LOS ANGELES COUNTY DEPARTMENT OF PUBLIC HEALTH

SUBSTANCE ABUSE PREVENTION AND CONTROL

NETWORK ADEQUACY CERTIFICATION APPLICATION

USER GUIDE 2021

TABLE OF CONTENTS

Log-On Instructions

Links to access the NACT Database:
- Direct link- https://sapcnact.ph.lacounty.gov/
- SAPC Website- http://ph.lacounty.gov/sapc/NetworkAdequacy/NetworkAdequacy.htm

Log-in Instructions

Clicking on the link will take the user to the NACA Home page.

To sign-in click on the "Sign-in" button at the top right of grey banner.

Enter unique Username & Password that has been assigned to your agency.

Log-in Instructions

Network Adequacy Certification Application

Welcome to the Network Adequacy Certification Application! This database allows SAPC treatment providers to submit and update information related to requirements for network adequacy, cultural competency, and the Service and Bed Availability tool (SBAT).

The NACA is required for:

- All outpatient, intensive outpatient, residential and opioid treatment providers under the DMC ODS.

Treatment providers **must keep all sections** including the Organization, Provider Site and Practitioner Level data up-to-date.

Support

If providers have any questions or issues related to accessing this site, please contact the Public Health IT Service Desk or call (833) 901-1471.

If you have any questions related to how to complete this application or what the information is used for, please contact your assigned technical assistant and copy sapc_nact@ph.lacounty.gov.

Visit the LA County Department of Public Health Substance Abuse and Prevention Control website for further information about Network Adequacy.

Once you log-in the system automatically returns to the home page.

You will have successfully logged-in when you see your agency name

Navigation Instructions

COUNTY OF LOS ANGELES
Public Health Network Adequacy

🏠 | Organization | Service Location | Training Guide | Reports | 🔍 | Recovery Inc ▾

Use the grey ribbon to navigate between tabs: Home, Organization, Service Location, Training Guide, and Reports (not functioning will be e-mailed daily).

Support

If providers have any questions or issues related to accessing this site, please contact the DPH Enterprise Service Help Desk.

If you have any questions related to how to complete this application or what the information is used for, please contact your assigned technical assistant and copy sapc_nact@ph.lacounty.gov.

Visit the LA County Department of Public Health Substance Abuse and Prevention Control website for further information about Network Adequacy.

Organization Information:

County of Los Angeles Public Health — Network Adequacy

🏠 | **Organization** | Service Location | Training Guide | Reports | 🔍 | Recovery Inc ▾

Home > **Organization Edit**

Organization Edit

- Please review the information listed for accuracy and complete to complete any required fields (*) that are blank.
- Please note, some fields cannot be changed. Refer to your training guide for more information. If you have any questions, please contact Angel Martinez

Name *

RECOVERY INC

NPI Number - Type 2 * 🟢

1587653310

Tax ID *

95-87782727

Provider Group Name/Affiliation

—

Contract Effective Date *

7/1/2019

Address * 🚫

3250 Wilshire Blvd

Suite

—

City *

Los Angeles

State *

CA

Zip Code

90020

Start by clicking the "Organization" tab on the grey navigation bar.

- This page outlines information specific to the legal entity.
- It contains pre-populated fields.
- Review these fields for accuracy.
- Fields that require contract action are NOT editable. You will not be able to make changes to these fields.
- Fields with text boxes are editable and/or need to be completed.
  - 🚫 = example of field that cannot be edited
  - 🟢 = example of field that can be edited
- (*) throughout the database are required fields and must be completed.
- Once you have reviewed, updated and input all relevant data fields, click the submit button at the bottom left.

Organization Information:

Organization Edit

- Please review the information listed for accuracy and complete to complete any required fields (*) that are blank.
- Please note, some fields cannot be changed. Refer to your training guide for more information. If you have any questions, please contact Angel Martinez

Submission completed successfully.

Successful submission of data generates a green ribbon throughout the database

Organization Edit

- Please review the information listed for accuracy. Edit any changes and complete all blank fields.
- Please note, some fields cannot be changed. Refer to your training guide for more information. If you have any questions, please contact your assigned technical assistant and copy sapc_nact@ph.lacounty.gov.

🛈 The form could not be submitted for the following reasons:

Name of CEO is a required field.

Name *

RECOVERY INC

Address *

3250 Wilshire Blvd

Incomplete or invalid submission of data generates a red ribbon and will include the reason(s) for incomplete submission throughout the database. Once the issue is corrected, you should see the green

Service Location

Successful completion of the Organization page will display a green ribbon.

Next, select the "Service Location" tab from the grey navigation.

This will take you to the "Service Location" page as shown here.

- It will display all the site locations associated with your SAPC contract as of February 28, 2021
- If you don't see a site location AND it was part of a contract executed before February 28, 2021, contact SAPC.
- When you first reach this page, all site locations will have a red highlight. This indicates that there remains missing data.
- You will have to edit information for each site location.
- Upon full completion of the site location the red highlight will be removed.

To edit information for each site, click on the drop-down arrow at the right side of each service location and select edit record.

TIP: If you have a long page of sites, you can type the full address (street # & name) in the search box and click on the magnifying glass. It will bring up the site.

You can also search using partial words by placing an *in front of the letters. As an example, *Pinky for 44526 Pinky Way.

8

Service Location: General Service Site Information – Site Specific

County of Los Angeles Public Health Network Adequacy

| General Information | Accessibility | Language Capabilities | Modality | Associated Practitioners |

General Service Site Information

Service Location Number
9876543219

Name *
RECOVERY, INC

Address *
44526 Pinky Way 🚫

Status
Incomplete

Suite
—

Telephone * ⭕
323-974-7579

City *
Los Angeles

State *
CA

Zip *
90028

Service Location (NPI)
9876543219

DEA Number *
If doesn't apply write N/A
N/A

Hours of Operation Per Week *
45

To make input more user-friendly, the site information page is divided into five (5) sub-pages (or tabs). This is shown as a 2nd navigation bar. Each tab takes the user to different required information related to this site location.

