



**From:** John DiPalma  
**To:** [Katrina Lee](#); [Scott Chad D](#)  
**Subject:** RE: Plan for Kepro Restructure  
**Date:** Tuesday, April 11, 2017 3:05:34 PM  
**Attachments:** [image001.png](#)

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Green light here!!!!

John

John R. DiPalma  
Executive Director  
*KEPRO*  
1750 Blankenship Road  
Suite 425  
West Linn, OR 97068  
Cell: 813.480.2910  
Fax: 866.350.1311  
Email: [jdipalma@kepro.com](mailto:jdipalma@kepro.com)

Connect with KEPRO: [LinkedIn](#)

[www.KEPRO.com](http://www.KEPRO.com)



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**From:** Katrina Lee  
**Sent:** Tuesday, April 11, 2017 2:00 PM  
**To:** Scott Chad D; John DiPalma  
**Subject:** Plan for Kepro Restructure

Thanks for walking through this with me Chad. I have CC'd John on this so that he can agree or comment on the plan.

Chad will speak with Trevor and Rhonda this week about pulling staff out of OSH for 90 days. During this 90 day period they will be redistributed into doing treatment episode monitoring and utilization review. The hope is that this will open beds in the community so that over the next 90 days, the 30 day RTT list will shrink automatically as there will be openings to funnel clients into.

The Case managers will bill the TEM as a one time services and just add one note with the amount of hours it took to obtain records, review records, contact community providers and complete the TEM process with an approval or denial.

If this is a denial and the member is given 60 days to leave the residential placement, then the case managers may (or may not depending on need) assist the community mental health provider by

providing an assessment and PCP. This can be billed as case management hours.

One primary area to focus a staff member on will be the SRTF placements. Another will be TEM for AFH/RTH.

Chad reports it is alright to have an unlicensed person doing this role because they are not diagnosing or providing therapy. They are doing an assessment and PCP.

**Plans to place into effect**

Chad will approve plan with Rhonda and Trevor by Friday.

Chad and/or Katrina will notify OSH that this will be effective within two weeks.

Tomorrow (4/11/17) I will discuss the plan with staff and advise them to complete the PCP's that they are currently working on but they will not be taking more cases on at this time.

I will advise staff of the reassignment (as follows) tomorrow and discuss workflows and changes. I will advise staff that this is preliminary and may change as need changes.

John – will you approve the TEM process and reports so that they can be put onto Kepro paper/letterhead

Plan for restructure – given that Diane is leaving

Deb – SRTF Treatment Episode Monitoring

Jude – AFH Treatment episode monitoring

Anne – Move to UM

Kenlin – Move to UM

\*new hire Cindy – TEM

\* new hire to replace Diane – TBD

\*New hire eastern Oregon TEM

Chad – anything to add to this?

Katrina

Katrina Lee, LCSW

Behavioral Health Manager

KEPRO

1750 Blankenship Road, Suite 425

West Linn, OR 97068

Office: 503-404-4092 ext. 4675

Toll Free: 1-800-562-4620 ext. 4675

Fax: 1-844-673-8034

Email: [klee@kepro.com](mailto:klee@kepro.com)

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