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AUDITOR-CONTROLLER

**COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER**

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January 13, 2016

TO: Supervisor Hilda L. Solis, Chair
Supervisor Mark Ridley-Thomas
Supervisor Sheila Kuehl
Supervisor Don Knabe
Supervisor Michael D. Antonovich

FROM: John Naimo 
Auditor-Controller

SUBJECT: **BAYFRONT YOUTH AND FAMILY SERVICES – A DEPARTMENT OF
MENTAL HEALTH SERVICE PROVIDER – PROGRAM REVIEW**

We completed a program review of Bayfront Youth and Family Services (Bayfront or Agency), which included a sample of billings from Fiscal Year (FY) 2014-15. The Department of Mental Health (DMH) contracts with Bayfront to provide mental health services, including interviewing Program clients, assessing their mental health needs, and implementing treatment plans.

The purpose of our review was to determine whether Bayfront maintained proper documentation to support their billings, and that the clinical documentation complied with related guidelines. In addition, we evaluated whether Bayfront used qualified staff to provide services and maintained appropriate staffing levels as required by their County contract.

DMH paid Bayfront approximately \$1.6 million on a cost-reimbursement basis for FY 2014-15. The Agency provides services in the Fourth Supervisorial District.

Results of Review

Bayfront maintained adequate documentation for the billings reviewed. The Agency completed Assessments, Client Treatment Plans, Progress Notes, and Informed Consent forms in accordance with their County contract and related guidelines. In addition, Bayfront used qualified staff to provide DMH Program services and maintained appropriate staff-to-client ratios.

Details of our review are attached.

Review of Report

We discussed our report with Bayfront and DMH. Bayfront is not required to submit a response to this report because there are no findings or recommendations.

We thank Bayfront management and staff for their cooperation and assistance during our review. If you have any questions please call me, or your staff may contact Don Chadwick at (213) 253-0301.

JN:AB:PH:DC:EB:sd

Attachment

c: Sachi A. Hamai, Chief Executive Officer
Robin Kay, Ph.D., Acting Director, Department of Mental Health
Dr. Craig Childress, Board Chair, Bayfront Youth and Family Services
Maryam Ribadu Jenkins, President/Chief Executive Officer, Bayfront Youth and Family Services
Public Information Office
Audit Committee

**BAYFRONT YOUTH AND FAMILY SERVICES
DEPARTMENT OF MENTAL HEALTH
PROGRAM REVIEW
FISCAL YEAR 2014-15**

PROGRAM SERVICES

Objective

Determine whether Bayfront Youth and Family Services (Bayfront or Agency) maintained documentation to support the services billed to the Department of Mental Health (DMH) in accordance with their County contract and related guidelines. In addition, determine whether Bayfront completed Assessments, Client Treatment Plans, Progress Notes, and Informed Consent forms in accordance with their County contract and related guidelines.

Verification

We selected 32 (3%) of the 1,234 approved Medi-Cal billings and six (2%) of the 342 approved service days claimed for February and March 2015, which were the most current billings available at the time of our review (August 2015). We reviewed the Assessments, Client Treatment Plans, Progress Notes, and Informed Consent forms in the clients' case files for the selected billings. The 32 billings and six days represent services provided to 23 clients.

Results

Bayfront maintained documentation to support the billings reviewed. In addition, the Agency completed the Assessments, Client Treatment Plans, Progress Notes, and Informed Consent forms in accordance with their County contract and related guidelines.

Recommendation

None.

STAFFING QUALIFICATIONS

Objective

Determine whether Bayfront's treatment staff had the required qualifications to provide DMH Program services.

Verification

We reviewed the California Board of Behavioral Sciences' website and/or the personnel files for ten (53%) of the 19 treatment staff who provided services to DMH clients during Febuary and March 2015.

Results

Each employee reviewed had the required qualifications to provide DMH Program services.

Recommendation

None.

STAFFING LEVELS

Objective

Determine whether the Agency maintained the appropriate staff-to-client ratio of one staff to ten clients in its Day Treatment Intensive Program.

Verification

We selected five days that Bayfront billed for its Day Treatment Intensive Program, and reviewed staff's qualifications, timecards, and client and staff sign-in sheets for Febuary and March 2015.

Results

The Agency maintained the required staff-to-client ratio.

Recommendation

None.