The General Service Site Information asks the user to review, update, and input basic information related to the site location.

- It contains pre-populated fields
- Review these fields for accuracy.
- Fields that require contract action are NOT editable. You will not be able to make changes to these fields.
- Fields with text boxes are editable and/or need to be completed.
  🚫 = example of field that cannot be edited
  ⭕ = example of field that can be edited
- (*) throughout the database are required fields and must be completed
- Once you have reviewed, updated and input all relevant data fields, scroll back up to the top of the page and complete other tabs.

Service Location: General Service Site Information – Site Specific

COUNTY OF LOS ANGELES
Public Health Network Adequacy

🏠 | Organization | Service Location | Training Guide | Reports | 🔍 | Recovery Inc ▾

General Information | Accessibility | **Language Capabilities** | Modality | Associated Practitioners

General Service Site Information

DEA Number *
If doesn't apply write N/A

N/A

Hours of Operation Per Week *

45

DMC Certification Number *

ACD56

The number here represents the sum total hours of operation per week, based on the official hours of operation in your contract for this location.

Provider Type (Check all available practitioners at this specific site location)
- ☐ Physician
- ☑ Nurse Practitioner
- ☑ Physician Assistant
- ☐ Registered Nurse
- ☑ Registered Pharmacist
- ☐ Licensed Clinical Psychologist
- ☑ Licensed Clinical Social Worker
- ☑ Licensed Professional Clinical Counselor
- ☐ Licensed Marriage and Family Therapist
- ☐ Licensed Eligible Practitioner working under the supervision of a Licensed Clinician
- ☐ Registered Substance Use Disorder Counselor
- ☐ Certified Substance Use Disorder Counselor

As part of the General Information, you are required to include all Provider Types (a.k.a. practitioners) that provide direct services working within their scope of practice at this specific site location.

This field allows the user to check as many types of practitioners as apply to this site location.

Contact Information

Primary Contact Name

John Smith

Primary Email

jsmith@recoveryinc

Input the information for the primary for this location.

Save

Once all required fields are completed, click on the save button.

The first four fields require a yes or no response. Click on the drop-down arrow to make your selection

Accessibility

Accepting New Beneficiaries? *

[⌄]

Does this site location have open intake appointments (slots) available in the next 2 weeks? If so, select "yes". If not, select "no".

ADA Compliant for Physical Plant *

[⌄]

Does this site location meet requirements for Americans with Disabilities Act? If so, select "yes". If not, select "no".
NOTE: If no, submit proof of exemption

TDD/TTY Equipment Available *

[⌄]

If you maintain TDD/TTY or the Video Relay at this site, select "yes". If not, select "no".

Telehealth Station/Equipment Available *

[⌄]

If you are currently offering services via telehealth due to COVID, select yes. If not, select "no".

Distance Between Site And Closest Public Transportation *

[⌄]

Use the drop-down arrow to select the best response. To calculate the distance, we recommend that you use an internet map

Save

Service Location: Accessibility

County of Los Angeles Public Health Network Adequacy

Organization | Service Location | Training Guide | Reports | Recovery Inc ▾

General Information | **Accessibility** | Language Capabilities | Modality | Associated Practitioners

Saved

Accessibility

Accepting New Beneficiaries? *

ADA Compliant for Physical Plant *

TDD/TTY Equipment Available *

Telehealth Station/Equipment Available *

Distance Between Site And Closest Public Transportation *

Save

NEW: Users are now able to save the data on each of the three pages.

Click on the save button whenever the data is complete or when stepping away from the application to ensure data is saved.

You will see a green highlighted bar indicated the information is saved.

NOTE: The page will be saved even when the data is incomplete.

TIP: You will notice that the tabs remain **red**. This indicates that the data on these pages is **incomplete**. The tab will remain red until all fields are completed.

Once all data fields are completed, then the tab will turn to grey.

12

Service Location: Language Capabilities

These are all the threshold languages for the County. Each field requires a response. If at least one staff member or consultant (including contracted in-person interpreters [not language line]) can provide services in one of these languages provide the level of fluency.

If a language does not apply for this site, select N/A.

Language Capabilities

Arabic *	Armenian *	Cambodian *
N/A	N/A	N/A

Cantonese *	English *	Farsi *
N/A	N/A	N/A

Hmong *	Korean *	Mandarin *
N/A	N/A	N/A

Other Chinese *	Russian *	Spanish *
N/A	N/A	N/A

Tagalog *	Vietnamese *	ASL *
N/A	N/A	N/A

Arabic *

- N/A
- Certified
- Fluent
- Good
- Fair
- Poor

Other Language Services Available

n/a

Insert a language is other languages besides those listed above are offered to patients.

TIP: Toggle between fields using the Tab button. For each language that does not apply, simply toggle between fields using the Tab button and enter the corresponding first letter of fluency, such as "n" for N/A. To select "fair" hit "F" twice. Not Cap sensitive.

Language Line Available *

Yes

Does this site location have a language line that they use to help with translation? If so, select "yes". If not, select "no".

Used an outside language interpretation company? *

Yes

Does this site location contract with an outside language interpretation company to offer in-person or telehealth interpreters? If so, select "yes". If not, select "no".

Save

Make sure to click the SAVE button before leaving this page to ensure information is saved.

13

Service Location: Modality - NEW

| 🏠 | Organization | Service Location | Training Guide | Reports | 🔍 | Recovery Inc ▾ |

General Information   Accessibility   Language Capabilities   **Modality**   **Associated Practitioners**

Modality

Modality *

☐ Intensive Outpatient
☑ **Opioid Treatment** *
   Age Group(s) *
      ☐ Age Group 0-17
      ☐ Age Group 18-20
      ☐ Age Group 21+

   Licensed Capacity for OTP

   80

☐ **Outpatient**
☑ **Residential** *
   Age Group(s) *
      ☐ Age Group 0-17
      ☐ Age Group 18-20
      ☐ Age Group 21+

   Contracted Capacity for Residential

   10

NEW: This new tab was created to make it more intuitive to input relevant information.

