

**LOS ANGELES COUNTY – DEPARTMENT OF MENTAL HEALTH  
QUALITY ASSURANCE LIAISONS’ MEETING MINUTES  
MONDAY, JANUARY 8, 2018**

<b>Attendees</b>	<p>Agnieszka Medina Alyssa Bray Angelica Fuentes Antonio Banuelos Barbara C. Engleman Barbara Paradise Bertrand Levesque Bradley Bryant Caesar Moreno Cesar Franco Cindy Ferguson Courtenay Stephens Dara Vines David Crain David Tavlin Debra Berzon Leitelt Debra Mahoney Diane Guillory Elisabeth Gildemontes</p>	<p>Elizabeth Mota Elizabeth Pak Emilia Ramos Ericka Rivera Gail Blesi Gassia Ekizian Geraldine Gomez Iling Wang Jennifer Hallman Jerry Sefiane Jessica Walters Joshua Lozada Juanita Olivas Julian Hernandez Kim Kieu Kimber Salvaggio Kisha Thompson Lisa Harvey Lisa Thigpen</p>	<p>Mariella Jacobs Michele Munde Michelle Rittel Michelle Young Neena Paltanwala Nikki Collier Patricia Lopez Randolph Faveau Renee Lee Robin Washington Samantha Wettimuny Sonya Wangpuchakane Stacey Fonseca Stacy Ray Thang Nguyen Valarie Reyes Wanta Yu</p>
<b>Agenda Item</b>	Discussion and Findings	Decisions, Action, Recommendations	Presenter
<b>Call to Order</b>	Meeting was called to order at 10:34 a.m.		Jen Hallman
<b>Introductions</b>	Attendees introduced themselves		Jen Hallman
<b>Minutes</b>	<ul style="list-style-type: none"> <li>The minutes were not available but were emailed 1/9/18.</li> </ul>		Jen Hallman
<b>Announcements</b>	<p>DMH Re-Org Updates</p> <ul style="list-style-type: none"> <li>Dr. Robin Kay will be retiring in March.</li> <li>Dennis Murata the Deputy Director of the Office of Performance Data/Quality Assurance Division will be moving on to assignments at the Agency level.</li> </ul> <p>New Staff:</p> <ul style="list-style-type: none"> <li>Joshua Lozada – ITC in Policy &amp; Tech Development</li> <li>Stacy Ray – Certification (SA4)</li> </ul>		Jen Hallman
<b>Audits/Reviews</b>	<p><b>Recent/Upcoming Audits &amp; Reviews</b></p> <ul style="list-style-type: none"> <li>Auditor Controller: SPIRITT – 1/17/2018</li> <li>MR Grant: None</li> </ul>		Jen Hallman
<b>Medi-Cal Cert Section</b>	<p>Reminder:</p> <ul style="list-style-type: none"> <li>Get fire clearances (6 months prior to recertification). Contact certification liaison if assistance is needed.</li> </ul> <p>Certification unit is fully staffed:</p> <ul style="list-style-type: none"> <li>Iling Wang: SA 1 and SA6</li> <li>Mariella Jacobs: SA2</li> <li>Renee Lee: SA3</li> <li>Stacy Ray: SA4</li> <li>Joel Solis: SA 7 &amp; SA8</li> <li>As needed: SA5</li> </ul>		Liz Pak
<b>State DHCS Updates</b>	<p>MFT/PCC Intern Title Changes*:</p> <ul style="list-style-type: none"> <li>See handout from the Board of Behavioral Sciences</li> <li>“Intern” was dropped for MFTs and replaced with “Associate”</li> <li>Refer to the BBS website for instructions related to abbreviations</li> </ul>		Diane Guillory
<b>Training &amp;</b>	<b>Schedule of Trainings and Presentations</b> * - See handout.		Nikki Collier

<b>Operations</b>	<ul style="list-style-type: none"> <li>Schedule of Trainings and Presentations* - through March 2018.</li> </ul> <p><b>Annual LE QA Report/ DO Quarterly Monitoring Report –</b></p> <ul style="list-style-type: none"> <li>4<sup>th</sup> Quarter Quarterly Monitoring Reports for DOs are due by January 15<sup>th</sup>. The Annual QA Report for LEs is due by January 30<sup>th</sup>.</li> <li>All questions regarding which cultural competency trainings the staff of DO and LE contracted programs can take in order to meet the requirement (per State DHCS) that all staff complete a cultural competency training annually should be directed to the Cultural Competency unit within the Quality Improvement Division (QID).</li> </ul> <p>SA Lead Updates –</p> <ul style="list-style-type: none"> <li>Leads provided updates on the trends and types of documentation issues that are coming up in their LE Chart Reviews as well as other updates from their individual Service Areas.</li> </ul>	Contact Nikki via email with updates	
<b>Policy &amp; Technical Development</b>	<p>FINAL Clinical Forms Bulletin 17-05: NOA Form Modifications*</p> <ul style="list-style-type: none"> <li>Bulletin provides reminders related to NOA issuance</li> </ul> <p>FINAL QA Bulletin 17-18: NOA-A &amp; NOA-E*</p> <ul style="list-style-type: none"> <li>Forms are in the process of being translated into all threshold languages</li> </ul> <p>FINAL QA Bulletin 17-19: Claiming for Chart Review*</p> <ul style="list-style-type: none"> <li>Provides common examples of when staff may claim for chart review</li> <li>No changes to 90885; added chart review to H2010, T1017, and H2011</li> </ul> <p>FINAL QA Bulletin 17-20: MFT/PCC Intern Title Change*</p> <ul style="list-style-type: none"> <li>See above</li> <li>No changes made in IBHIS for contractors</li> <li>QA updated the records for all DOs practitioners that are impacted</li> </ul> <p>FINAL QA Bulletin 17-21: COS Manual Changes*-</p> <ul style="list-style-type: none"> <li>Bulletin outlines changes to the COS Manual</li> <li>The COS form will be updated soon</li> </ul> <p>DRAFT QA Requirements for Directly Operated* -</p> <ul style="list-style-type: none"> <li>Working on finalizing the requirements</li> <li>DOs should continue with existing process until further guidance is provided</li> </ul> <p>SRL Survey –</p> <ul style="list-style-type: none"> <li>All LEs will receive a survey that asks whether or not providers are currently tracking SRLs</li> <li>Survey also asks about average number of requests recieved</li> </ul>		Jen Hallman
<b>HIM (DO Only)</b>	<p>Edits in IBHIS to Prevent Duplicate Client IDs:-</p> <ul style="list-style-type: none"> <li>duplicates for both DOs and LEs (contract turned on last week).</li> <li>Send a secure email to HIM at <a href="mailto:DMHIM@dmh.lacounty.gov">DMHIM@dmh.lacounty.gov</a> to merge with explanation in email.</li> </ul> <p>[Secure] email:</p> <ul style="list-style-type: none"> <li>Do not put PHI in the subject line.</li> </ul>		Jen Hallman

<b>Upcoming Items</b>	<ul style="list-style-type: none"><li>• <i>Therapeutic Foster Care</i></li><li>• <i>Review of DMH Policy &amp; Procedures owned by QA</i></li></ul>		
<b>Next Meeting</b>	The meeting was adjourned at 11:20 a.m. Next Meeting: February 12, 2018 – 550 S. Vermont Ave. 10 <sup>th</sup> Floor		