

DMC-ODS Conference Call

September 26<sup>th</sup> 2017

10AM-11:30AM

AGENDA

**Agenda:**

1. Welcome:

a. BHRS Participants:

- i. Paula Nannizzi
- ii. Kim Westrick
- iii. Diana Hill
- iv. Robert Szopa
- v. Mark Korwald
- vi. Giovanna Giron
- vii. Sheryl Uyan
- viii. Diana Campos Gomez
- ix. Christine O'Kelley
- x. Eliseo Amezcua
- xi. Terrell Fortune
- xii. Mark Korwald
- xiii. Angelina Gianfermo

b. Provider Participants:

- i. HR360: Nicole Ibarra, Laury Thammavong, Chris Kernes, Anissa Moore-Williams
- ii. Star Vista: Janel Guinane
- iii. Sitike: Joe Waghenhofer
- iv. The Latino Commission: Berman Icabalceta Jr., Adriana Escobar
- v. P90: David Meeds, Jim Buckner, Dave Clemens
- vi. El Centro: Colin Laver, Maria Cerrillo-Hernandez
- vii. Service League: Karen Francone
- viii. Free At Last: Elizabeth Chewning, Gerardo Barragan
- ix. BAART: Trisha Mae Redito

2. Announcements:

- a. Paula Nannizzi is leaving her position with BHRS and will be starting a new position with Placer County, in a similar role. We will miss her greatly. Her last day is October 13<sup>th</sup>.

1. One-Time Extensions, Consultations and Transfers (Eliseo and Giovanna):

The 60 day plans extensions are only being accepted via AVATAR. If you are not sure who the case manager was, ask Eliseo. It could be true that a different case manager was assigned. Utilize AOD Leave of Absence protocols. For protocols, contact your analyst.
2. UCLA tracking sheet (Diana):

Make sure you are submitting your spreadsheet to your analyst by the 10<sup>th</sup> of the month. Remember to enter in all three levels of assessment: the Brief initial screen (ASAM screen), Assessment (ASI) and Re-Assessment (ASI or another tool). To ensure consistency across our system, please send your processes to Diana Hill so we can send out clearer instructions.
3. AVATAR training for case managers (Eliseo):

There will be an AVATAR training for case managers on Oct 4<sup>th</sup> 11-12 at Harbor Blvd. Eliseo will look into creating an AVATAR training for the residential counselors.
4. Three New BHRS Policies (Paula):

Quality management at BHRS has released three new policies. They are linked below. Please read them and work with your admin and HR teams to make sure you are in compliance.

  - a. 17-01, <http://www.smchealth.org/bhrs-policies/electronic-medical-record-security-and-electronic-signatures-17-01>. This is important if you you have an internal EHR where your MD or physician is signing electronically. Make sure you meet all of the EHR standards, and that everything is secure. Providers will need to have AOD sign off to say that your EHR meets the standard. Providers with EHRS are: Health Right and BAART. If you work with Dr. O'Neill you will need to follow up with him.
  - b. 17-03, <http://www.smchealth.org/bhrs-policies/access-services-organized-delivery-system-substance-use-disorder-services-17-03>. This Policy is about the ODS system of care. This should be familiar but please review.
  - c. 93-11, <http://www.smchealth.org/bhrs-doc/critical-incident-reporting-93-11> This is the critical incident report policy. Incident reports should be sent to QM. Let your analyst know if you send an incident report to QM. Make sure you're in compliance with T9. Use the DHCS form any time 911 is called.
5. Financial Questions (Diana)
  - a. What is the timeline distributing the cost reports? DHCS provided an extension until March 31<sup>st</sup>. Diana will find out what is the due date and the timeline from fiscal.
  - b. How long do we need to retain hard copy or electronic fiscal records? DHCS gave a 10 year record retention timeline for both electronic and physical files. The CFR 45 438 talks about this. Diana will find out the distinction between fiscal and clinical records and confirm the timeline of record retention.
6. Agenda topics for next month:
  1. Documentation requirements: Documentation manual (tx provider mtg/protocol and handouts)

2. Reminder: send in your agenda topics to Kim Westrick

7. Love to Paula:

Karen: Thank you for everything.

Jim: On behalf of Project 90 and himself, Paula will be missed. She has fought for the client. We are very sad to see her go and very happy for her.

Acronyms:

SMC = San Mateo County

BHRS = Behavioral Health and Recovery Services

AOD = Alcohol and Other Drugs

DMC = Drug Medi-Cal

EHR = Electronic Health Record

DHCS = Department of Healthcare Services

Tx = Treatment

RTx = Residential Treatment