

## Episodes in IBHIS

- ✓ Episodes
- ✓ DMH Pre-Admit & LE00019
- ✓ Programs of Admission & Programs of Service
- ✓ Advanced Client Search
- ✓ Primary Program of Service

LACDMH Quality Assurance Unit – Policy and Technical Development Team 6/23/20

Episodes

A period of treatment with a defined start, and if applicable, end date that indicates a formal relationship between a client and service delivery entity

- **OUTPATIENT** – episodes open for the life of the client
 

**DMH Directly-Operated Providers:**

  - **Pre Admit:** potential clients
  - **LE00019:** formal clients – necessary to provide Specialty Mental Health Services

All of DMH’s 150+ distinct Programs of Service “roll up” under the **LE00019** episode

  - **DMH Contracted Providers:**
    - **LE00197** Kedren Community MHC
    - **LE00203** Pacific Clinics

Same for our Contracted Providers providing outpatient services (e.g., **LE00197, LE00203, etc.**)
  - **DMH Fee for Service Providers:**
    - **FFS2LE**

Same for FFS – all of our FFS Network Providers providing outpatient services will share a single episode: **FFS2LE**
- **INPATIENT** – episodes remain distinct
 

New hospital stay? New episode.

  - each episode opens at admission & closes upon client discharge from hospital

2


## Client Episodes

Episode = Program of Admission

What is the **Client Episodes** widget telling you?

**Program of Admission:**  
identifies where the client has been in our system at the entity level

**Discharge Date:**  
identifies outpatient vs inpatient



Episode Number	Program	Admit Practitioner	Attending Practitioner	Admit Date	Discharge Date	Primary Diagnosis
6	4 FFSOLE Fine For Service 2 Admission	IRIELE CLIFFORD	IRIELE CLIFFORD	01/03/2019	Open Episode	Schizophrenia
5	LEODS05 Olive View Medical Center	TRIPODIS,KONSTANTINOS	TRIPODIS,KONSTANTINOS	08/04/2019	Open Episode	Other psychoactive substance use
4	50201 PACIFICA HOSP OF THE VALLEY	MEDICAL_DOCTOR,HFS	MEDICAL_DOCTOR,HFS	09/22/2019	09/20/2019	Schizophrenic disorder
3	1982Z GATEWAYS CMHC ADULT INPATIENT	JAMAL DARYVOUSH		08/28/2019	09/03/2019	Unspecified psychosis not due to a substance or known physiological condition
2	1982Z KEDREN COMMUNITY HEALTH CENTER INC	EBRAHIM,GUL		08/04/2019	08/12/2019	Unspecified psychosis not due to a substance or known physiological condition
1	LEOD019 LA County DMH	ZARGARS,TANA		08/03/2019	Open Episode	Unspecified psychosis not due to a substance or known physiological condition

Client has been seen by directly operated

Client has been hospitalized 3 times:

- Once for 6 days
- Twice for 8 days

## Programs of Service

The actual sites/programs where the service is being delivered

What is the **IBHIS Service Summary** widget telling you?

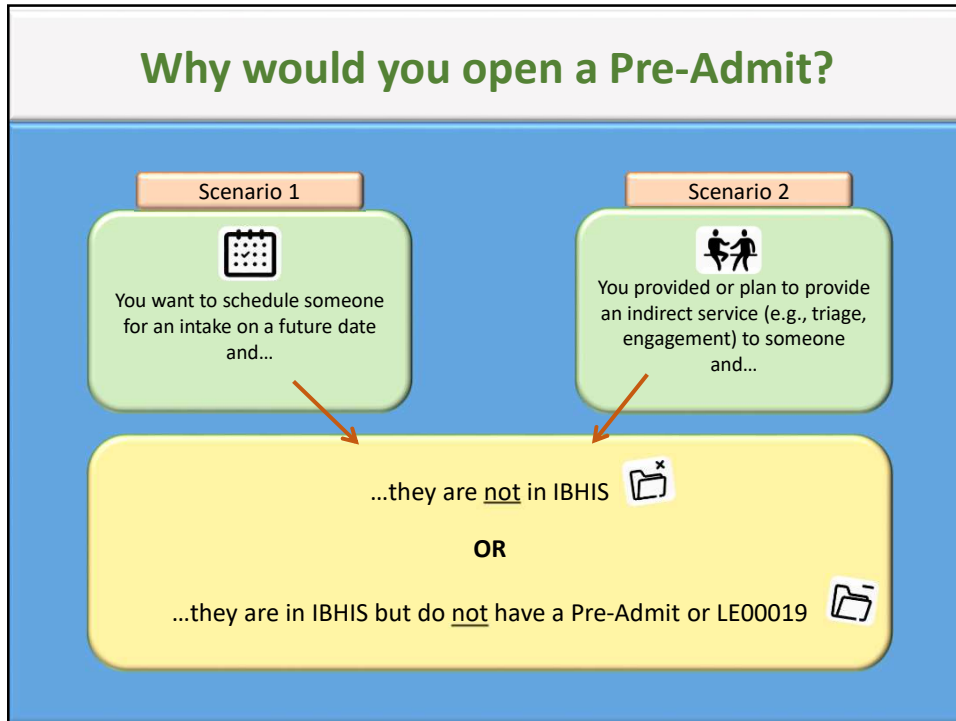
**Service Program:**  
identifies the specific programs that delivered a service to the client

