

**FISCAL YEAR (FY) 2016/2017 ANNUAL REVIEW OF CONSOLIDATED SPECIALTY MENTAL  
HEALTH SERVICES AND OTHER FUNDED SERVICES  
MARIN COUNTY MENTAL HEALTH PLAN REVIEW  
June 5, 2017  
FINDINGS REPORT**

**Section K, “Chart Review – Non-Hospital Services**

The medical records of ten (10) adult and ten (10) child/adolescent Medi-Cal specialty mental health beneficiaries were reviewed for compliance with state and federal regulations; adherence to the terms of the contract between the MARIN County Mental Health Plan (MHP) and the California Department of Health Care Services (DHCS), and for consistency with the MHP’s own documentation standards and policies and procedures regarding medical records documentation. The process included a review of **487** claims submitted for the months of **OCTOBER, NOVEMBER, and DECEMBER** of 2015.

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**Medical Necessity**

PROTOCOL REQUIREMENTS	
1.	Does the beneficiary meet all three (3) of the following medical necessity criteria for reimbursement (1a, 1b, and 1c. below)?
1a.	The beneficiary has a current ICD diagnosis which is included for non-hospital SMHS in accordance with the MHP contract?
1b.	The beneficiary, as a result of a mental disorder or emotional disturbance listed in 1a, must have at least one (1) of the following criteria (1-4 below): <ol style="list-style-type: none"> <li>1) A significant impairment in an important area of life functioning.</li> <li>2) A probability of significant deterioration in an important area of life functioning.</li> <li>3) A probability that the child will not progress developmentally as individually appropriate.</li> <li>4) For full-scope MC beneficiaries under the age of 21 years, a condition as a result of the mental disorder or emotional disturbance that SMHS can correct or ameliorate.</li> </ol>
1c.	Do the proposed and actual intervention(s) meet the intervention criteria listed below: <ol style="list-style-type: none"> <li>1) The focus of the proposed and actual intervention(s) is to address the condition identified in No. 1b. (1-3) above, or for full-scope MC beneficiaries under the age of 21 years, a condition as a result of the mental disorder or emotional disturbance that SMHS can correct or ameliorate per No. 1b(4).</li> <li>2) The expectation is that the proposed and actual intervention(s) will do at least one (1) of the following (A, B, C, or D):                             <ol style="list-style-type: none"> <li>A. Significantly diminish the impairment.</li> <li>B. Prevent significant deterioration in an important area of life functioning.</li> <li>C. Allow the child to progress developmentally as individually appropriate.</li> <li>D. For full-scope MC beneficiaries under the age of 21 years, correct or ameliorate the condition.</li> </ol> </li> </ol>
1d.	The condition would not be responsive to physical health care based treatment.
	<ul style="list-style-type: none"> <li style="width: 50%;"><ul style="list-style-type: none"><li>• CCR, title 9, chapter 11, section 1830.205 (b)(c)</li><li>• CCR, title 9, chapter 11, section 1830.210</li><li>• CCR, title 9, chapter 11, section 1810.345(c)</li><li>• CCR, title 9, chapter 11, section 1840.112(b)(1-4)</li></ul></li> <li style="width: 50%;"><ul style="list-style-type: none"><li>• CCR, title 9, chapter 11, section 1840.314(d)</li><li>• CCR, title 22, chapter 3, section 51303(a)</li><li>• Credentialing Boards for MH Disciplines</li></ul></li> </ul>

**Reasons for Recoupment (RR): Refer to the enclosed Recoupment Summary for additional details concerning disallowances**

- RR1. Documentation in the medical record does not establish that the beneficiary has a diagnosis contained in California Code of Regulations, (CCR), title 9, chapter 11, section 1830.205(b)(1)(A-R).
- RR2. Documentation in the medical record does not establish that, as a result of a mental disorder listed in CCR, title 9, chapter 11, section 1830.205(b)(1)(A-R), the beneficiary has, at least, one of the identified functional impairments.
- RR3. Documentation in the medical record does not establish that the focus of the proposed intervention is to address the functional impairment identified in CCR, title 9, chapter 11, section 1830.205(b)(2)
- RR4. Documentation in the medical record does not establish the expectation that the proposed intervention will do, at least, one of the following:
  - a) Significantly diminish the impairment;
  - b) Prevent significant deterioration in an important area of life functioning;
  - c) Allow the child to progress developmentally as individually appropriate; or
  - d) For full-scope Medi-Cal beneficiaries under the age of 21 years, correct or ameliorate the condition.