Select **all modality(ies)** that this site is contracted to provide.

When you click on the modality, it will open additional fields (e.g. age group and licensed capacity, where applicable). Once a modality is checked, all fields MUST be completed.

If you wish to deselect, simply click on the checked box (see page 18 for more information).

Save

14

Modality

Modality *

☑ **Intensive Outpatient**
  Age Group(s) *
    ☐ Age Group 0-17
    ☑ Age Group 18-20
      Current Number of Medi-Cal Beneficiaries *

      [   ]

      Maximum Number of Medi-Cal Beneficiaries *

      [   ]

    ☑ **Age Group 21+**
      Current Number of Medi-Cal Beneficiaries *

      [   ]

      Maximum Number of Medi-Cal Beneficiaries *

      [   ]

Select the age group (s) that are served for each site location.

When age groups are selected, boxes will appear for current and maximum number or Medi-Cal .

15

Service Location: Modality - Current/Maximum Beneficiaries NEW

Current and Maximum number of Medi-Cal beneficiaries must be provided for each site location **AND EACH AGE GROUP SELECTED**. **UPDATE 05/2021**

Current = the actual number of Medi-Cal patients provided direct services as of the date you are inputting data.

Maximum = the highest number of patients that can be served at this location (the highest # at one point in time) during **July 1, 2020-February 28, 2021**.
NOTE: The maximum number of beneficiaries may never be lower than the current number.

Modality

Modality *

☑ **Intensive Outpatient**
　　Age Group(s) *
　　☐ **Age Group 0-17**
　　☑ **Age Group 18-20**
　　　　Current Number of Medi-Cal Beneficiaries *

　　　　[   ]

　　　　Maximum Number of Medi-Cal Beneficiaries *

　　　　[   ]

☑ **Age Group 21+**
　　　Current Number of Medi-Cal Beneficiaries *

　　　[   ]

　　　Maximum Number of Medi-Cal Beneficiaries *

　　　[   ]

Updated 05/2021

Modality *
☐ Intensive Outpatient
☑ Opioid Treatment *
  Age Group(s) *
    ☐ Age Group 0-17
    ☐ Age Group 18-20
    ☑ Age Group 21+
      Current Number of Medi-Cal Beneficiaries *

      [   ]

      Maximum Number of Medi-Cal Beneficiaries *

      [   ]

  Licensed Capacity for OTP

  80

☐ Outpatient
☑ Residential *
  Age Group(s) *
    ☐ Age Group 0-17
    ☑ Age Group 18-20
      Current Number of Medi-Cal Beneficiaries *

      [   ]

      Maximum Number of Medi-Cal Beneficiaries *

      [   ]

    ☐ Age Group 21+
  Contracted Capacity for Residential

  10

Save

You will notice that some modalities have the red * next to it. These represent site locations with existing contracts that contain pre-populated information. For the site location, these **require** that all fields to be completed.

For site locations with licensed OTP slots:

The field for "*Licensed Capacity for OTP*" has been pre-populated with the number of slots in your SAPC contract. You must complete all fields in this section.

For site locations with contracted residential beds:

The field for Contracted Capacity for Residential has been pre-populated with the contracted number of residential beds. You must complete all fields in this section if it contains a red *.

NOTE: In most cases, the total "*Maximum Number of Medi-Cal Beneficiaries*" will match the number in "*Capacity for Residential and OTP*".

Modality *
- ☑ Intensive Outpatient
  - Age Group(s) *
    - ☐ Age Group 0-17
    - ☑ Age Group 18-20
      - Current Number of Medi-Cal Beneficiaries *

        1

      - Maximum Number of Medi-Cal Beneficiaries *

        4

    - ☐ Age Group 21+
- ☑ Opioid Treatment *
  - Age Group(s) *
    - ☐ Age Group 0-17
    - ☐ Age Group 18-20
    - ☑ Age Group 21+
      - Current Number of Medi-Cal Beneficiaries *

        15

      - Maximum Number of Medi-Cal Beneficiaries *

        80

Licensed Capacity for OTP

80

---

sapcnact.ph.lacounty.gov says

Are you sure you want to do this?

[OK]   Cancel

IMPORTANT:

You will also notice that once a modality is selected, a red * will appear next to "Age Group (s)". This means that in order to complete this section, **AT LEAST ONE** *Age Group* must be select.

After age group (s) is selected, a red * will appear for the current and maximum number of Medi-Cal Beneficiaries boxes must be filled with the appropriate number for the age group.

If you have input data into the "Modality", "Age Group", or "Number of Beneficiaries" fields AND attempt to deselect the modality, you will receive the following dialog box confirming you want to take this action.

If you want to deselect the field, click "OK" and ALL of the data in these fields will be erased.

If the deselect was a mistake, then click "Cancel" and the dialog box will disappear.

Service Location: Associated Practitioners

The final section for each service location that should be completed is based on each individual practitioner who provides direct services ONLY at this site location. Some data fields in this tab have been pre-populated with information for **ONLY** those practitioners who completed **the registration process on Sage BEFORE February 08, 2021 for this site location.**

Start by selecting the "Associated Practitioners" sub-tab.

When first accessing this section, both the tab and the practitioners will be highlighted in **red**. This means that there are empty data fields that need to be completed.

To review, update, and input information for each listed practitioner information, click on the drop-down arrow on the far-right side and select "Edit Record".

This will take you to the first set of data fields called "General Practitioner Information"

TIP: If you have a long page of practitioners and want to use the search function rather than click through multiple pages. You can type either their first or last name in the search box and click on the magnifying glass. It will bring up all practitioners with that name.

You can also search using partial words by placing an *in front of the letters. As an example, Cindy Marvin-Gaye, you can type *Gaye.

