



## Substance Use Disorder and Recovery Services Program Monitoring Review Policy

**Effective Date** 05/08/2007  
**Revised Date** 07/01/2021

  
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**Policy**

It is the policy of San Bernardino County (County) Department of Behavioral Health (DBH) for Substance Use Disorder and Recovery Services (SUDRS) to conduct monitoring reviews of substance use disorder and prevention services provided by both contracted providers and county clinics.

DBH monitoring reviews consist of, but are not limited to:

- Quality Assurance Reviews (QAR);
- Safety and Effectiveness of Medication Practices;
- Compliance contract monitoring;
- Program monitoring;
- Fiscal Monitoring;
- Utilization Review (UR), and
- Memorandum of Understanding (MOU) monitoring.

**Note:** DBH clinics and contracted providers are also required to participate and cooperate in audits or monitoring reviews conducted by State and/or Federal agencies.

**Purpose**

To ensure DBH contracted providers and County clinics providing substance use disorder (SUD) services are compliant with State and Federal regulations, DBH policies and procedures and contractual requirements for the delivery of SUD treatment, recovery, prevention and educational services provided to San Bernardino County clients.

**Definition(s)**

**Corrective Action Plan (CAP):** The written plan of action the provider develops and submits to SUDRS to address or correct a deficiency or process that is non-compliant with laws, regulations, standards, or contractual requirements that includes a timeline for implementation to correct deficiencies.

**Monitoring:** To observe and verify progress or quality over a period of time.

**Program Coordinator:** The DBH staff member assigned to specific providers or services to be the point of contact, oversee program monitoring activities and provide technical assistance, as needed or requested.

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# Substance Use Disorder and Recovery Services Program Monitoring Review Policy, Continued

**Monitoring  
Timeline**

DBH will meet minimum program monitoring requirements, as established by Department of Health Care Services (DHCS) and as indicated in the table below. If deemed necessary, DBH *may* conduct program monitoring more frequently.

Review Type	Frequency
Program Monitoring	Annually (at minimum)
QAR	Quarterly
Safety and Effectiveness of Medication Practices	Annually (at minimum)
Environmental Prevention	Annually (at minimum)
Driving Under the Influence (DUI)	Bi-Annually
Deferred Entry of Judgement (DEJ)	Bi-Annually

State (DHCS) and/or Federal entities will conduct monitoring as follows:

Review Type	Frequency
Monitoring Review of the Drug Medi-Cal Organized Delivery System (DMC-ODS)	Annually
Monitoring Review of the Substance Abuse, Prevention and Treatment Block Grant (SABG)	Annually
Post-service Postpayment	As determined by DHCS
Post-service Prepayment	As determined by DHCS
Any other reviews	As determined by the monitoring/auditing agency

**Related Policy  
or Procedure**

The policies and procedures listed below can be found in the [DBH Standard Practice Manual](#):

- Compliance Verification, Auditing and Monitoring Policy (COM0917)
- Substance Use Disorder and Recovery Services Program Monitoring Review Procedure (SUDRS0207-1)
- Consistency in Inpatient and Outpatient Utilization Review and Authorization Practices Policy (QM6038)
- Consistency in Inpatient Utilization Review and Authorization Practices Procedure (QM6038-1)
- Consistency in Outpatient Utilization Review and Authorization Practices Procedure (QM6038-2)

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# Substance Use Disorder and Recovery Services Program Monitoring Review Policy, Continued

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**Related Policy  
or Procedure,**  
continued

- Substance Use Disorder and Recovery Services Program Monitoring Review Procedure (SUDRS0207-1)
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**Reference(s)**

- Drug Medi-Cal Organized Delivery System (DMC-ODS) Intergovernmental Agreement
  - Substance Abuse, Prevention and Treatment Block Grant (SABG) Application
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