

# Quality Management Training Calendar 2009

<u>Month</u>	<u>Date</u>	<u>Training</u>	<u>Time</u>	<u>Room</u>
<b><u>January</u></b>	Jan. 7, 2009	Completing Zip Slips/Billing/Treatment Codes	9:00 a.m. - 12:00 p.m.	Conf. Rm. 2
	Jan. 8, 2009	Site Certification	1:00 p.m. - 3:00 p.m.	Conf. Rm. 2
	Jan. 21, 2009	Orientation to the Mental Health Plan	1:00 p.m. - 5:00 p.m.	Conf. Rm. 2
	Jan. 21, 2009	Problem Resolution/Advance Medical Directives	9:00 a.m. - 11:00 a.m.	Conf. Rm. 2
	Jan. 26, 2009	Documentation I (Children's) <b>Note: Other Doc. Trainings are Scheduled for the AM</b>	<b>1:00 p.m. - 5:00 p.m.</b>	Conf. Rm. 1
<b><u>February</u></b>	Feb. 4, 2009	Completing Zip Slips/Billing/Treatment Codes	9:00 a.m. - 12:00 p.m.	Conf. Rm. 2
	Feb. 11, 2009	Medi-Cal Eligibility & Uniform Method of Determining Ability to Pay (U.M.D.A.P.)	1:30 p.m. - 4:30 p.m.	Conf. Rm. 2
	Feb. 13, 2009	Staff Registration/Credentialing	1:30 p.m. - 3:00 p.m.	Conf. Rm. 2
	Feb. 19, 2009	Documentation II (Children's)	8:30 a.m. - 12:30 p.m.	Conf. Rm. 1
<b><u>March</u></b>	Mar. 4, 2009	Completing Zip Slips/Billing/Treatment Codes	9:00 a.m. - 12:00 p.m.	Conf. Rm. 2
	Mar. 9, 2009	Balancing Clinical Care and Compliance Issues (Adult/Children's)	8:30 a.m. - 12:30 p.m.	Conf. Rm. 1
<b><u>April</u></b>	Apr. 1, 2009	Completing Zip Slips/Billing/Treatment Codes	9:00 a.m. - 12:00 p.m.	Conf. Rm. 2
	Apr. 9, 2009	Site Certification	1:00 p.m. - 3:00 p.m.	Conf. Rm. 2
	Apr. 15, 2009	Documentation I (Children's)	8:30 a.m. - 12:30 p.m.	Conf. Rm. 1
	Apr. 21, 2009	Problem Resolution/Advance Medical Directives	9:00 a.m. - 11:00 a.m.	Conf. Rm. 2

**IMPORTANT NOTE:**

Quality Management Services welcomes all Mental Health Plan (MHP) providers to participate in these trainings. The registration process supports the preparation of training materials and seating accommodations. Some venues have space limitations, so it is difficult to accommodate "walk-ins".

**Please have staff send in a completed Registration Form for the trainings they wish to attend. Your cooperation is greatly appreciated.**

**TO REGISTER:** Please send completed Registration Form (page 6) to (916) 875-0877 Fax or send Name/Agency/E-Mail/Ph# to [QMTraining@SacCounty.net](mailto:QMTraining@SacCounty.net)