Updated: 5/2021

General Practitioner Information

Practitioner *   **Practitioner Status**

JOHN SMITH   Incomplete

Service Location

RECOVERY, INC

Is this practitioner associated with this site *

[⌄]

Modality *

☐ Modality - Intensive Outpatient
☐ Modality - Opioid Treatment
☐ Modality - Outpatient
☐ Modality - Residential

The first thing you will notice is ONLY the practitioner's name and the site name are pre-populated. They also are not editable.

Step 1: Confirm that the practitioner currently provides services at this site location. This is a required field and you must select either a "yes" or "no".

If you select need to select "NO", GO BACK by click on the back arrow. This will return you to the "Associated Practitioner" page. You will then **deactivate the practitioner from your list** by clicking the drop-down arrow and selecting "Deactivate." (see page 28).

IMPORTANT: remember to deactivate the practitioner otherwise this section will remain incomplete.

Step 2: Identify which modality this practitioner offers by clicking on the appropriate boxes.

TIP: If for any reason you need to go back, select the back arrow. This will take you back to the "General Site Information" page. Select "Associated Practitioner" tab to return to this page.

20

Modality *

☑ **Modality - Intensive Outpatient**
   Age Group(s) *
   ☐ Age Group 0-17
   ☐ Age Group 18-20
   ☐ Age Group 21+
☐ **Modality - Opioid Treatment**
☐ **Modality - Outpatient**
☐ **Modality - Residential**

☑ **Modality - Outpatient**
   Age Group(s) *
   ☐ Age Group 0-17
   ☑ Age Group 18-20
      Current Number of Medi-Cal
      Beneficiaries *
      [2]

      Maximum Number of Medi-Cal
      Beneficiaries *
      [3]

   ☑ Age Group 21+
      Current Number of Medi-Cal
      Beneficiaries *
      [3]

      Maximum Number of Medi-Cal
      Beneficiaries *
      [5]

☑ **Modality - Residential**
   Age Group(s) *
   ☑ Age Group 0-17
      Current Number of Medi-Cal
      Beneficiaries *
      [2]

      Maximum Number of Medi-Cal
      Beneficiaries *
      [5]

Updated: 5/2021

Step 2: For this practitioner at this site location, identify the age groups by modality. If a practitioner offers services for more than one modality AND more than one age group, than each modality AND each age group **MUST BE CHECKED**.

Step 3: For this practitioner at this site location, you will enter the number of Medi-Cal patients that are **currently** on their case load (or being served by the practitioner) FOR EACH AGE GROUP AND EACH MODALITY that the practitioner services

NOTE: If the practitioner serves multiple age groups, then a corresponding number for *"current number of Medi-Cal beneficiaries"* should be completed for each age group.

Step 4: For this practitioner at this site location, you will enter the **maximum** number of Medi-Cal patients on the practitioner's caseload (or being served by the practitioner) at a given time FOR EACH AGE GROUP AND EACH MODALITY that the practitioner services.

Important: This number **MUST** be the **same as or higher** than the "current number". Under no circumstance should this be **less than** the" current number".

NOTE: If the practitioner serves multiple age groups, then a corresponding number for "*maximum number of Medi-Cal beneficiaries*" should be completed for each age group.

21

Updated: 5/2021

☑ Modality - Outpatient
   Age Group(s) *

   ☐ Age Group 0-17
   ☑ Age Group 18-20
      Current Number of Medi-Cal Beneficiaries *

      | 2 |

      Maximum Number of Medi-Cal Beneficiaries *

      | 3 |

sapcnactstage.powerappsportals.us says

Are you sure you want to do this?

[OK]   [Cancel]

   ☑ Age Group 21+
      Current Number of Medi-Cal Beneficiaries *

      | 3 |

      Maximum Number of Medi-Cal Beneficiaries *

      | 5 |

If you have input data into the "Modality", "Age Group", or "Number of Beneficiaries" fields **AND** attempt to deselect the modality, you will receive the following dialog box confirming you want to take this action.

If you want to deselect the field, click "OK" and ALL of the data in these fields will be erased.

If the deselect was a mistake, then click "Cancel" and the dialog box will disappear.

☑ Modality - Residential
   Age Group(s) *

   ☑ Age Group 0-17
      Current Number of Medi-Cal Beneficiaries *

      | 2 |

      Maximum Number of Medi-Cal Beneficiaries *

      | 5 |

General Practitioner Information

Practitioner *
JOHN SMITH

Practitioner Status
Incomplete

Service Location

RECOVERY, INC

Does this practitioner provide Telehealth services? *

[dropdown ⌄]

Step 5: For this practitioner at this site location, you will identify whether they provide services via telehealth. This is a required field and you must select either a "yes" or "no".

Telehealth is the use of electronic communications (both an audio AND video component) to provide direct client outpatient or OTP services.

Does this practitioner travel to beneficiaries? *

[dropdown ⌄]

Step 6: For this practitioner at this site location, enter whether they are a mobile provider who travels to beneficiaries (i.e. Field Based Provider).

This is a required field and you must select either a "yes' or "no".

If "yes" is selected, you will be prompted to select the radius of travel (i.e. average miles). You must select the appropriate radius.

Does this practitioner travel to beneficiaries? *

[Yes ⌄]

If so, select the average miles

[dropdown ⌄]

23

ℹ️ The form could not be submitted for the following reasons:

Does this practitioner provide Telehealth services? is a required field.
Does this practitioner travel to beneficiaries? is a required field.
Current and max beneficiaries are required.

