



COUNTY OF YOLO

HEALTH AND HUMAN SERVICES AGENCY

POLICIES AND PROCEDURES

SECTION 5, CHAPTER 1, POLICY 004

SHORT-DOYLE FUNDING AUTHORIZATION FOR INPATIENT PSYCHIATRIC HOSPITALIZATIONS OF YOLO COUNTY RESIDENTS

- A. PURPOSE:** To outline the Short-Doyle/Medi-Cal claims process that allows the Mental Health Plan (MHP) to obtain reimbursement of funds for medically necessary specialty mental health services (SMHS) provided to Yolo County Medi-Cal or Medi-Cal eligible beneficiaries.
- B. FORMS REQUIRED/ATTACHMENTS:**
- a. Attachment A – Short-Doyle Funding Authorization Letter
- C. DEFINITIONS:** N/A
- D. POLICY:** Only designated staff of Yolo County Health and Human Services Agency (HHS) may authorize Short-Doyle funding to acute 24-hour psychiatric inpatient facilities when Yolo County residents are transferred for mental health evaluation and treatment. This may occur when a free-standing 24-hour acute psychiatric inpatient facility admits a Yolo County Medi-Cal beneficiary between the ages of 22 to 64 years, or a Yolo County resident without current insurance who is Medi-Cal eligible.
- E. PROCEDURE**
1. The following HHS staff may authorize Short-Doyle payment to acute 24-hour psychiatric inpatient care facilities for Yolo County beneficiaries or uninsured residents:
 - a. Crisis Clinician
 - b. Clinical Supervisor
 - c. Clinical Manager
 - d. Medical Director
 - e. Mental Health Director
 - f. Branch or Deputy Director
 2. A Short-Doyle authorization letter will be provided to the requesting facility by completing and faxing the Short-Doyle Funding Authorization Letter (Attachment A).
 3. When a designated staff authorizes Short-Doyle funding, he/she must notify the Clinical Manager, Quality Management (QM) unit, and fiscal/billing department within one working day of the authorization, with the following information:

- a. Name of client
- b. Legal status of admission
- c. Authorization date
- d. Name of hospital
- e. Contact person at hospital
- f. Staff providing the authorization

Notification may be made verbally, by encrypted email, or by fax.

4. All hard copies of Short-Doyle authorization letters shall be retained with a Medi-Cal swipe (or face sheet confirming county residency if no Medi-Cal) and fax confirmation sheet, in a binder or locked file cabinet, secured in the Crisis office.
5. Short-Doyle funding authorization will be guaranteed for up to the first 72 hours of admission. Continued stay beyond 72 hours requires authorization from a HSA Clinical Manager or QM unit. Concurrent discussion will ensure per contract requirement, or daily, after the initial 72 hours. In all cases, medical necessity must be met for each day of service for final payment to be rendered.
6. If a Yolo County client or resident is admitted with private insurance or Medicare that terms (runs out of psychiatric inpatient days) and becomes Medi-Cal as the primary payer, Short-Doyle funding authorization may be given by designated staff for up to 72 hours from effective date of Medi-Cal, or in the event of insurance loss with no other payment sources identified, and a Yolo County resident. Authorization for continued stay beyond 72 hours will proceed as outlined in 5 above.

F. REFERENCES:

Department of Health Care Services (DHCS). *Mental Health Services Division (MHSD) Medi-Cal Billing Manual*. California: DHCS, October 2013.

Approved by:



Karen Larsen, Director
Yolo County Health and Human Services Agency



Date



COUNTY OF YOLO

HEALTH AND HUMAN SERVICES AGENCY

POLICIES AND PROCEDURES

SECTION 5, CHAPTER 1, POLICY 004-A

ATTACHMENT A – SHORT-DOYLE FUNDING AUTHORIZATION LETTER

Client Name: _____ Date of Birth: _____ Age: _____

Was placed on a 5150 hold in: _____ County, on: _____ at: _____
(Date) (Time)

To: _____
(Hospital) (Contact Person) (Phone Number)

If no other payment sources have been identified, Yolo County Health and Human Services Agency guarantees payment for the admission, mental health evaluation and treatment of the above-named client for up to 72 hours.

Prior authorization is not required for emergency admissions. Pre-authorization for additional days must be obtained prior to the end of 72 hours. Short-Doyle funds will only be approved for Yolo County residents who are uninsured or Medi-Cal beneficiaries receiving services in a non-Medi-Cal hospital, provided medical necessity is met for each day of service. Payment for hospital services will be based on the existing agreed upon reimbursement rate or the current negotiated County Medi-Cal rate. Physician's costs will be reimbursed at the current negotiated host county rate.

For any assistance regarding this authorization, please contact County Crisis Clinician at: (530) 666-8630.

For continued hospital stay beyond 72 hours, facilities must fax a Short-Doyle/Medi-Cal TAR and daily concurrent discussion notes to the TARs contact at: (530) 666-8637. Phone: (530) 666-8538.

In order for payments to be processed, hospital and providers must have established taxpayer and practitioner IDs with Yolo County. For additional information, if not already registered, please contact Quality Management at (530) 666-8630 or HHSAQualityManagment@yolocounty.org

Yolo County Authorizing Personnel (Print Name)

Signature

Date

For any questions, please contact the Yolo County Mental Health Access Line at (888) 965-6647, or TDD: (800) 735-2929.

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