

**MHP Triennial Review Preparation Checklist  
Fiscal Year 2015/2016**

*In an effort to prepare and expedite the review process onsite, DHCS is requesting the following documents to be sent via email 30-days prior to the onsite triennial review.*

**System Review Documents**

Protocol Section	Requested Documentation	Date Sent to DHCS
Section A	<input type="checkbox"/> Policies and Procedures (P&Ps): Linguistic Access	
Section A	<input type="checkbox"/> P&Ps: 24/7 Access Line and Availability of 24/7 Services	
Section A	<input type="checkbox"/> Provider List	
Section A	<input type="checkbox"/> Cultural Competence Plan & Training Plan	
Section B	<input type="checkbox"/> P&Ps: Payment Authorization	
Section B	<input type="checkbox"/> P&Ps: Notices of Action	
Section C	<input type="checkbox"/> P&Ps: Problem Resolution	
Section E	<input type="checkbox"/> P&Ps: Katie A Services	
Section E	<input type="checkbox"/> Implementation Plan	
Section F	<input type="checkbox"/> MOUs with Managed Care Plans (optional)	
Section G	<input type="checkbox"/> Provider Monitoring Protocols	
Section H	<input type="checkbox"/> P&Ps: Provider Screening and Verification	
Section H	<input type="checkbox"/> Compliance Plan	
Section I	<input type="checkbox"/> P&Ps: Medication Monitoring	
Section I	<input type="checkbox"/> QI/QM Work Plan	
Section J	<input type="checkbox"/> P&Ps: MHSA Issue Resolution	

**MHP Triennial Review Preparation Checklist  
Fiscal Year 2015/2016**

**Chart Review Documents**

Protocol Section	Requested Documentation	Date Sent to DHCS
Section K	<input type="checkbox"/> P&Ps/ Documentation Guidelines: Medical Necessity	
Section K	<input type="checkbox"/> P&Ps/ Documentation Guidelines: Assessments	
Section K	<input type="checkbox"/> P&Ps/ Documentation Guidelines: Client Plans	
Section K	<input type="checkbox"/> P&Ps/ Documentation Guidelines: Progress Notes	
Section K	<input type="checkbox"/> P&Ps/ Documentation Guidelines: Medication Consents	
Section K	<input type="checkbox"/> Written Definition of "Long Term Client"	
Section K	<input type="checkbox"/> P&Ps/ Documentation Guidelines: Electronic Medical Records	
Section K	<input type="checkbox"/> P&Ps/ Documentation Guidelines: Day Treatment Intensive and Day Rehabilitation (if applicable)	