



To: All MH Network Providers
From: Chris Marlow, DHS-BHD QAPI Section Manager
Date: January 9, 2024
RE: Guidance on Notice of Adverse Beneficiary Determination (NOABD) forms

This memo provides temporary guidance to network providers on using NOABD forms.

NOABD templates are in the process of build-out within Sonoma County's EHR, SmartCare, to ensure the appropriate enclosures are attached, and verbiage surrounding specific regulations is included.

In the interim, please use the NOABD templates provided on the Sonoma County website:

<https://sonomacounty.ca.gov/health-and-human-services/health-services/divisions/behavioral-health/contractor-resources/medi-cal-informing-materials>

For County employees, the templates may also be found on the S drive:

<S:\BH\FORMS\NOABD Forms>

Please save the NOABD forms as a PDF and upload the NOABD into SmartCare, prior to issuance to clients. The following link provides instructions on how to upload documents into SmartCare:

<https://2023.calmhsa.org/how-do-i-upload-a-document-into-the-clients-record-if-i-dont-have-a-scanner/>

An updated memo will be released once the NOABD templates are completely built out with enclosures in the SmartCare EHR.