Modality *

☐ Modality - Intensive Outpatient
☐ Modality - Opioid Treatment
☐ Modality - Outpatient
☑ Modality - Residential

    Age Group(s) *

    ☑ Age Group 0-17

        Current Number of Medi-Cal
        Beneficiaries *

        [2]

        Maximum Number of Medi-Cal
        Beneficiaries *

        [5]

    ☑ Age Group 18-20
        Current Number of Medi-Cal
        Beneficiaries *

        [ ]

        Maximum Number of Medi-Cal
        Beneficiaries *

        [ ]

    ☐ Age Group 21+

Does this practitioner provide Telehealth
services? *

[⌄]

Does this practitioner travel to beneficiaries?
*

[⌄]

✋ **WAIT** ⏸️

- Once all data fields on this page have been completed, **we recommend that you proceed directly to Step 7 below to continue to the Practitioner Personal Information page**.

- However, **if you need to stop at this point**, then we encourage you to select the [Submit] button. This will save the information you input when you leave this section (see page 24).

- If all fields are completed, then you will receive the following box at the top of the page:

  Submission completed successfully.

- Selecting the [Submit] button will direct you back to the "*Associated Practitioner*" tab. The practitioner will still be highlighted in red because the second set of data fields for this practitioner has not been completed. You will have to return to the "*General Practitioner Information*" page and select the hyperlink to complete the second set of data fields for this practitioner.

NOTE: If you click the submit button **without completing all required fields**, you will get the above error message.

The error message will remain until all fields are complete. Check to make sure all fields are completed , including where you may have selected a modality or age group that does not have corresponding data. Refer to the "Deselect" section on page 22 above.

General Practitioner Information

Practitioner *   **Practitioner Status**

JOHN SMITH   Incomplete

Service Location

RECOVERY, INC

Modality *

☐ Modality - Intensive Outpatient
☐ Modality - Opioid Treatment
☐ Modality - Outpatient
☑ Modality - Residential
    Age Group(s) *
    ☑ Age Group 0-17
        Current Number of Medi-Cal Beneficiaries *

        | 2 |

        Maximum Number of Medi-Cal Beneficiaries *

        | 5 |

    ☑ Age Group 18-20
        Current Number of Medi-Cal Beneficiaries *

        | |

        Maximum Number of Medi-Cal Beneficiaries *

        | |

    ☐ Age Group 21+

Does this practitioner provide Telehealth services? *

| ⌄ |

Does this practitioner travel to beneficiaries? *

| ⌄ |

Step 7: Click on the hyperlinked practitioner name. **This will direct you to a new window** to review, update, and input the second set of practitioner data fields on the "*Practitioner Personal Identification*" page.

NOTE: You will notice that the hyperlinked practitioner name is red. This means that there is additional information that must be completed.

The practitioner status will also show as "incomplete" until all fields are completed for this practitioner. When all fields in the "*Practitioner Personal Identification*" are complete, then this will change to **"Active"** and the practitioner name will change to blue.

TIP: GENERAL PRACTITIONER INFORMATION vs. PRACTITIONER PERSONAL IDENTIFICATION:

The "*General Practitioner Information*" page contains information about the practitioner at the selected site location. The information on this page may change from site to site, if the practitioner works at multiple site locations.

The "*Practitioner Personal Identification*" page contains information that is unique to this practitioner and does NOT change from site to site. If this practitioner works at multiple site locations or other agencies, then the information on this page may already be completed.

Practitioner Personal Identification

First Name *

JOHN

Last Name *

SMITH

NPI *

1277436659

Contract Effective Date

🗓

Contract Expiration Date

🗓

Provider Type *

[▾]

Physician

Nurse Practitioner

Physician Assistant

Registered Nurse

Registered Pharmacist

Licensed Clinical Psychologist

Licensed Clinical Social Worker

Licensed Professional Clinical Counselor

Licensed Marriage and Family Therapist

Licensed Eligible Practitioner working under the supervision of a Licensed Clinician

Registered Substance Use Disorder Counselor

Certified Substance Use Disorder Counselor

Step 8: Click on Provider Type to select the appropriate discipline of the selected practitioner who is working under their scope of practice at this site location. You may select only one discipline.

Selecting the Provider Type should be the **FIRST ACTION** action on this page.

By selecting the provider type, ONLY those fields related to the practitioner type will be visible.

For instance, selecting *Licensed Eligible Practitioner working under the supervision of a Licensed Clinician*, will show the following:

LPHA Waivered *

[▾]

Registered Provider *

[▾]

Licensing Entity *

[▾]

California Practitioner License Number *

Input the current LPHA License Number. Do not put N/A. A number or alpha-number combination is required to complete this section.

[ ]

NOTE: The below page is for demonstration purposes only. It DOES NOT reflect actual look since the fields will depend on which provider type is selected.

Practitioner Personal Identification

First Name *
JOHN

Last Name *
SMITH

NPI *
1277436659

DEA Number *
If doesn't apply write N/A

Contract Effective Date

Contract Expiration Date

Provider Type *

Licensing Entity *

California Practitioner License Number *
If doesn't apply write N/A

California Professional Certification Number *
For Registered and Certified SUD Counselors. If doesn't apply write N/A.

Certifying Entity *
N/A - If doesn't apply. CAADE – California Association for Drug/Alcohol Educators. CADTP – California Association of DUI Treatment Programs. CCAPP – California Consortium of Addiction Programs and Professionals.

LPHA Waivered *

Registered Provider *

Direct Services Offered by Provider *

Board Certified Psychiatrist *

Step 9: Complete all required fields (*) as indicated

License or Certification Number:

DO NOT place N/A, because of the new function based on practitioner type, only those fields associated with the type will appear. These fields REQUIRE a valid license or certification number.

LPHA Waivered/Registered:

If you select "yes" for LPHA Waivered, then you MUST select "yes" for Registered Provider.

IMPORTANT: "Registered Provider" data DOES NOT refer to registered SUD counselors! Please refer to the FAQ for further information.

Contract Effective/Expiration

Only complete "Contract Effective/Expiration Date" when the practitioner is a consultant or subcontractor with an associated subcontractor agreement. Otherwise, leave blank.

