



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



ARNOLD SCHWARZENEGGER
Governor

August 5, 2008

CHDP Program Letter No.: 08-18

TO: ALL COUNTY CHILD HEALTH AND DISABILITY PREVENTION (CHDP)
PROGRAM DIRECTORS, DEPUTY DIRECTORS, STATE CHILDREN'S
MEDICAL SERVICES (CMS) BRANCH AND REGIONAL OFFICE STAFF

SUBJECT: Update to CHDP Facility Review Tool and Medical Record Review Tool
with accompanying guidelines

The CHDP Facility Review Tool and Medical Review Tool standardize the onsite review of an applicant's or provider's site to assure that a minimum standard is maintained in the delivery of quality care.

An Ad Hoc Subcommittee of the CHDP Executive Committee worked on revisions to the tools for one year, gathering input from throughout the state. Recommendations for review and update of these tools were made by and approved by the CHDP Executive Committee. State CMS staff has continued to evaluate and review these recommendations with periodic review from CHDP staff throughout the state.

Based on the input from local CHDP programs and numerous discussions, this letter notifies local CHDP programs that the revised facility and medical record review tools are now ready for publication. They will be published in the CHDP Provider Manual effective September 2008. They will also appear on the CMS website on the Publications List. Please refer to the attachment for revisions to the documents.

If you have any questions, please contact your Regional Nurse Consultant.

Original Signed by Marian Dalsey

Marian Dalsey, MD, M.P.H., Chief
Children's Medical Services Branch

The Facility Review Tool (DHCS 4493) and Medical Record Review Tool (DHCS 4492) have the following changes:

DHCS 4493:

- Order of sections revised:
 - I Personnel
 - II Office Management
 - III Health Education Services
 - IV Site Access
 - V Infection Control/Lab
 - VI Clinical Services
 - VII Pediatric Preventive Services

- Page 4:
 - Removed *Childhood Lead Program* from list of other DHCS Certificates.
 - Removed *Specialists* from list of provider types.
 - Added corresponding numbers to office/clinic types
 - Added section for site scores / scoring procedures / compliance threshold

- Page 5 Personnel:
 - A. Removed *Pharm D./ RN/ LVN* from list of Health Care Professionals.

- Page 6 Personnel:
 - C. Includes *HIPAA requirements*.
 - Addition of *BMI / Anthropometric training*.

- Page 8 Office Management:
 - D. Addition of *tracking and follow-up system*.
 - E. Addition of *record retention schedule*.
 - F. Addition of *privacy policy*.

- Page 9 Health Education Services:
 - Addition of *Medi-Cal/Health Families applications in office*.

- Page 10 Site Access/Safety:
 - Addition of *emergency medications and equipment as recommended by the AAP / Commission of Pediatric Emergency Medications*.

- Page 12 Infection Control / Lab:
 - Addition of *CHDP tests performed on site are appropriate to the CLIA status*.
 - Addition of *listing equipment on site*.

Facility Review Tool Scoring Summary Sheet (DHCS 4494):

- Total scores have changed to equal 62 points.

Facility Review Tool Reviewer Guidelines:

- Page 1:
 - *Removed Education/Technical Assistance from visit purpose.*
- Page 2:
 - *Removed Pharm D. / RN /LVN from personnel list.*
- Page 3:
 - *Addition of personnel appropriately trained in **obtaining BMI percentile.***
- Page 4:
 - *Supervising MD must now review/audit and countersign all medical records of at least 5% of patients managed by the PA.*
 - *The ratio of physician supervising to number of NPMP's is not to exceed 1:4 **Physician Assistants.***
- Page 9:
 - *Addition of **cardiac arrest board / backboard** to Airway Management criteria.*
- Page 10:
 - *Anaphylactic reaction management section now includes **Albuterol for inhalation, splints and sterile dressings.***
- Page 14:
 - *Measuring devices: Rigid 90° right angle headboard block that is perpendicular to the recumbent measurement surface or vertical to the wall-mounted standing measurement surface, minimum 2" wide.*

Medical Record Review Tool (DHCS 4492):

- Total points possible now equal 100.
- A minimum of 5 and a maximum of 10 records may be reviewed.
- One review tool used per provider.
- Page 2 Documentation Criteria:
 - G. Addition of *DHCS 4073* in chart if appropriate.
- Page 3 Coordination and Continuity of Care Criteria:
 - B. Addition of *Family History.*
- Page 4 Pediatric Preventive Criteria:
 - A. Addition of *History and Physical Exam*
 - B. Addition of *Developmental Screening Tool used.*
 - C. Addition of *Behavioral Screening Tool used.*
 - F. Addition of *referral to WIC.*
 - G. Addition of *Fluoride use.*

- Page 5 Pediatric Preventive Criteria – Cont'd.:
 - H. Documentation of *Lead referral or testing*.

Medical Record Scoring Summary Sheet:

- Total scores for *each* record reviewed now equal 100.

Medical Record Review Tool Reviewer Guidelines:

- Page 2 Documentation Criteria:
 - G. Copy of pre-enrollment application (DHCS 4073).
- Page 3 Coordination and Continuity of Care Criteria:
 - A/B. Addition of *family history*.
- Page 4 Pediatric Preventive Criteria:
 - A. Addition of *Behavioral Assessment*.
- Page 5 Pediatric Preventive Criteria – Cont'd.:
 - F. Addition of *WIC referral*.
 - G. Addition of *Fluoride Use*.