**FINDING 1c-1:**

The medical record associated with the following Line numbers did not meet the medical necessity criteria since the focus of the proposed interventions did not address the mental health condition as specified in the CCR, title 9, chapter 11, section 1830.205(b)(3)(A):

- **Line numbers <sup>1</sup>.** RR3, refer to Recoupment Summary for details

**PLAN OF CORRECTION 1c-1:**

The MHP shall submit a POC that indicates how the MHP will ensure that interventions are focused on a significant functional impairment that is directly related to the mental health condition as specified in CCR, title 9, chapter 11, section 1830.205(b)(3)(A).

**Assessment** (Findings in this area do not result in disallowances. Plan of Correction only.)

PROTOCOL REQUIREMENTS	
2.	Regarding the Assessment, are the following conditions met:
2a.	1) Has the Assessment been completed in accordance with the MHP's established written documentation standards for timeliness?
	2) Has the Assessment been completed in accordance with the MHP's established written documentation standards for frequency?
<ul style="list-style-type: none"> <li>• CCR, title 9, chapter 11, section 1810.204</li> <li>• CCR, title 9, chapter 11, section 1840.112(b)(1-4)</li> <li>• CCR, title 9, chapter 11, section 1840.314(d)(e)</li> </ul>	<ul style="list-style-type: none"> <li>• CCR, title 9, chapter 4, section 851- Lanterman-Petris Act</li> <li>• MHP Contract, Exhibit A, Attachment I</li> </ul>

**FINDINGS 2a:**

Assessments were not completed in accordance with regulatory and contractual requirements, specifically:

One or more assessments were not completed within the timeliness and frequency requirements specified in the MHP's written documentation standards. The following are specific findings from the chart sample:

- **Line number <sup>2</sup>:** The initial assessment was completed late.
- **Line number <sup>3</sup>:** The updated assessment was completed late.

**PLAN OF CORRECTION 2a:**

The MHP shall submit a POC that:

- 1) Provides evidence that the MHP has written documentation standards for assessments, including required elements or timeliness and frequency as required in the MHP Contract with the Department.

<sup>1</sup> Line number(s) removed for confidentiality

<sup>2</sup> Line number(s) removed for confidentiality

<sup>3</sup> Line number(s) removed for confidentiality

- 2) Describes how the MHP will ensure that assessments are completed in accordance with the timeliness and frequency requirements specified in the MHP’s written documentation standards.

PROTOCOL REQUIREMENTS	
2c.	Does the assessment include: <ul style="list-style-type: none"> <li>1) The date of service?</li> <li>2) The signature of the person providing the service (or electronic equivalent); the person’s type of professional degree, and licensure or job title?</li> <li>3) The date the documentation was entered in the medical record?</li> </ul>
<ul style="list-style-type: none"> <li>• CCR, title 9, chapter 11, section 1810.204</li> <li>• CCR, title 9, chapter 11, section 1840.112(b)(1-4)</li> <li>• CCR, title 9, chapter 11, section 1840.314(d)(e)</li> </ul>	<ul style="list-style-type: none"> <li>• CCR, title 9, chapter 4, section 851- Lanterman-Petris Act</li> <li>• MHP Contract, Exhibit A, Attachment I</li> </ul>

**FINDING 2c:**

The Assessment did not include:

Signature of the person providing the service (or electronic equivalent) that includes the person’s professional degree, licensure, or job title:

- Line number 4.

**PLAN OF CORRECTION 2c:**

The MHP shall submit a POC that indicates how the MHP will ensure that all documentation includes the signature or (electronic equivalent) with the professional degree, licensure or title of the person providing the service.

