

M E M O R A N D U M

Date: December 20, 2019
To: DMC-ODS Treatment Providers
From: John Doyel 
Subject: Administrative Monitoring (AM)
CC: QCM and ADP Staff, Pam Fisher

In order to better prepare ourselves for the many State DHCS auditing and monitoring visits, county ADP staff will be visiting all agencies that provide DMC-ODS treatment services to conduct administrative monitoring. The site visits will be in January and February of next year, 2020. Melissa Wilkins will administer the monitoring in South County, while Amy Lopez will be doing the same in North and West County.

Administrative Monitoring (AM) looks at the agency as a whole, on the most macro level. AM will ensure, for example, that your agencies are licensed, certified with ASAM designation, that you have current policies and procedures in place, your personnel files are complete, and your board of directors and organizational charts are up to date. AM will compliment and dovetail with our current programmatic, documentation and clinical monitoring to ensure that all things are in place when the State comes calling.

After the first of the year, Amy and Melissa will request certain documents from you and review them before the visit. They will collaborate with you to do as much of the work electronically as possible. Then, they will schedule a time for the site visit. Ideally, the site visits should not last long, and the benefits will be great and long lasting. The better prepared we are for the State, the happier and safer we will all be. Client care will be ensured. Thanks in advance for your continued good work and collaboration.