

274 Standard Training for NACT Coordinators

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SAPC Strategic Network Development Branch
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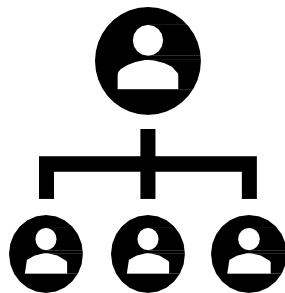


274 Provider Network Data Reporting

What is the 274 Network Data Reporting:

The 274 Provider Network is an Electronic Data Interchange standard is the primary source for analysis of access to services, including network adequacy and timely access standards.

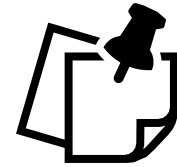
DHCS has implemented the 274-submission process to streamline the reporting requirements among all other Counties.



How will this new process impact SAPC Providers?

As part of the 274 Data reporting, we are now required to submit complete, accurate, reasonable, and timely 274 provider network data monthly.

Monthly Updates



Each month providers will be asked to:

1. **Verify** the pre-populated practitioner information for each site. If there have been changes, update the NACA to reflect current information.
 - ✓ Credential and license Information
 - ✓ DOB, Gender, Email Address
 - ✓ Language Capabilities
 - ✓ NACT Coordinator and Back-up
2. **Add** any new practitioners that have not been pre-populated.
3. **Dissociate** practitioners no longer associated with the site.
4. **Verify** Current/Max beneficiaries for associated practitioners and update if there have been changes.
5. **Confirm** and SAVE all changes completed.

NEW!

SBAT & 274 STATE REPORTING

Organization LocationTraining Guide Report[Sign Out](#)

Welcome to the Network Adequacy Certification Application

This database allows SAPC treatment providers to submit and update information related to requirements for network adequacy, cultural competency, and the Service and Bed Availability tool (SBAT).

The NACA is required for:

- All outpatient, intensive outpatient, residential and opioid treatment providers under the DMC ODS.

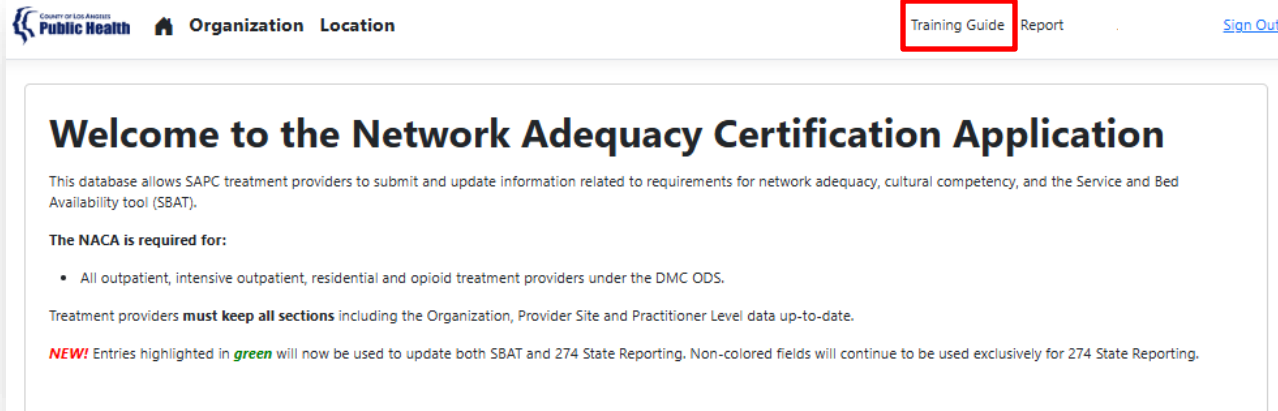
Treatment providers **must keep all sections** including the Organization, Provider Site and Practitioner Level data up-to-date.

NEW! Entries highlighted in **green** will now be used to update both SBAT and 274 State Reporting. Non-colored fields will continue to be used exclusively for 274 State Reporting.

Sample:

USAGE	EXAMPLE
274 State Reporting	Data Field: *
SBAT & 274 State Reporting	Data Field: *

Entries with fields highlighted in **green** will be used to both **SBAT & 274 Reporting**



The Training Guide, accessible from the navigation bar, has been updated to reflect current NACA changes

LOS ANGELES COUNTY DEPARTMENT OF PUBLIC HEALTH
SUBSTANCE ABUSE PREVENTION AND CONTROL

NETWORK ADEQUACY CERTIFICATION APPLICATION

USER GUIDE 2025

NEW!