**Medication Consent** *(Findings in this area do not result in disallowances. Plan of Correction only.)*

PROTOCOL REQUIREMENTS	
3.	Regarding medication consent forms:
3a.	Did the provider obtain and retain a current written medication consent form signed by the beneficiary agreeing to the administration of each prescribed psychiatric medication?
<ul style="list-style-type: none"> <li>• CCR, title 9, chapter 11, section 1810.204</li> <li>• CCR, title 9, chapter 11, section 1840.112(b)(1-4)</li> <li>• CCR, title 9, chapter 11, section 1840.314(d)(e)</li> </ul>	<ul style="list-style-type: none"> <li>• CCR, title 9, chapter 4, section 851- Lanterman-Petris Act</li> <li>• MHP Contract, Exhibit A, Attachment I</li> </ul>

**FINDING 3a:**

The provider did not obtain and retain a current written medication consent form signed by the beneficiary agreeing to the administration of each prescribed psychiatric medication:

- Line numbers 5: There was no written medication consent form found in the medical record. *During the review, MHP staff was given the opportunity to locate the missing medication consent form but was unable to locate it in the medical record.*

<sup>4</sup> Line number(s) removed for confidentiality

<sup>5</sup> Line number(s) removed for confidentiality

**PLAN OF CORRECTION 3a:**

The MHP shall submit a POC that indicates how the MHP will ensure that:

- 1) A written medication consent form is obtained and retained for each medication prescribed and administered under the direction of the MHP.
- 2) Written medication consent forms are completed in accordance with the MHP’s written documentation standards.

**Client Plans**

PROTOCOL REQUIREMENTS	
4.	Regarding the client plan, are the following conditions met:
4a.	1) Has the initial client plan been completed within the time period specified in the Mental Health Plan (MHP’s) documentation guidelines, or lacking MHP guidelines, within 60 days of the intake unless there is documentation supporting the need for more time?
	<ul style="list-style-type: none"> <li>• CCR, title 9, chapter 11, section 1810.205.2</li> <li>• CCR, title 9, chapter 11, section 1810.254</li> <li>• CCR, title 9, chapter 11, section 1810.440(c)(1)(2)</li> <li>• CCR, title 9, chapter 11, section 1840.112(b)(2-5)</li> <li>• CCR, title 9, chapter 11, section 1840.314(d)(e)</li> <li>• DMH Letter 02-01, Enclosure A</li> </ul>
	<ul style="list-style-type: none"> <li>• WIC, section 5751.2</li> <li>• MHP Contract, Exhibit A, Attachment I</li> <li>• CCR, title 16, Section 1820.5</li> <li>• California Business and Profession Code, Section 4999.20</li> </ul>

**Reasons for Recoupment (RR): Refer to the enclosed Recoupment Summary for additional details concerning disallowances**

RR5. Initial client plan was not completed within the time period specified in the Mental Health Plan (MHP’s) documentation guidelines, or lacking MHP guidelines, within 60 days of the intake unless there is documentation supporting the need for more time.

**FINDING 4a-1:**

The initial client plan was not completed according to the MHP’s documentation standards, or lacking MHP standards:

- **Line number <sup>6</sup>:** The initial client plan was not completed according to the MHP’s documentation standards, or lacking MHP standards and therefore, there was no client plan in effect during the audit review period, that contained the interventions provided. Interventions provided were not contained in the initial client plan. **RR5, refer to Recoupment Summary for details**

*The MHP should review all services and claims identified during the audit for which there was no initial client plan in effect and disallow those claims as required.*

**PLAN OF CORRECTION 4a-1:**

The MHP shall submit a POC that indicates how the MHP will:

- 1) Ensure that initial client plans are completed in accordance with the MHP’s written documentation standards.

<sup>6</sup> Line number(s) removed for confidentiality

- 2) Ensure that the interventions/modalities on the client plans are clear, specific and address the beneficiary’s identified functional impairments as a result of the mental disorder.

PROTOCOL REQUIREMENTS	
4a	2) Has the client plan been updated at least annually and/or when there are significant changes in the beneficiary’s condition?
<ul style="list-style-type: none"> <li>• CCR, title 9, chapter 11, section 1810.205.2</li> <li>• CCR, title 9, chapter 11, section 1810.254</li> <li>• CCR, title 9, chapter 11, section 1810.440(c)(1)(2)</li> <li>• CCR, title 9, chapter 11, section 1840.112(b)(2-5)</li> <li>• CCR, title 9, chapter 11, section 1840.314(d)(e)</li> <li>• DMH Letter 02-01, Enclosure A</li> </ul>	<ul style="list-style-type: none"> <li>• WIC, section 5751.2</li> <li>• MHP Contract, Exhibit A, Attachment I</li> <li>• CCR, title 16, Section 1820.5</li> <li>• California Business and Profession Code, Section 4999.20</li> </ul>

**Reasons for Recoupment (RR): Refer to the enclosed Recoupment Summary for additional details concerning disallowances**

RR6. The client plan was not completed, at least, on an annual basis or as specified in the MHP’s documentation guidelines.

