



JOHN NAIMO  
AUDITOR-CONTROLLER

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

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November 9, 2015

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

FROM: John Naimo   
Auditor-Controller

SUBJECT: **CLONTARF MANOR – A DEPARTMENT OF MENTAL HEALTH  
SERVICE PROVIDER – PROGRAM REVIEW**

We completed a program review of Clontarf Manor (Clontarf or Agency), which included a sample of billings from Fiscal Year (FY) 2014-15. The Department of Mental Health (DMH) contracts with Clontarf 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 Clontarf provided the services and maintained proper documentation, as required by their County contract and related guidelines.

DMH paid Clontarf approximately \$850,000 on a cost-reimbursement basis for FY 2014-15. The Agency provides services in the Fourth Supervisorial District.

**Results of Review**

Clontarf maintained adequate documentation for the billings reviewed. The Agency completed Assessments, Client Treatment Plans, and Progress Notes in accordance with their County contract and related guidelines. In addition, Agency 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 Clontarf and DMH. Clontarf is not required to submit a response to this report because there are no findings or recommendations.

We thank Clontarf 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:DC:EB:sd

Attachment

c: Sachi A. Hamai, Chief Executive Officer  
Dr. Marvin J. Southard, D.S.W., Director, Department of Mental Health  
Patrick J. Weston Sr., Board Chair, Clontarf Manor  
Patrick J. Weston, Chief Executive Officer, Clontarf Manor  
Public Information Office  
Audit Committee

**CLONTARF MANOR  
DEPARTMENT OF MENTAL HEALTH  
PROGRAM REVIEW  
FISCAL YEAR 2014-15**

**PROGRAM SERVICES**

**Objective**

Determine whether Clontarf Manor (Clontarf 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.

**Verification**

We selected 35 (3%) of the 980 approved Medi-Cal billings for July and August 2014, which were the most current billings available at the time of our review (July 2015). We reviewed the Assessments, Client Treatment Plans, and Progress Notes in the clients' case files for the selected billings. The 35 billings represent services provided to 17 clients.

**Results**

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

**Recommendation**

**None.**

**STAFFING QUALIFICATIONS**

**Objective**

Determine whether Clontarf 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 all eight (100%) Clontarf treatment staff who provided services to DMH clients during July and August 2014.

**Results**

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

**Recommendation**

**None.**