



MERCED COUNTY
C A L I F O R N I A

Behavioral Health & Recovery Services

Quality Improvement Work Plan

FY 2017/2018

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OVERVIEW

The Quality Improvement Work Plan serves as the foundation of the Merced County Behavioral Health & Recovery Services (MCBHRS) to continuously improve the quality of treatment and services provided to our beneficiaries. The programs provided through MCBHRS are based on our Mission Statement, Vision Statement, and our Core Values.

MISSION STATEMENT

Behavioral Health and Recovery Services is committed to empowering our diverse community with hope, recovery and wellness by providing comprehensive, holistic care.

VISION STATEMENT

Inspiring hope and recovery for those we serve as the premier provider for quality whole person care.

CORE VALUES

We, the employees of Merced County Behavioral Health & Recovery Services, value:

- Humility
 - Integrity
 - Compassion
 - Innovation
 - Customer Service
 - Inclusion
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REQUIRED ELEMENTS FOR THE QUALITY MANAGEMENT PROGRAM

According to the California State Department of Health Care Services (DHCS), the Quality Management (QM) Program clearly defines the MCBHRS QM Program's structure and elements, assigns responsibility to appropriate individuals, and adopts or establishes quantitative measures to assess performance and to identify and prioritize area(s) for improvement. The QM Program shall be evaluated annually and updated as necessary per **Title 9, CCR, Section 1810.440(a)(6) and Title 42, CFR, Section 438.240(e).**

QUALITY MANAGEMENT PROGRAM DESCRIPTION

The QM Program shall be accountable to the Behavioral Health and Recovery Services Director as described in Title 9 CCR, Section 1810.440(a) (1). Operation of the QI program shall include substantial involvement by a licensed mental health staff person, as described in Title 9 CCR, Section 1810.440(a)(4). The QI Program shall include active participation by practitioners and providers, as well as beneficiaries and family members in the planning, design and execution of the QI Program, as described in Title 9 CCR, Section 1810.440(a)(2)(A-C).

There shall be a minimum of two active Performance Improvement Projects (PIPs) that meet the criteria in Title 42, CFR, Section 438.240(b)(1) and (d). Each performance improvement project shall focus on a clinical area, as well as one non-clinical area.

The QM Program shall;

- Conduct performance monitoring activities throughout its operations.
- Activities shall include but not be limited to;
 - Service Satisfaction
 - Safety and Effectiveness of Medication Practices
 - Coordination of Care
 - Quality of Care
 - Service Capacity
 - Timeliness of Services
 - Training of staff
- Ensure continuity and coordination of care with physical health care providers.
- Coordinate with other human services agencies used by its beneficiaries.
- Assess the effectiveness of our MOU with the Central California Alliance for Health (CAAH), a physical health care plan, to ensure the highest quality of services for both physical and mental health.
- Have mechanisms to detect both underutilization and overutilization of services, as required by Title 42, CCR, Section 438.240(b)(3).
- Implement mechanisms to assess beneficiary/family satisfaction. The MHP shall assess beneficiary/family satisfaction by:
 - Surveying beneficiary/family satisfaction with the MHP's services at least annually;
 - Evaluating beneficiary grievances, appeals and fair hearings at least annually; and
 - Evaluating requests to change persons providing services at least annually; and
 - Inform providers of the results of beneficiary/family satisfaction activities.
- Implement mechanisms to monitor the safety and effectiveness of medication practices.
 - The monitoring mechanism shall be under the supervision of a person licensed to prescribe or dispense prescription drugs.

- Monitoring shall occur at least annually.
- Implement mechanisms to address meaningful clinical issues affecting beneficiaries system-wide.
 - Monitor appropriate and timely intervention of occurrences that raise quality of care concerns.
 - Take appropriate follow-up action when such an occurrence is identified.
 - Results of the intervention shall be evaluated by the Contractor at least annually.

QUALITY MANAGEMENT WORK PLAN

MCBHRS has a QM Work Plan covering the current contract cycle with documented annual evaluations and documented revisions as needed. The QM Work Plan receives input and feedback by the Quality Improvement Committee and is reviewed and approved by the Executive Team.

