

Agenda Item 4

Medical Board of California  
and  
Department of Consumer Affairs  
Memorandum of Understanding

What is a Memorandum of  
Understanding

- A document that outlines the agreement between two parties [Medical Board of California (MBC) and the Department of Consumer Affairs (DCA)] and defines the relationship between those parties
- A document that establishes mutually agreed upon protocols and specific roles and responsibilities of each party

## Department of Consumer Affairs Duties and Responsibilities

- Provide monthly financial reports and budget projections to the MBC
- Charge MBC for all costs incurred by the Health Quality Investigation Unit (HQIU)
- Will not exceed the allocated amount for HQIU each fiscal year
- Procure equipment and services for HQIU (with the exception of IT equipment and services)

## Department of Consumer Affairs Duties and Responsibilities (cont.)

- Create a new Asset Forfeiture Account (current funds in the MBC account will only be used for HQIU until funds are exhausted)
- Pay all invoices received by MBC for costs resulting from HQIU services
- HQIU staff will provide investigative services to HQIU clients only
- Investigate using the vertical enforcement model

### Department of Consumer Affairs Duties and Responsibilities (cont.)

- Review Attorney General billings for accuracy
- Return all investigatory files to MBC
- Follow the established IT implementation plan
- Utilize BreEZe as its primary database and enter all data necessary for case tracking
- HQIU staff will assist MBC in the development and presentation of enforcement information
- HQIU staff will assist MBC with expert training

### Department of Consumer Affairs Duties and Responsibilities (cont.)

- HQIU staff will collect the same data markers (statistics) as collected prior to the transition
- Notify MBC of any media or legislative inquiry and assist in any necessary response
- Will not provide any press releases regarding MBC cases without approval
- Forward all subpoenas or requests for investigation case records to MBC
- Keep all HQIU case records/information confidential

## Medical Board of California Duties and Responsibilities

- Pay all HQIU costs
- Provide existing Asset Forfeiture Account funds for HQIU use
- Follow the IT implementation plan
- Provide IT support services to HQIU staff
- Send all cases referred for investigation by HQIU to the field offices

## Medical Board of California Duties and Responsibilities (cont.)

- Incorporate all data marker information (statistics) collected by DCA into MBC documents
- Provide DCA with advance notice of any public presentation of enforcement-related document or information concerning HQIU to Board Members
- Notify DCA of any media or legislative inquiries regarding HQIU and work with DCA on response