**FINDING 4a-2:**

The client plan was not updated at least annually or when there was a significant change in the beneficiary’s condition (as required in the MHP Contract with the Department and as specified in the MHP’s documentation standards):

- **Line numbers 7:** There was a **lapse** between the prior and current client plans. However, this occurred outside of the audit review period.

*The MHP should review all services and claims identified during the audit that were claimed outside of the audit review period which there was no client plan in effect and disallow those claims as required.*

**PLAN OF CORRECTION 4a-2:**

The MHP shall submit a POC that indicates how the MHP will:

- 1) Ensure that client plans are completed at least on an annual basis as required in the MHP Contract with the Department, and within the timelines and frequency specified in the MHP’s written documentation standards.
- 2) Ensure that non-emergency services are not claimed when:
  - a) A client plan has not been completed.
  - b) The service provided is not included in the current client plan.
- 3) Provide evidence that all services identified during the audit that were claimed outside of the audit review period for which no client plan was in effect are disallowed.

<sup>7</sup> Line number(s) removed for confidentiality

PROTOCOL REQUIREMENTS	
4b.	Does the client plan include the items specified in the MHP Contract with the Department?
	1) Specific, observable, and/or specific quantifiable goals/treatment objectives related to the beneficiary’s mental health needs and functional impairments as a result of the mental health diagnosis.
	2) The proposed type(s) of intervention/modality including a detailed description of the intervention to be provided.
	3) The proposed frequency of intervention(s).
	4) The proposed duration of intervention(s).
	5) Interventions that focus and address the identified functional impairments as a result of the mental disorder or emotional disturbance.
	6) Interventions are consistent with client plan goal(s)/treatment objective(s).
	7) Be consistent with the qualifying diagnoses.
<ul style="list-style-type: none"> <li>• CCR, title 9, chapter 11, section 1810.205.2</li> <li>• CCR, title 9, chapter 11, section 1810.254</li> <li>• CCR, title 9, chapter 11, section 1810.440(c)(1)(2)</li> <li>• CCR, title 9, chapter 11, section 1840.112(b)(2-5)</li> <li>• CCR, title 9, chapter 11, section 1840.314(d)(e)</li> <li>• DMH Letter 02-01, Enclosure A</li> </ul>	<ul style="list-style-type: none"> <li>• WIC, section 5751.2</li> <li>• MHP Contract, Exhibit A, Attachment I</li> <li>• CCR, title 16, Section 1820.5</li> <li>• California Business and Profession Code, Section 4999.20</li> </ul>

**FINDING 4b:**

The following Line numbers had client plans that did not include all of the items specified in the MHP Contract with the Department:

- 4b-1)** One or more of the goals/treatment objectives were not specific, observable, and/or quantifiable and related to the beneficiary’s mental health needs and identified functional impairments as a result of the mental health diagnosis. **Line numbers <sup>8</sup>.**
- 4b-2)** One or more of the proposed interventions did not include a detailed description. Instead, only a “type” or “category” of intervention was recorded on the client plan (e.g. “Medication Support Services,” “Targeted Case Management,” “Mental Health Services,” etc.). **Line numbers <sup>9</sup>.**
- 4b-3)** One or more of the proposed interventions did not indicate an expected frequency. **Line numbers <sup>10</sup>.**

**PLAN OF CORRECTION 4b:**

The MHP shall submit a POC that indicates how the MHP will ensure that:

- 1) (4b-1.) All client plan goals/treatment objectives are specific, observable and/or quantifiable and relate to the beneficiary’s documented mental health needs and functional impairments as a result of the mental health diagnosis.
- 2) (4b-2.) All mental health interventions/modalities proposed on client plans include a detailed description of the interventions to be provided and do not just identify a type or modality of service (e.g. “therapy”, “medication”, “case management”, etc.).

<sup>8</sup> Line number(s) removed for confidentiality  
<sup>9</sup> Line number(s) removed for confidentiality  
<sup>10</sup> Line number(s) removed for confidentiality

- 3) (4b-3.) All mental health interventions proposed on client plans indicate both an expected frequency and duration for each intervention.

