

## Clinical Documentation Standards Training Program

***This training program will be offered via three recorded, self-paced modules\* or three live- virtual sessions hosted by the Alameda County Behavioral Health (ACBH) Quality Assurance (QA) Department.***

Release Date for Recorded Modules- **August 9, 2021**  
(Links for Modules will appear [here](#) at release.)

### Live-Virtual Training Sessions:

- Module 1: Assessments- **August 16, 2021 10:00 a.m. – 12:00 p.m.**  
Module 2: Treatment Plan- **August 18, 2021 11:00 a.m. – 1:00 p.m.**  
Module 3: Procedure Code & Progress Notes- **August 20, 2021 10:00 a.m. – 12:00 p.m.**

**Audience:** Clinical staff from ACBH Contracted Agencies and County Clinics and Programs rendering Specialty Mental Health Services. **Please choose to either participate in the self-paced option or live-virtual sessions. All three modules must be completed to receive CE credits\*.**

**Description:** Review of ACBH & Medi-Cal documentation requirements for specialty mental health services including counseling & coordination of care services and the CQRT.

**Trainers:** **Amy Saucier, LMFT, ACBH Clinical Review Specialist Supervisor**, has eighteen years of experience working in social services; seven of which have been in Continuous Quality Improvement/Quality Assurance in Mental Health; **Danielle Pence LMFT, LPCC, ACBH Clinical Review Specialist**, holds a MA in Counseling Psychology. She has worked in mental health in Alameda, Contra Costa and San Francisco counties providing direct services to youth in foster care for many years; **Cameron Duvall, LMFT, ACBH Clinical Review Specialist**, is a Marriage & Family Therapist with 10+ years of professional experience serving the Marin county community through individual & group-based therapy, training, and community outreach.

### **Learning Objectives:**

- 1) By the completion of the Assessment module participants will be able to:
  - a) State the six required key components of a Medi-Cal compliant Mental Health (MH) Assessment.
  - b) State the amount of time one can utilize an existing assessment from an outside agency
  - c) State the timelines to complete: Brief Screening Tool, Informing Materials, MH Assessment, Child/Adolescent Needs and Strengths (CANS)/Adult Needs and Strengths Assessment (ANSA)
  - d) Identify the three key components required for establishing medical necessity
  - e) State three barriers to Sexual Orientation and Gender Identity Expression (SOGIE) data collection during the MH assessment process and how to address in a clinically sensitive manner
- 2) By the completion of the Treatment Plan module participants will be able to:
  - a) State four required key components of a Medi-Cal compliant Client Plan.
  - b) State the two factors a treatment plan needs to address in each objective
  - c) State the definition of the SMART acronym and why it is utilized in the process of objective writing
  - d) State the three times a treatment plan would need to be reviewed with a client
  - e) Explain the two options for what to do when a client refuses or is unable to sign the treatment plan
  - f) Identify four commonly used allowed procedure codes prior to the completion of the treatment plan
- 3) By the completion of the Progress Note and Procedure Codes module participants will be able to:
  - a) Understand and utilize the "BIRP" format to write a Medi-Cal Compliant Progress Note
  - b) Identify timeline requirements to document a progress note and what to do if that does not happen.
  - c) Document the four components required to be present in each progress note
  - d) Understand the number of minutes used for crisis services prior to utilizing add-on codes

Click here for:

[Registration for Live-Virtual 3-part series](#)

**Registration for Recorded Trainings:**

**Module 1: Assessments**  
**Module 2: Treatment Plan**  
**Module 3: Procedure Code and Progress Notes**

**For assistance and other information about this training contact:**

Quality Assurance Office at [QAOffice@acgov.org](mailto:QAOffice@acgov.org)

### **Continuing Education:**

**Continuing Education (CE) credit is only provided for County and ACBH contracted Provider staff.** This course meets the qualifications for 6 hours of CE credit for **LCSWs, LMFTs, LPCCs, and/or LEPs** as required by the California Board of Behavioral Sciences. Alameda County Behavioral Health Care Services (ACBH) is approved by the California Assoc. of Marriage and Family Therapists to sponsor continuing education for the target audience of this training, Provider No 65749; for **Addiction Professionals** by the California Consortium of Addiction Programs & Professionals Education Institute (CCAAP\_EI), Provider No. 4C-04-604-0622; for **RNs** by the California Board of Registered Nurses, BRN Provider No. 12040; and for **\*Psychologists** as an approved provider by the California Psychological Assoc., Provider No. ALA006. ACBH maintains responsibility for this program/course and its content.

**\*At this time, CE Credits for Psychologists are only available for live-virtual sessions.**

*To receive CE credit, it is the participant's responsibility to attend the full training, complete the post-test(s) with a passing score of at least 70%, and complete an evaluation.*

**\*\*No partial credit can be given\*\***

*CE Certificates will be emailed to qualifying training participants within 30 days of the training.*

**For reasonable accommodation or to file a grievance, go to:**

<http://www.acbhcs.org/training-calendar/>