

Sacramento County Department Health Services  
Division of Behavioral Health Services  
Mental Health Provider Minimum Qualifications  
Augmented Board and Care Program  
Open Enrollment

The Sacramento County Department of Health Services, Division of Behavioral Health Services (BHS), in compliance with Title 22 of the California Code of Regulations (CCR), has developed minimum qualifications (MQs) for all eligible entities that are seeking to contract with BHS to provide Augmented Board and Care (ABC) services for individuals living with serious mental illness and/or co-occurring conditions who are at risk of hospitalization or in need of intense programming. BHS will identify individuals eligible for ABC services and will refer to entities contracted with BHS for this service. Please see the MQs beginning on page three (3) of this document.

**Important Information:**

1. Title 22 of the CCR, commencing with §58032, states that in order to be licensed by the California Department of Social Services (CDSS) Community Care Licensing Division (CCLD) to provide ABC services, a program shall “provide ongoing care and related services sufficient to support needs resulting from an inability to perform Activities of Daily Living or Severe Cognitive Impairment”.
2. The daily residential rate for the ABC program is \$40. The total annual pooled budget amount is \$2,500,000.00 for all ABC contracts. The ABC program expects to serve approximately 170 individuals per fiscal year.
3. The term “individuals” is used throughout this document and refers to persons deemed eligible for ABC services by BHS.
4. Only applicants that meet all of the MQs will be offered a contract with BHS.
5. ABC services include, but are not limited to:
  - a. A minimum of one (1) hour of augmented programming per individual per week to meet the specialized needs of each individual, as specified in the facility Plan of Operation and the individual Appraisals Needs and Services plan. Appraisals Needs and Services plans for each enrollee will include, but are not limited to:
    - i. Recovery goals which are individually driven and move the individual towards the least restrictive level of care.

- ii. Structured activities and programming throughout the week that promotes wellness and mastery.
  - iii. ABC staff attendance at all case conferences for the purpose of collaboration with outpatient treatment providers, enrollee's support system and the Sacramento County Intensive Placement Team.
  - iv. Transportation to community resources that support the goals in the individualized Appraisals Needs and Services plan.
  - v. Social outings with encouragement of participation and socialization.
- b. Provide culturally appropriate, strength-based, recovery focused and integrated co-occurring mental health and substance abuse services and supports that assist individuals in their process of wellness and recovery and fosters self-responsibility, empowerment and independence. Such activities include but are not limited to:
  - i. Provide or arrange transportation to meet enrollee's mental health and medical needs which may include transportation to and from all medical appointments, consistent with CCLD guidelines.
- c. Offer and provide individual and/or group services not less than 1 hour per week based on enrollee's needs as documented in the Appraisals Needs and Services plan. Services may include but are not limited to:
  - i. Outreach, and assistance with other needed services such as housing, money management, enrollee's mental health system partners, etc...
  - ii. Individual support and/or groups specifically designed for people with co-occurring disorders.
- iii. Education regarding medications and mental health care.
  - iv. Education regarding relapse prevention and recovery-based behaviors that foster stabilization and community tenure.
  - v. Training and support in helping individuals meet their recovery goals and foster independent living skills.

- vi. Adaptive daily living skills such as cooking, self-care, shopping, using public transportation, etc...
  - vii. Interpersonal skills and social network skill building.
  - viii. Information, education and supports for family members, natural supports and significant others as defined by the individual.
- d. Monitor and document individuals with difficult behavioral challenges. Submit Adverse Incident Reports as necessary and notify individual's support team members of any change in their overall level of functioning. Take appropriate action per the individualized emergency plan.
- e. Ensure at least one (1) staff member is present, twenty-four (24)-hours-a-day, seven (7)-days-a-week to provide:
- i. Room, housekeeping, supervision, personal care support with prompting for basic activities like hygiene, dressing, eating, bathing, and toileting.
  - ii. Meals and snacks, with frequencies consistent with CCLD guidelines.
  - iii. Support to individuals in the ABC in accessing medical care services of a physician or nurse in case of emergency.
  - iv. Medication support for individuals requiring assistance in managing prescribed medication, consistent with CCLD guidelines.
- f. Maintain staff-to-enrollee ratio consistent with CCLD guidelines.

Upon meeting all the below MQs, qualified and interested applicants may request a mental health contract with Sacramento County BHS in order to provide and be reimbursed for ABC services. All contracts begin upon execution and continue until June 30<sup>th</sup> of the current fiscal year.

**Sacramento County BHS ABC MQs:**

1. Must have an existing CCLD, CDSS Adult Residential Facility (ARF) and/or Residential Care Facility for the Elderly (RCFE) license, in good standing.
2. Must be willing to dedicate a minimum of three (3) beds to BHS for ABC services.

3. Must have two (2) or more years of experience providing mental health services and supports to adults.
4. Must meet minimum insurance requirements stipulated in the contract.
5. Must be in compliance with any corrective action plans with Sacramento County as confirmed by County.
6. Must provide the most recently completed audited financial statement with accompanying notes, per CCLD guidelines.
7. Must be able to meet the following staffing requirements:
  - a. California Board Certified Administrator.
  - b. Maintain staffing ratios consistent with current CCLD guidelines.
  - c. Additional clinical staffing requirements as stipulated by CCLD.
  - d. All direct services to individuals requiring specialized skills are performed by personnel who are licensed or certified to perform the service. These services will be incorporated and updated in the facility Plan of Operation, per CCLD guidelines.

Interested and qualified ABC program applicants should request a contract with Sacramento County BHS by contacting: Michael Amenyro ([AmeneyroM@saccounty.net](mailto:AmeneyroM@saccounty.net)) for further questions and submission of MQ documentation. MQs must be submitted via a single email; multiple emails with individual MQ verifications will not be accepted.

MQ verifications to be submitted via email in PDF format are:

1. ARF and/or RCFE license.
2. Most recently completed audited financial statement.
3. Maximum of one page, double space narrative describing 2 or more years of experience providing services and supports to adults with mental illness AND other services currently contracted with by Sacramento County, if applicable.

Proof of insurance will be requested separately and prior to the execution of a contract.