AGENCY INDIVIDUAL REPORT

The NACT Individual Report can now be accessed by clicking on the 'Report' option in the Navigator bar. Agencies can generate the report by following these steps. A confirmation message will appear once the report is successfully generated."

Step 1: Click on the 'Report' option in the top navigation bar.

Step 2: Click on the 'View' button next to the 'NACT Individual Report' card.

Step 3: Click on the 'Generate' button in the 'NACT Individual Report' form.

Step 4: The report is generated successfully. A confirmation message appears: "Report generated successfully. Look for 'NACTReport_2025101 000000.xlsx' file in your PC's Download folder".

Special Populations Categories

Special Populations

Select the Special Population(s) for which you offer program specific services that address unique patient needs. Supporting documentation will be reviewed as part of the annual audit process. Please see [criteria guide](#) for more information on established requirements to be considered serving a specific population.

Criminal-Justice Involved (CJI) * 'Criminal-Justice Involved (CJI)' is required	☐ Yes ☐ No	Developmental/Intellectual Disability * 'Developmental/Intellectual Disability' is required	☐ Yes ☐ No
Veterans * 'Veterans' is required	☐ Yes ☐ No	People Experiencing Homelessness (PEH) * 'People Experiencing Homelessness (PEH)' is required	☐ Yes ☐ No
Blind/Limited Vision * 'Blind/Limited Vision' is required	☐ Yes ☐ No	Sexually Exploited * 'Sexually Exploited' is required	☐ Yes ☐ No
Pregnant And Parenting Women * 'Pregnant And Parenting Women' is required	☐ Yes ☐ No	Deaf/Hard Of Hearing * 'Deaf/Hard Of Hearing' is required	☐ Yes ☐ No
Female Parent Or Guardian Of A Child * 'Female Parent Or Guardian Of A Child' is required	☐ Yes ☐ No	Male Parent Or Guardian Of A Child * 'Male Parent Or Guardian Of A Child' is required	☐ Yes ☐ No
Transitional Age-Youth (TAY) * 'Transitional Age-Youth (TAY)' is required	☐ Yes ☐ No	Arson * 'Arson' is required	☐ Yes ☐ No
Co-Occurring Mental Health Condition * 'Co-Occurring Mental Health Condition' is required	☐ Yes ☐ No	LGBQIA * 'LGBQIA' is required	☐ Yes ☐ No
Medications for Addiction Treatment (MAT) * 'Medications for Addiction Treatment (MAT)' is required	☐ Yes ☐ No	Physical Disability * 'Physical Disability' is required	☐ Yes ☐ No
Transgender Men * 'Transgender Men' is required	☐ Yes ☐ No	Withdrawal Management - Alcohol / Sedatives * 'Withdrawal Management - Alcohol / Sedatives' is required	☐ Yes ☐ No
Medically Vulnerable * 'Medically Vulnerable' is required	☐ Yes ☐ No	Transgender Women * 'Transgender Women' is required	☐ Yes ☐ No
Withdrawal Management - Opioids * 'Withdrawal Management - Opioids' is required	☐ Yes ☐ No	Registered Sex-Offenders (RSO) * 'Registered Sex-Offenders (RSO)' is required	☐ Yes ☐ No

Parent or Guardian of a Child category updated to reflect:

- ✓ Female Parent or Guardian of a Child
- ✓ Male Parent or Guardian of a Child

Practitioner / General Information

General Information

Review the information for accuracy and complete all required blank fields

Gender *

Date of Birth *
mm/dd/yyyy

Gender is required

Date of Birth is required

Email Address *

Email Address is required

- ❖ NACA will be updated to include a new field to select the practitioner's race and ethnicity.
- ❖ A drop-down list will be added to allow users to select the practitioner's race and ethnicity.

NEW! LANGUAGE CAPABILITIES - UPCOMING CHANGES

Language Capabilities

Save

If at least one staff member or consultant (including contracted in-person interpreters [not language line]) can provide services in one of these languages, provide the level of fluency. If a language does not apply for this site, select N/A.

