

LOS ANGELES COUNTY DEPARTMENT OF PUBLIC HEALTH
SUBSTANCE ABUSE PREVENTION AND CONTROL

NETWORK ADEQUACY CERTIFICATION APPLICATION

USER GUIDE 2022

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Network Adequacy Certification Application

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>

How to Sign-in

The screenshot shows the top navigation bar of the 'Network Adequacy' application. The 'Sign in' button is circled in green. Below the header, the main content area is titled 'Network Adequacy Application' and contains descriptive text, an 'Applicable to:' section, and a 'Support' section.

Network Adequacy Application

The mechanism that allows SAPC treatment providers to submit and update information related to requirements for network adequacy, cultural competency, and provider directory.

Applicable to:

- All 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 [DPH Enterprise Service Help Desk](#).

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.

The screenshot shows the login form on the 'Network Adequacy' application. The 'Sign in with a local account' section is highlighted. The 'Username' and 'Password' fields are circled in green. Below the fields is a 'Remember me?' checkbox and a 'Sign in' button.

Sign in with a local account

* Username

* Password

Remember me?

Sign in

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

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

You will have successfully logged-in when you see your agency name on the top right corner of the grey banner.

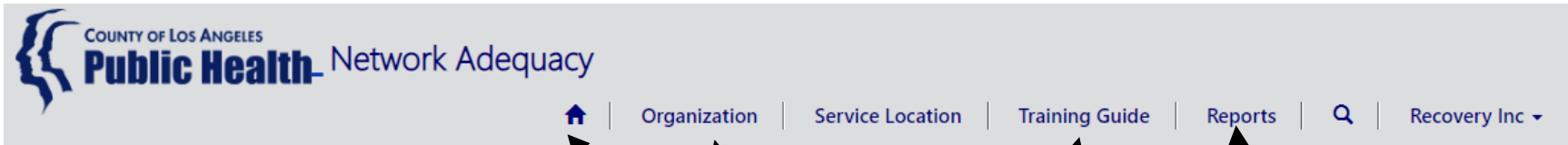
Support

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.

Navigation Instructions



Use the grey ribbon to navigate between tabs: Home, Organization, Service Location, Training Guide.


NAVIGATION 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 required fields are completed.


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

Reports page is not currently in use. An Excel file with your NACA data will be emailed daily for your review and can be used to identify any missing information.

Navigation Tips

- Fields with text boxes are editable
 - = example of field that can be edited
 - = example of field that cannot be edited
- (*) indicate required fields that must be completed
- ⓘ Hover over the tooltip for instructions about how to complete a field

Telephone * 

Hours of Operation Per Week * 

DEA Number * ⓘ
If doesn't apply write N/A DEA numbers are required for OTP site locations

Organization Information



Home > Organization Edit

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. For more information, please contact your training guide or email sapc_nact@ph.lacounty.gov.

Name *

RECOVERY INC

NPI Number - Type 2 *

1587653310

Tax ID *

95-87782727-QA

Provider Group Name/Affiliation

—

Contract Effective Date *

7/1/2019

Contract Expiration Date *

6/30/2020

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.
- Once you have reviewed, update and input all relevant data fields, click the submit button at the bottom left.

Navigation Tips: (on prior page)

- Fields with text boxes are editable
 - = example of field that can be edited
 - = example of field that cannot be edited
- (*) indicate required fields that must be completed prior to saving/submitted

CA

Zip Code

90020


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.

i 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 will see the green ribbon.



Service Location

COUNTY OF LOS ANGELES
Public Health Network Adequacy

Home | Organization | **Service Location** | Training Guide | Reports | Search | Recovery Inc

Service Location

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. Edit any changes and complete all blank fields.
If you do not see a service site location that is supposed to be associated with your agency, please contact your assigned technical assistant and copy sapc_nact@ph.lacounty.gov.

Search

Service Location Number	Name ↑	Address	Suite	City	Zip	Status	
9876543219	RECOVERY, INC	44526 Pinky Way		Los Angeles	90028	Incomplete	▼

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

This page will display all the site locations associated with your SAPC contract as of April 28, 2022.

- If you don't see a site location AND it was part of a contract executed April 28, 2022, contact SAPC.

All Service Locations highlighted in red indicates that there is incomplete information.

You will have to edit information for each site location.

Upon full completion of the site location the red highlight will be removed.

COUNTY OF LOS ANGELES
Public Health Network Adequacy

Home | Organization | Service Location | Training Guide | Reports | Search | Recovery Inc


Service Location

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. Edit any changes and complete all blank fields.
If you do not see a service site location that is supposed to be associated with your agency, please contact your assigned technical assistant and copy sapc_nact@ph.lacounty.gov.

Search

Service Location Number	Name ↑	Address	Suite	City	Zip	Status	
9876543219	RECOVERY, INC	44526 Pinky Way		Los Angeles	90028	Incomplete	▼
1587653310	RECOVERY, INC	3250 Wilshire Blvd		Los Angeles	90020	Incomplete	▼

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, type the full address (street # & name) in the search box. Click on the magnifying glass  to search for the site. You can also search using partial words by placing an * in front of the letters. As an example, "*Pinky" to locate site "44526 Pinky Way".

