

CLINICAL DOCUMENTATION & PROCEDURE CODES TRAINING

DATE & TIME: November 7, 2012 **MANDATORY TRAINING***
1:00 PM to 5:00 PM

All registration is completed on the Learning Net prior to the training. Sign-in begins 30 minutes prior to the training time. All participants must arrive during the sign-in period. Late arrivals will not be admitted.

PLACE: Wilshire Towers- South
695 South Vermont Ave., 7th Floor, Room 713
Los Angeles, CA 90005

PARKING: 523 Shatto Place (Floors 3 - 8) Please allow 10 minutes to walk 3 blocks to 695 S. Vermont Ave. OR Parking is available across the street from 695 S. Vermont Ave. (\$5.00 flat rate daily)

This documentation training module provides documentation standards for the Short Doyle/Medi-Cal Outpatient Mental Health Services managed by the County of Los Angeles, Department of Mental Health Plan (MHP). The training reviews the procedure codes used to identify clinical services provided both in the clinical record and on claims.

TARGET AUDIENCE: *Mandatory for all new employees providing clinical mental health services

OBJECTIVES: As a result of attending this training, participants will be able to:

1. Describe the importance of correct code usage.
2. Explain the types of services and their procedure codes.
3. Identify the relationship between types of services and reimbursement.
4. Prepare the 8-part clinical record adhering to the basic rules.
5. Describe general documentation guidelines and services.

CONDUCTED BY: Lori Dobbs, Psy.D., Medical Audit Unit, DMH
DonnaKay Davis, Interim Medical Records Director, DMH

COORDINATED BY: Neena Paltanwala, MSW, Training Coordinator
npaltanwala [dmh.lacounty.gov](mailto:npaltanwala@dmh.lacounty.gov)

DEADLINE: When enrollment reaches class capacity

CONTINUING EDUCATION: None

COST: None

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Outside the DMH firewall? Click here: <https://learningnet.lacountymov>

DMH Employee Username&PasswordHelp: <http://dmhhportal/sites/TCCB/default.aspx>

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How do I search for an offering?

<http://dmhhportal/siteaTCCB/Learnine020Net%20Instructions/how%20to%20search.pdf>

BASIC DOCUMENTATION TRAINING

DATE & TIME: November 9, 2012
9:00 AM - 4:00 PM

All registration is completed on the Learning Net prior to the training. Sign-in begins 30 minutes prior to the training time. All participants must arrive during the sign-in period. Late arrivals will not be admitted.

PLACE: Olive View Medical Center
14445 Olive View Drive, Nursing Education Building
Sylmar, CA 91342

PARKING: Free parking is available in front of the Nursing Education Building.

The Basic Documentation Training will combine lecture, discussions and activities using sample Clinical Forms to identify the minimum documentation standards for services within the **DMH** system of care. The training will identify the essential elements of documentation and how these impact clinical practice. **In** order to successfully document in the Clinical Record, participants will review basic documentation requirements and guidelines for claiming to Medi-Cal including the key elements of the Initial Assessment, how to write a Client Care Plan, the proper use of Procedure Codes and what information is required in a Progress Note.

TARGET AUDIENCE: DMH Employees and Contract Providers

OBJECTIVES: As a result of attending this training, participants should be able to:

1. Identify the minimum documentation standards for LA County DMH
2. List the purpose of documentation and key clinical forms
3. Describe the three core elements of Medical Necessity
4. List key areas of the Assessment and describe important elements to document in the "Client Care Coordination Plan".
5. Describe the importance of the Client Care Plan and how to write an objective
6. List key elements of the Progress Note and describe how to assign the correct Procedure Code

CONDUCTED BY: Quality Assurance Division - County of Los Angeles
Department of Mental Health, Program Support Bureau

COORDINATED BY: Lucious Wilson, MA, MPA, Training Coordinator
Phone : (213) 251-6872

Email: Itwilson@dmh.lacounty.gov

DEADLINE: When maximum capacity is reached

COST: None

CONTINUING EDUCATION: None

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How to Search and Register for a Training in the Learning Net:

<http://dmhhqportal/sites/TCCB/How%20to%20search%20and%20register%20in%20the%20LNS/How%20to%20Search%20and%20Register%20for%20a%20Trainine/020in%20the%20LN.pdf>

Community Outreach Services (COS) DOCUMENTATION

DATE & TIME: November 19, 2012
1:00 PM – 4:00 PM

All registration is completed on the Learning Net prior to the training. Sign-in begins 30 minutes prior to the training time. All participants must arrive during the sign-in period. Late arrivals will not be admitted.