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<u>Month</u>	<u>Date</u>	<u>Training</u>	<u>Time</u>	<u>Room</u>
<b><u>May</u></b>	May 6, 2009	Completing Zip Slips/Billing/Treatment Codes	9:00 a.m. - 12:00 p.m.	Conf. Rm. 2
	May 13, 2009	Medi-Cal Eligibility & Uniform Method of Determining Ability to Pay (U.M.D.A.P.)	1:30 p.m. - 4:30 p.m.	Conf. Rm. 2
	May 14, 2009	Staff Registration/Credentialing	1:30 p.m. - 3:00 p.m.	Conf. Rm. 2
	May 19, 2009	Documentation II (Children's)	8:30 a.m. - 12:30 p.m.	Conf. Rm. 1
<b><u>June</u></b>	June 3, 2009	Completing Zip Slips/Billing/Treatment Codes	9:00 a.m. - 12:00 p.m.	Conf. Rm. 2
<b><u>July</u></b>	July 6, 2009	Balancing Clinical Care and Compliance Issues (Adult/Children's)	8:30 a.m. - 12:30 p.m.	Conf. Rm. 1
	July 9, 2009	Site Certification	1:00 p.m. - 3:00 p.m.	Conf. Rm. 2
	July 15, 2009	Documentation II (Children's)	8:30 a.m. - 12:30 p.m.	Conf. Rm. 1
	July 21, 2009	Orientation to the Mental Health Plan	1:00 p.m. - 5:00 p.m.	Conf. Rm. 2
	July 21, 2009	Problem Resolution/Advance Medical Directives	9:00 a.m. - 11:00 a.m.	Conf. Rm. 2
<b><u>August</u></b>	Aug. 5, 2009	Completing Zip Slips/Billing/Treatment Codes	9:00 a.m. - 12:00 p.m.	Conf. Rm. 2
	Aug. 13, 2009	Staff Registration/Credentialing	1:30 p.m. - 3:00 p.m.	Conf. Rm. 2
	Aug. 20, 2009	Documentation I (Children's)	8:30 a.m. - 12:30 p.m.	Conf. Rm. 1
<b><u>September</u></b>	Sept. 2, 2009	Completing Zip Slips/Billing/Treatment Codes	9:00 a.m. - 12:00 p.m.	Conf. Rm. 2
	Sept. 9, 2009	Medi-Cal Eligibility & Uniform Method of Determining Ability to Pay (U.M.D.A.P.)	1:30 p.m. - 4:30 p.m.	Conf. Rm. 2

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<u>Month</u>	<u>Date</u>	<u>Training</u>	<u>Time</u>	<u>Room</u>
<b><u>October</u></b>	Oct. 6, 2009	Balancing Clinical Care and Compliance Issues (Adult/Children's)	8:30 a.m. - 12:30 p.m.	Conf. Rm. 1
	Oct. 7, 2009	Completing Zip Slips/Billing/Treatment Codes	9:00 a.m. - 12:00 p.m.	Conf. Rm. 2
	Oct. 8, 2009	Site Certification	1:00 p.m. - 3:00 p.m.	Conf. Rm. 2
	Oct. 20, 2009	Problem Resolution/Advance Medical Directives	9:00 a.m. - 11:00 a.m.	Conf. Rm. 2
	Oct. 21, 2009	Documentation I (Children's)	8:30 a.m. - 12:30 p.m.	Conf. Rm. 1
<b><u>November</u></b>	Nov. 4, 2009	Completing Zip Slips/Billing/Treatment Codes	9:00 a.m. - 12:00 p.m.	Conf. Rm. 2
	Nov. 5, 2009	Staff Registration/Credentialing	1:30 p.m. - 3:00 p.m.	Conf. Rm. 2
	Nov. 12, 2009	Medi-Cal Eligibility & Uniform Method of Determining Ability to Pay (U.M.D.A.P.)	1:30 p.m. - 4:30 p.m.	Conf. Rm. 2
	Nov. 19, 2009	Documentation II (Children's)	8:30 a.m. - 12:30 p.m.	Conf. Rm. 1

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# Quality Management Training Calendar 2009

## Adult Documentation I & II

### Adult Documentation Training Locations: Sacramento Regional Support Teams (RST's)

<u>Month</u>	<u>Date</u>	<u>Training</u>	<u>Time</u>	<u>Locations</u>
<b><u>February</u></b>	Feb. 4, 2009	Documentation I (Adult)	8:30 a.m. - 12:30 p.m.	<b>Northgate Point</b> 601 W. No. Market Street
	Feb. 5, 2009	Documentation II (Adult)	8:30 a.m. - 12:30 p.m.	<b>Northgate Point</b> 601 W. No. Market Street
<b><u>May</u></b>	May 6, 2009	Documentation I (Adult)	8:30 a.m. - 12:30 p.m.	<b>Visions Unlimited, Inc.</b> 7000 Franklin Blvd. #200
	May 7, 2009	Documentation II (Adult)	8:30 a.m. - 12:30 p.m.	<b>Visions Unlimited, Inc.</b> 7000 Franklin Blvd. #200
<b><u>August</u></b>	Aug. 5, 2009	Documentation I (Adult)	8:30 a.m. - 12:30 p.m.	<b>Sierra Elder Wellness Program</b> 9261 Folsom Blvd, Suite 500
	Aug. 6, 2009	Documentation II (Adult)	8:30 a.m. - 12:30 p.m.	<b>Sierra Elder Wellness Program</b> 9261 Folsom Blvd, Suite 500
<b><u>November</u></b>	Nov. 4, 2009	Documentation I (Adult)	8:30 a.m. - 12:30 p.m.	<b>Human Resource Consultants</b> 2220-B Watt Avenue
	Nov. 5, 2009	Documentation II (Adult)	8:30 a.m. - 12:30 p.m.	<b>Human Resource Consultants</b> 2220-B Watt Avenue

