



Monterey County Behavioral Health Policy and Procedure

Policy Number	103
Policy Title	Program Audits By Outside Agencies
References	California Code Of Regulations, Title IX, Chapter 11 (1810.440)
Form	None
Effective	September 8, 1986 Revised: April 16, 2003 Revised: March 27, 2006 Revised: October 1, 2008

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Policy

The Behavioral Health Programs and all contract providers are subject to various audits. Most audits will involve more than one program within the Behavioral Health Division. Those may be conducted by the Federal Government, State of California, Monterey County, the Monterey County Grand Jury, or by contract agencies for the State Department of Mental Health.

Procedure

In the event someone appears at a unit without prior notification to the Behavioral Health Director, the Quality Services Management Department will be immediately notified and all questions regarding the audit will be referred to the Quality Services Manager or Medical Director.

The Quality Services Manager will be the liaison person and audit/review coordinator. Quality Services Management will be responsible for the scheduling, room management, and notification to the department for the pulling of charts.

After completion of the audit, the outside review team will conduct an exit interview. Those in attendance shall be the Behavioral Services Director, Quality Services Management, BHD managers, and all necessary providers.

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Plan Of Correction

The State Department of Mental Health requires a Plan of Correction (POC), subsequent to their review of clinical records documentation; in order to explain how deficiencies found have been/or will be addressed.

The MCBHD Director, Deputy Directory, Quality Services Management, or other designees will be responsible for the POC.

Upon receipt of the State’s findings, Quality Services Management will develop and implement a POC. Quality Services Management will provide a response to the State Department of Mental Health, and provide a copy of the POC to the BHD Director.

Quality Services Management will conduct audit/chart reviews as necessary to ensure compliance to the POC.