



C A L I F O R N I A D E P A R T M E N T O F
Mental Health

1600 9th Street, Sacramento, CA 95814
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December 31, 2003

DMH INFORMATION NOTICE NO.: 03-16

TO: LOCAL MENTAL HEALTH DIRECTORS
LOCAL MENTAL HEALTH PROGRAM CHIEFS
LOCAL MENTAL HEALTH ADMINISTRATORS
COUNTY ADMINISTRATIVE OFFICERS
CHAIRPERSONS, LOCAL MENTAL HEALTH BOARDS

SUBJECT: THERAPEUTIC BEHAVIORAL SERVICES (TBS) PROTOCOL AND
REASONS FOR RECOUPMENT

REFERENCE DMH Information Notice No. 03-04

EXPIRES: Retain until rescinded

Enclosed are the revised TBS Protocol and the Reasons for Recoupment to be utilized by the Department of Mental Health (DMH) in reviewing Therapeutic Behavioral Services in FY'03-04. This protocol follows the same in-compliance/out-of-compliance format as the "Annual Review Protocol of Specialty Mental Health Services and Other Funded Services" found in DMH Information Notice No. 03-04.

During the review period, the criteria for the sample selection will include identified cases for which \$25,000 or more in claims were paid. When such sample cases are exhausted, cases will be chosen randomly from cases with less than \$25,000 in paid claims. DMH will review 25% of cases in each county with TBS activities during January-March of 2003, or 20 cases, whichever number of cases is higher. In counties with fewer than 20 cases, all TBS activities will be reviewed. In addition, per DMH Letter No. 01-03, DMH will review a sample of the certification forms maintained by the Mental Health Practitioner.

Under the supervision and direction of Medi-Cal Oversight, contracted, licensed professionals will conduct the reviews. While most counties will have onsite reviews, a chart review may be conducted for counties with a minimal number of cases. Counties will receive a 30-day notice by way of an announcement letter that will contain information to assist in preparing for the review. A week prior to the review, the names of the beneficiaries for both TBS and certification samples will be provided to the county.

The TBS Protocol and the Reasons for Recoupment were developed in consultation and collaboration with the DMH Compliance Advisory Committee, which includes



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representatives from the California Mental Health Directors' Association, the California Mental Health Planning Council, the Association of Local Mental Health Boards & Commissions, the Consumer/Family Member Task Force, and other stakeholders.

DMH intends to review and update this protocol by the end of the fiscal year (June 30, 2004) and will seek input for any suggested changes or revisions.

If you have questions or comments regarding this matter, please contact Tom Burke, LCSW, Chief, Medi-Cal Oversight-Southern Region at (562) 868-2275.

Sincerely,

(Original Signed By)

STEPHEN W. MAYBERG, Ph.D.
Director

Enclosures

cc: California Mental Health Planning Council
Executive Director, CMHDA
Compliance Advisory Committee
Chief, County Operations