The QM Work Plan includes the following:

- Evidence of the monitoring activities including, but not limited to,
 - Review of beneficiary grievances, appeals, expedited appeals, fair hearings, expedited fair hearings, provider appeals, and clinical records review as required by Title 9, CCR, Section 1810.440(a)(5) and Title 42, CFR, section 438.416;
 - Evidence that QM activities, including performance improvement projects, have contributed to meaningful improvement in clinical care and beneficiary service;
- A description of completed and in-process QM activities, including performance improvement projects. The description shall include:
 - Monitoring efforts for previously identified issues, including tracking issues over time;
 - Objectives, scope, and planned QM activities for each year; and,
 - Targeted areas of improvement or change in service delivery or program design.
- A description of mechanisms that has been implemented to assess the accessibility of services within its service delivery area. This shall include;
 - Goals for responsiveness for the BHRS’s 24-hour toll-free telephone number,
 - Timeliness for scheduling of routine appointments,
 - Timeliness of services for urgent conditions, and
 - Access to after-hours care.
- Evidence of compliance with the requirements for cultural competence and linguistic competence specified in Title 9, CCR, Section 1810.410.

EVALUATION

- Annual evaluations are completed at the end of each fiscal year. The annual evaluation is conducted by **Quality Improvement Program.**

The evaluation summarizes the following;

- The goals and objectives of the programs/service's Quality Improvement Plan,
- The quality improvement activities conducted during the past year, including the targeted process.
- The performance indicators utilized,
- The findings of the measurement, data aggregation, assessment and analysis processes, and
- The quality improvement initiatives taken in response to the findings.
- The progress towards meeting the Department's Annual Objectives.
 - For each of the objectives; a brief summary of progress including progress in relation to the objective(s).
 - A brief summary of the findings for each of the indicators used during the year. These summaries include both the outcomes of the measurement process and the conclusions and actions taken in response to these outcomes.
 - A summary of the progress toward the objectives.
- Recommendations: Based upon the evaluation, the actions deemed necessary to improve the effectiveness of the Department's program services.

CONTINUOUS QUALITY IMPROVEMENT ACTIVITIES

QI activities to improve outcomes of existing services and/or to design new services shall include:

- Collecting and analyzing data to measure against the goals stated in the QI/QM annual work plan, which prioritized areas of improvement that have been identified;
- Identifying opportunities for improvement and deciding which opportunities to pursue;
- Identifying relevant committees internal or external to ensure appropriate exchange of information with the QI Committee;
- Obtaining input from providers, beneficiaries and family members in identifying barriers to delivery of clinical care and administrative services;
- Ensuring practice guideline are adhered to;
- Designing and implementing interventions for improving performance;
- Measuring effectiveness of the interventions;
- Monitor the inclusion of cultural competency concerns;
- Incorporating successful interventions into the MCBHRS operations as appropriate

- Reviewing beneficiary grievances, appeals, expedited appeals, fair hearings, expedited fair hearings, provider appeals, and clinical records review as required by **title 9, CCR, Section 1810.440(a)(5)**.

QUALITY IMPROVEMENT COMMITTEE

The Quality Improvement (QI) Committee shall monitor the service delivery system with the aim of improving the processes of providing care and better meeting the needs of its clients. The QI Committee shall;

- Review the quality of specialty mental health services provided to beneficiaries.
- Recommend policy decisions;
- Review and evaluate the results of QI activities, including;
 - Performance improvement projects;
 - Institute needed QI actions;
 - Ensure follow-up of QI processes; and
 - Document QI Committee meeting minutes regarding decisions and actions taken.

QIC meeting agendas may include, but are not limited to, the following agenda items:

- Grievances, appeals, state fair hearings
- Expedited appeals and state fair hearings
- Requests for change of provider
- Notice of actions
- Contract Provider services
- Recidivism
- Appointments after Discharge
- Consumer Satisfaction Questionnaire Survey results
- Utilization Review of documentation results
- Timeliness to services outcomes
- Service delivery capacity, trends, quality and outcomes
- Policies and procedures
- Performance Improvement Projects
- Utilization of Specialty Mental Health Services
- Verification of services
- Cultural and Linguistic Competence needs and services
- Automation Services report
- Training updates

The QIC meets at least monthly and consists of the following individuals:

- BHRS Director
- BHRS Assistant Director
- BHRS Assistant Director-Administration
- BHRS Division Directors
- Compliance Officer
- Quality & Performance Management Director
- Quality Improvement/Assurance/UM Manager
- Medical Director
- BHRS Program Manager
- MHSA Coordinator
- UM Staff
- QI/QA staff
- Beneficiaries/Stakeholders
- Behavioral Health Board Members
- Community Service Providers
- Automation Services Staff
- Wellness Center Consumer Advisory Board Members
- Patients' Rights Advocate
- Other BHRS leadership and direct provider staff

