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DATE: March 11, 2014
TO: Comprehensive Substance Treatment and Rehabilitation (CSTAR) Programs
Primary Recovery Plus (PR+) Programs
Department of Corrections (DOC) Programs
FROM: Nora K. Bock, Director of Adult Community Treatment *NB*
Connie Cahalan, Director of Children's Services *CC*
RE: Daily Living Activities (DLA-20©) Functional Assessment

Effective July 1, 2014, the Division of Behavioral Health will require implementation of the Daily Living Activities Functional Assessment (DLA-20©) Adult Alcohol-Drug version as the standardized functional tool for adults in CSTAR and PR+. The DLA-20© version will be required for use in CSTAR Adolescent programs. All provider agencies administering the DLA-20© must receive the appropriate training from Willa Presmanes, M.A., M.Ed. the developer of the tool, or Annie Jensen, in order to administer the DLA-20© to fidelity. The DLA-20© is a copyrighted tool that is available at no cost after appropriate training is received from the developer/MTM Services. Individuals that receive this training from Ms. Presmanes or Ms. Jensen may train others within their agency on the administration of the tool.

Once trained, provider staff can begin using the DLA-20© as outlined in the attached bulletin. All providers are to have received training from Ms. Presmanes or Ms. Jensen and be utilizing the appropriate DLA-20© no later than July 1, 2014. Completion of training on this version of the DLA-20© must be documented and filed in each employee's personnel record.

The DLA-20© is a twenty-item functional assessment measure designed to assess what activities of daily living are impacted by substance use, mental illness or disability. The assessment tool quickly identifies where outcomes are needed so clinicians/community support specialists can address those areas on the individualized treatment plan with the goal of improved functioning and symptom reduction.

Please contact Susan Blume at susan.blume@dmh.mo.gov if you have any questions.

NB:ldn

Attachment

ec: Regional Executive Officers
District Administrators
Area Treatment Coordinators
Chiefs of Children's Community Operations
Debbie McBaine
Laurie Epple
Natalie Fornelli
Susan Blume
Rhonda Turner
Brent McGinty

Missouri Division of Behavioral Health

Bulletin Number: FY 15—Clinical 26	COMMUNITY TREATMENT BULLETIN	Effective Date: July 1, 2014
New	Subject: DLA-20©in DBH-Contracted Substance Abuse Treatment Programs	Number of Pages: 2

1. Programs Affected

- 1.1 All Comprehensive Substance Abuse and Rehabilitation (CSTAR) programs, Primary Recovery Plus (PR+) programs, and Department of Corrections (DOC) programs.

2. Background and Purpose

- 2.1 This bulletin provides clarification on the implementation of the Daily Living Activities (DLA-20©) Functional Assessment, Alcohol-Drug version, in substance abuse treatment programs.
- 2.2 The DLA-20© is a twenty-item functional assessment measure designed to assess what activities of daily living are impacted by substance abuse, mental illness or disability. The assessment tool quickly identifies where outcomes are needed so clinicians/community support specialists can address those areas on the individualized treatment plan with the goal of improved functioning and symptom reduction.

3. Policies and Procedures

- 3.1 Effective July 1, 2014, all CSTAR/PR+/DOC substance abuse treatment programs will be required to administer the DLA-20© as the standardized functional assessment tool.
- 3.2 All agencies administering the DLA-20© must have received the appropriate training from the DLA-20© developer, Willa Presmanes/MTM Services. Following receipt of training by Ms. Presmanes/MTM, these individuals may train others within their agency on the administration of the DLA-20©.
- 3.3 Any staff member administering the DLA-20© must be appropriately trained and documentation to support receipt of this training shall be maintained in each employee's personnel record.
- 3.4 For adult programs, the DLA-20© Alcohol-Drug version should be utilized.
- 3.5 For adolescent CSTAR programs, the DLA-20© Youth Mental Health version should be utilized for consumers under the age of 16 years. For consumers in adolescent programs over the age of 16, the Alcohol and Drug version can be used. Clinical judgment will determine which instrument is appropriate for older adolescents.
- 3.6 The DLA-20© is to be administered at the following times:
 - 3.6.1 Upon admission to the substance abuse treatment program;
 - 3.6.2 In conjunction with level of care changes; and,
 - 3.6.3 Upon discharge.

- 3.7 The DLA-20© may be administered, if appropriate, to a consumer in a detoxification program prior to discharge to help facilitate the transition to substance abuse treatment services.
- 3.8 The mGAF that is generated from the DLA-20© form shall be entered into CIMOR under Diagnosis, Axis V. The initial score must be entered in CIMOR within 30 days of the admission date.

4. Qualified Personnel

- 4.1 The initial and discharge administrations of the DLA-20© shall be completed by a Qualified Substance Abuse Professional (QSAP). If administered during a detoxification episode of care, it shall be completed by a QSAP.
- 4.2 The administration of the DLA-20© in conjunction with level of care changes may be completed by a community support specialist.

5. Billing and Documentation

- 5.1 When a QSAP completes the document, up to two (2) units of Individual Counseling (H0004) may be billed for time spent completing the DLA-20©. If the QSAP meets the qualifications of a community support specialist, community support (H2015) may be billed.
- 5.2 When a community support specialist completes the document, up to two (2) units of community support (H2015) may be billed for time spent administering the DLA-20©.
- 5.3 Billable time shall be the actual time spent completing the DLA-20© (up to the limit specified) and may vary from one individual to another.
- 5.4 The time spent completing the DLA-20© must be clearly documented in a progress note and be easily distinguished from direct time spent providing other community support or clinical services.
- 5.5 The DLA-20© score sheet that corresponds with the progress note should also be filed in the client record.