Language Capabilities

Arabic *	Armenian *	Cambodian *
⌄	⌄	⌄

Cantonese *	English	Farsi *
⌄	Fluent ⌄	N/A ⌄

Hmong *	Korean *	Mandarin *
⌄	⌄	⌄

Other Chinese *	Russian *	Spanish *
⌄	⌄	⌄

Tagalog *	Vietnamese *	ASL *
⌄	N/A ⌄	N/A ⌄

Step 10: Select the language (s) that this practitioner speaks and the level of fluency.

All languages **must** have a response, so if a language does not apply, select "N/A".

TIP - For Language Capabilities: Use the Tab button as an easier way of toggling between language fields. Once in a field, enter the corresponding first letter and it will fill the field, such as "g" for good. Using "f" will bring up fluency first. If you type "f" again, it will bring up fair.

Step 11: The last fields on this page to complete are the Cultural Competency Training for this practitioner. If the practitioner has participated in a training related to cultural competency, select "yes". If they have not, select "no".

Cultural Competency Training

Cultural Competence Training *

Hours of Cultural Competence Training Completed *

If no you selected no, enter "0" for number of hours

If you selected "yes" for cultural competency training, then enter the number of hours this practitioner participated in the training. Enter a number NOT alpha (e.g. "2" **not** "two").

If you selected "no", then this field will automatically populate a "0".

Submit

Step 12: Once all fields are completed, select the submit button. You will have completed all fields for this practitioner at this site location.

29

Service Location: Associated Practitioners- Practitioner Personal Information

If you are successful in completing all data fields for both the "General Practitioner Information" and the "Practitioner Personal Identification", you will see the following green bar. This means you have completed information for this practitioner.

If you see the red error box, please return to the specific section and complete the data field.

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Review the information for accuracy and complete all required blank fields

Submission completed successfully.

Practitioner Personal Identification

First Name *
JOHN

California Practitioner License Number *
If doesn't apply write N/A
na

Last Name *
SMITH

California Professional Certification Number *
If doesn't apply write N/A
kghghfgkufuf

NPI *
1277436659

Certifying Entity *
CAADE – California Association for Drug/Alcohol Educators. CADTP – California Association of DUI Treatment Programs. CCAPP – California Consortium of Addiction Programs and Professionals. N/A - If doesn't apply
CAADE ▾

NOTE: Once successfully completed with the "Practitioner Personal Identification" we recommend closing this tab by clicking the "X". You can then go back to your original tab of "General Practitioner Information" and continue with submitting and saving the associated practitioner information.

🌐 NACT - Practitioner Service Locat ✕ | 🌐 NACT - Practitioner Service Locat ✕ +

← → C 🔒 sapcnactstage.powerappsportals.us/service-location-practitioners/service-location-practitioner-create/?refentity=nact_servicelocation&refid=80684fd6...

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30

General Practitioner Information

Practitioner *
JOHN SMITH

Practitioner Status
Active

Service Location

RECOVERY, INC

Is this practitioner associated with this site *

Yes

Current Number of Medi-Cal Beneficiaries *

10

Maximum Number of Medi-Cal Beneficiaries *

12

Does this practitioner provide Telehealth services? *

No

Does this practitioner travel to beneficiaries? *

Yes

If so, select the average miles

11-30 miles

Submit

In the General Practitioner Information tab, the name of the practitioner will change to blue and the Practitioner Status to "Active" if all fields have been completed.

If both the name is red and the status is "inactive", check to make sure all fields are completed in both the "General Practitioner Information" and the "Practitioner Personal Identification" sections.

Step 13: Click SUBMIT to save the information. The page will be redirected to the main Associated Practitioner Page

COUNTY OF LOS ANGELES Public Health Network Adequacy

🏠 | Organization | Service Location | Training Guide | Reports | 🔍 | Recovery Inc ▾

General Information   Accessibility   Language Capabilities   Population Served   Associated Practitioners

Associated Practitioners

Below is a pre-populated list of practitioners associated with this specific site location.

- If a practitioner associated with this site is not listed they may be added using the "Associate New Practitioner" button on the right side of your screen.

Associated Practitioners

Search 🔍   Associate New Practitioner

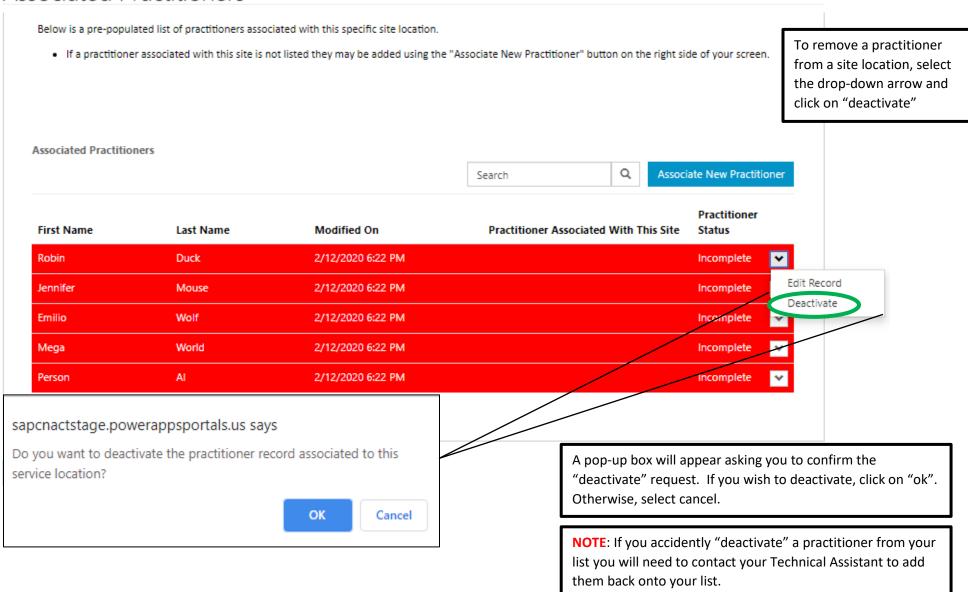| First Name	Last Name	Modified On	Age Group Served 0-20	Age Group Served 21+	Practitioner Associated With This Site	Practitioner Status
JOHN	SMITH	2/10/2020 11:57 AM	Yes	Yes	Yes	Active

Save

IMPORTANT: **Repeat steps 1-13 to complete information for all practitioners at this site location**.

