



RICHARD FIGUEROA  
ACTING DIRECTOR

State of California—Health and Human Services Agency  
Department of Health Care Services



GAVIN NEWSOM  
GOVERNOR

December 27, 2019

Sent via e-mail to: [mcranfill@amadorgov.org](mailto:mcranfill@amadorgov.org)

Melissa Cranfill, Director  
Amador County Behavioral Health  
10877 Conductor Blvd. Suite 300  
Sutter Creek, CA 95865

SUBJECT: Annual County Compliance Unit Report

Dear Director Cranfill:

The Department of Health Care Services (DHCS) is responsible for monitoring compliance to requirements of the Substance Abuse Block Grant (SABG) and the terms of the Contract operated by Amador County.

The County Compliance Unit (CCU) within the Audits and Investigations Division (A&I) of DHCS conducted a review of the County's compliance with contract requirements based on responses to the monitoring instrument, discussion with county staff, and supporting documentation provided by the County.

Enclosed are the results of Amador County's State Fiscal Year 2019-20 SABG compliance review. The report identifies deficiencies, required corrective actions, advisory recommendations, and referrals for technical assistance.

Amador County is required to submit a Corrective Action Plan (CAP) addressing each deficiency noted to the Community Services Division (CSD), Community Support Branch (CSB), Policy, Monitoring and Financing Section (PMFS) Analyst by 1/27/2020. Please use enclosed CAP plan form when completing the CAP. CAP and supporting documentation to be e-mailed to the PMFS analyst at [SABGcompliance@dhcs.ca.gov](mailto:SABGcompliance@dhcs.ca.gov).

If you have any questions regarding this report, please contact me.

Sincerely,

Michael Bivians  
(916) 713-8966  
[michael.bivians@dhcs.ca.gov](mailto:michael.bivians@dhcs.ca.gov)

Audits and Investigations Division  
Medical Review Branch  
Behavioral Health Compliance Section  
County Compliance Unit  
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Sacramento, CA 95814  
<http://www.dhcs.ca.gov>

Distribution:

To: Director Cranfill,

CC: Kelly Molohan, Audit and Investigation, Medical Review Branch Chief  
Lanette Castleman, Audit and Investigation, Behavioral Health Compliance Section Chief  
Mayumi Hata, Audit and Investigation, County Compliance Unit Chief  
Janet Rudnick, Audit and Investigation, Provider Compliance Unit Chief  
Autumn Boylan, Medi-Cal Behavioral Health Division, Plan and Network Monitoring Branch Chief  
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MHSDcompliance@dhcs.ca.gov, County and Provider Monitoring Unit  
Amy Hixon, Amador County Behavioral Health Care Supervisor

<b>Lead CCU Analyst:</b> Michael Bivians	<b>Date of Review:</b> 12/4/2019 - 12/4/2019
<b>County:</b> Amador	<b>County Address:</b> 10877 Conductor Blvd. Suite 300 Sutter Creek, CA 95685
<b>County Contact Name/Title:</b> Amy Hixon, Behavioral Health Care Supervisor	<b>County Phone Number/Email:</b> 209-223-6548
<b>Report Prepared by:</b> Michael Bivians	<b>Report Approved by:</b> Mayumi Hata

## REVIEW SCOPE

- I. Regulations:
  - a. California Code of Regulations, Title 22, section 51341.1 – Drug Medi-Cal Substance Use Disorder Services
  - b. Code of Federal Regulations; Title 45, Part 96; Subpart L; section 96.121 through 96.137: Substance Abuse Prevention and Treatment Block Grant
  - c. United States Code, Title 42, Section 300x-21 through 300x-66: Substance Abuse Prevention and Treatment Block
  - d. Health and Safety Code, Division 10.5, Section 11750 – 11970: Alcohol and Drug Programs
  
- II. Program Requirements:
  - a. State Fiscal Year (SFY) 2019-20 State County Contract, herein referred to as State County Contract
  - b. State of California *Youth Treatment Guidelines Revised August 2002*
  - c. DHCS *Perinatal Practice Guidelines FY 2018-19*
  - d. National Culturally and Linguistically Appropriate Services (CLAS)
  - e. Mental Health and Substance Use Disorders Services (MHSUDS) Information Notices

