COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
SERVICE AREA 8 ADMINISTRATION

QUALITY ASSURANCE/QUALITY IMPROVEMENT (QA/QI) COMMITTEE

AGENDA

January 16, 2013
2:00 – 4:00 p.m.
The Guidance Center
4335 Atlantic Ave
Long Beach, CA 90807

QUALITY ASSURANCE (QA) MEETING 2:00 – 3:00 p.m.	
I	**Introductions** **Co-chairs:** Emily Ramos, LCSW (LBMH), Misty Aronoff, MFT (ALMA), and Michele Munde, LCSW (STAR VIEW) **SA 8 liaison:** Ann Lee, Ph.D. **QA Division Lead for SA 8:** Dr. Lori Dobbs *Welcome back, Misty! Thank you to Michele for providing QI/QA coverage along with Emily during Misty's absence!*
II	**Announcement about Co-Chair role**
III	**How To Flag Charts Training to Prepare For The State System Review Chart Audit** *Dr. Lori Dobbs, QA Division Lead, DMH Program Support Bureau*
IV	**State DMH Updates** ○ State System Review – Assignment letters regarding topics to present to the State review team went out the weeks of January 7th & 14th to DMH divisions and DO providers (maybe some LE Providers). DO/LE providers may be asked to present on programs on behalf of the homeless or underserved/hard to reach populations.
V	***Documentation Training Schedule****
VI	**Katie A. Update: DHCS Documentation and Claiming Manual for ICC and IHBS**
VII	**Program Review/Certification** ○ NPI changes or Service provision changes – Contractors must notify the Lead District Chief of any changes ○ Exclusion policy in the cert/re-cert binder
VIII	**Medical Records** ○ State System Review Chart Audit materials can be found on the QA website at: **http://psbqi.dmh.lacounty.gov/QA_Div.html** ○ ***Clinical Records Bulletin Edition 2012-02: Revised Medication Forms and Supplemental TBS Assessment****
IX	**QA Technical Assistance Update - CPT Procedure Code changes for 2013** ○ ***A Guide to Procedure Codes**** ○ ***2013 Procedure Codes Changes powerpoint handout*** ○ ***QA Bulletin 12-08: Changes to Procedure Codes (Effective January 1, 2013)*** ○ Senate Bill No. 1407 – From Legislative Counsel's Digest: *"would prohibit a psychotherapy, as defined, who knows that a minor has been removed from the physical custody of his or her parent or guardian in dependency proceedings, from releasing or disclosing the information in the mental health records of that minor patient to the patient's parent or guardian based solely on an*

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	authorization to release those records signed by the parent or guardian…" ○ ***Standard documents for children in out-of-county placements: SB 785**** ○ Claiming time per hours worked: Quality Assurance Report for DO Programs (Ann will send out via email)
	Updates: ○ Abbreviations List – final and posted online (see QA website) ○ COD Children's forms – revised and will be sent out in Feb/March ○ Organizational Providers Manual – QA is currently working on changes ○ Nursing DSM Training and Policy ○ IBHIS ○ COS Workgroup ○ County Coalition Treatment Plan ○ LPCC
	Announcements ○ October 2012 QI/QA minutes will be emailed to the committee upon completion. ○ No meetings were held in November and December 2012

Handouts

Next Meeting Info:
February 20, 2013
2:00-4:00 p.m.
The Guidance Center
4335 Atlantic Ave
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AGENDA

January 16, 2013
2:00 – 4:00 p.m.
The Guidance Center
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QUALITY IMPROVEMENT (QI) MEETING 3:00 – 4:00 p.m.	
I	**Welcome Again!**
II	**Cultural Competency Committee (CCC) Report**
III	**Clinical Quality Improvement: OMD Report**
IV	**PRO** (Ann will email below items to committee) ○ Request for Change of Provider QI Status Report ○ Beneficiary Grievance/Appeal Report FY 2011-12
VI	**ACCESS Call Center Equipment and System Update**
VII	**February 2012 Data Distribution**
VIII	**Client Leadership Training**
IX	**APS/EQRO**
X	**Executive Summary**
XI	**Service Area 8 Outcome Data Workgroup** – Tuesday, January 29th, 1:00-4:00, ChildNet, 5150 E. PCH, Long Beach
XII	**SA 8 Quality Improvement Project**
	Announcements/Discussion