31

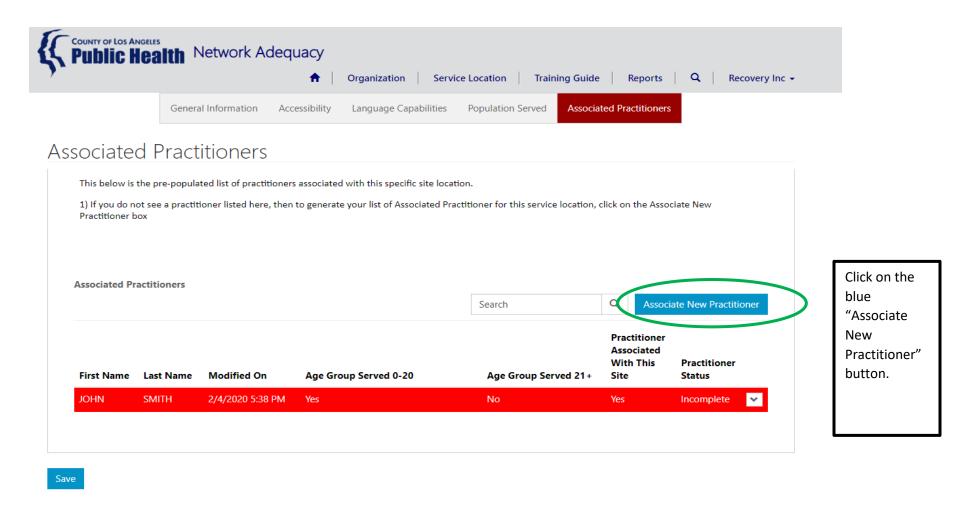## Service Location: Associated Practitioners- Deactivate

While SAPC has provided the most current information on the practitioners associated with each site location, there may be instances when a practitioner is no longer associated with a site. When this occurs, you may simply click the "deactivate" button.

Associated Practitioners

Below is a pre-populated list of practitioners associated with this specific site location.

- If a practitioner associated with this site is not listed they may be added using the "Associate New Practitioner" button on the right side of your screen.

Associated Practitioners

Search [ ] 🔍   **Associate New Practitioner**

First Name	Last Name	Modified On	Practitioner Associated With This Site	Practitioner Status	
Robin	Duck	2/12/2020 6:22 PM		Incomplete	▾
Jennifer	Mouse	2/12/2020 6:22 PM		Incomplete	Edit Record
Emilio	Wolf	2/12/2020 6:22 PM		Incomplete	Deactivate
Mega	World	2/12/2020 6:22 PM		Incomplete	▾
Person	AI	2/12/2020 6:22 PM		Incomplete	▾

To remove a practitioner from a site location, select the drop-down arrow and click on "deactivate"

sapcnactstage.powerappsportals.us says

Do you want to deactivate the practitioner record associated to this service location?

OK   Cancel

A pop-up box will appear asking you to confirm the "deactivate" request. If you wish to deactivate, click on "ok". Otherwise, select cancel.

NOTE: If you accidently "deactivate" a practitioner from your list you will need to contact your Technical Assistant to add them back onto your list.
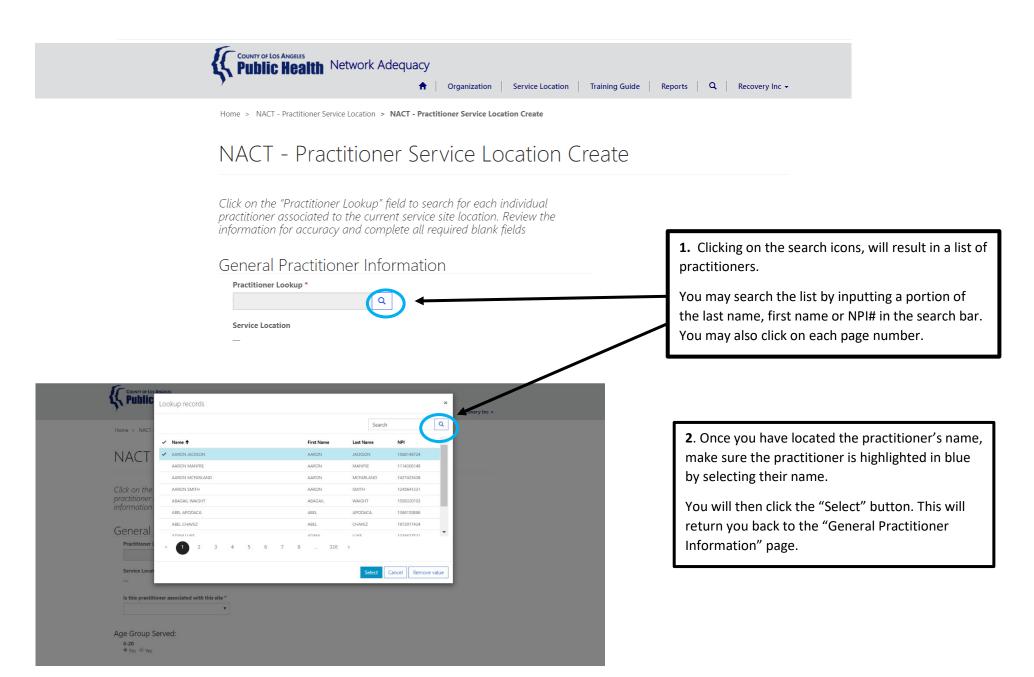
Service Location: Associated Practitioners - Practitioner Look-Up

While most of the practitioners should be appropriately associated with each site location, there may be some situations where a particular practitioner is NOT listed in the "Associated Practitioners" tab.