## ENTRANCE AND EXIT CONFERENCE SUMMARIES

### Entrance Conference:

An entrance conference was conducted at 10877 Conductor Blvd. Sutter Creek, CA 95685 on 12/4/2019. The following individuals were present:

- Representing DHCS:  
Michael Bivians, Associate Governmental Program Analyst (AGPA)
- Representing Amador County:  
Melissa Cranfill, Behavioral Health Director  
Amy Hixon, Behavioral Health Care Supervisor  
Megan Hodson, Quality Improvement Coordinator  
Karen Vaughn, Fiscal/Administration Supervisor  
Angie Grau, Compliance Officer  
Stephanie Hess, MHSA Program Coordinator  
Lori Halvorson, Nexus Youth & Family Services

During the Entrance Conference the following topics were discussed:

- Introductions
- Overview of the Monitoring Process
- Amador County Overview of Services
- DHCS Re-Organization
- CalAIM Proposal

### Exit Conference:

An exit conference was conducted at 10877 Conductor Blvd. Sutter Creek, CA 95685 on 12/4/2019. The following individuals were present:

- Representing DHCS:  
Michael Bivians, AGPA
- Representing Amador County:  
Amy Hixon, Behavioral Health Care Supervisor  
Megan Hodson, Quality Improvement Coordinator  
Karen Vaughn, Fiscal/Administration Supervisor  
Angie Grau, Compliance Officer  
Stephanie Hess, MHSA Program Coordinator

During the Exit Conference the following topics were discussed:

- Review of Compliance Deficiencies
- Follow-Up Deadlines

**SUMMARY OF SFY 2019-20 COMPLIANCE DEFICIENCIES (CD)**

<b>Section:</b>	<b>Number of CD's:</b>
<b>1.0 Administration</b>	<b>1</b>
<b>2.0 SABG Monitoring</b>	<b>0</b>
<b>3.0 Perinatal</b>	<b>0</b>
<b>4.0 Adolescent/Youth Treatment</b>	<b>0</b>
<b>5.0 Primary Prevention</b>	<b>0</b>
<b>6.0 Cultural Competence</b>	<b>0</b>
<b>7.0 CalOMS and DATAR</b>	<b>0</b>
<b>8.0 Privacy and Information Security</b>	<b>0</b>
<b>9.0 Fiscal</b>	<b>0</b>
<b>10.0 Previous CAP</b>	<b>0</b>

**CORRECTIVE ACTION PLAN**

Pursuant to the State County Contract, Exhibit A, Attachment I A2, Part I, Section 3, B, 5-8 each compliance deficiency (CD) identified must be addressed via a Corrective Action Plan (CAP). The CAP is due within thirty (30) calendar days of the date of this monitoring report.

Please provide the following within the completed SFY 2019-20 CAP.

- a) A statement of the CD.
- b) A list of action steps to be taken to correct the CD.
- c) A date of completion for each CD.
- d) The name of the person who will be responsible for corrections and ongoing compliance.

The PMFS analyst will monitor progress of the CAP completion.

## 1.0 ADMINISTRATION

A review of the County's Organizational Chart, subcontracted contracts, and policies and procedures was conducted to ensure compliance with applicable regulations and standards. The following deficiency in regulations, standards, or protocol requirements was identified:

### COMPLIANCE DEFICIENCY:

#### **CD 1.3:**

##### SABG State-County Contract, Exhibit B A1, Part IV, Section 1, A

- A. Contractor shall maintain sufficient books, records, documents, and other evidence necessary for the State to audit contract performance and contract compliance. Contractor shall make these records available to the State, upon request, to evaluate the quality and quantity of services, accessibility and appropriateness of services, and to ensure fiscal accountability...

**Finding:** The County did not provide a fully executed SABG Prevention provider contract.



**TECHNICAL ASSISTANCE**

Amador County did not request Technical Assistance during SFY 2019-20.