Handouts

Next Meeting Info:
February 20, 2013
2:00-4:00 p.m.
The Guidance Center
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LOS ANGELES COUNTY – DEPARTMENT OF MENTAL HEALTH
SERVICE AREA VIII ADMINISTRATION
QUALITY IMPROVEMENT/QUALITY ASSURANCE (QI/QA) MEETING
Minutes, January 16, 2013

Agenda Item & Presenter	Discussion and Findings		Decisions/ and Recommendations Actions/Scheduled Task	Person Responsible/ Due Date
Type of Meeting	Service Area 8 Quality Improvement/Quality Assurance (QI/QA) Committee		**Date**	January 16, 2013
Location	The Guidance Center 4335 Atlantic Ave Long Beach, CA 90807		**Start Time & End Time**	2:00 p.m. – 4:00 p.m.
Co-chairs	**Co-Chairs:** Emily Ramos, L.C.S.W. (LBMH), Misty Aronoff, MFT (Alma), Michele Munde, L.C.S.W. (Star View)			
SA 8 QI/QA Liaison	Ann Lee, Ph.D.			
Members Present	Amina Ofumbi SS from Bayfront Camille Do Christine Byrne Courtney Stephens Cristina Nolf Dolores Spielman Dora Anderson Elva Gutierrez Emily Ramos	Gary Slaton Heather Jensen Ivy Nguyen Jeanette Bernabe Joel Solis Karen Molano Kathrine Lundy Kathy A. Mills-Walker Laura O'Connor Laura Villa	Leeann Ekstrom Linda Nakamura Lori Dobbs Lynn Yoon Michael Fitzgerald Michele Munde Michi Okano Misty Aronoff Nicole Salazar	Patti Dilliner Rosa Maria Kolts Sandra Gaia-Rae Stacy Caliagno Theodore Howlett Tim Beyer Venus Jew Virginia Howlett Vynette Moore
Absent Members	Helen Chang Jaclyn Sagun	Jennifer Bailey Lorna Flores	Lorna Pham Mary Crosby	Nancy Lomibao Tim Beyer

Agenda Item & Presenter	Discussion and Findings	Decisions/ and Recommendations Actions/Scheduled Task	Person Responsible / Due Date
Call to Order & Introductions	The meeting was called to order at 2:00 p.m. Members were introduced.		
Review of Minutes	The minutes were approved without any corrections.		

LOS ANGELES COUNTY – DEPARTMENT OF MENTAL HEALTH
SERVICE AREA VIII ADMINISTRATION
QUALITY IMPROVEMENT/QUALITY ASSURANCE (QI/QA) MEETING
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Agenda Item & Presenter	Discussion and Findings	Decisions/ and Recommendations Actions/Scheduled Task	Person Responsible/ Due Date
	QUALITY ASSURANCE (QA)		
Co-Chair Announcement	The members welcomed back, Misty! Thank you to Michele for providing QI/QA coverage along with Emily during Misty's absence! Dr. Ann Lee announced that Ms. Michele Munde will be continuing to assist with QI/QA coverage and has been appointed by Ms. Kim Sasaki (SA 8 District Chief) as a third co-chair for SA 8.		
Chart Review Tool (Directly-operated Clinics only)	➢ Dr. Lori Dobbs reminded the Directly Operated (DO) clinics that QA Chart Review tools and Quarterly Monitoring Reports are due by the 15th of every quarter. ➢ Dr. Dobbs will send the list of items that should be submitted to Ms. Emily Ramos and she will then send to the other DO programs.		
Chart Flagging: Preparation for the State System Review Chart Audit – Presented by Dr. Lori Dobbs, QA Division	Dr. Lori Dobbs provided a training onhow to flag charts to prepare for the State System Review Chart audit. She provided a color-coded chart flagging sheet. ➢ The audit will begin February 25th and ends March 7th. ➢ The list of charts to be audited should be received on Monday, February 4th. ➢ The list will be sent to the Head of Service (HOS). ➢ Please make sure that the correct HOS, fax and phone number is listed for your agency. ➢ Please update any contact information using the Request to Update Provider Information form that can be found on the QA website: http://psbqi.dmh.lacounty.gov/QA_Div.html ➢ Please contact Ann Lee if assistance is needed with updating your information. ➢ There will be 2 chart flagging workshops: o February 14 from 1:00-5:00 pm o Feb 19th – 9:00 am–12:00 pm. ➢ Charts will be dropped off beginning Wed, February 20th through Fri, February 22nd. Time slots for dropping off records will be assigned to Providers. ➢ Detailed instructions will be sent to providers who have charts that will be audited. ➢ Providers with electronic records will need to print documentation and supporting documentation.		

