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Health Care Agency • Behavorial Health Services • CYS Quality, Review & Training

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This section provides monthly critical reminders in relation to documentation standards. The following are two documentation **alerts** from a recent documentation training by DMH and CiMH.

- 1) Last week at a training by the Department of Mental Health and the California Institute of Mental Health the speaker mentioned something that has become a "red-flag" for the state reviewers <u>and for federal reviewers</u>. It is something that we already know about, but recent reviews suggest a reminder to staff is in order. **Medi-Cal is billed by the minute.** That means that staff must enter the <u>exact</u> time spent in providing the service. As the presenter said, we know that nobody does every group service for exactly 60 minutes or every medication service for exactly 30 minutes...therefore a pattern of all notes showing the same service time is a "red flag." Please ensure to document the exact time spent in providing each service.
- **2)** MFT interns must sign as either "**MFT-Intern**" or as "**IMF.**" These are the only officially recognized ways to sign that reflect the intern status. In particular, they mentioned that the use of "MFT 1" is problematic. In their view it is potentially misleading in that it does not adequately show that the provider is an intern. Please ensure that all staff providing services as MFT interns to sign their notes using either "MFT-Intern" or "IMF" and where the name is typed on documentation to use the same designation.