DEPARTMENT COMMUNICATION OF QUALITY IMPROVEMENT ACTIVITIES

The Department supports QI activities through the planned coordination and communication of the results of measurement of QI Initiatives. The overall efforts are to continually improve the quality of care provided to our beneficiaries. The planned communication may take place through the following methods:

- Recipients participating in the QIC report back to recipient groups
- Emails
- Presentations to the Behavioral Health Board that addressed both Mental Health and Substance Use Disorder Services
- Posters, brochures, notices and surveys displayed in common areas
- Sharing of the Department's annual QI Work Plan
- Distribution of meeting minutes

OTHER DEPARTMENT QUALITY IMPROVEMENT COMMITTEES

The Department has the following standing committees where QI/UM activities occur:

- Performance Improvement Projects (PIP) Committee
- Data Committee
- Compliance Committee
- Psychological Autopsy Committee
- Behavioral Health Integration, Training and Staff Development Committee
- Cultural Competency Committee
- Inter-Disciplinary Treatment (IDT) Team Committee
- Institute for Mental Diseases (IMD) Placement Committee
- Community Partner Committee
- Medication Management Review
- Utilization Review
- Interagency Primary Care and BHRS Meetings
- Central Intake and POE Workgroup
- Beacon-Merced Clinical Collaborative Meetings
- Employee Training Program- Documentation Training
- ACCESS Log Meeting

QUALITY ASSURANCE (QA)

MCBHRS shall set standards and implement processes that will support understanding of, and compliance with, documentation standards set forth in the DHCS contract and any standards set by MCBHRS. QA activities may include monitoring performance so that the documentation of care provided will satisfy the requirements set forth in the State Department of Health Care Service's contract. The documentation standards for client care are minimum standards to support claims for the delivery of specialty mental health and substance use disorder services. All standards shall be addressed in the consumer record.

UTILIZATION MANAGEMENT (UM) PROGRAM

The Utilization Management Program shall;

- Be responsible for assuring that beneficiaries have appropriate access to specialty mental health services and substance use disorder services as required in **Title 9, CCR, Section 1810.440(b)(1-3).**

- Evaluate medical necessity, appropriateness and efficiency of services provided to Medi-Cal beneficiaries prospectively or retrospectively.
- Implement mechanisms to assess the capacity of service delivery for its beneficiaries. This includes monitoring the number, type, and geographic distribution of mental health and substance use disorder services within the Department’s delivery system.
- Implement mechanisms to assess the accessibility of services within its service delivery area. This shall include the assessment of responsiveness of the BHRS’s 24 hour toll-free telephone number, screening of calls to determine the appropriate level of care, timeliness of scheduling routine appointments, timeliness of services for urgent conditions.
- **Implement mechanisms to assure authorization decision standards are met. Authorization of services shall include all of the following:**
 - Pursuant to Title 42, CFR, Section 438.210(b)(1), the Contractor and its subcontractors must have in place, and follow, written policies and procedures for processing requests for initial and continuing authorizations of services.
 - Pursuant to Title 42, CFR, Section 438.210(b)(2), the Contractor shall have in effect mechanisms to ensure consistent application of review criteria for authorization decisions, and shall consult with the requesting provider when appropriate.
 - Pursuant to Title 42, CFR, Section 438.210(b)(3), any decision to deny a service authorization request or to authorize a service in an amount, duration, or scope that is less than requested shall be made by a health care professional who has appropriate clinical expertise in treating the beneficiary’s condition or disease.
 - Decisions must be made within the timeframes outlined for service authorizations in Title 42, CFR Section 438.210(d), and notices of action related to such decisions must be provided within the timeframes set forth in Title 42, CFR, Section 438.404.(c).
- BHRS currently has one Quality Performance and Management (QPM) division that oversees all mental health programs. The SUD programs have been operating separate quality performance and management functions led by the BHRS Division Director and/or BHRS Program Manager. With the additional requirements of the future DMC-ODS program, the SUD quality assurance activities and additional quality improvement and performance management functions will be reassigned and combined with the current BHRS Quality and Performance Management Division with an anticipated transition date set for July 1, 2018.
 - Currently, the SUD Division of BHRS conducts monthly utilization reviews which are held the 2nd Friday of every month. Charts are randomly pulled by the medical records technician for each outpatient clinic. The monthly reviews consist of pulling charts that were open within 30 days of the current review month, charts that have been opened between 90-120 days during the review month, charts that have been open 180 days during the review month, and charts that were closed within the last 30 days of the review month.
 - The BHRS Substance Use Division QPM/UR team consists of one BHRS Division Director, one BHRS Program Manager, one QPM Mental Health Clinician, one Staff Services Analyst, one Medical Records Technician and at least four certified Alcohol and Other Drug Counselors. The BHRS Division Director, BHRS Program Manager and the QPM Mental Health Clinician are licensed practitioners of the healing arts.
 - Charts are reviewed to ensure compliance with Title 22 DMC regulations and BHRS SUD policies and procedures. Medical records reviews all completed utilization review forms and compiles a summary of the findings, which are then placed in the minutes and sent to the program managers, division director, and the quality performance and management department. Any disallowances and/or voids are completed by the quality performance and management department.

