

Dear Provider:

Thank you for your interest in becoming a provider for the California Victim Compensation Program (CalVCP). The mental health provider information has just been updated. Please visit the [website](#) for even more information than what is provided in this email. Please note there were rate changes effective April 1, 2011 which now includes a rate for registered intern provided services.

There are just a few things needed to become a provider. You do not need to submit paperwork until you submit your first bill. At that time, please submit a completed [W-9](#) and a copy of your licensure.

Bills should be submitted on a standard CSM- 1500 form. . The [Current Procedure Codes \(CPT\) used by CalVCP](#) are posted on the website along with the instructions of [how to complete a CSM1500](#).

The Cal VCP is requesting your assistance in reducing administrative costs related to billing. Please submit all CMS (HCFA) 1500 billing forms with at least 4 dates of service listed under section 24 of the [HCFA](#) form. Implementing this standard will result in the following:

- Processing time will not increase as fewer bills will be submitted,
- An average of \$30,000 in administrative savings per quarter for CalVCP for inputting bills into the system, and
- Potentially simpler account reconciliation based on uniformity of billing.

You may mail your documents to: Victim Compensation Program, PO Box 942003, Sacramento, CA 94204-2003. **** Note: Interns are not able to independently bill or receive payment directly from CalVCP, only the employing supervising therapist or agency. Please contact your licensing board for more details.**

The following link may answer several of your questions:

<http://www.vcgcb.ca.gov/providers/mental.aspx>. At the following link you will find most of the forms listed above; <http://www.vcgcb.ca.gov/providers/formspubs.aspx> , and here is the link for the W-9: <http://www.vcgcb.ca.gov/docs/forms/providers/fw9.pdf>.

After the initial five sessions a Treatment Plan is to be filled out and maintained in the client's file, unless the therapy being provided is only partially necessary as a direct result of the crime. If the therapy is partially related mark on the last page of the Treatment Plan the appropriate box the percentage it is related and mail in the Treatment Plan. If the client reaches the session limit and additional therapy appears to be needed, then fill out the Additional Treatment Plan and submit it with the Treatment Plan. CalVCP may also call for submission of the Treatment Plan at any time.

Please note that CalVCP will only pay for the percentage that is crime related. If the sessions are paid at 100% and later it is determined the therapy was partially related to the crime, then future sessions will be offset by that amount or an overpayment will be issued.

CalVCP is the payor of last resort, so if your client has insurance the insurance must be billed first and the explanation of benefits is to be included with your billing. If you are a contracted provider with the insurance, then we will pay the co-pay or deductible up to the CalVCP rate. If the contracted rate of the insurance and the co-pay or deductible does not equal our rate, the

difference will not be made up. If the insurance has a rate for out of network providers, the same holds true. In both scenarios the client cannot be charged for the difference. If the insurance denies your services, then the CalVCP rate will be paid. Please be sure to read over the limitations for reimbursement on the CalVCP website for more details and important program information.

About 60% of mental health bills are paid within one month with our expedited payment process. The ability for bills to be expedited is dependent on factors related to the application, not the specific bill. If the claimant has insurance, a civil suit, or other reimbursement sources then CalVCP must verify the other sources are not viable prior to making payment. Additionally, if the claimant does not have enough authorized sessions to cover the number of sessions billed, then an Additional Treatment Plan will be requested for review prior to considering the bills. These are just some of the factors involved in the payment process which is guided by statute and regulation.

The VCP headquarters does not maintain a referral list, but your local victim witness center may. Just give your local center a call to see if they maintain a list. Here is a web link to find the center in your county: <http://www.vcgcb.ca.gov/victims/localhelp.aspx>. Additionally, if you are registered with Find a Psychologist (findapsychologist.org) or Therapist Finder (therapistfinder.com) the links are on the VCGCB.ca.gov web page where Victims may access these links to locate a mental health provider in their area.

Please contact Bob Sonsalla at 916-491-3522 if you have any further questions or need clarification on the information provided in this letter. If you would like to be placed on our provider email list to receive email updates regarding common questions, important changes, and other pertinent issues email Bob Sonsalla at bob.sonsalla@vcgcb.ca.gov.

If you need assistance regarding an application or bills please contact our helpline at 1-800-777-9229.