

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:	4/19/19
Type of Form (LE ONLY):	Required Data Elements
Implementation:	For DO's, 4/19/19 For LE's, 6 months from the date of this bulletin

REVISIONS:

In order to accurately track new Access to Care Requirements, the Service Request Log (SRL) was updated with the following:

- Added field for "Is this an urgent request (situation will likely result in an immediate emergency if not addressed within 48 hours)?"
- Added "Date client/legal guardian agreed to service"
- Changed question from "Currently Receiving Mental Health Services" to "Currently Receiving Outpatient Mental Health Services"
- Changed question from "Emergent Medication Needs" to "Have you been on psychotropic medications w/in the past 30 days?"
- Added dispositions related to providing medication appointments:
 - Medication Appointment Given this Site
 - Med Needs TBD at Initial Assessment
 - Interim Referral for Med Eval
 - Other
- Added fields to indicate Medication Appointment date, time, practitioner, and program (if applicable)
- Added a section for Clinical Information to help organize and structure the information that is being gathered

Both the SRTS and SRL Web Services are being updated to reflect these changes.

REFERENCES/INSTRUCTIONS:

- [QA Bulletin 14-03](#) required that all Service Request Logs are captured electronically, making the paper version obsolete. This paper version of the SRL is meant to serve as an illustration of the SRL and the necessary data elements
- Refer to the [April 2019 Network Adequacy and Access to Care Webinar](#) which discusses these SRL updates.

NEW FORM(S): None at this time

OBSOLETE FORM(S): None at this time

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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