PERFORMANCE IMPROVEMENT PROJECTS (PIPs)

The MCBHRS has following Performance Improvement Projects (PIPs). These include the following:

TBD (Clinical and Non Clinical)

Establish ongoing PIP Idea List (Minimum 5)

PERFORMANCE INDICATORS

A performance indicator is a type of quantifiable measurement that provides information regarding a program/services process, functions or outcomes. Selection of a Performance Indicator for services within MCBHRS is based on the following considerations:

- Relevance to the Department’s mission.
- Required monitoring item by DHCS and EQRO.
- Clinical importance - whether it addresses a clinically important process that is:
 - High volume
 - High risk
 - Measuring client satisfaction
 - Assess the cultural competency of services, linguistics, etc.

Once the performance of a selected process has been measured, assessed and analyzed, the information gathered by the above performance indicator(s) is used to identify a continuous quality improvement initiative to be undertaken. The decision to undertake the initiative is based upon program/service priorities. The purpose of an initiative is to improve the performance of existing services or to design new ones.

ACTIVITIES FOR FY 2017/2018

Indicator	Goal	Planned Activity	Responsible Party	Monitoring/ Review Process
OBJECTIVE 1: SERVICE SATISFACTION				
<p>A. Surveys</p> <p>Assess, evaluate, and report beneficiary / family satisfaction with the MHP at least annually. Review cultural and linguistic results for barriers in conducting surveys.</p>	<p>The MHP’s goal is 75% satisfaction for all areas.</p> <p><u>2015/2016</u> Access – 88% Quality of Care – 93% Outcomes – 61% Overall Satisfaction – 88%</p> <p><u>2016/2017</u> Access – 88% Quality of Care – 91% Outcomes – 75% Overall Satisfaction – 89%</p> <p>Evaluation: All four areas met the goal for FY 16/17 with Outcomes being the focus of the last work plan.</p> <p>For FY 17/18, QIC will continue to recommend improvements in services and outcomes to increase satisfaction among clients.</p>	<p>The MHP conducts the following surveys:</p> <ol style="list-style-type: none"> 1. DHCS Performance Outcome Quality Improvement Surveys semi-annually. 2. The MHP also conducts an internal Consumer Satisfaction Survey semi-annually using the same process as DHCS. 3. Report results for review and evaluation to QIC including Contract Providers. 	<p>QPM Division</p>	<p>Quarterly / Annual</p>

Indicator	Goal	Planned Activity	Responsible Party	Monitoring/ Review Process
<i>Objective 1: Service Satisfaction</i>				
<p>B. Grievances, Appeals, and Fair Hearings</p> <p>Monitor, evaluate, and report beneficiary grievances, appeals, and fair hearing at least annually.</p>	<p>The MHP’s goal is to complete 100% of all grievances and appeals within timeframes, and to ensure services are continued during State Fair Hearings.</p> <p>15/16 – 94% 16/17 – 96%</p> <p>Evaluation: Grievance, appeals trending indicates a steady improvement in timely grievance and appeal processing.</p> <p>For FY 17/18 the QI program will work to integrate new standards issued from DHCS to ensure 100% compliance.</p>	<ol style="list-style-type: none"> 1. Log grievances, appeals within one (1) business day of receipt. 2. Notify beneficiary and/or representative within three (3) business days upon receipt of grievance. 3. Make determination within regulatory standards of 90 calendar days. 4. Notify beneficiary and provider of the grievance and outcome. 5. Standard Appeals will be resolved according to regulatory standards of 30 calendar days. 6. Expedited Appeals will be resolved according to regulatory standards of 72 hours. 7. Ensure services are continued during a State Fair Hearing. 8. Report results for review and evaluation to QIC including Providers. 	<p>QPM Division</p>	<p>Quarterly / Annual</p>

