



<b>Health Care Agency Behavioral Health Services Policies and Procedures</b>	Section Name:	Administration
	Sub-section:	Contracts
	Section Number:	04.01.01
	Policy Status:	<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised

	SIGNATURE	DATE APPROVED
Chief of Operations Behavioral Health Services	_____	_____

**SUBJECT:**

Orange County Transit Authority Application for Disabled Persons Reduced Fare ID Card

**PURPOSE:**

To provide certification and quality control to the Orange County Transit Authority (OCTA), that Health Care Agency (HCA) Behavioral Health Services' (BHS) consumers meet the eligibility criteria for the application of and the renewal of reduced fare ID cards.

**POLICY:**

This procedure shall be used to certify the eligibility of mental health services' consumers who are disabled and who are eligible for reduced fare ID cards from OCTA.

**SCOPE:**

This policy applies to the consumers of the HCA/BHS County and County contracted mental health programs who meet the criteria for disability required to be eligible for reduced bus fare through OCTA.

**FORMS:**

OCTA Reduced Fare ID card Assessed Eligibility Form, BHS/MIHS Program Support, Carlos Andrade, Bldg. 38-W, RM 767.

[Authorization to Use and Disclose Protected Health Information:](http://ochealthinfo.com/about/admin/hipaa/hp/forms) Form #F346-531 B (12/03)  
<http://ochealthinfo.com/about/admin/hipaa/hp/forms>

[Original Copies of the OCTA Reduced Fare ID Application available at:](http://www.octa.net/pdf/red_fareid.pdf)  
[http://www.octa.net/pdf/red\\_fareid.pdf](http://www.octa.net/pdf/red_fareid.pdf)

**PROCEDURE:**

- I. BHS county or contracted MHP staff shall assess consumers within their program to determine eligibility for an OCTA Reduced Fare ID Card. The consumer, or with their Care Coordinator's assistance, shall complete:

- II. OCTA application and Authorization to Use and Disclose Protected Health Information to OCTA.
- III. The Care Coordinator then submits to their Service Chief/Supervisor or designee, for review, an original signature (copies not allowed):
  - A. OCTA Reduced Fare ID Card Assessed Eligibility Form (AE Form)
  - B. Completed OCTA Reduced Fare ID application (OCTA RFID Application)
  - C. Original Authorization to Release PHI Information Form (PHI Form)
- IV. As this OCTA RFID packet of information is received, Service Chief/Supervisors or designee shall check all forms to ensure that everything is filled-out signed and dated.
- V. Next, Service Chief/Supervisors or designee shall submit the Assessed Eligibility form, OCTA Reduced Fare ID application, and Authorization to Use and Disclose Protected Health Information to BHS Program Support, Carlos Andrade, Building #38W, Rm. 767 or to 405 W. 5th St., Room 767, Santa Ana, 92701.
- VI. The BHS Mental Health Services Director or designee will provide OCTA with a certified list of persons assessed to meet the disability criteria as defined by OCTA and to be in need of a Reduced Fare ID Card.
  - A. BHS Program Support shall maintain a database of eligible clients certified by BHS programs. This information shall be forwarded to OCTA in the form of an authorized list (report) and shall include: last name, first name, middle initial, mailing address, telephone number, date of birth, date of assessed eligibility, date of eligibility, date eligibility expires, name of certifying BHS program and name of attending psychiatrist or psychologist.
  - B. BHS Program Support shall enter all eligible applicants into a database as they are received for the purpose of preparing a list of new or renewing applicants. Applications may be held until such time that the information is certified to be complete and correct. Once the applications are determined correct they will be batched and prepared for transfer to OCTA.
  - C. The certified list and applications shall be forwarded to OCTA on a continuing basis along with the Authorization to Use and Disclose Protected Health Information. Any application packet found to be lacking in completeness of information or filled out in error may be returned to the originating program for corrections. Once corrected the originating program may re-submit the packet for processing
- VII. For any application status queries, call the Orange County Transport Authority at (714) 560-5596 and request the OCTA Reduced Fare ID department.