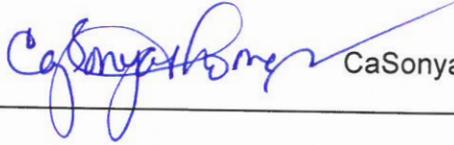


San Bernardino County Department of Behavioral Health

Merger of DBH Contract Provider Procedure

Effective Date 05/24/2016
Approval Date 05/24/2016


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Purpose To provide general guidance to Department of Behavioral Health (DBH) and DBH contract providers when a contract provider undergoes a merger with another company.

Merger Roles and Responsibilities The following table outlines the roles, responsibilities and timeline related to a merger:

| Role | Responsibility | Timeline |
|-------------------|---|--|
| Contract Provider | Notifies DBH Administration via the applicable DBH Program Manager(s) (PM) of the impending merger | Immediately but no later than ten (10) calendar days of the merger decision |
| | Works with the DBH PM to complete updates to the necessary forms, including, but not limited to, the following items: <ul style="list-style-type: none"> • Legal entity name • Tax Identification number • Legal entity address • Agency National Provider Identifier (NPI) | Ongoing during merger. |
| | Provides DBH Fiscal with any new payee information | Within 30 calendar days of the change, but no later than merger effective date |
| | Updates its Medicare certification with the Medicare Administrative Contractor directly, if applicable | Within 30 calendar days of the change, but no later than merger effective date |
| | Updates National Provider Identifier, if applicable | Within 30 calendar days of the change, but no later than merger effective date |

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Merger of DBH Contract Provider Procedure, Continued

Merger Roles and Responsibilities,
continued

| Role | Responsibility | Timeline |
|------------------------------|--|---|
| Contract Provider, continued | Notifies DBH Administration via the applicable DBH Program Manager(s) when the merger is completed | Immediately but no later than ten (10) calendar days of the merger completion |
| DBH Program Manager | Advises the applicable DBH programs of the merger: <ul style="list-style-type: none"> • Deputy Director • Contracts Unit • Fiscal • Quality Management (QM) • Compliance • Information Technology (IT) | Within ten (10) business days after DBH notified of merger decision |
| | Assists the contract provider in the completion of the necessary forms | Ongoing during merger |
| | Completes and submits a Request for Action to the Contracts Unit | Within ten (10) business days after DBH notified of merger decision |
| | Completes and submits Change Order Request to close out former contract provider and to set up billing codes for new contract provider | Within five (5) business days after amended contract approved by the Board |
| Contracts Unit | Amends the contract of the provider for the new information, if applicable | Ongoing during merger |
| | Prepares the Assignment Form for signature (if needed) | Ongoing during merger |
| Fiscal | Changes any payee information due to the merger | Upon receipt of request to change, but no later than the merger completion |
| QM | Updates Medi-Cal information in the Department of Health Care Services' (DHCS) Information Technology Web Services (ITWS) | Within five (5) calendar days of the merger completion |

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San Bernardino County Department of Behavioral Health

Merger of DBH Contract Provider Procedure, Continued

Merger Roles and Responsibilities,
continued

| Role | Responsibility | Timeline |
|------------|--|--|
| Compliance | Assists contract provider with any questions regarding its NPI number(s) and/or regarding Medicare | Ongoing, as requested |
| IT | Updates any information on the Change Order Request related to the merger. | Upon receipt of request to change, but no later than the merger completion |

Other Required Actions

DBH contract providers will need to consult with the applicable DBH PM and QM Division regarding any other required action. While the Roles and Responsibilities section of this Procedure provide general guidelines, each merger can be unique. Other merger scenarios that affect the required actions include, but are not limited to, the following:

- Any existing contract provider sites are being closed during the merger
- Whether the existing contract provider will be the new legal entity
 - i.e., the existing contract provider is assuming another company

References

California Business and Professions Code, Sections 480, 2960, 4982
4989.54, 4992.3
California Code of Regulation, Title 9, Section 784.28
California Code of Regulation, Title 16, Section 1881 (i)
Code of Federal Regulation, Title 42, Section 438.10 (f)(5)
State of California Standard Agreement (MHP), Specialty Mental Health Services

Related policies

- DBH Standard Practice Manual:
- ADS 0203: DUI/DEJ Certified Provider Closure Procedure
 - BOP 3033: [Assignment, Closure, Merger or Relocation of Clinics Policy](#)
 - BOP 3033-1: [Closure of DBH Contract Provider Procedure](#)
 - BOP 3033-2: [Assignment of DBH Contract Provider Procedure](#)
 - BOP 3033-4: [Relocation of Clinic Procedure](#)