

COUNTY OF HUMBOLDT
DEPARTMENT OF HEALTH AND HUMAN SERVICES
BEHAVIORAL HEALTH

POLICY NO. : 0704.880	POLICY TITLE: OUT OF COUNTY PROVIDER DOCUMENTATION MONITORING	EFFECTIVE DATE: 2/11/2010
PROGRAM:	PERFORMANCE MANAGEMENT UNIT – QUALITY IMPROVEMENT;	REVISION DATES: 06/15/15; 10/27/17
AFFECTS:	CHILDREN AND ADULT OUTPATIENT PROGRAMS; ORGANIZATIONAL PROVIDERS	REVIEW DATES: 2/11/10; 12/23/13; 02/06/14; 10/28/16

POLICY Humboldt County Department of Health and Human Services - Behavioral Health (DHHS-BH) may have access to Providers' relevant clinical records to the extent permitted by state and federal laws.

DEFINITION(S)

- PROCEDURE**
1. Documentation reviews for Providers are conducted at intervals at least annually as determined by DHHS-BH and as outlined in regulations, in order to ensure quality care and service delivery.
 2. Documentation Reviews are conducted by Access supervisor or designee.
 3. Assessments or Assessment updates in addition to current Treatment Plan (or any other requested clinical documentation) are reviewed with the authorization request, to evaluate compliance with State mandated documentation requirements.
 4. Documentation is also reviewed by Access supervisor or designee at the time of re-authorization in order to evaluate the standard of care and to determine the need for continued services and the level of service required.

FORM(S)/ ATTACHMENTS [QI-106 Chart Review Tool for Day Treatment](#)

REFERENCE [DHCS Mental Health Plan Contract Exhibit A, Attachment I 0704.370 Quality Management Chart Review](#)