Service Location: General Service Site Information – Site Specific

COUNTY OF LOS ANGELES
Public Health Network Adequacy

Home | Organization | **Service Location** | Training Guide | Reports

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

Service Location Number
9876543219

Address *
44526 Pinky Way

Suite
—

City *
Los Angeles

State *
CA

Zip *
90028

Service Location (NPI)
9876543219

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

Name *
RECOVERY, INC

Status
Incomplete

Telephone *
323-974-7579

Hours of Operation Per Week *
45

To make input more user-friendly, the site information page is subdivided 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.

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.

Service Location: General Service Site Information – Site Specific



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

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

Save

DEA Number * ⓘ

If doesn't apply write N/A
DEA Number is required

DMC Certification Number *

ACD56

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

Contact Information

Primary Contact Name

Primary Email

Save

If OTP is selected on the Modality page, a DEA Number (*) is required on this General Service Site Information. You will not be able to save this page without including this required field.

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. Check as all that apply.

Input the information for the primary contact name and email for this location.

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

Service Location: Accessibility

Select a response for each question. Click on the drop-down arrow to make your selection.

General Information

Accessibility

Language Capabilities

Modality

Associated Practitioners

Accepting New Beneficiaries? *



Yes

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 *

No

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 *



Yes

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

Telehealth Station/Equipment Available *



Yes

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

Distance Between Site And Closest Public Transportation *

Between .25-.5 miles

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

Service Location: Accessibility

General Information

Accessibility *

Language Capabilities

Modality

Associated Practitioners

Accepting New Beneficiaries? *



ADA Compliant for Physical Plant *

TDD/TTY Equipment Available *



Telehealth Station/Equipment Available *



Distance Between Site And Closest Public Transportation *


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 to indicate that the information is saved.

NOTE: The page will be saved even when fields are incomplete or left blank.

NAVIGATION 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 required fields are completed.

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

TOOL TIP: Whenever you see , use your cursor to hover over it to get more information about the field.

Service Location: Language Capabilities

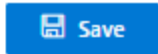
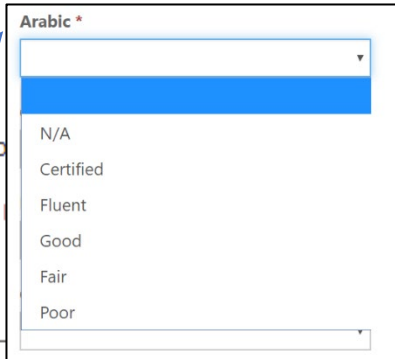
These are all the threshold languages for the County. Each field requires a response. If at least one staff member or consultant (including contracted in-person interpreters [not language line]) can provide services in one of these languages provide the level of fluency.

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

General Information Accessibility * **Language Capabilities** Modifiers

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.

Arabic *	Armenian *	Chinese *
Good	Certified	N/A
Cantonese *	English	Farsi *
N/A	Fluent	N/A
Hmong *	Korean *	Marathi *
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



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

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.

Other Language Services Available

Insert languages besides those listed above that are offered to patients.

Language Line Available *

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? *

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".

Service Location: Modality - **NEW**

COUNTY OF LOS ANGELES
Public Health Network Adequacy

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

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

Select the age group(s) that are served. When age groups are selected, boxes will appear for current and maximum number of Medi-Cal Beneficiaries.

Intensive Outpatient

*At least one age group is required.

Age Groups	Max Beneficiaries	Current Beneficiaries
<input type="radio"/> Age Group 0-17		
<input type="radio"/> Age Group 18-20		
<input type="radio"/> Age Group 21+		

Opioid Treatment

*At least one age group is required.

Age Groups	Max Beneficiaries	Current Beneficiaries
<input type="radio"/> Age Group 0-17		
<input type="radio"/> Age Group 18-20		
<input type="radio"/> Age Group 21+		

Outpatient

*At least one age group is required.

Age Groups	Max Beneficiaries	Current Beneficiaries
<input type="radio"/> Age Group 0-17		
<input type="radio"/> Age Group 18-20		
<input type="radio"/> Age Group 21+		

Residential

*At least one age group is required.

Age Groups	Max Beneficiaries	Current Beneficiaries
<input type="radio"/> Age Group 0-17		
<input type="radio"/> Age Group 18-20		
<input type="radio"/> Age Group 21+		

NEW: This new design was implemented 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 applicable fields **MUST** be completed.

If you wish to deselect, simply click on the checked box (see page 19 for more information). Note that deselecting a modality will clear all age group and current/maximum entries.

Service Location: Modality (Updated Age Groups) - **NEW**

Age Groups	Max Beneficiaries ⓘ	Current Beneficiaries ⓘ
<input checked="" type="checkbox"/> Age Group 0-17	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> Age Group 18-20 → Age Group 18+	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> Age Group 21+	<input type="text"/>	<input type="text"/>

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 .

IMPORTANT: This year, instead of needing to break out age group 18-20, and 21+, providers only need to enter current/maximum for age group 18+.

Providers can enter in information for:

- **Youth:** Age Group 0-17
- **Adult:** Age Group 18+ OR Age Group 21+

Please note that the NACT age group will still be displayed on the NACT as Age Group 18-20, but will be submitted to the state as Age Group 18+.