There is a fix for that. If the practitioner was registered **in Sage BEFORE February 08, 2021 for this site location** you can search for that practitioner's name. Start by selecting the "Associate New Practitioner" button. This will take you to a new webpage.

1. Clicking on the search icons, will result in a list of practitioners.

You may search the list by inputting a portion of the last name, first name or NPI# in the search bar. You may also click on each page number.

2. Once you have located the practitioner's name, make sure the practitioner is highlighted in blue by selecting their name.

You will then click the "Select" button. This will return you back to the "General Practitioner Information" page.
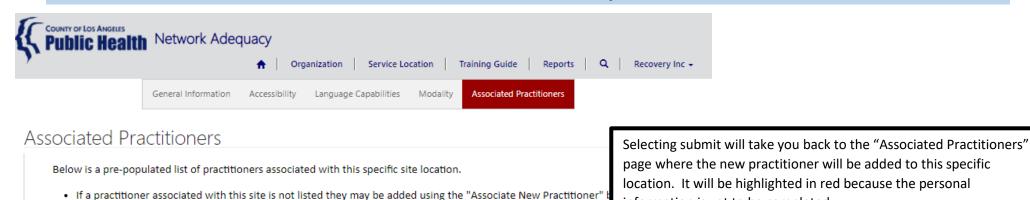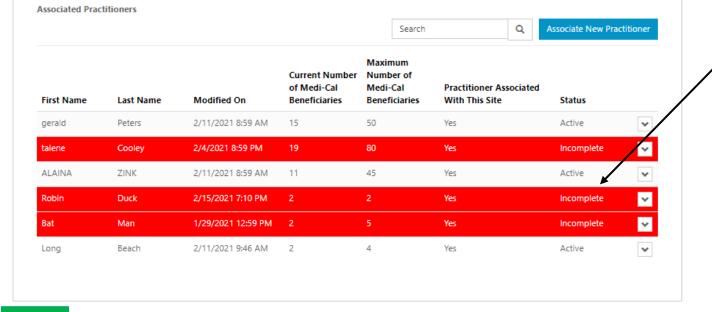
NACT - Practitioner Service Location Create

Click on the "Practitioner Lookup" field to search for each individual practitioner associated to the current service site location. Review the information for accuracy and complete all required blank fields

General Practitioner Information

Practitioner Lookup *

Robin Duck   ✖ 🔍

Is this practitioner associated with this site *

Yes   ⌄

Current Number of Medi-Cal Beneficiaries *

10

Maximum Number of Medi-Cal Beneficiaries *

12

Does this practitioner provide Telehealth services? *

No   ⌄

Does this practitioner travel to beneficiaries? *

Yes   ⌄

If so, select the average miles

11-30 miles   ⌄

Submit

Practitioner Status

Active

Selecting the practitioner will take you back to the "General Practitioner Information" page.

If you made an error in selecting the practitioner name, you can select the X which will clear the search bar.

Once you have the correct practitioner, then complete the indicated sections on this page.

3. Once you have located the practitioner's name, complete the fields following **steps 1-5 on pages 18-20 of this guidebook**.

4. IMPORTANT: Whenever you are "adding" a new practitioner to a service site location, you **MUST** select the submit button.

This will add the practitioner to the site.

Service Location: Associated Practitioners - Practitioner Look-Up

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General Information   Accessibility   Language Capabilities   Modality   **Associated Practitioners**

Associated Practitioners

Below is a pre-populated list of practitioners associated with this specific site location.

- If a practitioner associated with this site is not listed they may be added using the "Associate New Practitioner" button on the right side of your screen.

Selecting submit will take you back to the "Associated Practitioners" page where the new practitioner will be added to this specific location. It will be highlighted in red because the personal information is yet to be completed.

Follow steps 6-13 on pages 21-29 to complete practitioner data.

Associated Practitioners

[Search] 🔍   [Associate New Practitioner]

First Name	Last Name	Modified On	Current Number of Medi-Cal Beneficiaries	Maximum Number of Medi-Cal Beneficiaries	Practitioner Associated With This Site	Status	
gerald	Peters	2/11/2021 8:59 AM	15	50	Yes	Active	▾
talene	Cooley	2/4/2021 8:59 PM	19	80	Yes	Incomplete	▾
ALAINA	ZINK	2/11/2021 8:59 AM	11	45	Yes	Active	▾
Robin	Duck	2/15/2021 7:10 PM	2	2	Yes	Incomplete	▾
Bat	Man	1/29/2021 12:59 PM	2	5	Yes	Incomplete	▾
Long	Beach	2/11/2021 9:46 AM	2	4	Yes	Active	▾

[Save]

ONCE YOU HAVE INPUT INFORMATION FOR ALL PRACTITIONERS FOR ALL SITE LOCATIONS, THE MAIN PAGE FOR THE ORGANIZATION WILL SHOW AS ACTIVE (i.e. no red highlights). CONGRATULATIONS, THIS MEANS YOU HAVE COMPLETED SUBMISSION OF THE NACT DATABASE.

THERE IS NO FURTHER ACTION REQUIRED AT THIS POINT. SAPC WILL CONDUCT DATA VALIDATION AND FOLLOW UP AS NEEDED.

COUNTY OF LOS ANGELES
Public Health Network Adequacy

🏠 | Organization | Service Location | Training Guide | Reports | 🔍 | Recovery Inc ▾

Service Location

IMPORTANT: You will know that you are complete with your input when there are no error messages in the Organization tab and there is no ▬▬▬▬ highlight in the Service Location page.

The following locations are all the service sites associated with your agency.

Review each site record by clicking on the blue drop down arrow and selecting "edit record" at the end of each service site row to review for accuracy and to complete any required fields (*) that are blank.

|

Search 🔍

Service Location Number	Name ↑	Address	Suite	City	Zip	Status	
1587653310	RECOVERY, INC	3250 Wilshire Blvd		Los Angeles	90020	Active	⌄