**Progress Notes**

PROTOCOL REQUIREMENTS	
5a.	Do the progress notes document the following:
	1) Timely documentation (as determined by the MHP) of relevant aspects of client care, including documentation of medical necessity?
	2) Documentation of beneficiary encounters, including relevant clinical decisions, when decisions are made, alternative approaches for future interventions?
	3) Interventions applied, beneficiary’s response to the interventions, and the location of the interventions?
	4) The date the services were provided?
	2) Documentation of referrals to community resources and other agencies, when appropriate?
	3) Documentation of follow-up care or, as appropriate, a discharge summary?
	4) The amount of time taken to provide services?
	5) The signature of the person providing the service (or electronic equivalent); the person’s type of professional degree, and licensure or job title?
	<ul style="list-style-type: none"> <li>CCR, title 9, chapter 11, section 1810.254</li> <li>CCR, title 9, chapter 11, section 1810.440(c)</li> <li>CCR, title 9, chapter 11, section 1840.112(b)(2-6)</li> <li>CCR, title 9, chapter 11, section 1840.314</li> </ul>

**Reasons for Recoupment (RR): Refer to the enclosed Recoupment Summary for additional details concerning disallowances**

- RR1. Documentation in the medical record does not establish that the beneficiary has a diagnosis contained in California Code of Regulations, (CCR), title 9, chapter 11, section 1830.205(b)(1)(A-R).
- RR2. Documentation in the medical record does not establish that, as a result of a mental disorder listed in CCR, title 9, chapter 11, section 1830.205(b)(1)(A-R), the beneficiary has, at least, one of the identified functional impairments.
- RR3. Documentation in the medical record does not establish that the focus of the proposed intervention is to address the functional impairment identified in CCR, title 9, chapter 11, section 1830.205(b)(2)
- RR4. Documentation in the medical record does not establish the expectation that the proposed intervention will do, at least, one of the following:
  - a) Significantly diminish the impairment;
  - b) Prevent significant deterioration in an important area of life functioning;
  - c) Allow the child to progress developmentally as individually appropriate; or
  - d) For full-scope Medi-Cal beneficiaries under the age of 21 years, correct or ameliorate the condition.
- RR9. No progress note was found for service claimed.
- RR10. The time claimed was greater than the time documented.
- RR13. The progress note indicates that the service provided was solely for one of the following:
  - a) Academic educational service;
  - b) Vocational service that has work or work training as its actual purpose;
  - c) Recreation; or
  - d) Socialization that consists of generalized group activities that do not provide systematic individualized feedback to the specific targeted behaviors.



RR15. The progress note was not signed (or electronic equivalent) by the person(s) providing the service.

RR16. The progress note indicates the service provided was solely transportation.

RR17. The progress note indicates the service provided was solely clerical.

RR18. The progress note indicates the service provided was solely payee related.

RR19a. No service was provided.

RR19b. The service was claimed for a provider on the Office of Inspector General List of Excluded Individuals and Entities.

RR19c. The service was claimed for a provider on the Medi-Cal suspended and ineligible provider list

RR19d. The service was not provided within the scope of practice of the person delivering the service.

**FINDING 5a:**

Progress notes were not completed in accordance with regulatory and contractual requirements or with the MHP’s own written documentation standards:

- One or more progress note was not completed within the timeliness and frequency standards in accordance with regulatory and contractual requirements.
- The MHP was not following its own written documentation standards for timeliness of staff signatures on progress notes.
- Progress notes did not document the following:

**5a-1) Line numbers <sup>11</sup>:** Timely documentation of relevant aspects of beneficiary care as specified by the MHP’s documentation standards (i.e., progress notes completed late based on the MHP’s written documentation standards in effect during the audit period).

**5a-4) Line number <sup>12</sup>:** Timeliness of the progress note could not be determined because the note was signed but not dated by the person providing the service. Therefore, the date the progress note was entered into the medical record could not be determined.

