

Department of Behavioral Health
TRANSMITTAL LETTER

SUBJECT

Functional Assessment for Children and Youth

POLICY NUMBER

DBH Policy 300.2

DATE

OCT 30 2014

TL# 267

Purpose. To establish the policy of the Department of Behavioral Health (DBH) regarding the functional assessment of children and youth receiving mental health services. The assessment shall (1) guide treatment planning and support cross system collaboration, and (2) provide information on the effectiveness of various services for children and youth (including the impact of various types and intensity of services).

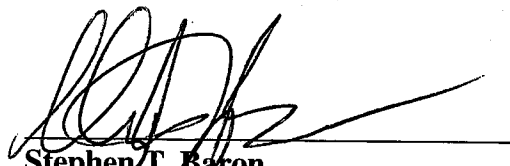
Applicability. Applies to DBH mental health providers who serve children and youth.

Policy Clearance. Reviewed by affected responsible staff and cleared through appropriate Behavioral Health Authority (BHA) offices.


Effective Date. Beginning November 01, 2014, all children and youth who are admitted/readmitted to DBH mental health services shall receive a CAFAS/PECFAS in accordance with this policy. In addition, when the treatment plan is updated for a child/youth who is currently receiving services, the CAFAS/PECFAS is to be administered accordingly per this policy.

Superseded Policy. This policy replaces DMH Policy 300.1D, Level of Care Utilization System (LOCUS/CALOCUS) Evaluations, dated February 27, 2012.

Distribution. This policy will be posted on the DBH web site at www.dbh.dc.gov under Policies and Rules. Applicable entities are required to ensure that affected staff is familiar with the contents of this policy.



Stephen T. Baron
Director, DBH

<p>GOVERNMENT OF THE DISTRICT OF COLUMBIA</p>  <p>DEPARTMENT OF BEHAVIORAL HEALTH</p>	<p>Policy No. 300.2</p>	<p>Date OCT 20 2014</p>	<p>Page 1</p>
	<p>Supersedes DMH Policy 300.1D, Level of Care Utilization System (LOCUS/CALOCUS) Evaluations, dated Feb. 27, 2012</p>		

Subject: Functional Assessment for Children and Youth

1. **Purpose.** To establish the policy of the Department of Behavioral Health (DBH) regarding the functional assessment of children and youth receiving mental health services. The assessment shall (1) guide treatment planning and support cross system collaboration, and (2) provide information on the effectiveness of various services for children and youth (including the impact of various types and intensity of services).

2. **Applicability.** Applies to DBH mental health providers who serve children and youth.

3. **Authority.** DBH Establishment Act of 2013, and 22A DCMR, Chapter 34, Mental Health Rehabilitation Services (MHRS) Provider Certification Standards.

4. **Definitions.**

4a. **Child and youth consumer.** For purposes of this policy, a child or youth aged 3 – 20 years old that is receiving mental health treatment services or seeking to be linked to DBH mental health services.

4b. **Child and Adolescent Functional Assessment Scale (CAFAS).** A rating scale which assesses functional impairment attributed to behavioral, emotional, psychological or substance use disorders in youth ages 6 -20 in DBH.

4c. **Preschool and Early Childhood Functional Assessment Scale (PECFAS).** The version of the CAFAS which applies to children ages 3 – 5 years old in DBH that assesses day-to-day functioning across critical life domains.

4d. **Core Services Agency (CSA).** A community-based mental health provider that has been certified by DBH to provide Mental Health Rehabilitation Services.

4e. **Community Based Intervention (CBI) provider.** An MHRS provider certified by DBH to provide at least one of the four levels of Community-Based Intervention (CBI).

4f. **Continuous Quality Improvement (CQI).** An approach to quality management that promotes improved processes and outcomes.

5. **Policy.** Mental health providers shall complete a functional assessment using CAFAS (for children and youth ages 6 – 20) and PECFAS (for children and youth ages 3 – 5) receiving mental health treatment services or seeking to be linked to DBH mental health services (see sections 6b and 6c).

