



**County of San Diego**  
HEALTH AND HUMAN SERVICES AGENCY

**NICK MACCHIONE, MS, MPH, FACHE**  
DIRECTOR

**SUSAN BOWER, MSW, MPH**  
DIRECTOR OF OPERATIONS

**ALFREDO AGUIRRE, LCSW**  
BEHAVIORAL HEALTH DIRECTOR

**BEHAVIORAL HEALTH SERVICES DIVISION**  
3255 CAMINO DEL RIO SOUTH, SAN DIEGO, CALIFORNIA 92108  
(619) 563-2700 • FAX (619) 563-2705

**MARSHALL LEWIS, MD, DFAPA**  
CLINICAL DIRECTOR

October 2, 2012

Dear Program Manager:

We have begun a new fiscal year and this letter is to inform you that the QI Unit will begin to schedule programs for the annual Medical Record Review (MRR). Every year, the QI Unit examines past program compliance and trends to identify issues for monitoring in the next fiscal year. This year we have a new MRR tool that will assist the QI Unit in monitoring the quality of our System of Care. Continued focus will be given to the quality of clinical care and documentation (BHA, Client Plan, Progress Note, and Discharge Summary).

Below are some highlights of revisions for this year:

- Presenting Problem (item #2)
- Detailed Risk Assessment (item #9)
- Detailed Cultural Assessment (item #10)
- Detailed Clinical Conclusion (item #11)
- Safety Plan (item #21)
- Documentation of Risk Assessment follow-up (item #29)
- Timeliness of Documentation (item #30)
- Health/Wellness (item #31)
- Smoking Cessation (item #32)
- Consent for Medication (item #34)
- Lab Work (item #35)

Some of the items are new to the tool and will be monitored to develop a baseline score for those quality indicators.

For billing issues identified in the MRR, programs will be required to submit a copy of their Void/Replace forms with the billing Plan of Correction indicating that all billing issues have been resolved. Billing dated 7/1/12 and forward will be reviewed for FY12-13 MRRs.

This year's tool will include an additional tab with the Void/Replace instruction sheet.

Programs will receive their final MRR file via a Secured Email. If you are unable to access the secured file, please contact the QI Specialist who completed the review.

Enclosed you will find the current MRR tool for the coming fiscal year.

Respectfully,

Steve Jones, LCSW  
QI Program Manager  
BHS, Quality Improvement Unit  
County of San Diego