

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



Behavioral Health
Office of Program Planning and Development

MHSA Audit: Lessons Learned

San Bernardino County
Department of Behavioral Health

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April 16, 2018

- 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.



"I assume you have documentation to back up these 27 light-years of business travel."