

Department of Mental Health
TRANSMITTAL LETTER

SUBJECT Level of Care Utilization System (LOCUS/CALOCUS) Evaluations		
POLICY NUMBER DMH Policy 300.1	DATE APR 28 2005	TL# 70

Purpose. To set forth the procedures that must be followed to ensure on-going level of care (LOC) needs are effectively evaluated for all consumers who are enrolled in a core services agency (CSA) and engaged in active treatment.

Applicability. Applies to all active consumers, DMH-certified CSAs, subproviders, speciality providers, Comprehensive Psychiatric Emergency Program (CPEP), Saint Elizabeths Hospital (SEH), and the Mental Health Authority (MHA).

Policy Clearance. Reviewed by affected responsible staff and cleared through appropriate MHA offices.

Implementation Plans. A plan of action to implement or adhere to this policy must be developed by designated responsible staff. If materials and/or training are required to implement this policy, these requirements must be part of the action plan. Specific staff should be designated to carry out the implementation and program managers are responsible for following through to ensure compliance. Action plans and completion dates should be sent to the appropriate authority. Contracting Officer Technical Representatives (COTRs) must also ensure that contractors are informed of this policy if it is applicable or pertinent to their scope of work. *Implementation of all DMH policies shall begin as soon as possible. Full implementation of this policy shall be completed within sixty (60) days after the date of this policy.*

Policy Dissemination and Filing Instructions. Managers/supervisors of DMH and DMH contractors must ensure that staff are informed of this policy. Each staff person who maintains policy manuals must ensure that this policy is filed in the **DMH** Policy and Procedures Manual, and contractors must ensure that this policy is maintained in accordance with their internal procedures.

*If any CMHS or DMH policies are referenced in this policy, copies may be obtained from the DMH Policy Support Division by calling (202) 673-7757.

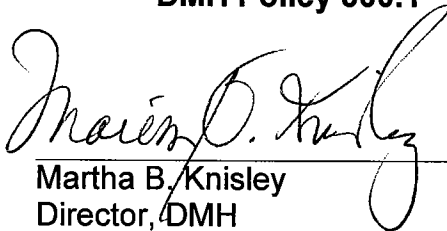
ACTION

REMOVE AND DESTROY


None

INSERT

DMH Policy 300.1



Martha B. Knisley
Director, DMH

GOVERNMENT OF THE DISTRICT OF COLUMBIA  DEPARTMENT OF MENTAL HEALTH	Policy No. 300.1	Date APR 28 2005	Page 1
	Supersedes None		

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1. **Purpose.** To set forth the procedures that must be followed to ensure on-going level of care (LOC) needs are effectively evaluated for all consumers who are enrolled in a core services agency (CSA) and engaged in active treatment.

2. **Applicability.** Applies to all active consumers, DMH-certified CSAs, subproviders, specialty providers, Comprehensive Psychiatric Emergency Program (CPEP), Saint Elizabeths Hospital (SEH), and the Mental Health Authority (MHA).

3. **Authority.** Mental Health Service Delivery Reform Act of 2001.

4. **Definitions.**

4a. **Active Consumer.** A consumer who is enrolled with a CSA who is receiving treatment and services from the CSA, including during inpatient or residential treatment, in accordance with his/her agreed upon Individualized Recovery Plan (IRP) or Individualized Plan of Care (IPC).

4b. **LOCUS:** Level of Care Utilization System for psychiatric and addiction services, adult version.

4c. **CALOCUS:** Child and Adolescent Level of Care Utilization System.

5. **Policy.** All consumers enrolled in a CSA and engaged in active treatment shall have their level of functioning and service needs evaluated initially, at specified routine intervals, and at other times when in crisis to ensure services delivered are individualized, clinically appropriate, and least restrictive for the consumer. The Department of Mental Health uses the LOCUS/CALOCUS tool in a computerized environment to perform these evaluations.

- In most cases, CALOCUS may be utilized with children ages 6 through 18 years. Since the service needs of infants and toddlers are fundamentally different than those of older children, services for infants and toddlers are excluded from the CALOCUS. These children should not be assessed with this instrument.
- No arbitrary age cutoff is provided for using the adult versus child/adolescent versions of LOCUS or CALOCUS, since either instrument may be the most appropriate for a given individual, depending on his or her developmental level.
- LOCUS/CALOCUS evaluations shall not be used to force treatment or services or deter consumer choice.

6. **Procedures.** A LOCUS adult evaluation, or a child/youth CALOCUS evaluation shall be completed under the following conditions and frequencies:

6a. Core Services Agency (CSA).

- Consumers presenting for Intake at a CSA shall have a LOCUS or CALOCUS evaluation completed by the CSA.
- Consumers in continuing treatment at a CSA shall have a LOCUS or CALOCUS evaluation completed by the CSA in concert with the ninety (90) day IRP/IPC planning process.
- Consumers in continuing treatment at a CSA shall have a LOCUS or CALOCUS evaluation completed by the CSA to support requests for changes in service that require service authorization [assertive community treatment (ACT), community-based intervention (CBI), intensive day treatment (IDT), rehabilitation/day services, and DMH funded residential services].
- The CSA may complete a LOCUS or CALOCUS evaluation at any time as clinically indicated to assess changes in functioning or to assess changes in service needs.