Indicator	Goal	Planned Activity	Responsible Party	Monitoring/ Review Process
<i>Objective 1: Service Satisfaction</i>				
<p>C. Change of Provider</p> <p>Monitor, evaluate, and report beneficiary requests to change persons providing services at least annually.</p>	<p>The MHP's goal is to complete 100% of all change of provider requests within 60 days.</p> <p>15/16 – 100% 16/17 – 100%</p> <p>Evaluation: Processing of Change of Provider requests met the goals for both fiscal years.</p> <p>For FY 17/18 is to continue processing all Change of Provider requests within 60 days.</p>	<ol style="list-style-type: none"> 1. Make determination of all Change of Provider requests within regulatory standards of 60 calendar days. 2. Inform beneficiaries of decision upon resolution. 3. Report results for review and evaluation to QIC including Providers. 	<p>QPM Division</p>	<p>Quarterly / Annual</p>

Indicator	Goal	Planned Activity	Responsible Party	Monitoring/ Review Process
<i>OBJECTIVE 2: SAFETY AND EFFECTIVENESS OF MEDICATION PRACTICES</i>				
<p>A: Safety and Effectiveness of Medication Practices</p> <p>Monitor and evaluate the safety and effectiveness of medication practices at least annually.</p>	<p>The MHP’s goal is to review 10% of all open beneficiaries and review all deficiencies above 5%.</p> <p>15/16 – 7/31 indicators above 5% for deficiencies. 16/17 – 6/31 indicators above 5% for deficiencies</p> <p>Evaluation: For the last FY 16/17 improvement was made in one indicator, documentation of Axis III.</p> <p>For FY 17/18, review with Medical Director the indicators out of compliance and determine any barriers or breakdowns in the process.</p>	<ol style="list-style-type: none"> 1. Identify and make recommendations regarding clinical areas that need improvement. 2. Implement appropriate interventions/changes when individual occurrences of poor quality are identified. 3. Complete site reviews and evaluate the safety of the facility and the storage and dispensing of medication in compliance with current laws and regulations. 4. Report results for review and evaluation to QIC including Providers 	<p>QPM Division QI/MMR/UR Committees Medical Director Medical Staff Compliance Officer PHF Manager Pharmacist Contract Review</p>	<p>Annually</p>

Indicator	Goal	Planned Activity	Responsible Party	Monitoring/ Review Process
<i>OBJECTIVE 3: COORDINATION OF CARE</i>				
<p>A: Physical Healthcare Coordination</p> <p>Coordinate services with physical health care and other agencies utilized by MHP beneficiaries.</p>	<p>The MHP’s goal is to ensure 100% of all coordination of services with Primary Care Physicians are done in a timely manner and review all deficiencies above 5%.</p> <p>15/16 – 64/229 – 28% 16/17 – 95/260 – 37%</p> <p>Evaluation: PCP coordination continues to be an issue with 37% of client charts reviewed with no letter</p> <p>For FY 17/18 – The MHP is coordinating a new “Onboarding” training for new staff which will train all aspects of policies and standards of practice, including PCP coordination. Program Managers will also be reminded to include this topic in weekly staff meetings to improve compliance.</p>	<ol style="list-style-type: none"> 1. Evaluate coordination with physical health care providers through the UR and MMR process. 2. Evaluate referral process for appropriateness and timeliness of exchange of information. 3. Evaluate disposition/referral when an individual does not meet medical necessity/service criteria. 4. Report results for review and evaluation to QIC including Providers 	<p>QPM Division QI/MMR/UR Committees Medical Director Medical Staff Compliance Officer PHF Manager Pharmacist Contract Review</p>	<p>Quarterly / Annually</p>

Indicator	Goal	Planned Activity	Responsible Party	Monitoring/ Review Process
OBJECTIVE 4: QUALITY OF CARE				
<p>A: Utilization Review</p> <p>Conduct utilization review on beneficiary medical records to ensure compliance of all standards.</p>	<p>The MHP’s goal is to ensure a 10% sample of unbilled Medi-Cal claims from the current month will be reviewed to determine if claims meet documentation, medical necessity, and other documentation requirements for claim submission and review all deficiencies above 5%.</p> <p>15/16 – 294 charts 621 services 10% disallowance</p> <p>16/17 – 330 charts 867 services 14% disallowance</p> <p>Evaluation: The MHP’s disallowance rate increased from 10% to 14%.</p> <p>For FY 17/18, continue to educate staff on proper documentation procedures and identify any barriers or breakdowns in processes.</p>	<ol style="list-style-type: none"> 1. Evaluate coordination with physical health care providers through the UR and MMR process. 2. Evaluate referral process for appropriateness and timeliness of exchange of information. 3. Evaluate disposition/referral when an individual does not meet medical necessity/service criteria. 4. Evaluate that services are conducted in preferred language. 5. Report results for review and evaluation to QIC including Providers 	<p>QPM Division QI/MMR/UR Committees Medical Director Contract Providers BHRS Leadership</p>	<p>Quarterly / Annually</p>

