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).