



## Drug Medi-Cal Organized Delivery System (DMC-ODS)

# QUALITY IMPROVEMENT WORK PLAN 2018/19

### **BHRS Vision**

Our Vision is to continue to be a leader in Behavioral Health and to be recognized for excellence in our community, state, and nation.



### **BHRS Mission**

In partnership with our community, our mission is to provide and manage effective prevention and behavioral health services that promote the community's capacity to achieve wellness, resilience, and recovery outcomes.

**STANISLAUS COUNTY  
BEHAVIORAL HEALTH AND RECOVERY SERVICES (BHRS)**

# Table of Contents

<b>Overview</b> .....	3
<b>Mission Statement</b> .....	3
<b>Vision Statement</b> .....	3
<b>Core Values</b> .....	3
<b>Required Elements for the Quality Management Program</b> .....	3
<b>Quality Management Program Description</b> .....	3
<b>Quality Management Work Plan</b> .....	4
<b>Evaluation</b> .....	5
<b>Continuous Quality Improvement Activities</b> .....	5
<b>Quality Improvement Committee/Quality Management Team</b> .....	5
<b>Department Communication of Quality Improvement Activities</b> .....	6
<b>Other Department Quality Improvement Committees</b> .....	7
<b>Quality Assurance (QA)</b> .....	7
<b>DMC-ODS Program Managers/ Utilization Management (UM) Program</b> .....	7
<b>Performance Improvement Projects (PIPs)</b> .....	8
<b>Medi-Cal Key Indicators</b> .....	8
<b>QIC Activities FY 2017/2018</b> .....	<b>Error! Bookmark not defined.</b>

## Overview

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

## Mission Statement

In partnership with our community, our mission is to provide and manage effective prevention and behavioral health services that promote the community's capacity to achieve wellness, resilience, and recovery outcomes.

## Vision Statement

Our Vision is to continue to be a leader in Behavioral Health and to be recognized for excellence in our community, state, and nation.

## Core Values

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

- Trustworthiness
- Respect
- Responsibility
- Fairness
- Caring
- Citizenship

## 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 BHRS 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 community providers used by its beneficiaries.
- Assess the effectiveness of our MOUs with Health Net and Health Plan of San Joaquin, 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 BHRS shall assess beneficiary/family satisfaction by:
  - Surveying beneficiary/family satisfaction with the BHRS'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 BHRS at least annually.

## Quality Management Work Plan

BHRS has a QM Work Plan covering the current contract cycle with documented annual evaluations and documented revisions as needed. The QM plan was established for meeting the DMC- ODS requirements within the State and County contract.

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;
- A description of mechanisms that has been implemented to assess the accessibility of services within its service delivery area as related to the commencement of the DMC-ODS system for SUD services. This shall include;
  - Goals for responsiveness for the BHRS's 24-hour access line 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 DMC-ODS Quality Improvement Plan,
- The quality improvement activities conducted during the past year, including the targeted process.
- The Medi-Cal key 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.
- 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 DMC-ODS services;
- Ensuring practice guidelines are adhered to;
- Designing and implementing interventions for improving performance;
- Measuring effectiveness of the interventions;
- Monitor the inclusion of cultural competency;
- Incorporating successful interventions into the BHRS 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/Quality Management Team

The Quality Improvement (QI) Committee/Quality Management (QM) Team shall monitor the service delivery system with the aim of improving the processes of providing quality care for beneficiaries receiving DMC-ODS treatment services. The QI Committee shall:

- Review the quality of DMC-ODS 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/QMT 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 Adverse Benefit Determination (NOABD)
- Contract Provider services
- Consumer Satisfaction Survey Outcomes
- Utilization Review of documentation results
- Timeliness to services, referrals to residential
- Service delivery capacity, trends, quality and outcomes
- Policies and procedures
- Performance Improvement Projects
- Utilization of DMC-ODS Services
- Verification of services
- Cultural and Linguistic Competence needs and services
- Training updates

The QIC/QMT meets at least monthly and may include the following individuals:

- BHRS Director
- BHRS Medical Director
- BHRS Assistant Director
- BHRS Assistant Director-Administration
- BHRS Senior Leaders
- BHRS Program Managers
- MHSA Coordinator
- Compliance Officer
- Quality Services/Risk Manager
- Utilization Management Mental Health Coordinator
- UM Staff
- QI/QA staff
- Beneficiaries/Family Members
- Treatment Providers

