



# County of Fresno

DEPARTMENT OF BEHAVIORAL HEALTH  
SUSAN L. HOLT, LMFT  
DIRECTOR / PUBLIC GUARDIAN

[Date]

Point of Contact Name, Title  
Program Name  
Program Street Address  
Program City, State Zip code

RE: **[Insert all funding sources and contract numbers]**

Dear **[Point of Contact]**:

The Fresno County Department of Behavioral Health Managed Care Division, Substance Use Disorder Services (DBH-MCSUD) staff performed a medical records review of **[Enter ASAM Designation]** services on **[Enter date of audit]**. The purpose of the review was to ensure that services are provided in compliance with all Federal, State and County standards.

During the review, we discovered some areas where documentation did not meet standards and/or where operating efficiency can be improved; these are outlined in the enclosed Site Review Findings and Corrective Action Plan (CAP). We hope that you will find this information helpful for improving your documentation practices and quality of care.

Please complete the "Provider's Plan of Correction" column on the CAP and return to **[Enter audit lead and email]** by **[Enter 30 business days from date of report]**. Use the space to identify what changes you have made and corrective actions you have taken (e.g., staff trainings) to ensure compliance in the future. Please attach support material (i.e., newly revised forms, training rosters, training materials) as appropriate. Failure to respond to findings may impact prospective contract opportunities with the Department of Behavioral Health Contracts Division Substance Use Disorder Services.

Thank you for doing all that you do for our beneficiaries. We truly appreciate the courtesy and cooperation you extended to us during the audit process. Please contact **[Enter audit lead and phone number]** at your earliest convenience if you have any questions or concerns about the review process and outcome.

Warmest regards,

**[Name, License]/[initials of SA]**

Clinical Supervisor  
Managed Care Division  
Substance Use Disorder Services  
Fresno County Department of Behavioral Health  
1925 E. Dakota Ave. Fresno, CA 93726

**[CS INITIALS]/audit lead initials]**

CC: Katherine Anderson, Principal Analyst, SUD Contracts, Department of Behavioral Health  
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