PLACE: Wilshire Towers (South)
695 S. Vermont Ave., 7th Floor Conf. Room, #713
Los Angeles, CA 90005

Community Outreach Services (COS) provide programs a proactive way to address the needs of those who do not or will not utilize traditional mental health services. This training will provide an overview of the purpose of COS and the services reimbursable under COS. Participants will learn the essential elements of the COS form, including how to complete it, and the proper use of the COS procedure codes.

TARGET AUDIENCE: DMH Directly-Operated & Contract Provider Staff who provide COS services

OBJECTIVES: As a result of attending this training, participants should be able to:

1. Describe the purpose of Community Outreach Services
2. Identify the required elements on a COS form
3. Explain how to complete the COS form
4. Identify the procedure codes used for COS
5. Identify reimbursable COS services

CONDUCTED BY: Jennifer Hallman, LCSW, MPA

COORDINATED BY: Lucious Wilson, Training Coordinator
(213) 251- 6872 [Email: ltwilson@dmh.lacounty.gov](mailto:ltwilson@dmh.lacounty.gov)

DEADLINE: WHEN ENROLLMENT REACHES SEAT CAPACITY

CONTINUING

EDUCATION: None

COST: None

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Contract Employee: <http://dmh.lacounty.gov/training&workforce.html>

EMPLOYMENT AND EDUCATION DOCUMENTATION TRAINING

DATE & TIME:	November 27, 2012	9:00 AM- 12:00 PM	Attendance on both dates is mandatory!
Follow-up	March 27, 2013	9:00AM-12:00 PM	

All registration is completed on the Learning Net prior to the training. Sign-in begins 30 minutes prior to the training time. All participants must arrive during the sign-in period. Late arrivals will not be admitted.

November 27, 2012

PLACE: **Center for Healthy Families
California Endowment Center
1000 N. Alameda, Mojave Room
Los Angeles, CA. 90010**

**March 27, 2013
To Be Determined**

PARKING: **Park in center lot. Parking is free.**

The purpose of this workshop is to assist participants in understanding how to document employment and education services provided to consumers. This workshop will present an overview of the "Clinical Loop" used to determine Medical Necessity. Participants will identify how to document the rehabilitation value of employment and education services for Medi-Cal reimbursement. Procedure codes will be reviewed. This training is for any staff or supervisor of staff that claims to Medi-Cal and assists consumers with employment, education, or volunteer goals.

TARGET AUDIENCE: DMH Employees (Adult Providers) and DMH and Contracted staff only!

OBJECTIVES: **As a result of attending this training, participants should be able to:**

- 1) Document employment and education services for Medi-Cal
- 2) Identify the components in the "Clinical Loop"
- 3) Express cultural sensitivity/knowledge within employment and education documentation

CONDUCTED BY: Lori Dobbs, Ph.D., Department of Mental Health, Quality Assurance
COORDINATED BY: Janice Friend, Training Coordinator
(213) 251-6874 Email: jfriend@dmh.lacounty.gov

DEADLINE: When maximum capacity is reached

CONTINUING EDUCATION NONE

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Contract Employee: <http://dmh.lacountymov/traininalworkforce.html>

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<http://dmhhoportal/sites/TCCB/How%20to%20search%20and%20register%20in%20the%20LNS/How%20to%20Search%20and%20Reoister%20for%20a%20Trainince%20in%20thecY020LN.odf>

COMMUNITY OUTREACH SERVICES (COS) DOCUMENTATION

Date and Time: December 14, 2012

9:00 AM – 12:00 PM

*All registration is completed on the Learning Net prior to the training.
Sign-in begins 30 minutes prior to the training time.
All participants must arrive during the sign-in period. Late arrivals will not be admitted.*

PLACE: San Antonio Mental Health Center
2629 Clarendon Avenue
Huntington Park, CA 90255

PARKING: Parking available in public parking lot cattycorner to San Antonio Clinic and on the Street

Community Outreach Services (COS) provide programs a proactive way to address the needs of those who do not or will not utilize traditional mental health services. This training will provide an overview of the purpose of COS and the services reimbursable under COS. Participants will learn the essential elements of the COS form, including how to complete it, and the proper use of the COS procedure codes.

OBJECTIVES: As a result of attending this training, participants should be able to:

1. Describe the purpose of Community Outreach Services
2. Identify the required elements on a COS form
3. Explain how to complete the COS form
4. Identify the procedure codes used for COS
5. Identify reimbursable COS services

TARGET AUDIENCE: DMH Directly-Operated & Contract Provider Staff who provide COS services

CONDUCTED BY: Jennifer Hallman, LCSW, MPA

COORDINATED BY: Lucious Wilson, Training Coordinator (213) 251- 6872
[Email: ltwilson@dmh.lacounty.gov](mailto:ltwilson@dmh.lacounty.gov)

DEADLINE: WHEN ENROLLMENT REACHES SEAT CAPACITY

CONTINUING EDUCATION: None

COST: None

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