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### CLASS DESCRIPTIONS

#### **BALANCING CLINICAL CARE & COMPLIANCE ISSUES (ADULT & CHILDREN'S)**

**Target Audience:** A separate registration flyer will be sent prior to the training with further details.

- > Compliance issues
- > Clinical care and Utilization Review issues
- > Quality Management policy and procedures updates

#### **COMPLETING ZIP SLIPS/BILLING/TREATMENT CODES TRAINING**

##### **RECOMMENDED: Documentation I Training**

**Target Audience:** Staff who perform clinical/billable functions

- > Technical training on completing the Zip Slip form
- > Review of treatment codes and billing for appropriate services
- > **MHSA** billing and treatment codes (**from 11 a.m. – 12 p.m.**)
- > Inclusion of key Client Service Information in service coding
- > Using formulas for group treatment code billings

#### **DOCUMENTATION I & II TRAINING (ADULT) - TWO DAYS (ADULT DOC I & II)**

**Target Audience:** Direct service staff and clinical supervisors

- > Review clinical documentation requirements and standards
- > Appropriate use of treatment/billing codes
- > Interactive completion of clinical documentation (2<sup>nd</sup> day of training)

\* **Please Note:** Adult Doc I & II are intended to be taken together.

#### **DOCUMENTATION I TRAINING (CHILDREN'S) - BEGINNING**

**Target Audience:** Direct service staff employed **less than one year** and clinical supervisors

- > Review clinical documentation requirements and standards
- > Review appropriate use of treatment/billing codes

#### **DOCUMENTATION II TRAINING (CHILDREN'S) - REFRESHER**

**Target Audience:** Direct service staff employed **more than one year** and clinical supervisors

- > Review clinical documentation requirements/standards and treatment/billing codes
- > Interactive completion of clinical documentation

\* **Please Note:** Children's Doc I & II are not intended to be taken together, although staff may attend both days at agency/supervisor discretion.

#### **MEDI-CAL ELIGIBILITY and UNIFORM METHOD of DETERMINING ABILITY to PAY (UMDAP) TRAINING**

**Target Audience:** Staff who verify Medi-Cal Eligibility and complete the UMDAP Financial Forms

- > Utilizing the Internet Batch Eligibility Application (IBEA)
- > Medi-Cal website and the Automated Eligibility Verification System (AEVS)
- > De-mystifying and completing the UMDAP financial forms

#### **ORIENTATION TO THE MENTAL HEALTH PLAN TRAINING**

**Target Audience:** New county and provider staff

- > Orientation to the Mental Health Plan (MHP)
- > Overview of the Child/Family and Adult Systems-of-Care

#### **PROBLEM RESOLUTION & ADVANCE MEDICAL DIRECTIVES TRAINING**

**Target Audience:** New county and provider staff

- > Informing materials required for Mental Health Plan agencies
- > Rights of Members of the Mental Health Plan
- > Process and timelines for Grievances, Appeals, State Fair Hearings, and change of providers
- > Comprehensive review of Advance Medical Directives

#### **SITE CERTIFICATION TRAINING**

**Target Audience:** Key Administrator or their Designee

- > Elements of a successful Medi-Cal Site Certification
- > Review and discussion of the assessment tool
- > Policies and procedures
- > Credentialing files
- > Facility safety

#### **STAFF REGISTRATION & CREDENTIALING TRAINING**

**Target Audience:** Agency staff assigned to maintaining credentialing files and requesting staff CATS ID numbers for licensed or non-licensed staff

