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AUDITOR-CONTROLLER

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

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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: VISTA DEL MAR CHILD AND FAMILY SERVICES – A DEPARTMENT
OF MENTAL HEALTH SERVICE PROVIDER – PROGRAM REVIEW**

We completed a program review of Vista Del Mar Child and Family Services (Vista or Agency), which included a sample of billings from Fiscal Year (FY) 2015-16. The Department of Mental Health (DMH) contracts with Vista 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 Vista maintained adequate documentation to support their billings, and that the documentation complied with their County contract and other related guidelines. In addition, we evaluated whether Vista used qualified staff to provide services as required by their County contract.

DMH paid Vista approximately \$8 million on a cost-reimbursement basis for FY 2015-16. The Agency provides services to residents of the Second and Third Supervisorial Districts.

Results of Review

Vista maintained documentation to support the billings reviewed. The Agency completed Assessments, Client Treatment Plans, Progress Notes, Weekly Summaries, and Informed Consent forms in accordance with their County contract and related guidelines. In addition, Vista's treatment staff had the required qualifications to provide DMH Program services.

Details of our review are attached.

Review of Report

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

We thank Vista management and staff for their cooperation and assistance during our review. If you have any questions please call me, or your staff may contact Aggie Alonso at (213) 253-0304.

JN:AB:PH:AA:EB:nj

Attachment

c: Sachi A. Hamai, Chief Executive Officer
Robin Kay, Ph.D., Acting Director, Department of Mental Health
Phillip Stein, Board President, Vista Del Mar Child and Family Services
Nancy Tallerino, CEO and President, Vista Del Mar Child and Family Services
Public Information Office
Audit Committee

**VISTA DEL MAR CHILD AND FAMILY SERVICES
DEPARTMENT OF MENTAL HEALTH
PROGRAM REVIEW
FISCAL YEAR 2015-16**

PROGRAM SERVICES

Objective

Determine whether Vista Del Mar Child and Family Services (Vista 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 Vista completed Assessments, Client Treatment Plans, Progress Notes, Weekly Summaries, and Informed Consent forms in accordance with their County contract and related guidelines.

Verification

We selected 50 (1%) of the 8,289 approved Medi-Cal billings and 20 (1%) of the 1,486 approved service days claimed for October and November 2015, which were the most current billings available at the time of our review (May 2016). We reviewed the Assessments, Client Treatment Plans, Progress Notes, Weekly Summaries, and Informed Consent forms in the clients' case files for the selected billings. The 50 billings and 20 days represent services provided to 24 clients.

Results

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

Recommendation

None.

STAFFING QUALIFICATIONS

Objective

Determine whether Vista'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 26 (13%) of the 201 treatment staff who provided services to DMH clients during October and November 2015.

Results

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

Recommendation

None.

STAFFING LEVELS

Objective

Determine whether Vista maintained the appropriate staff-to-client ratios of one staff to 10 in its Day Rehabilitation Program and one staff to eight in its Day Treatment Intensive Program as required by their County contract.

Verification

We selected 10 days that Vista billed for its Day Rehabilitation Program and 10 days for its Day Treatment Intensive Program, and reviewed staff's qualifications, timecards, and client and staff sign-in sheets for October and November 2015.

Results

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

Recommendation

None.