**5a-8) Line number <sup>13</sup>:** The provider’s professional degree, licensure or job title.

**PLAN OF CORRECTION:**

The MHP shall submit a POC that indicates how the MHP will:

- 1) Ensure that progress notes meet timeliness, frequency and the staff signature requirements in accordance with regulatory and contractual requirements.
- 2) Describe how the MHP will ensure that progress notes are completed in accordance with the timeliness and frequency requirements specified in the MHP’s written documentation standards.
- 3) The MHP shall submit a POC that indicates how the MHP will ensure that progress notes document:

<sup>11</sup> Line number(s) removed for confidentiality

<sup>12</sup> Line number(s) removed for confidentiality

<sup>13</sup> Line number(s) removed for confidentiality

- 5a-1)** Timely completion by the person providing the service and relevant aspects of client care, as specified in the MHP Contract with the Department and the MHP’s written documentation standards.
- 5a-4)** The date the progress note was completed and entered into the medical record by the person(s) providing the service in order to determine the timeliness of completion, as specified in the MHP Contract with the Department.
- 5a-8)** The provider’s/providers’ professional degree, licensure or job title.

**FINDING 5a3:**

The progress note for the following Line number indicate that the service provided was solely for:

- Clerical: **Line number <sup>14</sup>**. **RR17, refer to Recoupment Summary for details.**

**PLAN OF CORRECTION:**

The MHP shall submit a POC that indicates how the MHP will ensure that:

- 1) Each progress note describes how services provided reduced impairment, restored functioning, or prevented significant deterioration in an important area of life functioning, as outlined in the client plan.
- 2) Services provided and claimed are not solely clerical.
- 3) All services claimed are appropriate, relate to the qualifying diagnosis and identified functional impairments and are medically necessary as delineated in the CCR, title 9, chapter 11, sections 1830.205(a)(b).

<b>PROTOCOL REQUIREMENTS</b>	
5b.	When services are being provided to, or on behalf of, a beneficiary by two or more persons at one point in time, do the progress notes include: <ol style="list-style-type: none"> <li>1) Documentation of each person’s involvement in the context of the mental health needs of the beneficiary?</li> <li>2) The exact number of minutes used by persons providing the service?</li> <li>3) Signature(s) of person(s) providing the services?</li> </ol>
<ul style="list-style-type: none"> <li>• CCR, title 9, chapter 11, section 1810.254</li> <li>• CCR, title 9, chapter 11, section 1810.440(c)</li> <li>• CCR, title 9, chapter 11, section 1840.112(b)(2-6)</li> <li>• CCR, title 9, chapter 11, section 1840.314</li> </ul>	<ul style="list-style-type: none"> <li>• CCR, title 9, chapter 11, sections 1840.316 - 1840.322</li> <li>• CCR, title 22, chapter 3, section 51458.1</li> <li>• CCR, title 22, chapter 3, section 51470</li> <li>• MHP Contract, Exhibit A, Attachment I</li> </ul>

**FINDING 5b:**

Documentation of services being provided to, or on behalf of, a beneficiary by two or more persons at one point in time did not include all required components. Specifically:

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<sup>14</sup> Line number(s) removed for confidentiality

- **Line numbers** <sup>15</sup>: Progress notes did not document the contribution, involvement or participation of each staff member as it relates to the identified functional impairment and mental health needs of the beneficiary.

**PLAN OF CORRECTION 5b:**

The MHP shall submit a POC that indicates how the MHP will ensure that:

- 1) Group progress notes clearly document the contribution, involvement or participation of each staff member as it relates to the identified functional impairment and mental health needs of the beneficiary.
- 2) There is medical necessity for the use of multiple staff in the group setting.

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PROTOCOL REQUIREMENTS	
5c.	Timeliness/frequency as follows: <ol style="list-style-type: none"> <li>1) Every service contact for:                             <ol style="list-style-type: none"> <li>A. Mental health services</li> <li>B. Medication support services</li> <li>C. Crisis intervention</li> <li>D. Targeted Case Management</li> </ol> </li> <li>2) Daily for:                             <ol style="list-style-type: none"> <li>A. Crisis residential</li> <li>B. Crisis stabilization (one per 23/hour period)</li> <li>C. Day treatment intensive</li> </ol> </li> <li>3) Weekly for:                             <ol style="list-style-type: none"> <li>A. Day treatment intensive (clinical summary)</li> <li>B. Day rehabilitation</li> <li>C. Adult residential</li> </ol> </li> </ol>
<ul style="list-style-type: none"> <li>• CCR, title 9, chapter 11, section 1810.254</li> <li>• CCR, title 9, chapter 11, section 1810.440(c)</li> <li>• CCR, title 9, chapter 11, section 1840.112(b)(2-6)</li> <li>• CCR, title 9, chapter 11, section 1840.314</li> </ul>	<ul style="list-style-type: none"> <li>• CCR, title 9, chapter 11, sections 1840.316 - 1840.322</li> <li>• CCR, title 22, chapter 3, section 51458.1</li> <li>• CCR, title 22, chapter 3, section 51470</li> <li>• MHP Contract, Exhibit A, Attachment I</li> </ul>