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.**

Current Number (Site) - the number of active Medi-Cal patients as of February 28, 2022

Maximum Number (Site) - the highest number of unique beneficiaries the site saw OR the maximum capacity that your agency can serve in a given month (between July 2021 and April 2022). **NOTE: The maximum number of beneficiaries may never be lower than the current number.**

COUNTY OF LOS ANGELES
Public Health Network Adequacy

Home | Organization | Service Location | Training Guide | Reports | Search | Recovery Inc

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

Select the age group(s) that are served. When age groups are selected, boxes will appear for current and maximum number of Medi-Cal Beneficiaries.

Intensive Outpatient

Age Groups	Max Beneficiaries ⓘ	Current Beneficiaries ⓘ
<input checked="" type="checkbox"/> Age Group 0-17	<input type="text"/> <small>*Must be greater than 0.</small>	<input type="text"/> <small>*Must be between 0 and max.</small>
<input type="checkbox"/> Age Group 18-20 → Age Group 18+		
<input checked="" type="checkbox"/> Age Group 21+	<input type="text"/> <small>*Must be greater than 0.</small>	<input type="text"/> <small>*Must be between 0 and max.</small>

Service Location: Modality - Age Group and Current/Maximum Beneficiaries **NEW**

COUNTY OF LOS ANGELES
Public Health Network Adequacy

Home | Organization | Service Location | Training Guide | Reports | Search | Recovery Inc

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

Select the age group(s) that are served. When age groups are selected, boxes will appear for current and maximum number of Medi-Cal Beneficiaries.

⊗ At least one modality is required.

<input type="radio"/> Intensive Outpatient	
<input type="radio"/> Opioid Treatment is required	Licensed Capacity for OTP: 80
<input type="radio"/> Outpatient	
<input type="radio"/> Residential is required	Contracted Capacity for Residential: 80

Depending on the site, you may notice that some modalities are required (they are in red text and have an *). 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".

Service Location: Modality - **NEW**

Opioid Treatment Licensed Capacity for OTP: 80

✘ *At least one age group is required.

Age Groups	Max Beneficiaries ⓘ	Current Beneficiaries ⓘ
<input type="radio"/> Age Group 0-17		
<input type="radio"/> Age Group 18-20		
<input type="radio"/> Age Group 21+		

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.

Opioid Treatment Licensed Capacity for OTP: 80

Age Groups	Max Beneficiaries ⓘ	Current Beneficiaries ⓘ
<input type="radio"/> Age Group 0-17		
<input type="radio"/> Age Group 18-20		
<input checked="" type="radio"/> Age Group 21+	<input type="text"/>	<input type="text"/>

*Must be greater than 0. *Must be between 0 and max.

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.

IMPORTANT:

1) On this page, error messages with the following signs must be resolved before the page can be **saved**:



2) **ALL DATA YOU ENTER WILL BE ERASED** IF you input data into the “Modality”, “Age Group”, or “Number of Beneficiaries” fields AND then accidentally deselect the modality! So be careful which radial buttons you select.

Service Location: Associated Practitioners - **UPDATED**

The final section is a list of **Associated Practitioners for each Service Location**. Some data fields in this Service Location Tab have been pre-populated for those practitioners who completed the **registration process on Sage prior to April 28, 2022**.

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.

First Name	Last Name ↑	Modified On	Current Number of Medi-Cal Beneficiaries	Maximum Number of Medi-Cal Beneficiaries	Practitioner is associated with this site	Status
EMORY	AARON	5/12/2022, 8:10:07 AM	5	5	Yes	Active
ASHRAF	ABDELKARIM	5/11/2022, 10:59:03 AM	0	0	No	Incomplete
MIRIAM	ABDELMESIH	5/10/2022, 11:21:15 AM	0	0	No	Incomplete

For this section, you will need to review, update, and input information about all practitioners associated with the respective site location. **Practitioners have 2 Statuses:**

- Incomplete** = Missing information in practitioner fields (on the General Practitioner Information page and/or Personal Practitioner Information Page).
- Active** = All required practitioner fields (on the General Practitioner Information page and Personal Practitioner Information Page) are complete.

Service Location: Associated Practitioners- General Practitioner Information (section 1 [steps 1-3])- **UPDATED**

Step 1: To update practitioner information, click on the arrow, and click on “EDIT RECORD”.

General Information Accessibility Language Capabilities Modality Associated Practitioners [Save](#)

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.

[Associate New Practitioner](#)

First Name	Last Name ↑	Modified On	Current Number of Medi-Cal Beneficiaries	Maximum Number of Medi-Cal Beneficiaries	Practitioner is associated with this site	Status
EMORY	AARON	5/12/2022, 8:10:07 AM	5	5	Yes	Active
ASHRAF	ABDELKARIM	5/11/2022, 10:59:03 AM	0	0	No	Incomplete

Step 2: 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”.

You can also **disassociate the practitioner from your list** by clicking the drop-down arrow and selecting “Deactivate” on the “Associated Practitioner” page (see page 28).

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

Is this practitioner associated with this site *

Step 3: Identify which modality/ies this Practitioner offers **AT THIS SITE**.