Agenda Item & Presenter	Discussion and Findings	Decisions/ and Recommendations Actions/Scheduled Task	Person Responsible/ Due Date
	➢ Assessments and CCCPs that cover the current period as well as the previous period should be included in the chart. ➢ Several items need to be included in the Ancillary Folder. The list of these items can be found on the QA website. ➢ Medical records questions can be directed to Charles Onunkwo at (213) 251-6722 or conunkwo@dmh.lacounty.gov. He is the DMH Health Information Management Assistant Director. ➢ Dr. Dobbs also reviewed reasons for recoupment. Dr. Lee previously sent this item to the committee.		
Procedure Code Changes	**QA Technical Assistance Update - CPT Procedure Code changes for 2013:** ➢ A Guide to Procedure Codes ➢ 2013 Procedure Codes Changes powerpoint handout ➢ QA Bulletin 12-08: Changes to Procedure Codes (Effective January 1, 2013)	Members were asked to download and print The Guide to Procedure Codes directly from the DMH website as the version that was distributed at today's meeting was already outdated.	
Q&A	**Psychotherapy In Crisis Code – 90839** ➢ 90839 is not allowable over the phone. ➢ When doing telephone therapy, face to face time is always zero and the code used is H0046. **E&M Codes** ➢ Minutes listed in the procedure code manual do not coincide with the IS. These are just guidelines for MDs. **Psychological Testing Codes** ➢ 96101, 96102, 96103 – includes report writing so no need to use 90889 ➢ There are more specific codes for different instruments and for face-to-face administration. **No Contact/Report Writing – 90889** ➢ Writing a quarterly status rpt for DCFS – not	Members were asked to download and print The Guide to Procedure Codes directly from the DMH website as the version that was distributed at today's meeting was already outdated.	

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	claimable. ➢ Administrative discharge – not claimable. ➢ 90889 is claimable if clients' therapist completes discharge summary in context of another service such as clinical documentation, response to treatment, prognosis, diagnosis, linkage to services ➢ Some contract providers may have made decision not to use 90889 for discharge summaries. **Review of Records – 90885** ➢ Document reason for review of records, what records were reviewed, and how this is going to benefit the client		
Documentation Training Schedule	The list of documentation trainings that have been scheduled so far was included in today's handouts.		
QA HANDOUTS	➢ QA Agenda ➢ A Guide to Procedure Codes ➢ 2013 Procedure Codes Changes powerpoint handout ➢ QA Bulletin 12-08: Changes to Procedure Codes (Effective January 1, 2013)		
Next Meeting	The next meeting will be held on February 20, 2013 from 2-4 p.m. at The Guidance Center, 4335 Atlantic Avenue, Long Beach, CA 90807.		
QUALITY IMPROVEMENT (QI)			
The QA presentation today extended into the QI meeting time. No QI agenda items were discussed. Members were asked to review the handouts on their own time.			

Minutes Recorded by:

Ann Lee, Ph.D./DMH SA 8 Administration

Minutes Approved by:

Emily Ramos, L.C.S.W., DMH Co-chair