

FY 2012-13 Systems Review/Chart Audit Schedule

February 11, 2013 - March 7, 2013

JANUARY

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1 HAPPY NEW YEAR	2	3	4
7	8	9	10	11
14 Ctywide QA Liaison Meeting – Email Distribution to all Providers*	15 QA Meeting with QA Lead – SA 4	16 QA Meeting with QA Lead – SA 3 and 8	17 QA Meeting with QA Lead – SA 2	18
21	22	23	24 QA Meeting with QA Lead SA 6	25
28	29	30	31	

*All providers will receive instructions for flagging charts in early January 2013. The list of records to be audited will be available to LAC-DMH ten days prior to the Chart Audit so this exercise in flagging charts is to assist those providers who want early assistance, in case charts from their provider are audited. This exercise provides an opportunity for staff to mark charts per the Chart Audit instructions. As questions surface, staff may contact their designated QA Lead for the Service Area.

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FEBRUARY

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1
4 Receive List of Records for Chart Audit*	5 QA Meeting with QA Lead SA 1 & 5	6	7	8
11 Systems Review Entrance	12 Systems Review QA Meeting w/QA Lead SA 7	13 Systems Review	14 Systems Review Exit PM Session 1 st Workshop For Chart Audit	15
18 PRESIDENT'S DAY	19 AM Session 2 nd Workshop For Chart Audit	20 Bring Records to QA 695 S. Vermont^	21 Bring Records to QA 695 S. Vermont^	22 Bring Records to QA 695 S. Vermont^
25 CHART AUDIT ENTRANCE	26 CHART AUDIT	27 CHART AUDIT	28 CHART AUDIT	

*The State typically sends the list of records ten days prior to the Chart Audit. The list should arrive no later than February 11th.

^ Program Head, Head of Service, or a Supervising Clinician positions are the recommended staff to bring charts (*administrative staff will not be allowed to bring records*). Staff bringing records should be prepared to remain at the office while the records are reviewed.

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MARCH

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1 CHART AUDIT
4 CHART AUDIT	5 CHART AUDIT	6 CHART AUDIT	7 CHART AUDIT EXIT*	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

*Unsure as to the date of the exit as the State may complete the chart audit prior to Friday.