



C A L I F O R N I A D E P A R T M E N T O F

Mental Health

1600 9th Street, Sacramento, CA 95814
(916) 654-2406

October 5, 1999

DMH INFORMATION NOTICE NO.: 99-12

TO: LOCAL MENTAL HEALTH DIRECTORS
LOCAL MENTAL HEALTH PROGRAM CHIEFS
LOCAL MENTAL HEALTH ADMINISTRATORS
COUNTY ADMINISTRATIVE OFFICERS
CHAIRPERSONS, LOCAL MENTAL HEALTH BOARDS

SUBJECT: HEALTHY FAMILIES PROGRAM TECHNICAL SPECIFICATIONS FOR
CLAIMS PROCESSING AND ELIGIBILITY DETERMINATION

This letter provides information to counties regarding the implementation and ongoing operations of the new Healthy Families Program (HFP) subsystem of the Short-Doyle/Medi-Cal (SD/MC) System. Background, purpose, and policy information about the HFP was distributed in Department of Mental Health (DMH) Information Notices 98-14 and 98-16 and DMH Letter 98-06. Enclosed are technical documents that describe the processes for claiming services to clients enrolled in HFP who are either being assessed or treated for serious emotional disturbance (SED) by or through county mental health departments.

Since January 1999, staff at the Department of Health Services (DHS) and DMH have been working with an IBM contractor to modify the SD/MC system to process HFP claims. These modifications have been tested and were implemented on May 21, 1999. Any HFP claims submitted on or before cutoff on May 14, 1999 were denied but may be resubmitted for approval. Since HFP claim processing was not available from July 1, 1998 through May 20, 1999, submit HFP claims with *Date of Service* in this date range that are six months old or older with the override code of "C" to prevent them from being denied as too old.

In addition to finding HFP eligibility information on the Medi-Cal Eligibility Database System (MEDS) screens, an HFP eligibility file is available to download from DMH to county systems. This file will be available to you through the DMH Bulletin Board System (BBS) and through the Information Technology Web Services (ITWS) Internet site. Please read the SD/MC HFP Claiming Overview for more information on the HFP eligibility file.

The Error Correction Report (ECR) will not contain any information specifically referencing HFP. The Explanation of Balances (EOB) file will have one new error code related to HFP claiming. This code is further described in the SD/MC HFP Claiming Overview.

Although it is still permissible to submit claims in the non-Y2K format, it is of great benefit to use the new HFP/Y2K format, which contains the following new fields: ***Approved Aid Code, Federal Financial Participation (FFP) Approved Amount, Client Index Number (CIN), Buy-In Part B Effective Date (most current one), Beneficiary Identification Card (BIC) Issue Date, County Use Field 2, and Date of Birth Month and Day.***

The following is a list and brief description of the enclosed technical specification documents detailing HFP claims processing and eligibility determination. These documents are also available from the ITWS site at <http://www.dmh.cahwnet.gov/itws/> by selecting the "System Documentation" and "Healthy Families Program" hyperlinks. A county user name and password are required to access this system information. If county technical staff need to obtain a user name and password, they may call the Information Technology Help Desk at (916) 654-3117 to speak with an ITWS Administrator.

SD/MC HFP Claiming Overview

1. Description of System
2. Background
3. Access to HFP Eligibility Information
4. HFP Claim Processing Specifications
5. Eligibility Process
6. Duplicate Error Process
7. Suspense Process
8. Reporting Process
9. Glossary

Form - MH1982A

Language indicating the California Department of Mental Health director certifies that HFP clients are being assessed or treated for serious emotional disturbance has been added.

HFP Eligibility File Data Dictionary

Detailed description of each field describing its format and possible values

HFP Weekly Eligibility File Record Layout

Graphic representation of the file showing each field's size, definition, and location

Field Descriptions of SD/MC Claim Record

Detailed description of each field describing its format and possible values

SD/MC Claim Record Layout

Graphic representation of the file showing each field's size, definition and location

Field Descriptions of SD/MC EOB Record

Detailed description of each field describing its format and possible values

SD/MC EOB Record Layout

Graphic representation of the file showing each field's size, definition and location

If you have any questions about the HFP, please contact the Information Technology Help Desk at (916) 654-3117 regarding the technical requirements and BBS/ITWS access, Howard Auble at (916) 654-3691 regarding accounting and processing issues, and Nancy Mengebier at (916) 654-0148 regarding business rules and program policy issues.

Sincerely,

KEN McKINSTRY
Chief, Information Technology

GARY M. PETTIGREW
Deputy Director, Systems of Care

Enclosures

cc: Nancy King, Department of Health Services
Nancy Mengebier, Department of Mental Health
Carol Hood, Department of Mental Health
Stan Johnson, Department of Mental Health
Howard Auble, Department of Mental Health