

# Monterey County Behavioral Health, Quality Improvement

## Monterey County Behavioral Health Quality Improvement Memo

**DATE:** August 2, 2018

**SUBJECT:** Authorizations for Disclosure

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### Topic

The Authorization for Use, Exchange, and/or Disclosure of Confidential Behavioral Health Information have been updated, both the “WITHIN” and the “General”. The information was sent out via email and Quality Improvement Newsletter. The documents are available in the electronic health record, Avatar, and on QI website for print. We strongly encourage the completion of these documents in Avatar. Specifically, the “WITHIN” form informs the client that Behavioral Health has an integrated health record that supports coordinated care efforts across the service delivery. A signed and valid “WITHIN” means the client is in agreement with the integrated record. Please refer to Monterey County Behavioral Health, [Clinical Documentation Guide](#) for a full-length explanation. Additionally, you may access a sample of completed document and [presentation](#) on QI website.

### Procedures

- These updated Authorization forms replace the prior version
- Appropriately discard any previously printed BLANK forms
- The expectations on completing these documents remain the same as previous expectations
- **For “WITHIN” Authorizations:**
  - **Staff shall obtain client signatures for the “WITHIN” form, for current and new clients**
- A refusal of client to sign the “WITHIN” document should immediately be reported to the Quality Improvement team ([415-QA@co.monterey.ca.us](mailto:415-QA@co.monterey.ca.us)) to ensure appropriate disclosure restrictions are put in place. Staff shall inform the client of benefits of coordinated service delivery.

We appreciate your cooperation in this matter.

Respectfully,

Lucero Robles, MSW, LCSW  
Quality Improvement Manager