MHSA, AUDITS AND YOU

CBHDA MHSA Boot Camp
April 17, 2018
Types of Audits

- DHCS
- State Auditor
- Local County Auditor
- EQRO
- DHCS Compliance Review
Timeline

- Audit took 6 months
- Various staff involved:
  - Contracting staff
  - Program managers
  - Fiscal staff
  - BHS administrative staff
  - Leadership
How to Plan

• Do internal review of all of your processes around MHSA:
  • Budgeting
  • MHSA Plans approval
  • Community engagement process
  • Competitive procurement process, including RFPs, selection processes, etc.
  • Contract monitoring
  • Data collection
  • Invoice approval and payment processes
  • Corrective action tracking and resolution
  • Expenditure monitoring/tracking
  • Reconciliation to CAFR
  • Outcomes reports and manuals
Lessons Learned

• Track all State Info Notices and correspondence from inception of MHSA
  • When notices were issued
  • What year they apply to
  • Which notices they supersede and when
  • What components they apply to
• Review and document internal processes and controls for MHSA funding
• Designate a primary contact to correspond with auditor and gather information
• Inventory every email and every document given/sent to an auditor
Lessons Learned

- Document processes
  - Stakeholder feedback
  - Screen Shot of postings
  - Master MHSA action document:
    - Postings
    - Key presentation dates for stakeholder feedback
    - Public Hearing Dates
    - Submission dates
    - Board Letters
Lessons Learned

- Archive key documents for future use in an audit
- **Program Articulation**
  - Program goals/objectives → Program expectations → Program outcomes
  - Create a logic model that ties all together
    - Be ready to articulate reasons for actions
      - Outcome measures selection
  - Program monitoring processes
    - Reports
    - Use
MHSA Audit: Lessons Learned

San Bernardino County
Department of Behavioral Health

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April 16, 2018
Tips

• Know the regulations
• Ensure service tracking clearly supports the funding
• Document, document, document
• Be creative and solution oriented
• Create an MHSA Plan that supports the regulations
What We Would Do Differently

• Having all of the Info notices and correspondence save in one place.
Key Message:

If it ain’t documented, it didn’t happen.