Modality

Identify which modality and age group this practitioner provided services to by clicking on the appropriate boxes.

At least one modality is required.

Modality - Intensive Outpatient

Modality - Opioid Treatment

Modality - Outpatient

Modality - Residential

Service Location: Associated Practitioners- General Practitioner Information (section 1 [step 4-5-6]) **NEW**

Step 4: For each practitioner at their respective site locations, **check** **the age groups for each modality** where services are offered. Practitioner services must be checked off for each specific **Age Group (0-17, 18+ OR 21+)** within each possible **Modality (Intensive Outpatient, Opioid Treatment, Outpatient and Residential)**. **Note:** The Modality types selected by Practitioner must be consistent with the information submitted for the Service Location.

Modality

Identify which modality and age group this practitioner provided services to by clicking on the appropriate boxes.

Modality	Age Groups	Max Beneficiaries	Current Beneficiaries
<input checked="" type="checkbox"/> Modality - Intensive Outpatient	<input checked="" type="checkbox"/> Age Group 0-17	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Modality - Opioid Treatment	<input type="checkbox"/> Age Group 18-20 → Age Group 18+		
<input type="checkbox"/> Modality - Outpatient	<input type="checkbox"/> Age Group 21+		
<input type="checkbox"/> Modality - Residential			

Step 5: Maximum Beneficiaries refers to the highest number of Medi-Cal Beneficiaries that the PRACTITIONER can see in a given month between July 2021 and February 2022

Step 6: Current Beneficiaries refers to the number of active Medi-Cal patients that are currently on their caseload (or being served by the practitioner)

Important: The “Max Beneficiaries” number **MUST** be the **same as or higher** than the “Current Beneficiaries” number or it will generate the following error: **Practitioner maximum cannot exceed site maximum (100)** Under no circumstances can the “Max” be **less than** the “Current” number.

Note: The Current and Maximum number of beneficiaries value by Age Group and Modalities on the General Practitioners page will sum to the TOTAL on the Associated Practitioners page. If the numbers do not add-up, the following error message will appear.

Service site modality/age group identified does not match Practitioner modality and age group.

Service Location: Associated Practitioners- General Practitioner Information (section 1, [step 4-5-6-continued])

NACT - Practitioner Service Location Edit

Identify which modality and age group this practitioner provided services to by clicking on the appropriate boxes.

Modality - Intensive Outpatient

Modality - Opioid Treatment

* The total for all age groups must be equal to or less than the licensed capacity.

Age Groups

Max Beneficiaries ⓘ

Current Beneficiaries ⓘ

Age Group 0-17

Service site modality/age group identified does not match Practitioner modality and age group.

Age Group 18-20

→ Age Group 18+

25

30

*Must be between 0 and max.

Service site modality/age group identified does not match Practitioner modality and age group.

Age Group 21+

500

25

Modality - Outpatient

Modality - Residential

The total for all age groups must be equal to or less than the contracted capacity.

Age Groups

Max Beneficiaries ⓘ

Current Beneficiaries ⓘ

Age Group 0-17

200

Practitioner maximum cannot exceed site maximum (20)

*Must be between 0 and max.

Age Group 18-20

→ Age Group 18+

100

Practitioner maximum cannot exceed site maximum (20)

*Must be between 0 and max.

Age Group 21+

The red boxes show the different error messages that may appear if the numbers do not sum up to the totals or are not logical.

IMPORTANT: On this page, error messages with the following signs must be resolved before the page can be saved:



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

IMPORTANT: This year, instead of needing to break out age group 18-20, and 21+, providers only need to enter current/maximum for age group 18+.

Providers can enter in information for:

- **Youth:** Age Group 0-17
- **Adult:** Age Group 18+ OR Age Group 21+

Please note that the NACT age group will still be displayed on the NACT as Age Group 18-20, but will be submitted to the state as Age Group 18+.

Service Location: Associated Practitioners- General Practitioner Information (section 1 [steps 7-8])

Does this practitioner provide Telehealth services? * ⓘ

No

Does this practitioner travel to beneficiaries? * ⓘ

No

Step 7: For the 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. ⓘ Allowable telehealth platforms include both an audio AND/OR video component to provide direct client outpatient or OTP services. See SAPC Telehealth policy for more information.

Does this practitioner travel to beneficiaries? * ⓘ

Yes

If so, select the average miles *

10 miles

11-30 miles

31-60 miles

greater than 60 miles

Step 8: 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

Service Location: Associated Practitioners- General Practitioner Information (section 1) Submit

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

NACT - Practitioner Service Location Edit

General Practitioner Information is for each individual practitioner providing services at this specific service location. Review the information for accuracy. Edit any areas that need changes and complete all blank fields. After you click submit to save the information, you MUST then click on the Practitioner's name to return to the General Practitioner Information page.

To look up a new practitioner, refer to the training guide for directions and next steps.

General Practitioner Information

Practitioner
Bat Man

Service Location
RECOVERY, INC
44526 Pinky Way

Is this practitioner associated with this site *

Yes

Modality

Identify which modality and age group this practitioner provided services to by clicking on the radio button.