Indicator	Goal	Planned Activity	Responsible Party	Monitoring/ Review Process
<i>OBJECTIVE 5: SERVICE CAPACITY</i>				
<p>A: Beneficiary Penetration</p> <p>Prepare and analyze beneficiary penetration reports to identify needed areas of expansion or reduction of services.</p>	<p>The MHP’s goal is to ensure all Medi-Cal beneficiaries are provided with adequate clinic locations to ensure continued wellbeing and recovery.</p> <p>Enrollment Penetration 15/16 – 4.12% - 4,331 16/17 – 4.44% - 4856</p> <p>Hispanic Penetration 15/16 – 2.79% – 1,970 16/17 – 3.10% – 2,323</p> <p>Evaluation: The MHP’s enrollment penetration rates increased 32% from 15/16 to 16/17. Hispanic penetration also increased 31% increase from 15/16 to 16/17.</p> <p>For FY 17/18, the MHP will continue to monitor rates for any deviations to gains or reductions.</p>	<ol style="list-style-type: none"> 1. Evaluate and analyze beneficiary penetration reports for trends related to services and beneficiaries based on geographic region. 2. Report results for review and evaluation to QIC including Providers 	<p>QPM Division</p>	<p>Quarterly / Annually</p>

Indicator	Goal	Planned Activity	Responsible Party	Monitoring/ Review Process
OBJECTIVE 5: SERVICE CAPACITY				
<p>B: Service Utilization</p> <p>Prepare and analyze service utilization reports to identify needed areas of expansion or reduction of services.</p>	<p>The MHP’s goal is to ensure all Medi-Cal beneficiaries are provided with adequate services to ensure continued wellbeing and recovery.</p> <p>15/16 – 57,315 services 4,331 cons. / 13.2 services</p> <p>16/17 61,784 services 4,856 cons. / 12.7 services</p> <p>Evaluation: Analysis of the data shows although the number of services increased by 4,469, the number of services decreased per client by 0.5 services.</p> <p>For FY 17/18, The MHP will continue to evaluate and monitor the number of services per consumer to determine any barriers or breakdowns in receiving services. A PIP on retention of services is active.</p>	<p>1. Evaluate and analyze service utilization reports for trends related to services and beneficiaries based on geographic region.</p> <p>2. Report results for review and evaluation to QIC including Providers</p>	<p>QPM Division</p>	<p>Quarterly / Annually</p>

Indicator	Goal	Planned Activity	Responsible Party	Monitoring/ Review Process
<i>Objective 5: Service Capacity</i>				
<p>C: Retention</p> <p>Monitor and evaluate retention of beneficiaries.</p>	<p>The MHP’s goal is to improve retention rates of beneficiaries to ensure that beneficiaries seeking services with the MHP, continuing receiving services for their wellbeing and recovery.</p> <p>15/16 – 20.59% seen only one time</p> <p>16/17 26.41 seen only one time</p> <p>Evaluation: In order to improve retention rates, a PIP intervention has been started to reduce barriers to services after assessment.</p> <p>For FY 17/18, implement intervention to increase retention of beneficiaries</p>	<p>1. Develop intervention through PIP activities.</p> <p>Evaluate retention rates monthly to identify any barriers to services.</p> <p>2. Report results for review and evaluation to QIC including Providers</p>	<p>QPM Division BHRM Div. Director BHRM Program Manager</p>	<p>Monthly / Quarterly / Annually</p>

Indicator	Goal	Planned Activity	Responsible Party	Monitoring/ Review Process
<i>OBJECTIVE 6: TIMELINESS OF SERVICES</i>				
<p>A: Initial Routine Assessments</p> <p>Monitor and evaluate initial routine assessments to ensure they are scheduled within the MHP goal.</p>	<p>The MHP’s goal is to ensure 95% of all Medi-Cal beneficiaries are provided a scheduled initial assessment within 14 working days from initial contact.</p> <p>15/16 – 95% 16/17 – 82%</p> <p>Evaluation: For FY 16/17, timeliness of routine assessment went down due to staff loss during the last part of the year. Hiring of staff was able to recover adequate timeliness.</p> <p>For FY 17/18, continue to monitor timeliness of assessments.</p>	<p>1. Track and trend timeliness of initial routine assessments to identify any barriers to services.</p> <p>2. Report results for review and evaluation to QIC including Providers</p>	<p>QPM Division</p>	<p>Monthly / Quarterly / Annually</p>