Arabic *	Armenian *	Cambodian *	Cantonese *
Arabic is required	Armenian is required	Cambodian/Cambodian is required	Cantonese is required
English *	Farsi *	Hmong *	Korean *
English is required	Farsi is required	Hmong is required	Korean is required
Mandarin *	Other Chinese *	Russian *	Spanish *
Mandarin is required	Other Chinese is required	Russian is required	Spanish is required
Tagalog *	Vietnamese *	ASL *	
Tagalog is required	Vietnamese is required	ASL is required	

Other Language Services Available

Language Line Available * ☐ Yes ☐ No

Used an outside language interpretation company? * ☐ Yes ☐ No

Do you have written materials in language other than English? * ☐ Yes ☐ No

Does this site have at least 1 practitioner that provides counseling services in a specified language other than English? * ☐ Yes ☐ No

How many group sessions are held per month in a language other than English?

Arabic *	Armenian *	Cambodian *
Arabic is required	Armenian is required	* is required
Farsi *	Hmong *	Korean *
Farsi is required	Hmong is required	Korean is required
Other Chinese *	Russian *	Spanish *
Other Chinese is required	Russian is required	Spanish is required
Vietnamese *	ASL *	
Vietnamese is required	ASL is required	

- ✓ Drop-down list for the user to select languages
- ✓ Drop-down list for the user to select the level of fluency for the language selected.

Language Capabilities

Save

Does this site have at least one staff member or consultant who can provide services in any of the following languages, besides English? * ☒ Yes ☐ No

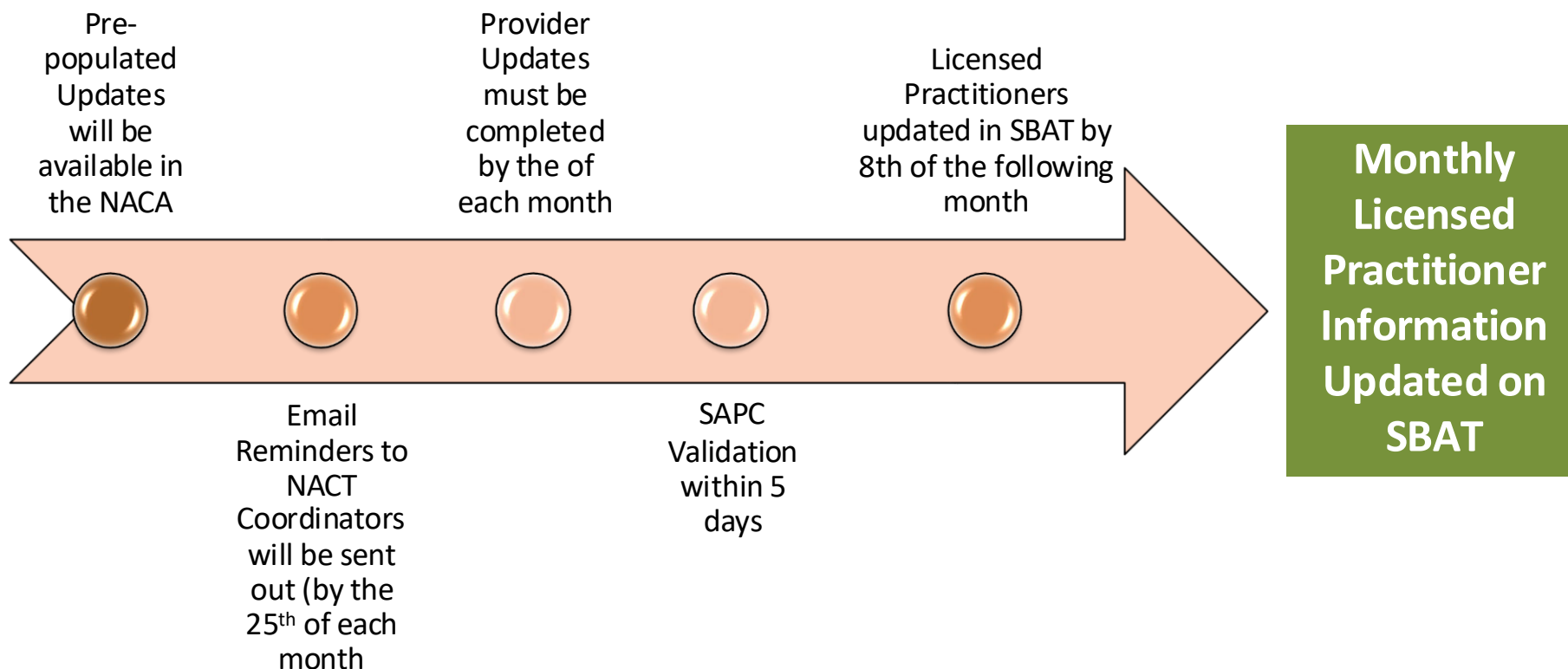
Please provide the language(s) and level of fluency.

