

# Quality Management Training Calendar 2010

<u>Month</u>	<u>Date</u>	<u>Training</u>	<u>Time</u>	<u>Room</u>
<b><u>January</u></b>	Jan. 5, 2010	Billing and Service Codes	9:00 a.m. - 12:00 p.m.	Conf. Rm. 2
	Jan. 7, 2010	Site Certification	1:30 p.m. - 3:30 p.m.	Conf. Rm. 2
	Jan. 20, 2010	Problem Resolution/Advance Medical Directives	9:00 a.m. - 11:00 a.m.	Conf. Rm. 2
	Jan. 21, 2010	Documentation I (Children)	8:30 a.m. - 12:30 p.m.	Conf. Rm. 1
	Jan. 28, 2010	Orientation to the Mental Health Plan	1:00 p.m. - 4:00 p.m.	Conf. Rm. 2
<b><u>February</u></b>	Feb. 2, 2010	Billing And Service Codes	9:00 a.m. - 12:00 p.m.	Conf. Rm. 2
	Feb. 10, 2010	Staff Registration/Credentialing	9:00 a.m. - 11:00 a.m.	Conf. Rm. 2
	Feb. 10, 2010	Medi-Cal Eligibility & Uniform Method of Determining Ability to Pay (U.M.D.A.P.)	1:30 p.m. - 3:00 p.m.	Conf. Rm. 2
	Feb. 18, 2010	Documentation II (Children)	8:30 a.m. - 12:30 p.m.	Conf. Rm. 1
<b><u>March</u></b>	Mar. 2, 2010	Billing and Service Codes	9:00 a.m. - 12:00 p.m.	Conf. Rm. 2
	Mar. 29, 2010	Balancing Clinical Care and Compliance Issues (Adult/Children)	9:00 a.m. - 11:00 a.m.	Conf. Rm. 1
<b><u>April</u></b>	April 1, 2010	Site Certification	1:30 p.m. - 3:30 p.m.	Conf. Rm. 2
	April 6, 2010	Billing and Service Codes	9:00 a.m. - 12:00 p.m.	Conf. Rm. 2
	April 15, 2010	Documentation I (Children)	8:30 a.m. - 12:30 p.m.	Conf. Rm. 1
	April 21, 2010	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 [QMTtraining@SacCounty.net](mailto:QMTtraining@SacCounty.net)

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<b><u>May</u></b>	May 4, 2010	Billing and Service Codes	9:00 a.m. - 12:00 p.m.	Conf. Rm. 2
	May 12, 2010	Staff Registration/Credentialing	9:00 a.m. - 11:00 a.m.	Conf. Rm. 2
	May 12, 2010	Medi-Cal Eligibility & Uniform Method of Determining Ability to Pay (U.M.D.A.P.)	1:30 p.m. - 3:00 p.m.	Conf. Rm. 2
	May 20, 2010	Documentation II (Children)	8:30 a.m. - 12:30 p.m.	Conf. Rm. 1
<b><u>June</u></b>	June 1, 2010	Billing and Service Codes	9:00 a.m. - 12:00 p.m.	Conf. Rm. 2
<b><u>July</u></b>	July 1, 2010	Site Certification	1:30 p.m. - 3:30 p.m.	Conf. Rm. 2
	July 12, 2010	Balancing Clinical Care and Compliance Issues (Adult/Children)	9:00 a.m. - 11:00 a.m.	Conf. Rm. 1
	July 15, 2010	Documentation I (Children)	8:30 a.m. - 12:30 p.m.	Conf. Rm. 1
	July 21, 2010	Problem Resolution/Advance Medical Directives	9:00 a.m. - 11:00 a.m.	Conf. Rm. 2
	July 29, 2010	Orientation to the Mental Health Plan	1:00 p.m. - 4:00 p.m.	Conf. Rm. 2
<b><u>August</u></b>	Aug. 3, 2010	Billing and Service Codes	9:00 a.m. - 12:00 p.m.	Conf. Rm. 2
	Aug. 11, 2010	Staff Registration/Credentialing	9:00 a.m. - 11:00 a.m.	Conf. Rm. 2
	Aug. 11, 2010	Medi-Cal Eligibility & Uniform Method of Determining Ability to Pay (U.M.D.A.P.)	1:30 p.m. - 3:00 p.m.	Conf. Rm. 2
	Aug. 19, 2010	Documentation II (Children)	8:30 a.m. - 12:30 p.m.	Conf. Rm. 1
<b><u>September</u></b>	Sept. 7, 2010	Billing and Service Codes	9:00 a.m. - 12:00 p.m.	Conf. Rm. 2
	Sept. 20, 2010	Balancing Clinical Care and Compliance Issues (Adult/Children)	9:00 a.m. - 11:00 a.m.	Conf. Rm. 1

