

## Missouri Division of Comprehensive Psychiatric Services

<b>Bulletin Number:</b> FY 13—Clinical #24	<b>COMMUNITY TREATMENT BULLETIN</b>	<b>Effective Date:</b> December 7, 2012
New	<b>Subject: DLA-20© in Adult Community Psychiatric Rehabilitation Programs</b>	<b>Number of Pages: 2</b>

### 1. Programs Affected

- 1.1 Adult Community Psychiatric Rehabilitation (CPR) Programs

### 2. Background and Purpose

- 2.1 This bulletin provides clarification on the implementation of the Daily Living Activities (DLA-20©) Functional Assessment, Adult Mental Health version, in adult CPR programs.
- 2.2 The DLA-20 is a twenty-item functional assessment measure designed to assess what activities of daily living are impacted by 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, 2013, all CPR 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 The DLA-20 is to be administered at the following times:
  - 3.3.1 Upon admission to the CPR program;
  - 3.3.2 In conjunction with treatment plan reviews;
  - 3.3.3 At the time of the annual assessment; and,
  - 3.3.3 Upon discharge.
- 3.5 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, annual, and discharge administrations of the DLA-20 shall be completed by a Qualified Mental Health Professional (QMHP).
- 4.2 The administration of the DLA-20 in conjunction with treatment plan reviews may be completed by a community support specialist.

#### **5. Billing and Documentation**

- 5.1 When a QMHP completes the document, up to two (2) units of Behavioral Health Assessment (H0002) may be billed for time spent completing the DLA-20.
- 5.2 When a community support specialist completes the document, up to two (2) units of community support (H0036) may be billed for time spent administering the DLA-20.
- 5.3 Billable time shall be the actual time spent completing the DLA-20 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.
- 5.6 Community support may NOT be billed for completion of the DLA-20 within per diem programs where community support is not a separately billable service (e.g., Assertive Community Treatment and Intensive CPR Non-residential).