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

DATE: **December 15, 2010**

SUBJECT: **SERVICE AUTHORIZATION REQUEST FORMS - MANDATORY**

As a result of our conversion to the State's CMS Net case management system and other operational changes made to our Los Angeles County CCS program, **effective January 1, 2011, all new referrals from CCS providers for CCS services for new or established CCS clients must be submitted on the appropriate Service Authorization Request (SAR) form.** These forms are available on the State's website at, and are listed/hyperlinked below:

- CCS Client Dental and Orthodontic Service Authorization Request - DHCS 4516
- CCS/GHPP Discharge Planning Service Authorization Request (SAR) - DHCS 4489 (7/07)
- Established CCS/GHPP Client Service Authorization Request (SAR) - DHCS 4509
- New Referral CCS/GHPP Client Service Authorization Request (SAR) - DHCS 4488 (7/07)

This requirement is in accordance with Medi-Cal guidelines which stipulate that the CCS medical eligibility and application process cannot be initiated with an incomplete referral.

A referral is considered incomplete if any of the following information is omitted:

a) client's first and last name, date of birth, address, and telephone number;
b) parent or legal guardian's first and last name;
c) a statement listing the services requested for the client; and
d) the name and address of the individual or agency requesting the CCS services.

Referrals received on any form other than a mandatory SAR form and do not include the required information listed above will be considered incomplete and immediately returned to the referring individual/agency. Also, as a reminder, please include the appropriate NPI number in the MediCal Provider # field of the SAR will help our office expedite the referral.

Patient applications are excluded from this mandate.

In addition to the information provided above, please review all of our provider bulletins available on our website. Also, please ensure that all providers and stakeholders within your respective institutions and offices who are involved in the CCS process (e.g., requesting services, billing) to sign up for our email blasts to ensure they receive up-to-date information from our office via email.

If you have any questions, please feel free to contact our CCS Operations Unit by calling (800) 288-4584.