

# Referral Process

## Introduction

### Purpose

The purpose of this module is to provide an overview of the California Children's Services (CCS) program and Genetically Handicapped Persons Program (GHPP) referral processes.

### Module Objectives

- Define a referral
- Clarify who can make a referral to the CCS program or GHPP
- Understand how to make a referral to the CCS program or GHPP
- Identify what information needs to be included with the referral

### Resource Information

#### **Medi-Cal Subscription Service (MCSS)**

MCSS is a free subscription service that enables providers and others interested in Medi-Cal to receive subject-specific links to Medi-Cal news, *Medi-Cal Update* bulletins, urgent announcements and/or System Status Alerts via email. For more information and subscription instructions, visit the MCSS Subscriber Form at ([www.medi-cal.ca.gov/mcss](http://www.medi-cal.ca.gov/mcss)).

#### **References**

The following reference provides CCS program and GHPP referral process information.

#### **Provider Manual Reference**

##### Part 2

*California Children's Services (CCS) Program Referrals* (cal child ref)

*Genetically Handicapped Person's Program (GHPP)* (genetic)

#### **Acronyms**

A list of current acronyms is located in the Appendix section of this workbook.

# CCS Program and GHPP Referral Process

A referral to the CCS program or GHPP is defined as a request directed to the CCS program or GHPP to authorize medical services for a potential program client.

A potential CCS program client is from birth to 21 years of age and is suspected of having a CCS program-eligible condition. Persons younger than 21 years of age suspected of having a CCS program-eligible condition should first be referred to CCS.

A potential GHPP client is any person suspected of having a GHPP-eligible medical condition. Persons with a suspected GHPP-eligible condition younger than 21 years of age should first be referred to the CCS program. Persons 21 years of age and older suspected of having a GHPP-eligible condition should be referred to the GHPP.

Referrals to the CCS program or GHPP may be made by anyone, including the potential client's family, school, public health nurse, family doctor or physician specialist. **It is important that a referral be made to the CCS program or GHPP as early as possible because the CCS program and GHPP do not pay for medical care that is provided before the date of referral.**

## Referral Requirements

The CCS program or GHPP only receive referrals using the *New Referral CCS/GHPP Client Service Authorization Request (SAR) DHCS 4488* and the *Established CCS/GHPP Client Service Authorization Request (SAR) DHCS 4509* forms. A referral that is not received on these forms will be returned to the provider. The CCS program or GHPP medical eligibility and application process cannot be initiated until the forms are complete.

The fillable DHCS 4488 form is online at:  
(<http://www.dhcs.ca.gov/formsandpubs/forms/Forms/ChildMedSvcForms/dhcs4488.pdf>)

The fillable DHCS 4509 form is online at:  
(<http://www.dhcs.ca.gov/formsandpubs/forms/Forms/ChildMedSvcForms/dhcs4509.pdf>)

## Applicant Notification Process

Potential clients should be notified of a referral to the CCS program or GHPP and provided an opportunity to complete a CCS program or GHPP application.

The family/potential client must also apply for the CCS program or GHPP. Once the family/applicant applies, CCS program or GHPP staff will determine whether the applicant meets the medical, residential and financial eligibility requirements.

**Diagnostic Services**

If a potential CCS program or GHPP client is suspected of having a CCS program-eligible or GHPP-eligible medical condition, but additional tests or studies are needed to confirm the medically eligible condition, the case may be opened for just those studies or tests needed to confirm the presence or absence of the suspected CCS program or GHPP medically eligible condition.

**Treatment Services – CCS**

If a potential CCS program client has a CCS program-eligible medical condition and meets all other program eligibility requirements, the client’s case is opened for health care services related to the CCS-eligible condition. Cases are reviewed annually for continued eligibility in CCS.

The CCS program also provides case management for CCS clients who have Medi-Cal health care coverage.

The CCS program encourages all families and legal guardians of CCS clients with Medi-Cal eligibility to complete the CCS eligibility process to ensure continuing CCS services, regardless of the continuation of the client’s eligibility for Medi-Cal.

**Treatment Services – GHPP**

If a potential GHPP client has a GHPP-eligible medical condition and meets all other program eligibility requirements, the GHPP client’s case is opened for all medically necessary health care services. GHPP clients renew annually for continued eligibility in GHPP.

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