



State of California—Health and Human Services Agency
Department of Health Care Services



MICHELLE BAASS
DIRECTOR

GAVIN NEWSOM
GOVERNOR

Date: 7/19/2022

CHDP PROGRAM LETTER NO.: 22-05

TO: Child Health and Disability Prevention Program Directors, Deputy Directors, Medical Consultants, Dependent and Independent County Operations Staff, and Department of Health Care Services Staff.

SUBJECT: REVISION OF FACILITY REVIEW TOOL AND MEDICAL RECORD REVIEW TOOL

The purpose of this letter is to inform Child Health and Disability Prevention (CHDP) programs of revisions made to the CHDP Facility Review Tool (FR) and Medical Record Review Tools (MRR).

The revised FR and MRR can be found on the [CHDP Forms webpage](#). Both documents can also be found as attachments to this letter on the [CHDP Program Letters and Provider Information Notices webpage](#).

If you have any questions regarding this communication, or you would like to submit feedback regarding the current PFG revision, please submit your questions/comments to: CHDPprogram@dhcs.ca.gov.

Sincerely,

ORIGINAL SIGNED BY JOSEPH BILLINGSLEY

Joseph Billingsley, Assistant Deputy Director
Integrated Systems of Care Division

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Attachments:

- A. [Summary of Changes: Medical Record Review Tool](#)
- B. [Summary of Changes: Facility Review Tool](#)
- C. [CHDP Medical Record Review Tool](#)
- D. [CHDP Facility Review Tool](#)

Attachment A

CHDP Medical Record Review Tool

Summary of Changes

Aside from grammatical and technical edits, the following summarizes the changes in this revision of the CHDP Medical Record Review tool:

Presentation

- The Medical Record Review Tool and the Medical Record Review Guidelines have been combined into one document titled: Child Health and Disability Prevention Program Medical Record Review (DHCS 4492)

Directions for Scoring

- Clarification and further detail regarding Critical Elements
- Revision of the total per chart from 139 to 140. The additional point originated in “Documentation Criteria 2.E. The expected total for a 5-chart review will be 700 and a 10-chart review total will be 1400.
- Maximum point can be awarded was changed from 4 to 3 points.
- “Line Item” to “Critical Element” wording for consistency within the scoring instructions. The “Optional per local county determination” was deleted per today’s meeting recommendation and group acceptance.
- CE definition to reflect a positive approach and to consider eligible charts only in cases of age specific CEs.

Scoring Summary

- Prepopulated and no populated expected points versions are provided.
- Revised “Line item” to “Critical Element” for consistency with the scoring instructions.
- Further detail regarding Line Items
- Lead Criterion (4.K.): “counselling” word updated to “anticipatory guidance”; removed “Risk assessment: 6m, 9m, 18m, 3y, 4y, 5y, 6y and based on universal screening requirements”, and updated with “Anticipatory guidance 6 -72 months. Lead screening required 12m, 24m. 24 months to 72 months, for children not tested at 24 months or later” with reference to CCR Title 17 Chapter 9 Article 2 section 37100 (Screening for Childhood Lead Poisoning).

Attachment B

CHDP Facility Review Tool

Summary of Changes

Aside from grammatical and technical edits, the following summarizes the changes in this revision of the CHDP Medical Record Review tool:

Presentation

- The Facility Review Scoring Summary Sheet, Facility Review Tool and Scoring Instructions and the Facility Review Guidelines have been combined into one document titled: Child Health and Disability Prevention Program Facility Review (DHCS 4493)

General Guidelines

- Revision of passing score/thresholds

Directions for Scoring

- Clarification and further detail regarding Critical Elements
- Revision of guidance regarding professional license requirements

Scoring Summary

- Retitled “Scoring Summary” in order to achieve consistency with CHDP Medical Record Review (DHCS 4493).
- Increase of total score and subsequent adjustments

Personnel

- Nurse Practitioners
 - Removed outdated guidance
 - Incorporated reference to the citing authority
 - Added current requirements of participation (required licensure)
- Physician Assistants
 - Removed outdated guidance
 - Incorporated reference to the citing authority
 - Added current requirements of participation (required licensure)

Infection Control/Lab

- Revised CLIA certificate CE requirement
- Clarification regarding CE requirement