**FINDING 5c:**

Documentation in the medical record did not meet the following requirements:

- **Line number** <sup>16</sup>: There was no progress note in the medical record for the service claimed. **RR9, refer to Recoupment Summary for details.**  
*During the review, the MHP staff was given the opportunity to locate the documents in question but could not find written evidence of them in the medical record.*
- **Line number** <sup>17</sup>: The type of specialty mental health service (SMHS) documented on the progress note was not the same type of SMHS claimed. **RR9, refer to Recoupment Summary for details.**

<sup>15</sup> Line number(s) removed for confidentiality

<sup>16</sup> Line number(s) removed for confidentiality

<sup>17</sup> Line number(s) removed for confidentiality

**PLAN OF CORRECTION 5c:**

The MHP shall submit a POC that indicates how the MHP will:

- 1) Ensure that all SMHS claimed are:
  - a) Documented in the medical record.
  - b) Actually provided to the beneficiary.
  - c) Claimed for the correct service modality and billing code.
- 2) Ensure that all progress notes are:
  - a) Accurate and meet the documentation requirements described in the MHP Contract with the Department.
  - b) Completed within the timeline and frequency specified in the MHP Contract with the Department.

PROTOCOL REQUIREMENTS	
5d.	Do all entries in the beneficiary’s medical record include: <ol style="list-style-type: none"> <li>1) The date of service?</li> <li>2) The signature of the person providing the service (or electronic equivalent); the person’s type of professional degree, and licensure or job title?</li> <li>3) The date the documentation was entered in the medical record?</li> </ol>
<ul style="list-style-type: none"> <li>• CCR, title 9, chapter 11, section 1810.254</li> <li>• CCR, title 9, chapter 11, section 1810.440(c)</li> <li>• CCR, title 9, chapter 11, section 1840.112(b)(2-6)</li> <li>• CCR, title 9, chapter 11, section 1840.314</li> </ul>	<ul style="list-style-type: none"> <li>• CCR, title 9, chapter 11, sections 1840.316 - 1840.322</li> <li>• CCR, title 22, chapter 3, section 51458.1</li> <li>• CCR, title 22, chapter 3, section 51470</li> <li>• MHP Contract, Exhibit A, Attachment I</li> </ul>

**FINDING 5d:**

The Progress note did not include:

- The provider’s professional degree, licensure, or job title: **Line number <sup>18</sup>**.

**PLAN OF CORRECTION 5d:**

The MHP shall submit a POC that indicates how the MHP will ensure that all documentation includes the signature or (electronic equivalent) with the professional degree, licensure or title of the person providing the service.

<sup>18</sup> Line number(s) removed for confidentiality

**Documentation of Cultural and Linguistic Services**

PROTOCOL REQUIREMENTS	
6.	Regarding cultural/linguistic services and availability in alternative formats:
6a.	Is there any evidence that mental health interpreter services are offered and provided, when applicable?
<ul style="list-style-type: none"> <li>CFR, title 42, section 438.10(c)(4),(5)</li> <li>CCR, title 9, chapter 11, section 1810.405(d)</li> </ul>	<ul style="list-style-type: none"> <li>CCR, title 9, chapter 11, section 1810.410</li> </ul>

**FINDING 6a:**

There was no evidence that mental health interpreter services were offered and provided on every occasion to the following: **Line number** <sup>19</sup>.

**PLAN OF CORRECTION 6a:**

The MHP shall submit a POC that indicates how the MHP will ensure that:

- 1) All beneficiaries and their parents/legal guardians are offered mental health interpreter services, when applicable.
- 2) There is documentation substantiating that beneficiaries and their parents/legal guardians are offered mental health interpreter services, when applicable.

<sup>19</sup> Line number(s) removed for confidentiality