6. **Procedures.**

6a. **General Guidelines.**

- (1) The disclosure of Protected Health Information (PHI) shall comply with the DBH Privacy Manual.
- (2) Only reliable raters who have successfully completed the reliability testing as documented through the scores on the CAFAS/PECFAS reliability grid are allowed to complete CAFAS/PECFAS.
- (3) CAFAS/PECFAS shall be completed with collateral information from other service providers for the child/youth, and those who know the child/youth; especially, family members and/or legal guardian.
- (4) CAFAS/PECFAS assessments shall be used toward treatment planning and services as indicated in the purpose of this policy (see section 1 above).

6b. Mental health providers shall complete CAFAS/PECFAS within the following timelines (also see section 6c below):

- (1) within 30 days or by the 4th visit whichever comes first following intake;
- (2) every ninety (90) days thereafter;
- (3) during significant events affecting the child/youth's functioning that would impact service intensity and necessitate a treatment plan update (e.g., hospitalization, etc.), and
- (4) at discharge.

6c. **CAFAS/PECFAS shall be completed by:**

- (1) **CSAs.** For children and youth enrolled in a CSA, the CSA shall complete CAFAS/PECFAS as indicated in Sections 6a and 6b above except when the child/youth is enrolled with a CBI provider - see section 6c (4) below.
- (2) **Wraparound Providers.** In the case of children and youth and their families referred for high fidelity wraparound but who are not enrolled in a CSA, the Wraparound Care Coordinator shall conduct the initial CAFAS within thirty (30) days of initiating services and shall continue to follow the completion schedule until the child/youth is enrolled with a CSA or in CBI. Wraparound providers are responsible for completing the CAFAS/PECFAS for children who have private insurance or who receive School Mental

Health Services but are not enrolled in a CSA or CBI.

(3) Community-Based Intervention (CBI). If a child/youth is enrolled with a CBI provider, the CBI provider is responsible for completing the CAFAS/PECFAS even if the youth is also enrolled in a CSA.

(4) Psychiatric Residential Treatment Facilities (PRTFs). Children/youth consumers at a PRTF who are monitored by the DBH RTC Reinvestment Program while receiving continued treatment at a PRTF shall have a CAFAS completed by the DBH reinvestment program with input from the child/youth treatment team (e.g., child/youth, PRTF clinical staff, parent, guardian, placing agency representative, etc.), in accordance with the timeline requirements (see section 6b) and prior to discharge from the PRTF as part of discharge planning.

(5) If a CAFAS/PECFAS has been completed by a reliable rater from another DC agency providing services to the child/youth and the assessment is available to the DBH provider, this assessment will be utilized by the DBH provider as long as it was completed within the time frames in section 6b above.

6d. The DBH Office of Programs and Policy (OPP), Child and Youth Division, shall:

- (1) Facilitate provider training, ensuring that training is conducted by a trainer who has been certified by a master trainer;
- (2) Establish practice guidelines;
- (3) Provide technical assistance in implementation, as needed;
- (4) Monitor the implementation process; and
- (5) In conjunction with the DBH Office of Accountability, analyze, produce, and provide scheduled data reports as determined by the DBH leadership.

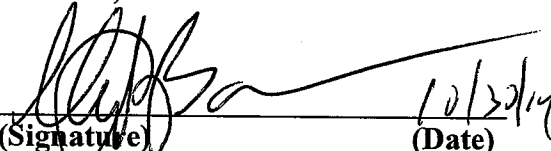
6e. The DBH Office of Accountability (OA), in conjunction with OPP, shall develop a DBH-wide CQI program that will generate information that can be shared District-wide. Evaluation will occur at a system and practice level. The CQI program may include:

- (1) Monitoring of the implementation to ensure compliance with this policy.
- (2) Conducting quality reviews and developing agency and system-level quality monitoring and improvement activities.
- (3) Data and analyses resulting from the assessments and services that will be utilized toward systemic quality improvement.

7. **Inquiries.** Contact the Project Director, Gateway Project, Child and Youth Services Division, tel. number (202) 673-6495.

Approved by:

Stephen T. Baron
Director, DBH


(Signature) 10/30/14
(Date)