

**LOS ANGELES COUNTY – DEPARTMENT OF MENTAL HEALTH  
 QUARTERLY COUNTYWIDE CHILDREN'S  
 QUALITY IMPROVEMENT COMMITTEE**

<b>Type of Meeting</b>	<b>Quarterly Countywide Children's Quality Improvement Committee (QIC)</b>	<b>Date</b>	<b>August 21, 2014</b>	
<b>Place</b>	<b>600 S. Commonwealth Ave. Conference Room 113 Los Angeles, CA 90005</b>	<b>Start Time:</b>	<b>10 AM</b>	
<b>Chairperson</b>	<b>Debra Mahoney</b>	<b>End Time:</b>	<b>12 PM</b>	
<b>Co-Chair</b>	<b>Lisa Harvey</b>			
<b>Members Present</b>	Adrine Bazikyan, Amanda Larson, Amy Spahr, Ari Winata, Audrey Fisher-Price, Bashir Hassan, Beatriz Teroy, Claudia Felix, Colette Esparza, Debra Cifuentes-Hernandez, Debra Mahoney, Diana Scott, Hrug Ghazarian, Iga Gaj, Ike Mendoza, Ira Sretlikora, Janet Lester, Jennifer Evans, Jennifer Wong, Joe Bologer, Jose Reyes, Kanisha McReynolds, Kathleen Kim, Kathryn Stroupe, Kezia Miller Kim Farnham, Kim Griffin Esperon, Kimberly Green, Kimberly Hirano, Kristin Malka, Laura Aquino, Laura Villa, Linnea Fuchs, Lisa Harvey, Lorraine Romero, Maelisa Hall, Marcel Mendoza, Maria Bhattachan, Marina Taylor, Nancy Ramos, Rebecca de Keyser, Scott Tommey, Shirley Robertson, Socorro Gertmenian, Veronica Arteaga			
<b>Agenda Item &amp; Presenter</b>	<b>Discussion and Findings</b>		<b>Decisions, Recommendations, Actions, &amp; Scheduled Tasks</b>	
			<b>Person Responsible &amp; Due Date</b>	
<b>Call to Order &amp; Introductions</b>	The meeting was called to order at 10 AM.		Introductions were made.	
			D. Mahoney & L. Harvey	
<b>Review of Minutes</b>	The May 2014 minutes were reviewed		The minutes were approved.	
			QIC Members	

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<b>Departmental Quality Improvement Updates</b>	<p>All future QIC meeting minutes will be written using a standardized format.</p> <p>All future QIC minutes and handouts will be sent via email before the Quarterly Children’s QIC meetings. Those who want to read the handouts during the meetings should print them in advance and bring them to the meetings.</p> <p>The Cultural Competency Committee (CCC) schedule was distributed.</p> <p>Providers are reminded to display the State mandated client protection materials such as the LAC DMH Local Mental Health Plan Poster, Mental Health Resource Directory, Service Area Directories, Guide to Medi-Cal Mental Health Services Booklets, Beneficiary/Client Grievance or Appeal and Authorization Forms and envelopes addressed to the Patients’ Rights Office (PRO). These documents should be available in places where clients can access them without having to ask.</p> <p>Some materials can be ordered from the warehouse and downloaded from the PRO website. Legal Entity (LE) Contractors are reminded to develop their own ADA, HIPAA and Privacy Practice Notices.</p> <p>Request for Change of Provider (COP) forms should be available with the other patient protection material. According to Policy 200.02, the COP logs are due by the tenth day of the month following the month the</p>	<p>Providers should clearly print their names on the attendance roster so they can be identified in the minutes.</p> <p>Providers should approve the prior meeting minutes via email and bring printed documents to the meetings if they want to refer to them.</p> <p>Providers are encouraged to attend the CCC meetings.</p> <p>Residential Providers should think about where clients congregate, to ensure they can access these documents without having to ask.</p> <p>Providers are reminded to develop their own ADA, HIPAA and Privacy Practice Notices.</p> <p>Logs should be faxed or emailed by the tenth day of the month following the month the logs are completed</p>	<p>QIC Members</p> <p>QIC Members</p> <p>QIC Members</p> <p>QIC Members</p> <p>QIC Members</p>

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<p><b>Departmental Quality Assurance (QA) Updates</b></p>	<p>logs are completed. If there is no protected health information (PHI), they can be emailed to Ted Wilson at <a href="mailto:TWWilson@dmh.lacounty.gov">TWWilson@dmh.lacounty.gov</a>. Logs with PHI should be faxed to 213-365-2481. Ted can also be reached via his direct phone line at (213) 738-6192.</p> <p>Providers are reminded to periodically check the Service Area (SA) Directories to ensure that agency information is accurate. Changes can be made via the Network of Care:  <a href="http://losangeles.networkofcare.org/mh/services/index.aspx">http://losangeles.networkofcare.org/mh/services/index.aspx</a></p> <p>There is a new website link in the Program Support Bureau, QA Division: Medi-Cal Provider Certification, where bulletins and other material to prepare for Medi-Cal certification and recertification can be accessed.</p> <p>The State is moving audits from three to two-year cycles. The audit schedule is prepared for the FY 14-15 and will be posted on the State website soon.</p> <p>The Plan Development QA Bulletin No. 14-01 was discussed, and Providers are reminded that plan development is a service activity that consists of development of client plans, approval of client plans and/or monitoring of a beneficiary's progress. Depending on the situation, this activity may be claimed to one of three types of specialty mental health services: targeted case management, mental health services or medication support services. The type of service to which the activity is claimed depends on the nature of the planning and the discipline of the person performing the service activity.</p>	<p>Check the SA Directories to verify that agency information is up-to-date, and make appropriate changes via the Network of Care.</p> <p>Providers should prepare for these certification visits in advance, by reviewing the documents available on the website link.</p> <p>Review the Plan Development QA Bulletin No. 14-01</p>	<p>QIC Members</p> <p>QIC Members</p> <p>QIC Members</p>

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<b>Documentation Policy Changes Presentation by Jennifer Hallman</b>	Jennifer Hallman presented information on documentation policy changes in Chapters One and Two of the Organizational Providers Manual.	Review the attached power point and Chapters One and Two of the Organizational Providers Manual	QIC Members
<b>Handouts</b>	Agenda, Cultural Competency Committee Schedule, Clinical Records Bulletin, Policy No. 200.02, Electronic Signatures and Signed Records, Plan Development Bulletin No. 14-01, Documentation Policy Changes Power Point	Review attachments and share with your staff	QIC Members
<b>Announcements</b>	Please review these minutes and send approval or corrections to Debra Mahoney: <a href="mailto:dmahoney@dmh.lacounty.gov">dmahoney@dmh.lacounty.gov</a> . Thanks for your participation!	Approve or correct these minutes via email	QIC Members
<b>Next Meeting</b>	The next Quarterly Countywide Children's QIC Meeting will take place on November 20, 2014 10 AM-12 PM at 600 S. Commonwealth Ave. 2 <sup>nd</sup> Floor Conference Room 113, Los Angeles CA 90005.		QIC Members

Respectfully Submitted by Debra Mahoney