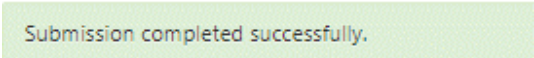

Modality - Intensive Outpatient

Modality - Opioid Treatment

Age Groups	Max Beneficiaries
<input checked="" type="checkbox"/> Age Group 0-17	10
<input type="checkbox"/> Age Group 18-20	
<input checked="" type="checkbox"/> Age Group 21+	10

WAIT



- Once all data fields on this page have been completed, **we recommend that you proceed directly to Step 9 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 button. This will save  the information you input when you leave this section (see page 23).
- If all fields are completed, then you will receive the following box at the top of the page:

- Selecting the  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.

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.

As a reminder, on this page, error messages with the following signs must be resolved before the page can be saved:



Service Location: Associated Practitioners- General Practitioner Information (section 1 [steps 9])

General Practitioner Information

Practitioner ALISON WHITMAN	Practitioner Status Incomplete
Service Location RECOVERY, INC 44526 Pinky Way	
Is this practitioner associated with this site *	
<input type="text" value="Yes"/>	

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

Step 9: Click on the hyperlinked practitioner name in **Red**. **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.

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.

Service Location: Associated Practitioners- Practitioner Personal Information (section 2 [steps 10-11])


Step 10: Select whether to the best of your knowledge, the Practitioner is in SAGE by selecting “yes” or “no”.

Step 11: 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. **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 questions specific to this provider type.

Review the information for accuracy and complete all required blank fields

Practitioner Personal Information

Has this practitioner been credentialed in Sage?

 Providers that are not yet in Sage must complete Sage onboarding with the SAPC SAMU Unit.

First Name *

ALISON

Last Name *

WHITMAN

NPI *

1588792907

Contract Effective Date

Contract Expiration Date

Provider Type *

Licensed Eligible Practitioner working under the supervision of a Licensed Clinician


Licensing Entity *

Pharmacy - California State Board of Pharmacy

California Practitioner License Number *

23828

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

LPHA Waivered * 

No

Registered Provider *

N/A

Direct Services Offered by Provider *

Yes

Service Location: Associated Practitioners- Practitioner Personal Information (section 2 [step 12])

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.

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Review the information for accuracy and complete all required blank fields

Practitioner Personal Information

Has this practitioner been credentialed in Sage?

First Name: Bat

Last Name: Man

NPI: 2432432431

Contract Effective Date:

Contract Expiration Date:

Provider Type *: Licensed Eligible Practitioner working under the supervision of a Licensed Clinician

Licensing Entity *: Physician - Medical Board of California

California Practitioner License Number *: D65846

LPHA Waivered *: Yes

Registered Provider *: Yes

Direct Services Offered by Provider *: Yes

Save

Step 12: 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.

Service Location: Associated Practitioners- Practitioner Personal Information (section 2 [step 13])

Step 13: Select the language (s) that this practitioner speaks and the level of fluency (Certified, Fluent, Good, Fair or Poor).

English is automatically populated to “Fluent” and cannot be changed.

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

Language Capabilities

Arabic *	Armenian *	Cambodian *
<input type="text" value="N/A"/>	<input type="text" value="N/A"/>	<input type="text" value="Fluent"/>
Cantonese *	English	Farsi *
<input type="text" value="N/A"/>	<input type="text" value="Fluent"/>	<input type="text"/>
		Farsi is required
Hmong *	Korean *	Mandarin *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Hmong is required	Korean is required	Mandarin is required
Other Chinese *	Russian *	Spanish *
<input type="text" value="Poor"/>	<input type="text" value="Fair"/>	<input type="text" value="Certified"/>
Tagalog *	Vietnamese *	ASL *
<input type="text"/>	<input type="text" value="Good"/>	<input type="text" value="N/A"/>
Tagalog is required		

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.

Service Location: Associated Practitioners- Practitioner Personal Information (section 2 [step 14-15])

Step 14: 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 * ⓘ

Yes ▾

Hours of Cultural Competence Training Completed * ⓘ

--|

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

Hours of Cultural Competence Training Completed is required

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”, the Hours Completed field will default to 0

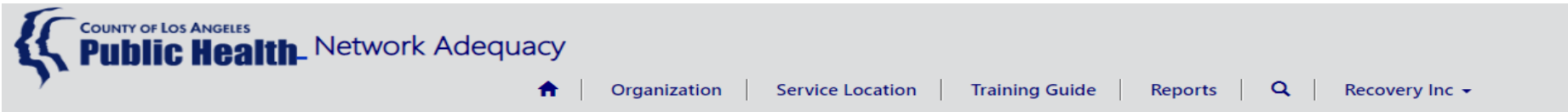


Step 15: Once all fields are completed, select the [SAVE](#) button. You will be returned to the General Practitioner Information Page for the practitioner.