- > Staff registration forms for staff ID numbers
- > Staff classification definitions and privileges
- > National Provider Identifier (NPI) requirements and process
- > Academic and work experience requirements for non-licensed staff
- > Verifying licenses on the internet
- > Setting up credentialing files
- > Staff Roster format and Signature Card

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## REGISTRATION FORM

DATE	CODE	TRAINING NAME	DATE	CODE	TRAINING NAME
03-09-09	A1	Balancing Clinical Care & Compliance Issues	02-04-09	E1	Documentation I (Adult) @ Northgate
07-06-09	A2	Balancing Clinical Care & Compliance Issues	05-06-09	E2	Documentation I (Adult) @ Visions
10-06-09	A3	Balancing Clinical Care & Compliance Issues	08-05-09	E3	Documentation I (Adult) @ Sierra Elder Wellness Program
01-07-09	B1	Completing Zip Slips/Billing/Treatment Codes	11-04-09	E4	Documentation I (Adult) @ HRC
02-04-09	B2	Completing Zip Slips/Billing/Treatment Codes	02-05-09	F1	Documentation II (Adult) @ Northgate
03-04-09	B3	Completing Zip Slips/Billing/Treatment Codes	05-07-09	F2	Documentation II (Adult) @ Visions
04-01-09	B4	Completing Zip Slips/Billing/Treatment Codes	08-06-09	F3	Documentation II (Adult) @ Sierra Elder Wellness Program
05-06-09	B5	Completing Zip Slips/Billing/Treatment Codes	11-05-09	F4	Documentation II (Adult) @ HRC
06-03-09	B6	Completing Zip Slips/Billing/Treatment Codes	02-11-09	G1	Medi-Cal Eligibility and U.M.D.A.P.
08-05-09	B7	Completing Zip Slips/Billing/Treatment Codes	05-13-09	G2	Medi-Cal Eligibility and U.M.D.A.P.
09-02-09	B8	Completing Zip Slips/Billing/Treatment Codes	09-09-09	G3	Medi-Cal Eligibility and U.M.D.A.P.
10-07-09	B9	Completing Zip Slips/Billing/Treatment Codes	11-12-09	G4	Medi-Cal Eligibility and U.M.D.A.P.
11-04-09	B10	Completing Zip Slips/Billing/Treatment Codes	01-21-09	H1	Orientation to the Mental Health Plan
01-26-09	C1	Documentation I (Children's) <b>This Trng Date Only @ 1:00 p - 5:00 p</b>	07-21-09	H2	Orientation to the Mental Health Plan
04-15-09	C2	Documentation I (Children's)	01-21-09	I1	Problem Resolution/Advance Medical Directives
08-20-09	C3	Documentation I (Children's)	04-21-09	I2	Problem Resolution/Advance Medical Directives
10-21-09	C4	Documentation I (Children's)	07-21-09	I3	Problem Resolution/Advance Medical Directives
02-19-09	D1	Documentation II (Children's)	10-20-09	I4	Problem Resolution/Advance Medical Directives
05-19-09	D2	Documentation II (Children's)	01-08-09	J1	Site Certification
07-15-09	D3	Documentation II (Children's)	04-09-09	J2	Site Certification
11-19-09	D4	Documentation II (Children's)	07-09-09	J3	Site Certification
<b>THIS AREA FOR TRAINING OFFICE USE ONLY:</b>			10-08-09	J4	Site Certification
			02-13-09	K1	Staff Registration/Credentialing
			05-14-09	K2	Staff Registration/Credentialing
			08-13-09	K3	Staff Registration/Credentialing
			11-05-09	K4	Staff Registration/Credentialing

**TO REGISTER:** Please send completed Registration Form to FAX (916) 875-0877 or send information requested on the form to [QMTraining@SacCounty.net](mailto:QMTraining@SacCounty.net)

**You will not receive a confirmation or reminder notice.** If we are unable to accommodate your request, you will be notified.

**One Registration Form Per Staff**

Please refer to the Code(s) above for the class(es) you wish to attend, and write the CODE(s) here: \_\_\_\_\_

Print Name \_\_\_\_\_

Agency \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

E-Mail \_\_\_\_\_