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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. 5, 2010	Billing and Service Codes	9:00 a.m. - 12:00 p.m.	Conf. Rm. 2
	Oct. 7, 2010	Site Certification	1:30 p.m. - 3:30 p.m.	Conf. Rm. 2
	Oct. 20, 2010	Problem Resolution/Advance Medical Directives	9:00 a.m. - 11:00 a.m.	Conf. Rm. 2
	Oct. 21, 2010	Documentation I (Children)	8:30 a.m. - 12:30 p.m.	Conf. Rm. 1
<b><u>November</u></b>	Nov. 2, 2010	Billing and Service Codes	9:00 a.m. - 12:00 p.m.	Conf. Rm. 2
	Nov. 10, 2010	Staff Registration/Credentialing	9:00 a.m. - 11:00 a.m.	Conf. Rm. 2
	Nov. 10, 2010	Medi-Cal Eligibility & Uniform Method of Determining Ability to Pay (U.M.D.A.P.)	1:30 p.m. - 3:00 p.m.	Conf. Rm. 2
	Nov. 18, 2010	Documentation II (Children)	8:30 a.m. - 12:30 p.m.	Conf. Rm. 1

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# Quality Management Training Calendar 2010

## 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. 3, 2010	Documentation I (Adult)	8:30 a.m. - 12:30 p.m.	<b>Northgate Point</b> 601 W. No. Market Street
	Feb. 4, 2010	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 5, 2010	Documentation I (Adult)	8:30 a.m. - 12:30 p.m.	<b>Visions Unlimited, Inc.</b> 7000 Franklin Blvd. #200
	May 6, 2010	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. 4, 2010	Documentation I (Adult)	8:30 a.m. - 12:30 p.m.	<b>Sierra Elder Wellness Program</b> 9261 Folsom Blvd, Suite 500
	Aug. 5, 2010	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. 3, 2010	Documentation I (Adult)	8:30 a.m. - 12:30 p.m.	<b>Human Resource Consultants</b> 2220-B Watt Avenue
	Nov. 4, 2010	Documentation II (Adult)	8:30 a.m. - 12:30 p.m.	<b>Human Resource Consultants</b> 2220-B Watt Avenue

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# Quality Management Training Calendar

## 2010

### CLASS DESCRIPTIONS

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

**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

#### **BILLING AND SERVICE CODES TRAINING**

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

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

- > Technical training on completing the Avatar Multiple Client Charge Input Form
- > Review of service codes and billing for appropriate services
- > MHPA billing and service codes
- > Inclusion of key Client Service Information in service coding
- > Group billing and use of group service codes

#### **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) - BEGINNING**

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

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

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

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

- > Review clinical documentation requirements/standards and service/billing codes
- > Interactive completion of clinical documentation
- \* **Please Note:** Children 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)
- > Completing the UMDAP process for AVATAR.

#### **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 AVATAR 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
03-29-10	A1	Balancing Clinical Care & Compliance Issues	01-21-10	E1	Documentation I (Children)
07-12-10	A2	Balancing Clinical Care & Compliance Issues	04-15-10	E2	Documentation I (Children)
09-20-10	A3	Balancing Clinical Care & Compliance Issues	07-15-10	E3	Documentation I (Children)
01-05-10	B1	Billing and Service Codes	10-21-10	E4	Documentation I (Children)
02-02-10	B2	Billing and Service Codes	02-18-10	F1	Documentation II (Children)
03-02-10	B3	Billing and Service Codes	05-20-10	F2	Documentation II (Children)
04-06-10	B4	Billing and Service Codes	08-19-10	F3	Documentation II (Children)
05-04-10	B5	Billing and Service Codes	11-18-10	F4	Documentation II (Children)
06-01-10	B6	Billing and Service Codes	02-10-10	G1	Medi-Cal Eligibility and U.M.D.A.P.
08-03-10	B7	Billing and Service Codes	05-12-10	G2	Medi-Cal Eligibility and U.M.D.A.P.
09-07-10	B8	Billing and Service Codes	08-11-10	G3	Medi-Cal Eligibility and U.M.D.A.P.
10-05-10	B9	Billing and Service Codes	11-10-10	G4	Medi-Cal Eligibility and U.M.D.A.P.
11-02-10	B10	Billing and Service Codes	01-28-10	H1	Orientation to the Mental Health Plan
02-03-10	C1	Documentation I (Adult) @ Northgate	07-29-10	H2	Orientation to the Mental Health Plan
05-05-10	C2	Documentation I (Adult) @ Visions	01-20-10	I1	Problem Resolution/Advance Medical Directives
08-04-10	C3	Documentation I (Adult) @ Sierra Elder Wellness Program	04-21-10	I2	Problem Resolution/Advance Medical Directives
11-03-10	C4	Documentation I (Adult) @ HRC	07-21-10	I3	Problem Resolution/Advance Medical Directives
02-04-10	D1	Documentation II (Adult) @ Northgate	10-20-10	I4	Problem Resolution/Advance Medical Directives
05-06-10	D2	Documentation II (Adult) @ Visions	01-07-10	J1	Site Certification
08-05-10	D3	Documentation II (Adult) @ Sierra Elder Wellness Program	04-01-10	J2	Site Certification
11-04-10	D4	Documentation II (Adult) @ HRC	07-01-10	J3	Site Certification
			10-07-10	J4	Site Certification
			02-10-10	K1	Staff Registration/Credentialing
			05-12-10	K2	Staff Registration/Credentialing
			08-11-10	K3	Staff Registration/Credentialing
			11-10-10	K4	Staff Registration/Credentialing

**THIS AREA FOR TRAINING OFFICE USE ONLY:**

**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 \_\_\_\_\_ Agency Type: **(Please Circle One)** Child, Adult, Both

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

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