



COUNTY OF SANTA CLARA
Behavioral Health Services
Supporting Wellness and Recovery

MEMORANDUM

TO: BHSD Mental Health Providers

FROM: Courtney Gray, Quality Management Director

DocuSigned by:
Courtney Gray
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RE: 274 (NACT) Monthly Template and Process Update

DATE: May 8, 2023

BHSD will be implementing updates to the 274 (NACT) monthly template and process beginning with the May 2023 submission.

Update 1:

The submission of the 274 (NACT) Files are transitioning to One Drive upload. This is an effort to manage the files in a more efficient manner. On May 15th providers will receive an email with the One Drive Link to access their specific agency 274-file folder and 274 template with the new data fields.

Update 2:

In order to comply with the DHCS requirements related to the provider directory, new data fields have been added to the template. This would allow the required data to be collected and populated for the provider directory. The new data fields include the following:

- Indication as to whether or not providers are no longer accepting new patients.
- Days & Hours of service each location is open.
- The telephone number to call after normal business hours.

Please see attached resource documents for your reference:

1. One Drive upload instructions
2. 274 submission timeframes and new Directory data fields

Two training sessions have been scheduled to review these updates and answer any questions. You only need to attend one of the trainings. Please see meeting information below.

Thursday, 5/11/23 from 930am – 10am

Microsoft Teams meeting

Join on your computer, mobile app or room device

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Meeting ID: 234 106 639 309

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Thursday, 5/11/23 from 330pm – 4pm

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If you have any questions, please contact the BHSD Business Office

BHSDBusinessOffice@hhs.sccgov.org