Update 2014-21: Common-Place Handbook

VMC Referrals for Adding-a-Program & Adding-a-Person

Background
On behalf of Santa Clara County Health and Hospital Systems (HHS), the “VMC Medi-Cal Status Request” (SCD 1230) procedures were established to track Add-a-Program and Add-a-Person referrals from Valley Medical Center (VMC) to other District Offices.

Changes
Effective immediately, the SCD 1230 form and procedures are obsolete. VMC will no longer track the aforementioned referrals. Instead, VMC will act as the vehicle to ensure that Add-A-Person/Add-a-Program referrals are forwarded to the appropriate district office for processing.

[Refer to “VMC Process: Add-a-Program & Add-a-Person,” page 57-32 for procedures.]

Priority E-mail Addresses
The following are the district office’s priority email addresses used by VMC to forward referrals to add a program (Medi-Cal) or to add a person when the corresponding case resides in another office and the client needs to be added to the corresponding case, or program added, or added to MEDS:

<table>
<thead>
<tr>
<th>Office</th>
<th>Outlook Global Address Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>South County</td>
<td>Existing address:</td>
</tr>
<tr>
<td></td>
<td>“South County Intake District Office”</td>
</tr>
<tr>
<td>North County</td>
<td>New address created:</td>
</tr>
<tr>
<td></td>
<td>“North County - VMC Referrals”</td>
</tr>
</tbody>
</table>
The “Health and Hospital System Services Referral” (SCD 2384) is a new form that is completed by HHS staff to indicate the effective date (HHS Service Date) the client is requesting Medi-Cal coverage. This form will be included with the VMC add-a-person referral.

**Implementation**

This change is effective upon receipt of this update.

**Supervisors**

Supervisors must review the information contained in this update at their next unit meeting but no later than October 3, 2014.

DENISE BOLAND, DIRECTOR,
Department of Employment and Benefit Services

Contact Person: Jesus Manzanero, Application & Decision Support Specialist II, (408) 755-7540.

<table>
<thead>
<tr>
<th>Office</th>
<th>Outlook Global Address Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Assistance</td>
<td>Existing address: “GA”</td>
</tr>
<tr>
<td>Continuing Benefits Services</td>
<td>Address renamed to: “CBS Priority Mail”</td>
</tr>
<tr>
<td></td>
<td><strong>Note</strong>: “CCSContPriMail” is obsolete.</td>
</tr>
<tr>
<td>Application Assistance Center</td>
<td>New address created: “AAC - VMC Referrals”</td>
</tr>
<tr>
<td>Benefits Services Center</td>
<td>Existing address: “Medical”</td>
</tr>
</tbody>
</table>