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# Quality Assurance Bulletin

March 19, 2009 No. 09-01

Program Support Bureau

County of Los Angeles - Department of Mental Health  
Marvin J. Southard, DSW, Director

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## Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Audit Los Angeles County Legal Entity #19

The Department has been notified by the State DMH that it will conduct an audit of EPSDT services provided by the LA County Legal Entity beginning April 6 for the Fiscal Year '07-'08.

The Los Angeles County Department of Mental Health is also known as the Los Angeles County Legal Entity (LACLE). It encompasses all directly-operated programs.

### SIGNIFICANT DATES ASSOCIATED WITH THE AUDIT

- March 23 In the morning, the department expects to receive an alphabetical listing of the 200+ records that will have services audited. Following receipt of the list, QA staff will reorganize the list by provider creating a unique list of clients for each Provider.
- March 24 **The Provider lists will be faxed to each respective provider;** note that this is an all day process so many providers will not receive a call to arrange for their receipt of a faxed list until the afternoon. **At that time you will also be asked to provide the name of the person who the Provider Manager plans to attend the March 26 Workshop so parking can be arranged for the DMH Shatto parking structure.**
- March 26 **Workshop on preparing your chart(s) for the audit: 1:00 – 3:00 PM  
600 N. Commonwealth, Conference room 113**  
Only Providers who have records being audited are invited to the Workshop because the focus is on marking the records to make them audit friendly. **All Providers who are having records reviewed must attend and bring at least one record with them.** Materials for marking the records will be provided at the Workshop. If QA was provided with the name of the Workshop attendee, free parking will be available 2 blocks from the location of the Workshop in the DMH Headquarters Shatto parking structure.

March 27-31 **Providers will prepare their records** by marking records in accord with Workshop instructions.

April 1-3 **Providers will bring records to 550 S. Vermont, 10<sup>th</sup> Fl Conference room at their designated time.** The fax with the Provider's client names will indicate the specific time a Provider should deliver its records.

April 6-9 **Audit and return of records.** As soon as the audit of the records from a specific Provider has been completed, the Provider will be contacted to pick up their records.

Please ensure that the person who delivers the records is aware that the records cannot just be dropped off. **Each record must be reviewed for appropriate marking before it will be accepted. If not properly marked, the record will not be accepted.** The Provider will need to resubmit the record after it has been properly marked. If several providers arrive at the same time, which is very common, or if QA staff must deal with improperly marked records, there could be some delays in completing this process. A receipt for the records will be provided when the check in is completed. Records will also be checked out so, once again, if several Providers arrive at the same time there could be delays in completing this process.

If you have any questions, please contact Yvonne Mijares at (213) 738-2157

c: Executive Management Team	Department QA staff
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