Cambodian

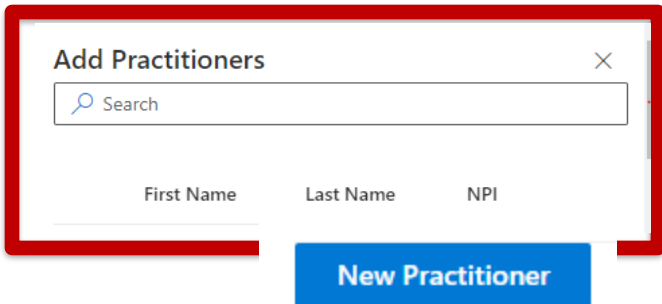
- ☐ Arabic
- ☐ Armenian
- ☒ Cambodian
- ☐ Cantonese
- ☐ Farsi
- ☐ Korean
- ☐ Mandarin
- ☐ Other Chinese
- ☐ Russian
- ☐ Spanish
- ☐ Tagalog
- ☐ Vietnamese
- ☐ ASL

Does this site provide group sessions in any of the following languages, besides English? * ☒ Yes ☐ No

MONTHLY PRACTITIONER SUBMISSION DUE DATES



Add a New PRACTITIONER



Providers may also

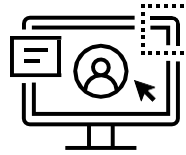
ADD New Practitioners

(same as with the NACT Submission)

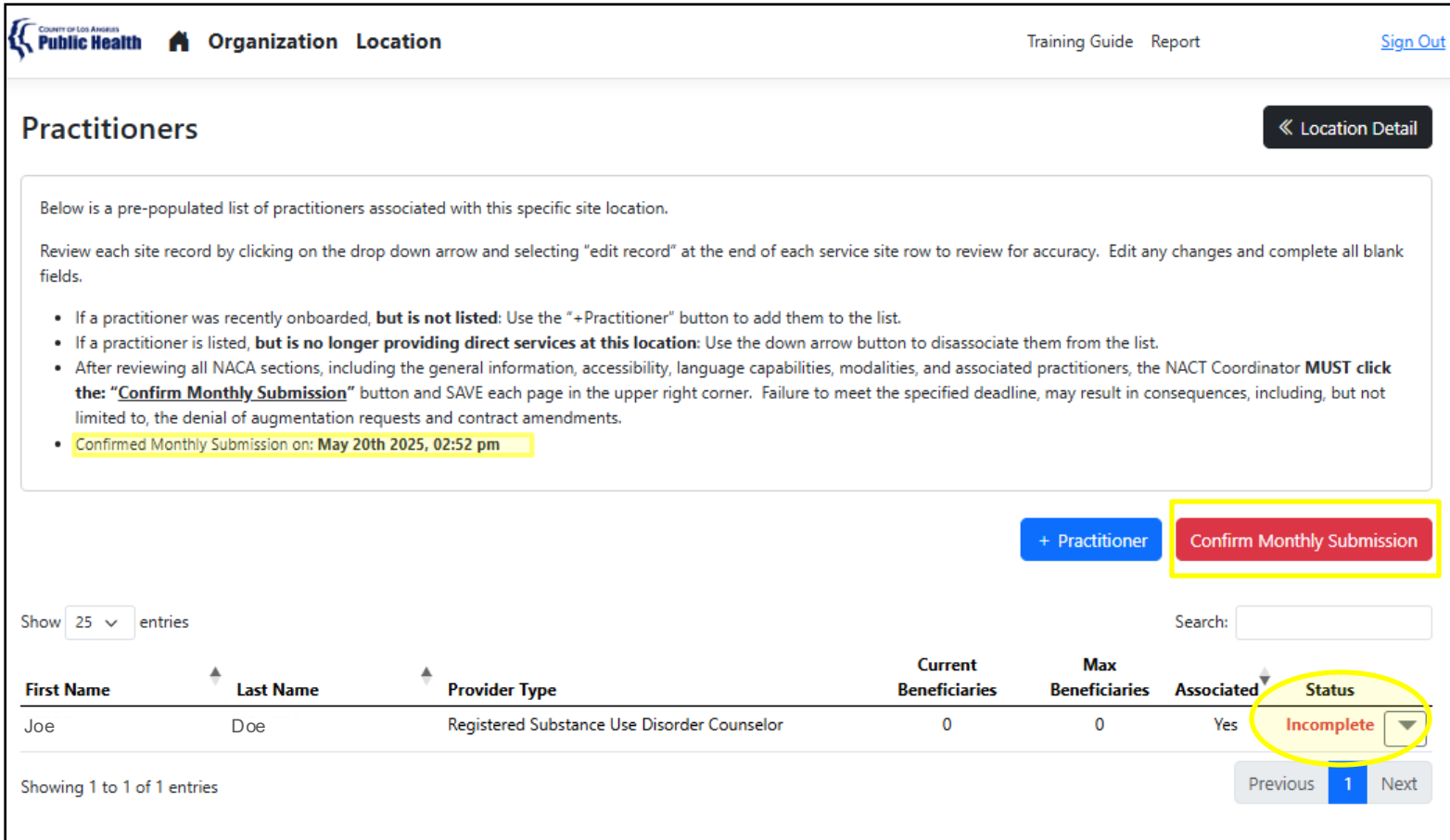
A list of NEWLY entered practitioners will go to SAPC Unit for
SAGE PRACTITIONER REVIEW PROCESS

