

## HEAD OF SERVICE REPORT

The Head of Service Report is found on the Integrated System (IS) Home Page. Use this link to get to the IS Home Page: <http://lacdmh.lacounty.gov/hipaa/index.html> On that page you will see the links for the Head of Service (HOS) Reports (see screen shot below). One report provides the HOS by provider name and the other report provides the HOS by provider number.

The Quality Assurance Division will use this information to fax the list of clients for the Chart Audit if a client(s) received services during the audit period at your provider. We are asking your cooperation in reviewing both reports to verify the information is accurate. The list by name provides the Provider Director and the Head(s) of Service by Reporting Unit, the office telephone numbers, the agency type, and the service area. The list by provider number provides the same information except that the fax number is listed rather than the office number.\*

The attached Request to Update Provider Information Form (Attachment 4B) should be used to update any information listed on the form that you know to be incorrect. After completing the form, please scan and email it directly to Donnakay Davis at [dkdavis@dmh.lacounty.gov](mailto:dkdavis@dmh.lacounty.gov). You must also email a copy of the license for HOS name changes.

template - Windows Internet Explorer

http://lacdmh.lacounty.gov/hipaa/index.html

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**Integrated System**  
To Enrich Lives Through Effective and Caring Service

IS HOME DIRECTLY OPERATED CLINICS OUTPATIENT FEE-FOR-SERVICE CONTRACT PROVIDERS

Site News ← → Welcome to the Integrated System Website

**IS Top Downloads**

[Head of Service Directory - Alpha](#)  
[Head of Service Directory - Num](#)  
[Provider Directory](#)  
[MHMIS Error Codes List](#)  
[Procedure Codes Manual](#)  
[The IS Codes Manual v5.1](#)  
[Who to Contact?](#)

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SUBMIT

The Integrated System is the Department of Mental Health's secure, web-based information system designed to comply with HIPAA and improve service delivery.

Help Desk: 213-351-1335 Available M-F, 7:30 AM to 5:00 PM After-hours, call ISD Support Line at 562-940-0617

Integrated System Hours of Operation are 6:45 AM to Midnight, Daily

Did you know there are two options for terminating Rendering Providers? Please read the Rendering Provider Termination Procedures on the Forms page. You will also find a sample for both options.

In compliance with HIPAA rules, all client names and data inside documents on this website are fictional. Any resemblance to persons living or dead is purely coincidental.

https://dmhis.co.la.ca.us/

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