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# Quality Assurance Bulletin

**November 21, 2014      No. 14-05**

Program Support Bureau

County of Los Angeles - Department of Mental Health

Marvin J. Southard, DSW, Director

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## ORGANIZATIONAL PROVIDER'S MANUAL UPDATES/REVISIONS

Chapter Four [Regulations and Requirements for Services Based on Blocks of Time (Mode 10)] of the Organizational Providers Manual has been revised. The revisions reflect changes in the recently revised Policy 104.09: Clinical Documentation for All Payer Sources. The revisions are also part of the overall effort of reviewing the Organizational Provider's Manual to minimize redundancy between the Manual and the revised Policy, incorporate State DHCS Contract and State Plan Amendment requirements, and provide clarification on Day Treatment Intensive and Day Rehabilitation documentation and program requirements.

In addition to the revisions to Chapter Four, the following updates have been made to Chapter One and Chapter Two of the Organizational Provider's Manual:

- **Page 2-3:** Added Table of Contents with "Last Update" date. Only those sections recently updated will have "Last Update" dates;
- **Page 7:** Removed requirement that travel to be necessary to the provision of services that the client would not obtain because of their mental illness and replaced with the statement that services should be provided in the setting and manner most appropriate to the treatment and service needs of the client;
- **Page 8:** Added statement that travel, as with all services, should be individualized to the needs of the client;
- **Page 15:** Added Infancy, Childhood & Relationship Enrichment Initial Assessment (ICARE) as a form that can be used for "New Client Assessments".
- **Page 24:** Added note under "Progress Notes Requirements" to include start and end time for any Mental Health Services or Medication Support Service provided to a client in Day Treatment Intensive or Day Rehabilitation;
- **Page 25:** Added "Frequency of Progress Notes";
- **Page 25:** Moved "Service Components" to Chapter One from Chapter Two;
- **Page 26:** Added Adjunctive Therapies definition;
- **Page 27:** Added Community Meetings definition;
- **Page 28:** Added Process Groups and Psychotherapy definitions;
- **Page 29:** Added Skill Building Groups and Therapeutic Milieu definition;
- **Page 38:** Revised the language of the Targeted Case Management lockout to be consistent with Title 9 language.

The updated Organizational Providers Manual is located at: [http://file.lacounty.gov/dmh/cms1\\_159846.pdf](http://file.lacounty.gov/dmh/cms1_159846.pdf). If Contract or Directly-Operated agencies have any questions regarding this Bulletin, please contact your Service Area QA Liaison.

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