- **If confirmed**, the licensed practitioner will be updated to the list and added to the SBAT.
- **If not confirmed**, the practitioner information will not be added to the SBAT. New Practitioner information will need to be added again.

SBAT Reminders



- Staff must complete a New User Form to update SBAT availability:
<http://publichealth.lacounty.gov/sapc/NetworkProviders/Sbat/SBATUserRegistrationForm.pdf>
- Please update bed/intake availability by 10 AM daily
- **Review the SBAT to ensure your site location(s) are listed correctly:**
<https://sapccis.ph.lacounty.gov/sbat/>
- Contact your CPA if updates need to be made



County of Los Angeles Public Health Organization Location Training Guide Report Sign Out

Practitioners

Location Detail

Below is a pre-populated list of practitioners associated with this specific site location.

Review each site record by clicking on the drop down arrow and selecting "edit record" at the end of each service site row to review for accuracy. Edit any changes and complete all blank fields.

- If a practitioner was recently onboarded, **but is not listed**: Use the "+Practitioner" button to add them to the list.
- If a practitioner is listed, **but is no longer providing direct services at this location**: Use the down arrow button to disassociate them from the list.
- After reviewing all NACA sections, including the general information, accessibility, language capabilities, modalities, and associated practitioners, the NACT Coordinator **MUST click the: "Confirm Monthly Submission"** button and SAVE each page in the upper right corner. Failure to meet the specified deadline, may result in consequences, including, but not limited to, the denial of augmentation requests and contract amendments.
- Confirmed Monthly Submission on: May 20th 2025, 02:52 pm

+ Practitioner Confirm Monthly Submission

Show 25 entries Search:

First Name	Last Name	Provider Type	Current Beneficiaries	Max Beneficiaries	Associated	Status
Joe	Doe	Registered Substance Use Disorder Counselor	0	0	Yes	Incomplete

Showing 1 to 1 of 1 entries Previous 1 Next

Monthly submission is a requirement. Users must ensure the "Confirm Monthly Submission" button is selected once the practitioner "Status" information is updated properly.

Expectation of NACT Coordinator

- Attend NACT related meetings to be informed of submission deadlines and updates to the NACA
- Update NACA on a monthly basis and validate required fields
- Communicate with NACT Team if there are any questions with your monthly update @sapc_nact
- Log-in to the NACA and make any necessary changes



Save the Dates **Quarterly NACT Coordinator Meetings**

Subsequent Monthly NACT Coordinator Meetings

- Spring Quarter - January 13th, 2026 (11AM-12PM)
- Summer Quarter - April 14th, 2026 (11AM-12PM)
- Fall Quarter - July 14th, 2026 (11AM-12PM)