

Requirements and Procedures for Enrollment as a Substance Use Disorder Clinic Located on a School Site

In this regulatory bulletin, the Department of Health Care Services (DHCS) is establishing exemptions to otherwise applicable regulations and implementing specific enrollment procedures for a Drug Medi-Cal (DMC) applicant or provider, to enroll as a "Substance Use Disorder Clinic Located on a School Site" (School Site Clinic). In order to be enrolled in the Medi-Cal program, a School Site Clinic applicant or provider must follow the procedures and satisfy all requirements set forth in this bulletin, in accordance with *Welfare and Institutions Code (W&I Code)*, Section 14043.75.

A "School Site Clinic" is a DMC provider that provides the DMC treatment services inside a building located within the premises of one of the following types of public or private academic school settings: elementary schools, middle schools, junior high schools, senior high schools, four-year high schools, and continuation high schools.

A School Site Clinic applicant or provider must satisfy all applicable program requirements except for the business telephone requirements defined in *California Code of Regulations (CCR)*, Title 22, Section 51000.4 and the established place of business requirements of CCR, Title 22, Section 51000.60(c)(9)(A) and (D).

Business Telephone

The business telephone requirements, set forth in CCR, Title 22, Section 51000.4, require that an applicant or provider have a primary business telephone that is not a beeper number, answering service, biller or billing service, pager, facsimile machine, answering machine, or a cellular telephone. DHCS recognizes that School Site Clinic applicants may not be authorized to use the school's landline. As a result, a landline is not required at the physical location of the clinic. Instead, the School Site Clinic must be available by telephone, a cellular phone or a landline, during its normal business hours and that telephone must accept messages for the School Site Clinic.

Established Place of Business

The established place of business requirements, set forth in CCR, Title 22, Section 51000.60(c)(9)(A) and (D), require that a DMC applicant or provider be located at a building either owned or leased by the applicant or provider, and that the applicant or provider obtain and maintain liability insurance coverage that covers the premises and operation. However, DHCS recognizes that this requirement cannot be met when the location is provided by a school site at zero cost or as donated space, and the liability insurance is maintained by the school district.

Procedures for Enrollment as a School Site Clinic

In order to enroll in Medi-Cal, a School Site Clinic must satisfy the same requirements as other Substance Use Disorder applicants or providers, except for the business telephone requirements defined in CCR, Title 22, Section 51000.4 and the established place of business requirements set forth in CCR, Title 22, Section 51000.60(c)(9)(A) and (D). In addition, all School Site Clinics, whether or not a clinic meets the business telephone and/or established place of business requirements discussed above, must meet the additional requirements set forth in the bullets below.

In order to meet these requirements and enroll in Medi-Cal, when required pursuant to CCR, Title 22, Sections 51000.30, and/or 51000.60, the School Site Clinic applicant or provider shall submit the following completed documents:

- Submit a complete application package, including the **current** version of the following forms:
 - *Drug Medi-Cal Application* (DHCS 6001) please identify on page 5, section I, item 3 that the application is for a School Site Clinic, *Drug Medi-Cal Provider Agreement* (DHCS 6009) and *Medi-Cal Disclosure Statement* (DHCS 6207).
- Submit with the application package a cover letter from the principal or equivalent, and if part of a school district, an additional cover letter from the superintendent confirming permission for the DMC school site substance use disorder clinic to operate on school grounds. Each cover letter must be on the letterhead of the school and include the following:
 - Date of the letter
 - Signature from the principal or superintendent or equivalent
 - The statement: “I, (principal/equivalent or superintendent), understand that (DMC name) has submitted an application package for enrollment in the Medi-Cal program as a ‘Substance Use Disorder Clinic Located on a School Site’ for services provided at (address of school site).
 - I understand that (DMC name) will be providing medically necessary substance use disorder treatment services at (address of school site).
 - This is the location of (school name). The day and hours of operation that (DMC name) will be providing services at (school name) are (days operating) from (time open) to (time closed). I also understand that the employees of (DMC name) providing the substance abuse services are not fingerprinted or background checked by Medi-Cal or the California Department of Health Care Services.”

School Site Clinics may use the following template for the required cover letter.

I, _____, understand that
(principal/equivalent or superintendent)

_____ has submitted an application package for enrollment in
(DMC name)

the Medi-Cal program as a "Substance Use Disorder Clinic Located on a School Site"
for services provided at _____.
(address of school site)

I understand that _____ will be providing medically necessary
(DMC name)

substance use disorder treatment services at

_____. This is the location
(address of school site)

of _____. The day and hours of operation that
(school name)

_____ will be providing services
(DMC name)

at _____ are _____ from
(school name) (days operating)

_____ to _____. I also understand that the employees of
(time open) (time closed)

_____ providing the substance abuse services are not fingerprinted
(DMC name)

or background checked by Medi-Cal or the California Department of Health Care
Services.