



# Implementing the CYBHI Fee Schedule

A Quick Guide for San Luis Obispo  
County School Districts



# CYBHI Fee Schedule: Implementation Checklist

PHASE  
1

Prerequisites and Applications

☐ Identify lead role

☐ Review DHCS guidance and rates

☐ Obtain NPIs and certificate of liability coverage

☐ Identify document repository

☐ Review DHCS Operational Readiness Standards

☐ Join DHCS SBS Listserv

☐ Apply to billing cohort

PHASE  
2

Paperwork and Technical Setup

☐ Complete PPA

☐ Complete DUA

☐ Complete Carelon contact list

☐ Register for ProviderConnect

☐ Register for Availity

☐ Register for PaySpan

☐ Contract with EHR/Billing Vendor

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3

Program Discovery, Policy Development, and Implementation Plans

☐ Crosswalk services/practitioners with Fee Schedule

☐ Assess current integrated system and tiers of support

☐ Develop communication and community outreach plans

☐ Identify ORPs

☐ Review and revise job descriptions

☐ Review and revise release forms, treatment consent forms, and privacy notices

☐ Compile and warehouse practitioner data, and submit to Carelon

☐ Compile and warehouse student health insurance data, and submit to Carelon

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4

Practitioner Onboarding and Program Launch

☐ Organize practitioner training series

☐ Develop program manual and toolkits

☐ Practitioners complete additional trainings (eg. ACEs Aware)

☐ Create key talking points for practitioners to use with families

☐ Begin submitting claims

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5

Fidelity Analysis and Retrospective

☐ Audit of claims to identify areas for improvement

☐ Identify potential additional practitioners and trainings

☐ Holistic review of all billing programs to maximize revenue

☐ Program retrospective - what future program amendments would we like DHCS to implement?

☐ Security review

☐ Vendor review

☐ Launch retrospective - What went well, what didn't

### Need Help?

Contact the SLOCOE CYBHI team at [cybhi.slococoe.org](https://cybhi.slococoe.org)

# Understanding the CYBHI Fee Schedule

## What is it?

The CYBHI Fee Schedule Program is a California state initiative that mandates health plans and insurers to reimburse public schools, including P-12 districts, colleges, and universities, for providing behavioral and mental health services to students under 26 years old.

### It establishes:

- ✓ Rates for reimbursement
- ✓ Covered services
- ✓ Approved providers



## Why It Matters

The Fee Schedule provides a reliable funding source for school-linked behavioral and mental health services and creates a more approachable billing model for schools and local educational agencies.



Expands student access to behavioral and mental health services.



Provides a reliable funding source to sustain services for students.



Supports integrated, school-based care models.



Aligns with the Multi-Tiered System of Support (MTSS) framework.

## Tips for Success

Start small  
(e.g. 1-2 school sites,  
1 provider)

Form an  
implementation  
team with multiple  
perspectives

Train school staff  
on referral + billing  
workflows

Communicate early  
and often



## Learn More

The San Luis Obispo County Office of Education's CYBHI team is here to support you.

Visit [cybhi.slocoe.org](https://cybhi.slocoe.org)