6b. Subprovider/Specialty Provider. For consumers enrolled in a CSA and referred to a subprovider or specialty provider for specialty services, such as day services, ACT, CBI, IDT, rehabilitation/day services, or residential services:

- The CSA shall maintain responsibility for ensuring completion of ninety (90) day IRP/IPC and LOCUS or CALOCUS evaluations in conjunction with the subprovider or specialty provider.
- The CSA, in conjunction with the subprovider or specialty provider, may complete a LOCUS or CALOCUS evaluation at any time as clinically indicated to assess changes in functioning or to assess changes in level of care needs.

6c. Access HelpLine (AHL). AHL shall complete a LOCUS or CALOCUS evaluation when a community hospital calls to request a transfer to Saint Elizabeths Hospital.

6d. Comprehensive Psychiatric Evaluation Program Crisis Treatment Events.

(1) For consumers who present to CPEP for emergency evaluations:

- CPEP shall complete a LOCUS or CALOCUS evaluation for consumers upon initial assessment.

(2) For consumers requiring 72-hour extended observation:

- CPEP shall complete a LOCUS or CALOCUS evaluation any time during treatment to assess changes in functioning and service needs. Input from the CSA shall be requested if the consumer has been actively enrolled prior to this crisis event.

- CPEP, with input from the CSA, shall complete a LOCUS or CALOCUS evaluation for consumers prior to discharge from CPEP as a part of discharge planning.

(3) A printed copy of the electronic version must be included in the transfer of clinical records from CPEP.

6e. Saint Elizabeths Hospital. For adult consumers receiving continuing treatment at SEH:

Civil Programs

- The CSA, in conjunction with the SEH treatment team, shall complete a LOCUS evaluation within the first five (5) calendar days of admission.
- The CSA, in conjunction with the SEH treatment team, shall complete a LOCUS evaluation weekly during the first thirty (30) calendar days of admission, and monthly thereafter.
- The CSA, in conjunction with the SEH treatment team, shall complete a LOCUS evaluation for consumers prior to discharge from the hospital as a part of discharge planning.

John Howard (JHP) Forensic Program

- The CSA, in conjunction with the JHP treatment team, shall complete a LOCUS evaluation within the first five (5) calendar days of admission and every 90 days thereafter.

6f. Other Inpatient Treatment Settings and Crisis Stabilization Programs. For all consumers admitted for inpatient treatment (other than SEH):

- The CSA, with input from the treatment team, shall complete a LOCUS or CALOCUS evaluation for consumers within the first five (5) calendar days of admission.
- The CSA, with input from the treatment team, shall complete a LOCUS or CALOCUS evaluation for consumers prior to discharge from the inpatient treatment setting or crisis stabilization program as part of discharge planning.

6g. Residential Treatment Centers (RTCs). For children/youth receiving continuing treatment at an RTC:

- The CSA, in conjunction with the RTC treatment team, shall complete a CALOCUS (or LOCUS evaluation if applicable, see Section 5 above) evaluation within the first five (5) calendar days of admission.
- The CSA, in conjunction with the RTC treatment team, shall complete a CALOCUS (or LOCUS) evaluation monthly thereafter.
- The CSA, in conjunction with the RTC treatment team, shall complete a CALOCUS (or LOCUS) evaluation for consumers prior to discharge from the RTC as part of discharge planning.

6h. D.C. Jail. For incarcerated adult consumer's or adult inmates in need of mental health services at the D.C. Jail:

- Upon notification from the DMH Jail Liaison, the CSA, with input from the D.C. Jail mental health staff, shall complete a LOCUS evaluation upon initial assessment of the inmate.
- The CSA, with input from the D.C. Jail mental health staff, shall complete a LOCUS evaluation every 90 days thereafter during the consumer's incarceration.

7. **MHA Responsibilities**. The MHA, Office of Programs and Policy (OPP) shall:

(1) **Provide** the LOCUS or CALOCUS tool and **ensure** training on the completion of the assessments.

(2) **Monitor** the evaluation process to ensure the evaluations are completed on a timely basis in compliance with this policy.

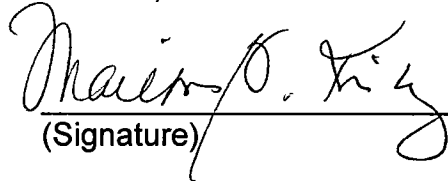
8. **Inquiries**. Any questions regarding this policy may be addressed to the Director, Division of Provider Relations at (202) 671-2900 or the Director, Division of Care Coordination at (202) 671-3070.

9. **Related References**.

DMH (MHRS) Provider Manual

Approved by:

Martha B. Knisley
Director, DMH


(Signature)

4/28/05
(Date)