

The following Clinical Forms have been created, updated or discontinued and the [Clinical Forms Inventory](#) has been updated accordingly. If you have any questions regarding this Bulletin, please contact your QA Liaison.

**UPDATED FORM(S):**

**MH 718 – Service Request Log (SRL)**

IBHIS Form (DO ONLY): Service Request Log  
 Revision Date: 07/03/17  
 Type of Form (LE ONLY): Required Data Elements  
 Implementation: For DO: 7/03/17  
 For LE: 6 months from the date of this Bulletin

**KEY REVISIONS:**

- Added “Actual/Expected Discharge/Release Date” field under Client/Potential Client Information section. This field allows DMH to take into account client availability for initial appointments for clients who have recently been or will soon be discharged from an acute inpatient facility, jail, or juvenile justice facility.
- Added the dictionary value “Untimely Appointment at This Site, Referral Declined” under Disposition. This dictionary value is selected when a client/potential client is offered an appointment greater than 21 days from the date of the service request, no earlier appointments are available at the program of request, and the client/potential client declines referrals to other programs.

**REFERENCES/INSTRUCTIONS:**

- QA Bulletin 14-03 required that all Service Request Logs are captured electronically, making the paper SRL obsolete. The paper version of the SRL is meant to serve as an illustration of the SRL and the data elements it captures for Contracted providers and as a method to capture information should IBHIS be unavailable for Directly Operated providers.

**NEW FORMS(S): None**

**OBSOLETE FORM(S): None**

*The Clinical Forms Bulletin is utilized to announce changes to clinical forms and data elements that are needed to capture clinical documentation within the Los Angeles County Department of Mental Health (LACDMH). The Bulletin will identify any new, updated or obsolete clinical forms. The term “clinical forms” is used to describe either a paper clinical document within a paper Clinical Record OR a set of data elements within an electronic Clinical Record. All “clinical forms” must be available upon chart review/audit.*

**NOTE:** *This Bulletin does not address requirements for electronic billing and/or reporting. Contractors should refer to the 837 Companion Guide or WebServices Guide for a complete listing of electronic data transfer requirements.*

1. All Directly-Operated Providers must utilize clinical forms approved by the QA Division. The Integrated Behavioral Health Information System (IBHIS) has incorporated clinical forms, when appropriate, and has been updated to reflect the changes noted on this Bulletin.
2. All Contract Providers must utilize clinical forms in a manner defined by the designation of the clinical form within the Clinical Forms Inventory.
  - a. Required Data Element: Must maintain all required data elements of the form and have a method for producing a paper form or electronic report with all the required data elements
  - b. Required Concept: Must have a method of capturing the specific category of information indicated by the title and data elements of the form
  - c. Ownership: Must have a method for complying with all laws/regulations encompassed by the form

*DMH Policy 401.02: Clinical Records Maintenance, Organization, and Content*

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