

MISSOURI DEPARTMENT OF MENTAL HEALTH
Division of Behavioral Health
OFFICIAL MEMORANDUM

DATE: August 11, 2014

TO: Adult and Youth CPR Programs

FROM: Connie Cahalan, Director of Children's Services
Nora Bock, Director of Adult Community Treatment

SUBJECT: CPR Policy Changes Regarding the DLA-20© and
Guardians' Signatures on Key Documentation

Introduction: The CPS Assessment Workgroup submitted the following recommendations to the Division of Behavioral Health (DBH):

- Replace the quarterly review of the treatment plan with the completion of the Daily Living Activities (DLA-20©) functional update on a quarterly basis; and,
- Define 'reasonable attempts' in obtaining guardians' signatures on documents that require such.

The DBH reviewed the workgroup's full recommendations and issues the following policy changes:

Quarterly DLA-20 Functional Assessment Update Requirements

Effective September 1, 2014, the DLA-20© functional assessment, completed on a quarterly basis, along with additional documentation to supplement the DLA-20© results as outlined in this memo, will replace the current requirements for quarterly treatment plan reviews. Content requirements include, but may not be limited to:

1. Barriers, issues or problems identified by the consumer, family, guardian, and/or staff that identify the need for focused services;
2. Brief explanation of any change or progress in the daily living functional abilities in the previous 90 days; and,
3. Brief summary of subsequent changes that will be made to the treatment plan as a result of conducting this functional update.

It is the Division's expectation that treatment plans will be updated, as appropriate, following the completion of this functional tool.

The content requirements of the functional update, completed on a quarterly basis, may be documented in one of the following ways:

1. Include a narrative section with the treatment plan that includes the functional update content requirements;
2. Within the DLA-20© or as an appendix to the DLA-20©, include a narrative section, summary page, or “extended” DLA-20© assessment that includes the functional update content requirements; or
3. Include the functional update content requirements in a separate progress note.

It is the Division’s expectation that staff will be able to readily direct auditors/reviewers to the functional updates during reviews or as requested.

The quarterly administration of the DLA-20© functional update may be completed by a community support specialist. When a community support specialist completes the DLA-20© and composes the additional required content, up to two (2) units of community support (H0036) may be billed. The units billed should reflect actual time spent completing the functional update and thus, billing time may vary by consumer. No changes will be made to the bundled assessment/treatment plan rate.

“Reasonable Attempts” to Obtain Guardians’ Signatures

For adults and youth age 18 and older, there will be a minimum of two (2) documented “reasonable attempts” made in obtaining a guardian’s signature on the initial and annual treatment plans. Consumers and/or guardians will not have to sign the DLA-20© functional update that will be completed on a quarterly basis. “Reasonable attempts” could be in the form of a home visit, phone call, mailed letter, or fax. **Such efforts must be documented in the record.** Guardian signatures for children younger than age 18 **must** be obtained for the initial and annual treatment plans.