



QI . . . UP TO THE MINUTE

- **When is the Client Plan is considered “active”?**
 - When all the required signatures are captured on the signature page and
 - The client plan has been final approved by the clinician completing the plan
- **Why is Final Approving your progress note so important?**
 - The MIS unit found a total of 7000 non-final approved progress notes
 - Many non-final approved progress notes resulted in having to void services and a loss of Medi-Cal revenue which helps to fund programs
 - Much valuable staff time was consumed in correcting services
 - Managers/supervisors should implement a system that will monitor staffs FINAL APPROVAL
 - Use the Anasazi Non-Final Approved Progress Note report for monitoring
- **New Nursing Progress Note Template**
 - A new progress note template for nurses is now available in the Anasazi LIVE
 - The template is not mandatory but RECOMMENDED as it will assist in meeting documentation standards
- **Service Code 14 – Evaluation of Records for Assessment**
 - This service code can be used when reviewing previous external records for the purpose of completing the assessment
 - To claim for this service code, staff will need to evidence the information in the client’s BHA
- **Service Indicators – Place of Service: HOSPITALS (HOS)**
 - There is only one data table in Anasazi for **Outside Facility** that includes all locations for schools and hospitals
 - To find a specific hospital, type **HOS** on the Outside Facility field and this will give you a list of the hospitals
- **Cultural Competence Handbook**
 - There is a Cultural Competence Handbook available for reference in the County’s Technical Resource Library at www.sdcounty.ca.gov/.../technical_resource_library.html
- **MD Service Codes 27 & 28 – Feedback from Medical Record Reviews this FY**
 - For Medical Record reviews conducted so far this FY, the documentation for the MD service codes that were rolled out January 1, 2013 are needing improvement
 - This is especially true for service codes **27 & 28**. To claim for these codes, your documentation must support the complexity of the client’s needs in addition to the complexity of your medical intervention and decision making
 - MD progress note templates are available to assist with meeting documentation standards



And now you are up to the minute



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- **Drug Class Field in DHP**
 - QM has been getting questions about the “Drug Class” field for prescriptions in the Doctor’s Homepage.
 - This is not a required field and at this time it is okay to leave it **BLANK**.
 - It is tied to a future promotion and more information will be released about the use of this field once the promotion is implemented by the County.
- **Upcoming High Risk Assessment & High Risk Index Webinar Sessions**
 - This webinar will cover a general description of the HRA/HRI, when and how to use them, potential influence on client treatment, and impact on documentation of assessments, progress notes and client plans.
 - QM is offering two webinar sessions for the HRA/HRI
 - Thursday, December 19, 2013 10:00am – 12:00pm
 - Thursday, January 9, 2014 2:00pm – 4:00pm
 - Registration is completed via Webex at <https://sdcounty.webex.com>
- **Additional CYF/Adult Documentation Trainings Added**
 - Adult Documentation Training is scheduled for February 3, 2014 from 9:00am – 12:00pm in the La Jolla Conference Room.
 - Children’s Documentation Training is scheduled for February 26, 2014 from 9:00am – 12:00pm in the La Jolla Conference Room.
 - Reserve your seat by emailing Tess.Widmayer@sdcounty.ca.gov
- **Upcoming Milestones to Note**
 - The HRA should be available in Anasazi as a “stand alone” assessment as of Jan. 1, 2014
 - The revised Child BHA with the HRA tab should be available in Anasazi as of Feb. 1, 2014
 - The revised Adult BHA with the HRA tab should be available in Anasazi as of March 1, 2014
 - QM will be sending out more details soon
- **Appointment Reminder Calls for clients – are you in?**
 - If you are interested in using the automated appointment reminder system for your client appointments, email QIMatters.hhsa@sdcounty.ca.gov
- **Share the knowledge!**
 - Is this information filtering down to your clinical and administrative staff? Keep them in the loop ☺
- **Send all your personnel contact updates to QIMatters.hhsa@sdcounty.ca.gov so we can keep you in the LOOP!**



And now you are up to the minute