Indicator	Goal	Planned Activity	Responsible Party	Monitoring/ Review Process
<i>OBJECTIVE 6: TIMELINESS OF SERVICES</i>				
<p>B: Urgent Appointments</p> <p>Monitor and evaluate urgent Appointments to ensure they are scheduled within the MHP goal.</p>	<p>The MHP’s goal is to ensure 95% of all Medi-Cal beneficiaries are provided a scheduled urgent appointment within 3 working days from initial contact.</p> <p>15/16 – 93% 16/17 – 98%</p> <p>Evaluation: Timeliness of urgent appointments remains a priority with the MHP surpassing the goal.</p> <p>For FY 17/18, continue to monitor timeliness of assessments to meet 95% goal.</p>	<p>1. Track and trend timeliness of urgent assessments to identify any barriers to services.</p> <p>2. Report results for review and evaluation to QIC including Providers</p>	<p>QPM Division</p>	<p>Monthly / Quarterly / Annually</p>

Indicator	Goal	Planned Activity	Responsible Party	Monitoring/ Review Process
<i>Objective 6: Timeliness of Services</i>				
<p>C: 24/7 Test Calls</p> <p>Perform test calls during business and after-hours to monitor staff for 24-7 toll-free number responsiveness and providing access to after-hours care.</p>	<p>The MHP’s goal is ensure 100% of all calls are answered beneficiaries are provided with the appropriate SMHS information and services.</p> <p>15/16 – 46% 16/17 – 36%</p> <p>Evaluation: Test calls compliance from 15/16 to 16/17 declined by 10%.</p> <p>For FY 17/18, the 24/7 Access to Services Log is being updated to help staff with following the DHCS/ODS guidelines to ensure 100% compliance.</p>	<p>1. Perform monthly test calls divided between business and after-hours and a sample are also performed in a language other than English.</p> <p>2. Report results for review and evaluation to QIC including Providers</p>	<p>QPM Division BHRM Division Director</p>	<p>Monthly / Quarterly / Annually</p>

Indicator	Goal	Planned Activity	Responsible Party	Monitoring/ Review Process
Objective 6: Timeliness of Services				
<p>D: Appointments after Hospital Discharge</p> <p>Monitor and evaluate appointments following a hospital discharge to ensure they are scheduled within the MHP goal.</p>	<p>The MHP’s goal is to ensure 75% of all Medi-Cal beneficiaries are provided an appointment within 7 days from a hospital discharge.</p> <p>15/16 – 36% med / 48% clinical 16/17 – 31% med /41% clinical</p> <p>Evaluation: Analysis of the data indicates when <i>current</i> beneficiaries are discharged, staff do not schedule an additional appointment due to conflicts with already scheduled appointments for clinical and medication monitoring.</p> <p>For FY 17/18, the MHP will re-evaluate the hospital discharge process and make changes as appropriate to increase compliance of appointments after discharge.</p>	<p>1. Track and trend timeliness of appointments following a hospital discharge to identify any barriers to services.</p> <p>2. Report results for review and evaluation to QIC including Providers</p>	<p>QPM Division</p>	<p>Monthly / Quarterly / Annually</p>

Indicator	Goal	Planned Activity	Responsible Party	Monitoring/ Review Process
<i>Objective 6: Timeliness of Services</i>				
<p>E: Appointments for Psychiatric Referral</p> <p>Monitor and evaluate psychiatric referrals to ensure they are scheduled within the MHP goal.</p>	<p>The MHP’s goal is to ensure 75% of all Medi-Cal beneficiaries are provided an appointment within 30 days when referred to a psychiatrist.</p> <p>15/16 – 29% Average wait time – 55 days</p> <p>16/17 – 21% Average wait time – 41 days</p> <p>Evaluation: The MHP started tracking data in 15/16. A PIP has been started with an intervention of telehealth services.</p> <p>For FY 17/18, the MHP will continue to monitor psychiatric referrals to track reduction in wait times and identify any barriers or breakdowns in receiving services.</p>	<p>1. Track and trend timeliness of appointments for psychiatric referrals to identify any barriers to services.</p> <p>2. Report results for review and evaluation to QIC including Providers</p>	<p>QPM Division</p>	<p>Monthly / Quarterly / Annually</p>

