

**LOS ANGELES COUNTY – DEPARTMENT OF MENTAL HEALTH  
QUALITY ASSURANCE LIAISONS MEETING  
September 10, 2012**

<b>Attendees</b>	<p>Aelyen Yoon Agnieszka Medina Anahid Assatourian Bertrand Levesque Brad Bryant Claudia Fierro Debi Berzon Leitelt Diane Guillory Don Gonzales DonnaKay Davis Elizabeth Pak Gail Bleisi Gassia Ekizian Greg Tchakmakjian</p>	<p>Jen Hallman Jessica Walters Jessica Wilkins Joel Solis Juanita Olivas Kari Thompson Kimber Salvaggio Linda Lao Lisa Harvey Lisha Singleton Lori Dobbs Lupe Ayala Marc Borkheim Marcy Pullard</p>	<p>Mary Kim Melody Taylor Stark Michele Munde Monika Johnson Naga Kasarabada Nahid Naghavi Norma Cano Rhiannon DeCarlo Robin Washington Rosallie Reyes-Moreno Shirley Robertson Staci Atkins Susan Cozolino Thang Nguyen</p>	
<b>Agenda Item</b>	<b>Discussion and Findings</b>		<b>Distributions Decisions Recommendations Actions Tasks</b>	<b>Person Presenting</b>
<b>Call to Order</b>	The meeting was called to order at 10:43 a.m.			Brad Bryant
<b>Introductions</b>	Attendees introduced themselves.			Brad Bryant
<b>Minutes</b>	Attendees were asked to review the August 13, 2012 minutes. Minutes were approved by Kari Thompson and Kimber Salvaggio seconded.			Brad Bryant
<b>Announcement</b>	<b>Audits/Reviews - Brad Bryant</b>			Brad Bryant
<b>Audits/Reviews</b>	<ul style="list-style-type: none"> <li>• Auditor Controller <ul style="list-style-type: none"> <li>○ Spiritt Family Services-Sept. 18</li> <li>○ Para Los Ninos-Sept. 25</li> </ul> </li> </ul>		Contact QA if any questions arise during audits.	Brad Bryant
<b>QA Technical Assistance</b>	<b>Documentation Trainings - Lori Dobbs</b>			Chris Warren
	<ul style="list-style-type: none"> <li>• Basic Documentation Training <ul style="list-style-type: none"> <li>○ October 22<sup>nd</sup> – 8:30-4:00, TBA</li> </ul> </li> <li>• New Employee Training: September 12<sup>th</sup> from 1:00-5:00 at 695 S. Vermont Room 713</li> <li>• New Intern Training (Directly-Operated ONLY) <ul style="list-style-type: none"> <li>○ October 2<sup>nd</sup> – 9:00-4:00, 550 S. Vermont 2<sup>nd</sup> Floor Conference Room</li> </ul> </li> <li>• MHIP Documentation Training: Rescheduled for some time in October</li> </ul>		QA will update and finalize the form and send out to attendees.	
	<b>State DMH Updates - Diane Guillory</b>			
	<ul style="list-style-type: none"> <li>• State System Review – Items potentially requested for SA Liaisons: Call Logs, Evidence of NOAs</li> <li>• LPCC Update – State is working on updating State Plan Amendments; LA County DMH needs to determine process in LA County</li> </ul>		Attendees may email Chris for additional feedback. QA will issue a Bulletin once final.	
	<b>Katie A. Update – Jen Hallman</b>			
	<ul style="list-style-type: none"> <li>• SD2 Katie A. Implementation: Billing Requirements*</li> </ul>			
	<b>Program Review/Certification - Norma Cano</b>			
	<b>Medical Records – Donnakay Davis</b>			
	<ul style="list-style-type: none"> <li>• State System Review-Chart Audit</li> </ul>			

<p><b>Documentation Trainings</b></p>	<ul style="list-style-type: none"> <li>○ Dates: February/March 2013</li> <li>● Clinical Records Bulletin Edition 2012-01: Consent for Email, Client Instructions, Tier 2 Clinical Transfer*</li> </ul> <p><b>QA Technical Assistance – Brad Bryant</b></p> <ul style="list-style-type: none"> <li>● DRAFT QA Bulletin No. 12-05 – New Quality Assurance Division Leads*</li> <li>● QA Bulletin No. 12-06 – Documentation Changes Based on the New State Contract*</li> <li>● DRAFT QA Bulletin No. 12-07 – New Guide to Quality Assurance Chart Review Requirements for Directly-Operated Programs * <ul style="list-style-type: none"> <li>○ Guide to QA Chart Review Requirements</li> <li>○ Chart Review Tool</li> </ul> </li> </ul>		<p>Lori Dobbs</p>
<p><b>State DMH Updates</b></p>			<p>Diane Guillory</p>
<p><b>Medical Records</b></p>			<p>Jen Hallman</p>
<p><b>QA Issues</b></p>		<p>Provide feedback on this list to Jen Hallman</p>	<p>Jen Hallman</p>

		QA will issue a Bulletin once reviewed instructing Providers how to use this document.	
<b>Meeting Adjourned</b>	The meeting was adjourned at 12:10 p.m. Next meeting is scheduled for Monday, September 10, 2012.		