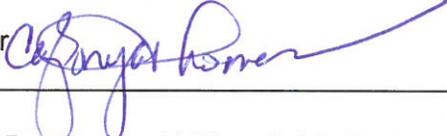




**Department of Behavioral Health
INFORMATION NOTICE 16-02**

Date March 28, 2016

To Department of Behavioral Health (DBH) Staff and Contractors

From CaSonya Thomas, MPA, CHC, Director 

Subject Outpatient Chart Manual and Scope of Practice and Billing Guide Revision

Introduction The Outpatient Chart Manual governs charting and record keeping for DBH and its contractors. The Outpatient Chart Manual applies to all non-inpatient services whose medical records are governed by Medi-Cal requirements. This includes all of the Department's outpatient, day treatment, case management, and medication services.

The Scope of Practice and Billing Guide is intended to support and assist in providing excellence in Behavioral Health care, including successful compliance with all governing regulations, rules, and billing policies.

Quality Management has revised both the Outpatient Chart Manual and the Scope of Practice and Billing Guide. All DBH Providers are expected to review the newest versions and become familiar with changes. Printed copies of both Manuals should be replaced with the March 2016 versions.

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Manual Changes

The following changes were made to the Outpatient Chart Manual:

- Replaced the diagnostic language from DSM-IV to ICD-10-CM.
- Added DSM IV to ICD-10-CM crosswalk.
- Added what to do with the Client Recovery Plan based on client actions.
- Incorporated Instructions from Information Notice 14-10: County of San Bernardino Chart Documentation Requirements and Guidelines for Day Treatment Intensive and Day Treatment Rehabilitation Programs.
- Expanded Medication Order Sheet section.
- Added instructions regarding nursing staff chart documentation.
- Updated Abbreviation List.
- Updated Lockouts section.

The following changes were made to the Scope of Practice and Billing Guide:

- Added Adult Residential and Crisis Stabilization Reimbursable Services.
- Expanded Day Treatment Intensive and Day Treatment Rehabilitative service definition.
- Updated Case Management – Placement, Intensive Care Coordination, Intensive Home Based Services and Therapeutic Behavioral Services section.
- Updated the Abbreviation List.

Access to Manuals

DBH Manuals:
[Outpatient Chart Manual](#)
[Scope of Practice and Billing Guide](#)

Questions

Questions regarding this information notice may be directed to the Quality Management Division at DBH-QualityManagementDivision@dbh.sbcounty.gov.
