



Children's Medical Services California Children's Services Provider Bulletin

DATE: March 23, 2010

SUBJECT: LOS ANGELES COUNTY CMS NET SYSTEM CONVERSION

Los Angeles County CCS is scheduled to transition to the State's electronic case management system, **Children's Medical Services Network (CMS Net) on APRIL 12, 2010**. This bulletin is to inform you about critical changes coming to Los Angeles County California Children's Services' (CCS) authorization and claims processing as a result of this transition.

Authorization Processing Changes

Beginning April 12, 2010, all CCS authorizations for services will be made in the CMS Net system using the State's Service Authorization Request (SAR) forms:

- CCS/GHPP New Referral SAR (DHS 4488) Form – used for the initial service authorization request.
- CCS/GHPP Established Client SAR (DHS 4509) Form – used for an established CCS client.
- CCS/GHPP Discharge Planning SAR (DHS 4489) Form – used to request specific services for a CCS client being discharged from an inpatient hospital stay.

Copies of these forms are available at: <http://www.dhcs.ca.gov/formsandpubs/forms/Pages/CCSForms.aspx>.

All authorizations established prior to April 12, 2010 will be made using Los Angeles County CCS' current Automated Case Management System (ACMS), and will remain valid for the time period authorized under that system.

From April 8-9, 2010, the ACMS system will only be used to authorize emergent new referrals and services requests for established patients. LA County CCS will still be accepting/receiving service requests during this time period, so please continue to fax in your requests according to the current procedure during these dates and those for new CCS clients will be processed using CMS Net beginning April 12, 2010. Requests/ Documents for existing CCS clients will be handled normally. If you have an emergent referral (e.g., trauma, new inpatient during these two days) from April 8-9, 2010, please call (800) 288-4584 to ensure special handling of those emergent authorization request(s).

Claims Submission Processing Changes

Claims for any services authorized via CMS Net beginning April 12, 2010 must be submitted directly to Hewlett Packard (HP), formerly known as Electronic Data System (EDS), for approval and payment. If Los Angeles County CCS receives claims for services authorized via the CMS Net system (meaning the SAR number starts with a "91" or "97" rather than "2009" or "2010"), the claims will be returned to you with instructions to submit directly to HP.

Claims for CCS services authorized prior to April 12, 2010 on ACMS, must be submitted directly to Los Angeles County CCS for processing in accordance with current procedures until these authorizations expire.

Additional Information

Please see the attached "CMS Net Conversion Timetable For Providers" for additional information about the time frames and work processes related to the CMS Net conversion.

Also, to assure timely service authorization and claims adjudication, please ensure that your provider information listed on the CMS website (<http://www.dhcs.ca.gov/services/ccs/Pages/CCSProviders.aspx>) is current and up to date. If you have any questions related to the new claims process, please contact HP directly at (800) 541-5555, or visit their website: <http://www.dhcs.ca.gov/SERVICES/CCS/Pages/default.aspx>. If you should have questions regarding LA County's conversion, please contact the CCS Management Information Systems Help Desk during CCS regular hours 8:00 a.m. - 5:00 p.m., Monday through Friday at (626) 569-6630.

Attachment: *CMS Net Conversion Timetable For Providers*

**LOS ANGELES COUNTY CALIFORNIA CHILDREN'S SERVICES
CMS NET CONVERSION TIMETABLE FOR PROVIDERS**

	Present – April 7, 2010	April 8-9, 2010	April 12, 2010 - Future
LA County CCS Case Management System	ACMS	ACMS	CMS NET
New Authorizations/Service Requests	All authorizations initiated through April 7, 2010.	<i>Restricted to <u>Emergent Requests</u> for New and Established client cases only.</i>	All authorizations initiated beginning April 12, 2010.
CCS #s	CCS #s will be issued using the ACMS system and will begin with the number "8". The CCS # will remain the same for these clients even after transition to CMS Net. These clients will not be transitioned to CMS Net and will not receive a CMS Net CCS #.	New CCS #s will be issued using the ACMS system and will begin with the number "8". The CCS # will remain the same for these clients even after transition to CMS Net. These clients will not be transitioned to CMS Net and will not receive a CMS Net CCS #.	CCS #s will be issued using the CMS Net system and will begin with the number "4".
Authorizations/Case Management Process	All authorizations/case management services provided for these clients will be processed using the ACMS system.	Authorizations/case management services provided during this time period will be processed using the ACMS system.	All authorizations/case management services will be processed through the CMS Net system.
Claims	Submit all claims directly to the CCS Claims Unit in the normal fashion.	Do not submit claims for services authorized during this period until after April 12, 2010. Submit all claims for services authorized during this period directly to the CCS Claims Unit in the normal fashion.	Submit all claims directly to HP.

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