Indicator	Goal	Planned Activity	Responsible Party	Monitoring/ Review Process
<i>Objective 6: Timeliness of Services</i>				
<p>F: No Shows (Failed to Keep Appointment / FKA)</p> <p>Monitor and evaluate No Show (FKA) appointments to identify trends.</p>	<p>The MHP’s goal is to ensure less than 10% of all appointments are cancelled or No Show.</p> <p>Clinical 15/16 – 11% 16/17 – 11%</p> <p>Medical 15/16 – 13% 16/17 – 13%</p> <p>Evaluation: The MHP did not meet the goals both fiscal years however have remained consistent.</p> <p>For FY 17/18, monitor the no show rates to identify any specific barrier or breakdown to services that could be resolved to lower no show rates.</p>	<p>1. Track and trend No Show appointments to identify any barriers to services.</p> <p>2. Report results for review and evaluation to QIC including Providers</p>	<p>QPM Division</p>	<p>Monthly / Quarterly / Annually</p>

Indicator	Goal	Planned Activity	Responsible Party	Monitoring/ Review Process
<i>Objective 6: Timeliness of Services</i>				
<p>G: Readmission after Hospital Discharge</p> <p>Monitor Readmission following a hospital discharge to ensure they are scheduled within the MHP goal.</p>	<p>The MHP’s goal is to ensure less than 9% readmission rate within 7 days from hospital discharge and less than 15% readmission rate within 30 days from hospital discharge.</p> <p>7 days readmission 15/16 – 4% 16/17 – 3%</p> <p>30 days readmission 15/16 – 11% 16/17 – 9%</p> <p>Evaluation: The MHP met the goals for both fiscal years.</p> <p>For FY 17/18, the MHP will continue to monitor readmissions for any increases.</p>	<p>1. Track and trend readmissions following a hospital discharge to identify any barriers to services.</p> <p>2. Report results for review and evaluation to QIC including Providers</p>	<p>QPM Division</p>	<p>Monthly / Quarterly / Annually</p>

Indicator	Goal	Planned Activity	Responsible Party	Monitoring/ Review Process
<i>Objective 6: Timeliness of Services</i>				
<p>H: Contract Provider Referrals</p> <p>Monitor Contract Referrals to ensure beneficiaries are being seen within the contract requirements and that the contract providers are meeting the MHP’s goal.</p>	<p>The MHP’s goal is to ensure 100% of all contract provider referrals are seen within the specified timeframes of the contract 14 days for youth and 60 days for adult.</p> <p>Adult 15/16 – 94% 16/17 – 97%</p> <p>Youth 15/16 – 98% 16/17 – 98%</p> <p>Evaluation: The MHP’s Contract Providers met the goal for youth and adult contract services.</p> <p>For FY 17/18, the MHP will continue to monitor contract providers to ensure compliance with their contracts.</p>	<ol style="list-style-type: none"> 1. Track and trend contract providers to ensure compliance with contracts. 2. Continue to meet with Contract Providers to identify any barriers to the referral process to improve compliance. 3. Report results for review and evaluation to QIC including Providers 	<p>QPM Division</p>	<p>Monthly / Quarterly / Annually</p>

Indicator	Goal	Planned Activity	Responsible Party	Monitoring/ Review Process
<i>Objective 6: Timeliness of Services</i>				
<p>I: Treatment Authorization Requests and Service Authorization Requests</p> <p>Monitor all Managed care authorizations to ensure they are meeting the MHP's goal.</p>	<p>The MHP's goal is to ensure 100% all managed care authorizations are meeting the timeframes set by DHCS.</p> <p>TARs 15/16 – 99% 16/17 100%</p> <p>SARs 15/16 – 95% 16/17 – 99%</p> <p>Evaluation: The MHP's TAR process achieved the goal of 100% for 16/17. The SAR process increased to 99% for 16/17.</p> <p>With focus on the TAR and SAR processes, the MHP was almost able to meet the goal of 100% compliance.</p> <p>For FY 17/18, the MHP will continue to monitor TARs and SARs to ensure 100% compliance in the MHP goal.</p>	<p>1. Track and trend TARS and SARS to ensure they are completed within the required timeframes.</p> <p>2. Report results for review and evaluation to QIC including Providers</p>	<p>QPM Division</p>	<p>Monthly / Quarterly / Annually</p>