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

Last Name *

SMITH

NPI *

1277436659

California Practitioner License Number *

If doesn't apply write N/A

na

California Professional Certification Number *

If doesn't apply write N/A

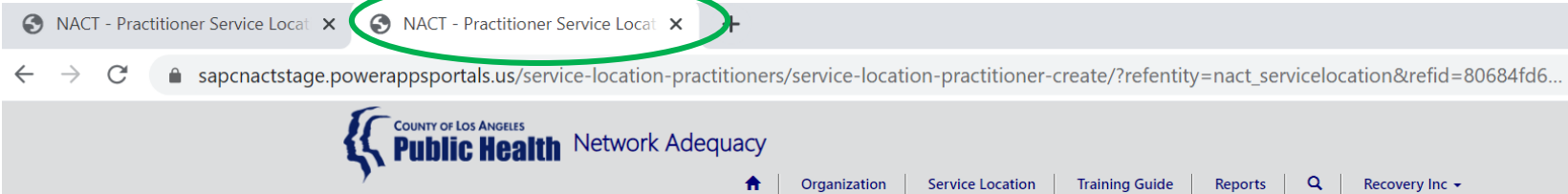
kghghfgkufuf

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 x NACT - Practitioner Service Locat x

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

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Completing Practitioner Service Location & Returning to Associated Practitioner [Step 16]

NACT - Practitioner Service Location Edit

General Practitioner Information is for each individual practitioner providing services at this specific service location. Review the information for accuracy. Edit any areas that need changes and complete all blank fields. After you click submit to save the information, you MUST then click on the Practitioner's name to add more detailed information about the practitioner.

To look up a new practitioner, refer to the training guide for directions and next steps.

General Practitioner Information

Practitioner
[Person AI](#)

Practitioner Status
Active

Service Location
[RECOVERY, INC](#)
44526 Pinky Way St 401

Is this practitioner associated with this site *

Modality

Identify which modality and age group this practitioner provided services to by clicking on the a

Modality - Intensive Outpatient

Modality - Opioid Treatment

Modality - Outpatient

Modality - Residential

Save

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 16: Click SAVE to save the information. The page will be redirected to the main Associated Practitioner Page

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

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.

Search Associate New Practitioner

First Name	Last Name ↑	Modified On	Current Number of Medi-Cal Beneficiaries	Maximum Number of Medi-Cal Beneficiaries	Practitioner is associated with this site	Status
------------	-------------	-------------	--	--	---	--------

IMPORTANT: Repeat steps 1-16 to complete information for all practitioners at this site location.

Service Location: Associated Practitioners - How to Disassociate a Practitioner from a Site Location

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.

General Information Accessibility Language Capabilities Modality Associated Practitioners [Save](#)

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.

[Associate New Practitioner](#)

First Name	Last Name ↑	Modified On	Current Number of Medi-Cal Beneficiaries	Maximum Number of Medi-Cal Beneficiaries	Practitioner is associated with this site	Status
EMORY	AARON	5/12/2022, 8:10:07 AM	5	5	Yes	Active
ASHRAF	ABDELKARIM	5/11/2022, 10:59:03 AM	0	0	No	Incomplete

To remove a practitioner from a site location, select the drop-down arrow and click on “disassociate”

[Associate New Practitioner](#)

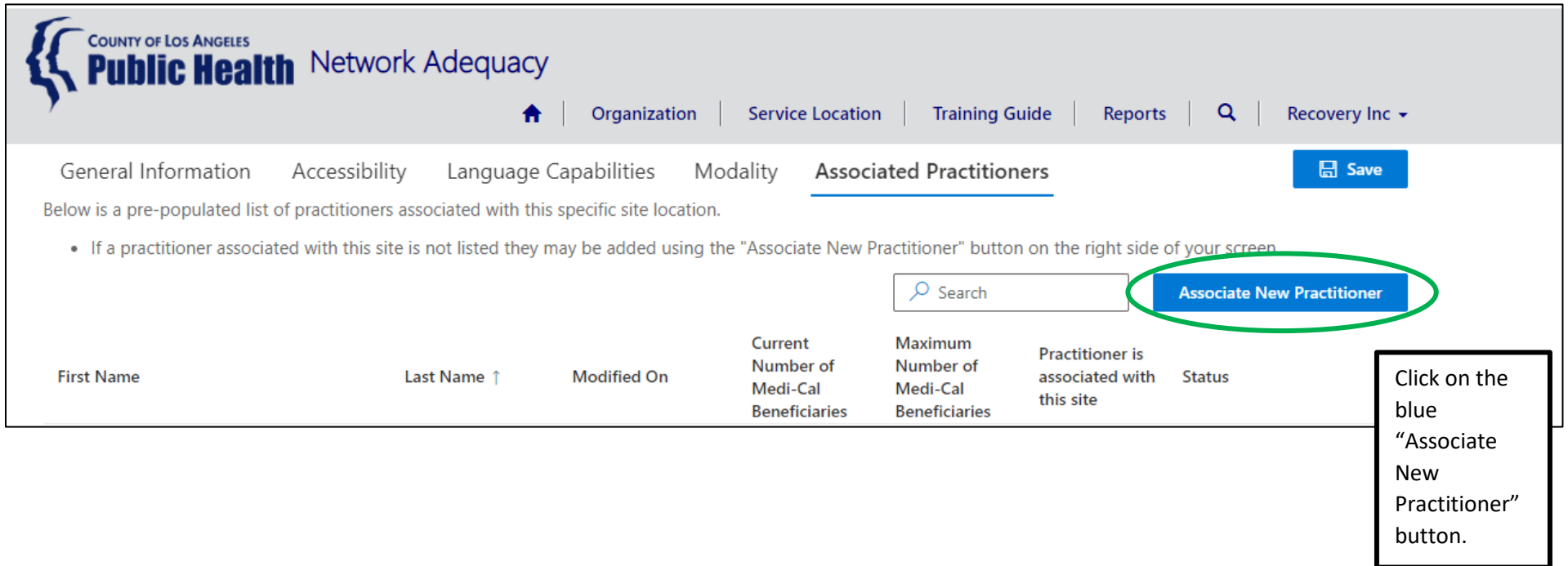
[Edit Record](#)
[Disassociate](#)

