

NOABD PROCEDURE FOR MH & SUD

QA is responsible for monitoring program compliance with client rights, such as issuance of NOABD's. As indicated on the [SmartCare Then & Now EHR Transition Guide](#), the functionality of generating and tracking of NOABD's are on hold in SmartCare until we complete the process of updating templates in SmartCare and test functionality. This means a manual process for reporting NOABD info is needed.

PROCESS

1. Programs shall track NOABDs utilizing QA's [NOABD Tracking Log](#) template. All elements must be completed.
2. If no NOABDs were issued in a quarter, programs shall complete the top portion of the log with program information and check the box for "No NOABD's reported this quarter"

Legal Entity		Program Name	
Program Number		MH/SUD Program	
No NOABD's reported this quarter ☐ Check			

3. NOABD Logs due to QA on a quarterly basis by the 15th of month following the end of the quarter. Reminders may be found in each UTTM at the end of the quarter.
 - a. Quarter 1 (July – Sept) due October 15
 - b. Quarter 2 (Oct – Dec) due January 15
 - c. Quarter 3 (Jan – March) due April 15
 - d. Quarter 4 (April – June) due July 15
4. **Only electronic excel versions of the tracking log will be accepted.** Handwritten or PDF logs will be returned.
5. Logs shall be sent to gimatters.hhsa@sdcounty.ca.gov
 - a. Due to logs containing Personally Identifiable Information (PII), logs shall be encrypted unless program is on the County Transport Layer Security (TLS) secure email list which ensure automatic encryption.
 - b. If you are unsure if your program/legal entity is on the TLS list with automatic encryption, please encrypt as a precaution.
 - c. Submissions without encryption from programs not on the TLS will require a Privacy Incident Report.
6. QA will track receipt of logs to ensure all MHP and DMC-ODS providers are reporting quarterly and will follow up with programs not submitting.