

**CONTRACT PROVIDER
DMH POLICIES RELATED to MEDI-CAL CERTIFICATION**

PROVIDER NAME: _____ **PROVIDER #:** _____

Los Angeles County – Department of Mental Health Policies & Procedures

1. Records and Confidentiality of Client Records:

- 104.1 Legal Responsibility for Uniform Clinical Records (05/01/91)
- 104.2 Security & Integrity of Management Information System (10/01/89)
- 104.4 Providing Notification & Patient Information to Family Members (10/01/89)
- 104.5 Closing of Services Episodes (05/01/91)
- 104.8 Clinical Record Guidelines: Contents and General Documentation Requirements (04/15/05)
- 104.9 Clinical Documentation: Medi-Cal & Other Non-Medi-Cal / Medi-Care Payor Sources (9/1/04)

2. Compliance

- 112.5 Contractors Eligibility to Provide Goods and Services to Federally Funded Health Care Programs and to Secure Federally Funded Contracts (01/15/06)
- 112.6 Fraud, Waste and Abuse Prevention (01/01/07)
- 112.7 The False Claims Act and Related Laws & Attachment I (01/01/07)
- 112.10 Graded Sanctions (07/31/09)
- 112.21 National Provider Identifier (NPI) Requirements (09/01/08)
- 112.22 Updating and Maintaining National Provider Identifier (NPI) Application Data (06/01/08)

3. Personnel Policies:

- 106.8 Clinical, Rehabilitative, and Case Management Service Delivery Supervision (08/01/96)
- 600.5 Employment Practices Regarding the Handicapped (10/01/89)
- *600.8 Professional Licenses (12/01/03)
- 605.3 Suspected Criminal Activity, Including Employee Theft & Misappropriation of Funds (10/1/89)
- 605.4 Violence & Threats of Violence by DMH Employees (02/01/99)

4. Service Delivery Policies:

- 100.2 Referrals to Private, Non-Contracted Mental Health Service Providers/Practitioners (03/01/03)
- 200.1 Service Delivery Definition Policy (10/15/02)
- 200.2 Request For Change Of Provider (06/03/2010)

- 200.3 Advanced Health Care Directives (06/01/04)
- 202.1 Crisis Emergency Evaluation by Outpatient Mental Health Facility (08/15/01)
- 202.2 Duty to Warn & Protect Third Parties in Response to a Threat (Tarasoff Decision) (06/01/05)
- 202.8 Reporting Suspected Child Abuse and Neglect (10/01/89)
- 202.9 Reporting Suspected Elder/Dependent Adult Abuse (10/01/03)
- 202.17 Hearing Impaired Mental Health Access (02/15/06)
- 202.18 Reporting Clinical Incidents Involving Intentional Injuries, Deaths, Alleged Client Abuse & Possible Malpractice (05/02/2010)
- 202.21 Language Interpreters (08/01/04)

- *202.23 Reporting Unusual Occurrences to the State Department of Mental Health (05/01/01)
- 202.26 Confidentiality (01/01/03)
- 202.38 Non-Open Protected Health Information (PHI) File (10/08/2010)
- 202.40 Triage (10/15/2010)

Pharmaceutical Services:

- 103.1 Standards for Prescribing and Managing Medications (10/08/2010)
- 103.2 Storing, Administering and Accountability of Medications (02/15/06)
- 103.4 Prescribed Drugs (03/01/03)

5. Agency's Employee Handbook:

- Employment Files (Insert a copy of policy in Medi-Cal Re/Certification Binder)
- Drug Free Work Place
- Unlawful Solicitation

*Please contact Program Review Liaison for a copy of any policy that cannot be downloaded from DMH's website.
To access Policies & Procedures, go to DMH website <http://dmh.lacounty.gov>, go to Provider Tools & then to Agency Administration & lastly to DMH Policy and Procedures.

Authority: County of Los Angeles Department of Mental Health Department Policy Manual

Contact: Rob Ulrich (213) 739-2383 **Email:** rulrich@dmh.lacounty.gov

Contact: Carol Menasaghanian (213) 739-2385 **Email:** cmenasaghanian@dmh.lacounty.gov