

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.

NEW FORM(S):

MH 740 – Notice to Psychotherapy Clients (For Licensed or Registered Practitioners w/ the BBS)

MH 741 – Notice to Psychotherapy Clients (For Unlicensed or Unregistered Practitioners)

IBHIS Form (DO ONLY):	N/A
Revision Date:	7/1/20
Type of Form (LE ONLY):	Ownership
Implementation:	7/1/20 for DO's

PURPOSE:

Effective July 1, 2020 all psychotherapists (Social Workers, Marriage & Family Therapists, Professional Clinical Counselors, whether licensed, registered or a student) are required to provide a notice to each of their clients, for whom they are providing psychotherapy, that identifies where the client can file a complaint in accord with AB 630, Chapter 220, Statutes of 2019.

REFERENCES/INSTRUCTIONS:

- There are two pages to the form:
 - ✓ The first page provides information to the client and must be given to the client. It may be handed in person, mailed or securely emailed.
 - ✓ The second page is an attestation by the psychotherapist that the first page was given to the client, and must be completed and scanned into the electronic health record.
- For new clients on or after July 1, 2020, this form must be completed prior to initiating psychotherapy services.
- For existing clients, this form must be completed at the next session on or after July 1, 2020.
- This form must be completed for each practitioner who provides psychotherapy to the client (e.g., if the client transfers to a new psychotherapist, the form must be completed by the new psychotherapist).
- For additional information, refer to the Board of Behavioral Sciences (https://www.bbs.ca.gov/pdf/ab_630.pdf)

NOTE: Contracted providers must comply with the provisions of AB 630, Chapter 220, Statutes of 2019 including date of implementation and follow their own internal complaint process for unlicensed or unregistered practitioners (e.g. students). Complaints should not be sent to LACDMH Patient's Rights Office.

UPDATED FORM(S): None at this time

OBSOLETE FORMS(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 Unit. 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

C: DMH Executive Management
DMH CIO
LE Executive Management

DMH Clinical Operations Managers
DMH Administrative Managers
LE QA Contacts

DMH Quality, Outcomes and Training Division
DMH QA Liaisons