



CLAYTON CHAU, MD, PH.D.
DIRECTOR

LILLY SIMMERING
ASSISTANT DIRECTOR

JEFFREY A. NAGEL, PH.D.
DIRECTOR
BEHAVIORAL HEALTH SERVICES

KATHLEEN MURRAY, LMFT, CHC
DIRECTOR
AUTHORITY & QUALITY IMPROVEMENT SVCS

KELLY K. SABET, LCSW, CHC
DIVISION MANAGER
AUTHORITY & QUALITY IMPROVEMENT SERVICES
Quality Assurance & Quality Improvement
Division

MEMORANDUM
BEHAVIORAL HEALTH SERVICES
Authority and Quality Improvement Services
Quality Assurance and Quality Improvement Division

DATE: August 27, 2020

TO: Behavioral Health Services Administrative Managers
Correctional Mental Health Services Administrative Managers

FROM: Kelly K. Sabet, LCSW, CHC
Division Manager
Authority & Quality Improvement Services

SUBJECT: New AQIS 5150/5585 LPS Outpatient Designation Process

Providers seeking to become LPS Outpatient Designated or LPS Outpatient Re-Designated will be trained for both 5150 and 5585 Designation and are required to follow the new process effective August 31, 2020. This memo outlines the changes in the Outpatient Designation process and includes the new forms needed to submit with the LPS Outpatient Designation Application.

First Time LPS Outpatient Designation Process

New employees/providers with minimal to no prior experience with LPS Designation must shadow an experienced LPS Outpatient Designated individual either prior or after taking the AQIS Revised 5150/5585 LPS Outpatient Designation Training for at least 3 months before the LPS Outpatient Designation Application will be approved. After this time, they are to complete the following:

1. Complete the online AQIS Revised 5150/5585 LPS Outpatient Designation Training (AQIS is working on the audio, but at this time the training has no audio) located at:
https://www.ochealthinfo.com/bhs/about/aqis/certification_and_designation
2. Complete and submit the LPS Outpatient Designation Application documents which include:
 - Completed and signed 5150/5585 LPS Outpatient Confirmation Form
 - Completed 5150/5585 LPS Outpatient Designation Training Certificate of Completion
 - Passport style picture (See Instructions to take the 5150/5585 LPS Outpatient Designation Exam –Initial Process for further information)
 - Copy of Employee Badge

3. All required application documents must be scanned and submitted via Secure email by the Service Chief/Program Director to AQISDesignation@ochca.com with the Subject heading of: **LPS Outpatient Designation Exam Request and Full legal Name** [example: **LPS Outpatient Designation Exam Request – Jonathon Doe**]
4. Approved LPS Outpatient Designation Application:
 - Exam link will be sent to the applicant (the link is not to be shared with others; exam must be taken alone and with no study guides). The applicant must take the exam in one session and the exam will be timed.
 - Exam will be scored and verified that it was taken in one session within 1 hour and if applicant receives a:
 - Passing score of 80% (52/65) - a two year 5150/5585 LPS Outpatient Designation Card will be issued within 2 weeks. Please note cards will be distributed to Program Managers at 405 W. 5th St. Santa Ana.
 - No passing score – Service Chief/Program Director must wait **30 days** to request to retake the 5150/5585 LPS Outpatient Designation Exam.

Denied LPS Outpatient Designation Application:

- If the LPS Outpatient Designation Application is denied for any reason (i.e. Form not completed correctly or missing items), the document(s) will be returned for corrections and resubmission.
- All required documents must be submitted within 30 days of taking the LPS Outpatient Designation Training or the application will be denied.

LPS Outpatient Re-Designation Process

1. Complete the online AQIS Revised 5150/5585 LPS Outpatient Designation Training located at: https://www.ochealthinfo.com/bhs/about/aqis/certification_and_designation
2. Complete and submit the LPS Outpatient Designation Application documents which include:
 - Completed and signed 5150/5585 LPS Outpatient Confirmation Form
 - Completed 5150/5585 LPS Outpatient Designation Training Certificate of Completion
 - Passport style picture (See Instructions to take the 5150/5585 LPS Outpatient Designation Exam – Re-Designation Process for further information)
 - Copy of Employee Badge
 - One copy of a 5150/5585 Hold written within the last 6 months
 - Expired LPS Designation Card (Must be returned for new card to be issued)
3. All required application documents must be scanned and submitted via Secure email by the Service Chief/Program Director to AQISDesignation@ochca.com with the Subject heading of: **LPS Outpatient Designation Exam Request and Full legal Name** [example: **LPS Outpatient Designation Exam Request – Jonathon Doe**]
4. Approved LPS Outpatient Designation Application:

- Exam link will be sent to the applicant (the link is not to be shared with others; exam must be taken alone and with no study guides). The applicant must take the exam in one session and the exam will be timed.
- Exam will be scored and verified that exam was taken in one session within 1 hour and if applicant receives a:
 - Passing score of 80% (52/65) - a two year 5150/5585 LPS Outpatient Designation Card will be issued within 2 weeks. Please note cards will be distributed to Program Managers at 405 W. 5th St. Santa Ana.
 - No passing score – Service Chief/Program Director must wait **30 days** to request to retake the 5150/5585 LPS Outpatient Designation Exam. **No 5150/5585 holds can be written if the LPS Designation Card has expired.**

Denied LPS Outpatient Designation Application:

- If the LPS Outpatient Designation Application is denied for any reason (i.e. Form not completed correctly or missing items), the document(s) will be returned for corrections and resubmission.
 - All required documents must be submitted within 30 days of taking the LPS Outpatient Designation Training or the application will be denied.
5. The date the LPS Designation card expired or when you receive your new LPS Outpatient Designation card, you are required to send back to AQIS the expired card. Failure to return the expired LPS Designated card may impact your designation status.

If any employee/provider does not successfully pass the exam or complete the process and their LPS Outpatient Designation card expires, they must return their expired LPS Outpatient Designation card to AQIS and they **cannot** operate in the capacity of a LPS Designated provider.

As a reminder any employee/provider who separates from the county or county contracted program or Correctional Mental Health Services who has been LPS Designated **must** return their LPS Outpatient Designation card to AQIS.

BHS Policy and Procedure 04.03.01 Lanterman-Petris-Short Act (LPS) Designation of BHS County and Outpatient Contract Providers is currently being updated to reflect the above changes. Also new to the process is the ongoing oversight and audits of written 5150/5585 holds which will be detailed in the P&P. Consecutive problems seen in written 5150/5585 holds or any grievance might impact an individual's LPS Outpatient Designation status and can lead to the removal/denial of an individual's LPS outpatient designation status.

Sincerely,

Kelly K. Sabet, LCSW, CHC, DM

Kelly K. Sabet, LCSW, CHC
Division Manager
Authority & Quality Improvement Services
Quality Assurance & Quality Improvement Division

KKS.dm

Attachments:

AQIS 5150-5585 Outpatient Confirmation Form

Instructions to take the 5150_5585 LPS Outpatient Designation Exam – Initial Process

Instructions to take the 5150_5585 LPS Outpatient Designation Exam - Re-Designation Process

Returned LPS Outpatient Designation Card Memo