


**COUNTY OF IMPERIAL  
DEPARTMENT OF BEHAVIORAL HEALTH SERVICES**

**POLICY AND PROCEDURE MANUAL**

<b>SUBJECT:</b> Compliance - Auditing and Monitoring Activities	<b>POLICY NO:</b> 01-284
<b>SECTION:</b> Administration	<b>EFFECTIVE DATE:</b> 7-15-21
<b>REFERENCE:</b>	<b>PAGE:</b> 1 of 2
	<b>SUPERSEDES:</b> 5-18-16
<b>AUTHORITY:</b> Behavioral Health Director as the Local Mental Health Director and Alcohol and Drug Administrator	<b>APPROVED BY:</b> 

**PURPOSE:** To establish a policy regarding the auditing and monitoring activities to ensure the effectiveness of the ICBHS Compliance Program.

**DEFINITIONS:**

**ICBHS:** Imperial County Behavioral Health Services.

**Prompt Response:** Upon receipt of a report or reasonable indications of suspected non-compliance, the Compliance Officer will initiate an investigation within 5 working days. If the investigation yields valid evidence of non-compliance, the Compliance Officer will develop a corrective action plan with 45 days.

**POLICY:** To ensure ICBHS performance complies with legal and regulatory requirements, the ICBHS Compliance Unit will conduct on-going program evaluation through auditing and monitoring of ICBHS programs, staff, and contract providers.

The Compliance Unit will perform internal reviews to

investigate indications of fraud, waste and abuse as a result of an auditing and monitoring activity or a concern reported through the compliance hotline, post office box, or other reporting means.

Detected instances of fraud, waste and abuse will immediately be reported to and reviewed by the Compliance Officer. If there is evidence of fraud, waste, or abuse, the Compliance Officer will respond promptly and make recommendations for corrective action. Findings and recommendations will be reported to the Director and Compliance Committee.