## Department Communication of Quality Improvement Activities

BHRS supports QI activities through the planned coordination and communication of the results of the measurement of QI Initiatives. The overall efforts are to continually improve the quality of care provided to our beneficiaries to ensure that BHRS's mission is achieved. The planned communication may take place through the following methods:

- Recipients participating in the QIC report back to prospective 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 clinic locations
- Distribution of the Department’s annual DMC-ODS QI Work Plan
- Distribution of meeting minutes

## Other Department Quality Improvement Committees

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

- Performance Improvement Projects (PIP) Committee
- Compliance Committee
- Cultural Competency Committee
- Treatment Provider Meeting
- Peer Review
- Health Plan of San Joaquin/ Beacon – BHRS Collaborative Meeting
- Health Net/MHN – BHRS Collaborative Meeting
- Integrated Electronic Health Record Navigation/Documentation Training
- 800/Contact Log Oversight Committee
- SAPT Committee Calls
- DMC-ODS Technical Assistance (TA) Call
- BHRS SUD Leadership Meeting
- DMC-ODS Framework Committee
- DMC-ODS Oversight Committee
- Quarterly in person SAPT Committee Meetings
- Youth Advisory Committee
- Medi-Cal Key Indicators meeting

## Quality Assurance (QA)

BHRS 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 BHRS. QA activities may include monitoring performance so that the documentation of care provided will satisfy the requirements set forth in the State and County DMC-ODS contract. The documentation standards for beneficiary care are minimum standards to support claims for the delivery of specialty mental health and substance use disorder services. All standards shall be addressed within the beneficiary record.

## DMC-ODS Program Managers/ Utilization Management (UM) Program

DMC-ODS Program Managers with assistant from the Utilization Management Program shall;

- Be responsible for assuring that beneficiaries have appropriate access to substance use disorder services and specialty mental health 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 BHRS’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 access line number, screening of calls to determine the appropriate level of care, timeliness of scheduling initial appointments, timeliness of DMC-ODS services.
- 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).

## Performance Improvement Projects (PIPs)

BHRS will develop Performance Improvement Projects that will be designed to achieve significant improvement in clinical and non-clinical health outcomes and beneficiary satisfaction. BHRS will establish an ongoing quality assessment and performance improvement program consistent with 42 CFR 438.240. BHRS will maintain a minimum of two active PIPs’s overseen by the QI Committee/QM Team with one being clinical and one addressing an administrative area.

- Upon the commencement of the BHRS DMC-ODS services, a PIP committee will be established and meet regularly.

## Medi-Cal Key Indicators

A Medi-Cal key indicator is a type of quantifiable measurement that provides information regarding a program/services process, functions or outcomes. Selection of a Medi-Cal Key Indicator for services within BHRS 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 consumer 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 Medi-Cal key 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.



SUD QIC WORK PLAN F/Y 2018-19

Areas of Focus/ Key Processes	Focus of Improvement	Measurable Objective	QIC Activities	Monitoring Frequency	End of Year Summary of Activities/ Outcomes
<b>Access</b>	Evaluate program specific data regarding number of days from initial referral/contact to completed assessment.	Number of days from initial referral/contact to completed assessment.	Evaluating current intake processes through use of simulated walk-through form.	Monthly	
<b>Access</b>	Evaluate program specific data regarding number of days from completed assessment to first service.	Number of days from assessment to first service.	Evaluating current intake processes through use of simulated walk-through form.	Monthly	
<b>Regulatory Compliance</b>	<p>In effort to meet regulatory requirements, the QIC will develop SUD Medi-Cal Key Indicators to identify/monitor the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Timeliness of first initial contact to face-to-face appointment</li> <li><input type="checkbox"/> Frequency of follow-up appointments in accordance with individualized treatment plans</li> <li><input type="checkbox"/> Timeliness of services of the first dose of NTP services</li> <li><input type="checkbox"/> Access to after-hours care</li> <li><input type="checkbox"/> Responsiveness of the beneficiary access line</li> </ul>	SUD Medi-Cal Key Indicators will be developed in order to stay in compliance with state-required elements.	SUD Medi-Cal Key Indicators will be developed and submitted for approval by QIC and SLT.	Monthly	

	<ul style="list-style-type: none"><li><input type="checkbox"/> Strategies to reduce avoidable hospitalizations</li><li><input type="checkbox"/> Coordination of physical and mental health services with waiver services at the provider level</li><li><input type="checkbox"/> Assessment of the beneficiaries' experiences, including complaints, grievances and appeals</li><li><input type="checkbox"/> Telephone access line and services in the prevalent non-English languages.</li></ul>				
--	--	--	--	--	--