12, 2007 Expiration Date: N/A	Issue No. 07-08
Deputy Director Approval	Function: <input checked="" type="checkbox"/> Information Management <input type="checkbox"/> Quality Assurance <input type="checkbox"/> Service Delivery <input type="checkbox"/> Fiscal <input type="checkbox"/> Administration <input type="checkbox"/> Other	Supersedes Bulletin/ADP Letter No.	04-15
"Original signed by David Monti"			
David Monti, Acting Deputy Director Program Services Division			

PURPOSE

The purpose of this bulletin is to communicate the Department of Alcohol and Drug Programs' (ADP) updated information for counties and providers to request provider numbers. Due to changes in systems that are being utilized for collection of client admission and discharge data (formerly called the California Alcohol and Drug Data System – CADDs), this bulletin replaces ADP Bulletin 04-15.

DISCUSSION

A provider 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 sources.

Two types of providers are issued provider numbers.

1. Parent Program – A 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 – A clinic that provides no more than 20 hours of substance abuse services per week. Substance abuse services must be same as the parent program. The satellite clinic must also be owned by the same legal entity parent program that provides more than 20 hours or more of services per week.

Satellite clinics will not receive their own separate and unique provider number. The satellite clinic must use the same provider number of the parent program. More than one satellite clinic can be affiliated with a parent program.

Request for Provider Number

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

1. County Code (first two digits – i.e., 02 Alpine; 20 Madera; 56 Ventura)
2. 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 parent site has a unique provider number.

The following information is needed to assign a provider 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 California Outcomes Measurement System Treatment [CalOMS Tx] data and/or Drug Abuse Treatment Access Report [DATAR] data)

Requests for a provider 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, 4th Floor
Sacramento, CA 95811-4037

Or email:

kwoolley@adp.ca.gov

Process for Drug Medi-Cal Number

To obtain a Drug Medi-Cal number, the program must be DMC certified by ADP to receive reimbursement for DMC services. To obtain DMC application information, contact the Licensing and Certification Division (LCD) at (916) 322-2911, or download the application from the ADP website at <http://www.adp.ca.gov/LCB/LCBhome.shtml>. Upon approval of DMC certification, a four-digit DMC number will be assigned.

Reporting Program Changes

Counties must immediately notify ADP, in writing, of any program site information changes. The notification should be sent to the same address listed in the "Request for Provider Number" section of this bulletin.

Special Services Contract Number

If a county utilizes services from a program in a different county, the program obtaining outside of county services must request a Special Services Contract Number for CalOMS Tx reporting purposes. The Special Services Contract Number is not the same as the Provider Number.

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

REFERENCES

None

BACKGROUND

The Fiscal Management and Accountability Branch in ADP maintains a database named "Master Provider File". This database contains unique identifying information for alcohol and drug treatment programs throughout the State, including the Provider Number, Program Name, Address, Service Type, etc.

QUESTIONS/MAINTENANCE

If you have any questions regarding this bulletin, please contact Karen Woolley.

EXHIBITS

None

DISTRIBUTION

County Alcohol and Drug Program
Administrators Strategic Local Government
Services, LLC Director's Advisory Council
Direct Contract Providers