**# of Direct Services (SMHS) & # of COS/MAA (outreach/engagement)**


First Service & Last (most recent) Service

Service Program	FirstSvc	LastSvc	Dir Svc Cnt	COS/HAA Cnt
7551A SAN FERNANDO MHS FSP PROGRAM	SEP 27, 2019	May 28, 2020	56	3
7591A OLIVE VIEW CMH URGENT CARE CENTER	Aug 3, 2019	Feb 10, 2020	3	2
6840F SAN FERNANDO MENTAL HEALTH CENTER	Sep 6, 2019	Oct 15, 2019	10	0
z Clifford 1 Inele Md Inc 00A102131	Sep 23, 2019	Sep 28, 2019	6	0
7628C DMH SA 2 NAVIGATION TEAM	Sep 26, 2019	Sep 26, 2019	0	1
1982Z GATEWAYS CMHC ADULT INPATIENT	Aug 28, 2019	Sep 2, 2019	6	0
1953S Lac Olive View Uda Mc Stabz	Aug 4, 2019	Aug 25, 2019	3	0
7213A RESIDENTIAL AND BRIDGING SVCS	Aug 21, 2019	Aug 21, 2019	0	1
1982Z KEDREN COMMUNITY HEALTH CENTER INC	Aug 4, 2019	Aug 11, 2019	8	0

Client has received **56 direct services** and **3 COS/MAA services** at **San Fernando MHS FSP Program** with the First Service on **9/27/19** and the Last (or most recent) Service on **5/28/20**



## Are they in IBHIS? (Conduct an Advanced Client Search)



This is a refined search that can include more specific information about a person:

1. Enter at least 3 fields
2. Enter a client ID
3. Enter a CIN

*Hint: Use "stem" searches in case someone spelled the name differently*

advanced

Search Clients

**Select Client**

Last Name <input type="text" value="TEST"/>	First Name <input type="text" value="ANTHONY"/>	Sex <input type="button" value="Male"/>
Social Security # <input type="text" value="-- --"/>	Date of Birth <input type="text" value="04/01/1954"/>	Subscriber Client Index Number <input type="text"/>
	DMH Client ID <input type="text"/>	Alias <input type="text"/>
	Alias (Additional Text) <input type="text"/>	Alias (Additional Text) <input type="text"/>

...	Name	ID	Date Of ...	Client's Address - City	Cle...	Alias	Admitting Prac...
91	TEST,ANTHONY	3010422	05/14/1984			JOHN	048984
76	TEST,NAT	3011102	04/01/1981				048851

If there is not a match, then this person is not in IBHIS

## Opening a Pre-Admit [Pre Admit] form

Opening a Pre-Admit creates a Client ID# and this person becomes a potential client for directly-operated providers



## Discharging a Pre-Admit

**When do you discharge the PreAdmit?**  
When you are opening a LE00019 episode

**How do you discharge a PreAdmit?**  
Pre Admit Discharge form



**Type of Discharge = Pre-Admission Discharge**

## When would you open an LE00019? (when you are going to provide SMHS)


**What must occur PRIOR to opening an LE00019?**


Client and/or legal representative consents to services, participates in a financial screening process, and understands how confidentiality/HIPAA work.

NOTE: exceptions for emergency psychiatric conditions

**Conversation**

Who you are (a mental health provider)  
What you will be doing (assessing/diagnosing)  
What this means for them (entered in our DMH system)  
How confidentiality works  
Will they need to pay for the services





**Forms**

Consent for Services  
Notice of Privacy Practices  
Medi-Cal Required Informing Materials (Medi-Cal beneficiaries only)  
Financial

*For more information, refer to [LACDMH Policy 312.02 - Opening and Closing of Service Episodes](#)*


## How do you open an LE00019? [Admission Bundle]


**Admission Bundle**

Admission (Outpatient) – creates the episode  
CSI Admission Form (Client Service Info for the State)  
Client Contacts – emergency & other contacts

**This person now becomes a formal client  
for directly-operated providers**

**Formal Client**





**Program of Admission = LE00019 LA County DMH**

**Type of Admission = Elective**

## Primary Program of Service (PPS) (directly-operated)

**PPS** - indicates the program that is providing ongoing treatment services to a client and responsible for the coordination of services