NOTE: If you accidentally “disassociate” a practitioner from your list you can add them back using the Practitioner Look-up

Service Location: Associated Practitioners - Practitioner Look-Up - **UPDATED**

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 April 28, 2022 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.



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

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

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

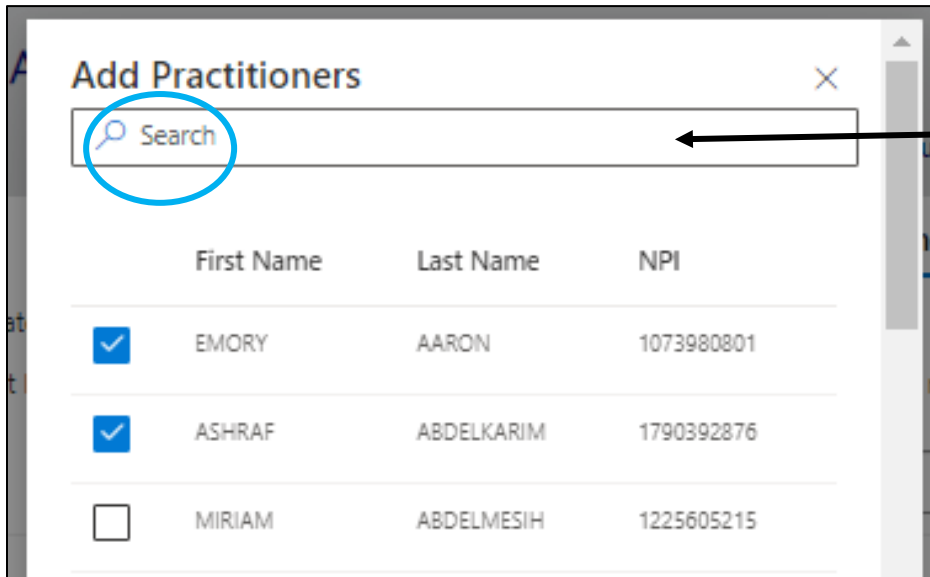
- If a practitioner associated with this site is not listed they may be added using the "Associate New Practitioner" button on the right side of your screen.

Search

First Name	Last Name ↑	Modified On	Current Number of Medi-Cal Beneficiaries	Maximum Number of Medi-Cal Beneficiaries	Practitioner is associated with this site	Status
------------	-------------	-------------	--	--	---	--------

Click on the blue “Associate New Practitioner” button.

Service Location: Associated Practitioners - Practitioner Look-Up - **UPDATED**



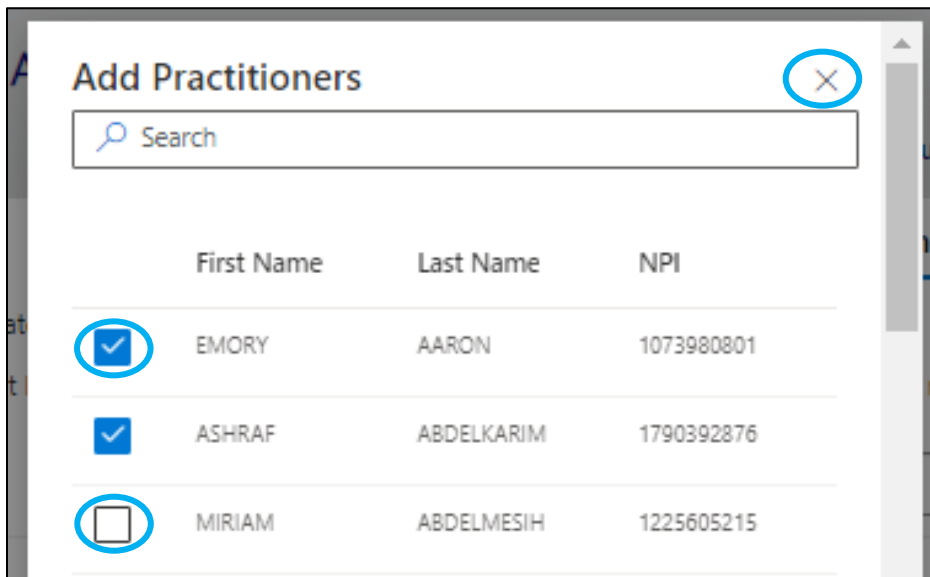
Add Practitioners [X]

Search

	First Name	Last Name	NPI
<input checked="" type="checkbox"/>	EMORY	AARON	1073980801
<input checked="" type="checkbox"/>	ASHRAF	ABDELKARIM	1790392876
<input type="checkbox"/>	MIRIAM	ABDELMESIH	1225605215

Step 1. Enter in first/last name and ENTER to search for a practitioner.

