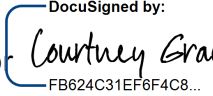




COUNTY OF SANTA CLARA  
**Behavioral Health Services**  
Supporting Wellness and Recovery

## MEMORANDUM

TO: BHSD County Clinics

FROM: Courtney Gray, Quality Director  DocuSigned by:  
Courtney Gray  
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RE: Reminder for Graduate Associates Registration

DATE: April 16, 2025

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This is a reminder related to the [memo](#) issued on December 2, 2024 for credentialing of graduates.

On June 17, 2024, the Department of Health Care Services (DHCS) issued [BHIN 24-023 Standards for Specific Behavioral Health Provider Types and Services; Amends Relevant Sections Within Title 9 and Title 22 of the California Code of Regulations \(CCR\)](#). This BHIN describes updates which expand provider types that can provide Medi-Cal Behavioral Health Services. This includes the updated definition of “registered” with the California Board of Behavioral Health Services (BBS). This definition includes “individuals who are in the process of obtaining registration as social worker candidates, marriage and family therapist candidates, and professional clinical counselor candidates.” The BHIN also states that “BBS now allows candidates to count supervised experience toward licensure during the window of time between the degree award date and the issue date of the associate registration number if BBS receives the associate application within 90 days of the degree award date.” Services provided by these candidates completing supervised experience can be reimbursed while their BBS application is pending. However, if an application is not approved by BBS, the services provided by the candidate are not Medi-Cal reimbursable.

Beginning May 1, 2025, VHP will start accepting credentialing applications from the candidates.

### Credentialing Process for New Graduates Eligible for ACSW/AMFT/APCC Registration:

1. As soon as the applicant’s degree posts to their transcript, apply for BBS registration.
2. Concurrently, individuals will complete the [CAQH](#) application.
3. Complete the [Credentialing Request Form](#)
4. Submit the following documents to [BHSDCredentialing@vhp.sccgov.org](mailto:BHSDCredentialing@vhp.sccgov.org)
  - a. Credentialing Request Form
  - b. Proof of Registration Application submitted to BBS
  - c. Copy of “Request for Live Scan Service” form
5. Credentialing request will be processed and approved.
  - a. If already credentialed with BHSD, the effective date will be retroactive to the “Request for Live Scan Service” form date.



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- b. If a new hire, the effective date will be the credentialing approval date.
6. Track 90-day rule timeline.
7. Once BBS issues the individual a registration number, submit a copy to [BHSDCredentialing@vhp.sccgov.org](mailto:BHSDCredentialing@vhp.sccgov.org)

New Graduates Prior to May 1<sup>st</sup>

Anyone who is hired prior to May 1<sup>st</sup>, may still count their eligible hours towards BBS licensure under the 90-day rule. The individual must follow all requirements outlined by the California BBS 90-day rule and retain their records (Registration Application submitted to BBS and “Request for Live Scan Service” form) till May 01, 2025. The 90-day timeframe will be the graduation date on transcript and BBS application submission. The “Request for Live Scan Service” form information must match these dates. The employer would then submit the records to BHSD credentialing for record keeping purposes/compliance with the BHIN. For credentialing/billing purposes, current practices will need to be followed until May 01, 2025.

If you have any questions, please contact the BHSD Provider Relations Operations team by email [BHSDBusinessOffice@hhs.sccgov.org](mailto:BHSDBusinessOffice@hhs.sccgov.org)