- Primary Contact: a practitioner at the PPS who is assigned to a client and designated for care coordination

**NOTE:**  
a client may receive treatment services from more than one program but there is only one PPS

Client's current PPS is South Bay FSP – client has actively been receiving services there since 11-8-19

PRIMARY Program of Service Assignments	Effective Date	Inactivated
<b>7672A SOUTH BAY MHS FSP PROGRAM</b>	2019-11-08	
7746A WEST VALLEY MH CENTER FSP PROGRAM	2016-01-27	2019-11-08
7651A SAN FERNANDO MHS FSP PROGRAM	2014-05-30	2016-01-26
<b>LAUNCH Primary Program of Service</b>		

When do you **inactivate** your program as the PPS?  
Upon 'discharging'/deactivating a client from treatment at your program  
(treatment discharge / deactivation will be addressed in the *Treatment and Progress Notes* module)

For more information, refer to [LACDMH Policy 302.03 – Coordination of Care](#) and [LACDMH Policy 312.01 – Mutual & Unilateral Termination of MHS](#)

## Services that can be Provided under Pre-Admit vs LE00019

Potential Client <b>Pre-Admit</b>	<b>LE00019</b> <b>Formal Client</b>
<ul style="list-style-type: none"> <li>• <b>Indirect Services:</b> <ul style="list-style-type: none"> <li>• COS/MAA w/HK (client-specific) (e.g., engagement, triage)</li> </ul> </li> <li>• <b>Non-billable Services:</b> <ul style="list-style-type: none"> <li>• Service code: 00000 (e.g., client did not show for their intake appointment)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Direct Services:</b> <ul style="list-style-type: none"> <li>• Specialty Mental Health Services (e.g., assessment, psychotherapy)</li> </ul> </li> <li>• <b>Indirect Services:</b> <ul style="list-style-type: none"> <li>• COS/MAA w/HK (client-specific) (e.g., engagement, triage)</li> </ul> </li> <li>• <b>Non-billable Services:</b> <ul style="list-style-type: none"> <li>• Service code: 00000 (e.g., client did not show for their appointment)</li> </ul> </li> </ul>

## When do you Discharge an LE00019?

**LE00019 episodes are open for the life of the client**

### Reasons for Discharge:

- Upon the death of the client
- Administrative per QA (e.g., CIN# change upon client getting adopted)



### Form:

- Discharge (Outpatient)

**NOTE:** Discharging an LE00019 episode is different from 'discharging'/deactivating a client from treatment.

## Let's go into IBHIS...



**Advanced Client Search**

**PreAdmit**

**PreAdmit Discharge**

**Admission Bundle**

**Client Episodes widget**

## Resources

- [LACDMH Policy 312.02 - Opening and Closing of Service Episodes](#)
  - ✓ What it is: Provides policy and procedures for appropriate and timely opening and closing of service episodes
  - ✓ Where to go: DMH Website > For Providers > Administrative Tools > Policies
  
- [LACDMH Policy 302.03 – Coordination of Care](#)
  - ✓ What it is: Provides policy and procedures for ensuring timely coordination of care for clients served in LACDMH
  - ✓ Where to go: DMH Website > For Providers > Administrative Tools > Policies
  
- [LACDMH Policy 312.01 – Mutual & Unilateral Termination of MHS](#)
  - ✓ What it is: Provides policy and procedures for establishing uniform processes for the mutual and unilateral termination of MHS
  - ✓ Where to go: DMH Website > For Providers > Administrative Tools > Policies

The screenshot shows the website interface for the Los Angeles County Department of Mental Health. At the top, the navigation menu includes 'OUR SERVICES', 'FOR PROVIDERS', 'ABOUT DMH', 'CONTACT INFORMATION', 'EVENT CALENDAR', and 'GET HELP NOW!'. The 'FOR PROVIDERS' menu is expanded, showing 'ADMINISTRATIVE TOOLS', 'CLINICAL TOOLS', 'ADMINISTRATIVE INFORMATION FOR CLINICIANS', 'PROVIDER MANUALS & DIRECTORIES', 'POLICIES, PARAMETERS & GUIDELINES', 'ADMINISTRATIVE FORMS', 'QUALITY ASSURANCE', 'QUALITY IMPROVEMENT', 'CULTURAL COMPETENCY UNIT', and 'CONTRACT OPPORTUNITIES'. The 'POLICIES, PARAMETERS & GUIDELINES' menu item is highlighted with a red box. Below this, a secondary menu shows 'For Providers Administrative Tools' with sub-items: 'Administrative Info', 'Provider Manuals & Directories', and 'Policies, Parameters & Guidelines'. The 'Policies, Parameters & Guidelines' sub-item is also highlighted with a red box. To the right, there are sections for 'QUICK LINKS' (DMH Provider Directory, Geospatial Initiative) and 'FROM THE DIRECTOR' (with a photo of a man).