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.



Add Practitioners [X]

Search

	First Name	Last Name	NPI
<input checked="" type="checkbox"/>	EMORY	AARON	1073980801
<input checked="" type="checkbox"/>	ASHRAF	ABDELKARIM	1790392876
<input type="checkbox"/>	MIRIAM	ABDELMESIH	1225605215

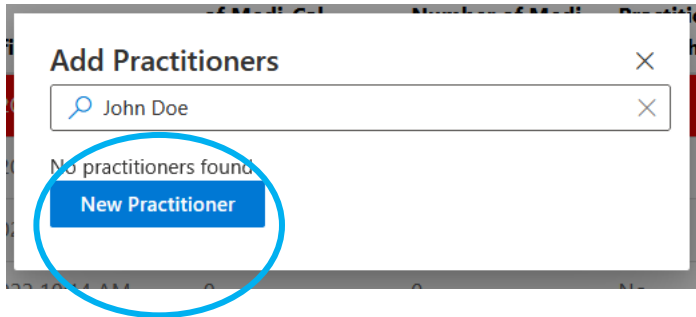
Step 2. To associate or disassociate practitioner(s) to a site location, check the box next to their name and exit out of the box.

will return you back to the "Associated Practitioners" page.

NEW FEATURE: You can now select multiple practitioners to add to the service location.

Service Location: Associated Practitioners – Add a New Practitioner - **NEW**

If you use the Practitioner Look-up Function described above and cannot find a practitioner, follow these steps to Add a New Practitioner.



Add Practitioners [X]

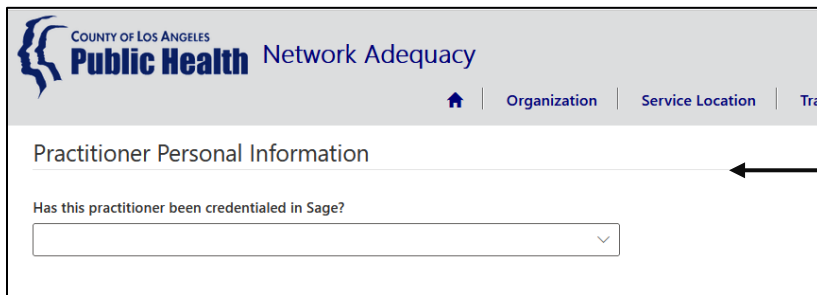
John Doe [X]

No practitioners found

New Practitioner

Step 1: Search for the practitioner, following the Practitioner Look-up steps described above. When the practitioner is not found, the New Practitioner button will display.

Step 2: Click on the New Practitioner Button.



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Organization | Service Location | Tra

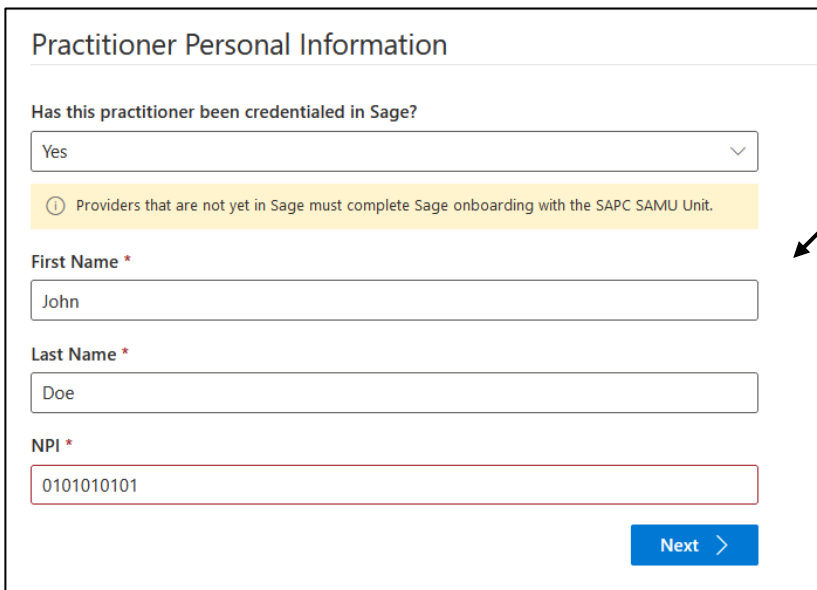
Practitioner Personal Information

Has this practitioner been credentialed in Sage?

Yes

Step 3: Answer the questions. **Note: Providers that are not yet in Sage must complete Sage onboarding with the SAPC SAMU Unit.**

Step 4: Once you have located the practitioner's name, complete the fields following steps 10-16 on pages 27-32 of this guidebook.



Practitioner Personal Information

Has this practitioner been credentialed in Sage?

Yes

Providers that are not yet in Sage must complete Sage onboarding with the SAPC SAMU Unit.

First Name *

John

Last Name *

Doe

NPI *

0101010101

Next >


Completed Submission

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.



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

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

