



Completing the DLA-20 for New Individuals

- After January 1, 2019, all individuals new to MRCSB will receive a DLA-20 upon intake.
- All the questions needed to complete the DLA-20 are integrated and labeled within the Comprehensive Clinical Needs Assessment, which is titled **Comp Clinic Assmnt** in Credible under Service Type. This is the one form you will need. You will no longer need to complete an Intake and a Prog Eligibility Assessment. Everything we are required to ask and answer is included in the Comprehensive Clinical Needs Assessment.
- The Comprehensive Clinical Needs Assessment will be added to the existing Teams Clinical Intake Forms Group in Credible (Teams = 143, 163, 223, 315, 323, etc.) .
- The DLA-20 will be added to the Clerical: Clinical Intake Forms Group in Credible. There are two versions in Credible: **DLA_20_Youth** for ages 6 to 18 and **DLA_20_AMH** (Adult Mental Health) for ages 18 and above.
- When completing the Comprehensive Clinical Needs Assessment, it would be helpful to have a DLA-20 Scoring Sheet available to write scores down and reduce time spent scoring when the assessment is complete.
- Complete only the **EVALUATION** tab in the DLA-20 service in Credible for the initial opening assessment. You will enter the DLA-20 scores for each activity during the 30 days and the total number of activities scored (Max = 20). The totals will automatically populate for the sum, average, and mGAF. Once the scores are entered, you will Sign and Submit the DLA-20 service in Credible.
- After you have Signed and Submitted the DLA-20 service in Credible, you can view the service and select the Template button at the top of the service. This will allow the scores to be placed in the DLA-20 Scoring Form for easier viewing and tracking progress or lack thereof.



Completing the DLA-20 for Established Individuals

- After January 1, 2019, all individuals currently enrolled in MRCSB will receive a DLA-20 upon annual reassessment and incorporated in the Individual Service Plan (ISP) and delivery of services.
- All individuals enrolled in Adult Behavioral Health Services and Youth and Family Services for Behavioral Health Services will have a completed DLA-20 Functional Assessment in the Electronic Health Record (EHR) by December 31, 2019.
- The DLA-20 will be added to the Clerical: Clinical Intake Forms Group in Credible. There are two versions in Credible: **DLA_20_Youth** for ages 6 to 18 and **DLA_20_AMH** (Adult Mental Health) for ages 18 and above.
- When completing the Comprehensive Clinical Needs Assessment, it would be helpful to have a DLA-20 Scoring Sheet available to write scores down and reduce time spent scoring when the assessment is complete.
- Complete only the **EVALUATION** tab in the DLA-20 service in Credible for the first DLA-20. You will enter the DLA-20 scores for each activity during the 30 days and the total number of activities scored (Max = 20). The totals will automatically populate for the sum, average, and mGAF. Once the scores are entered, you will Sign and Submit the DLA-20 service in Credible.
- After you have Signed and Submitted the DLA-20 service in Credible, you can view the service and select the **Template** button at the top of the service. This will allow the scores to be placed in the DLA-20 Scoring Form for easier viewing and tracking progress or lack thereof.
- The assigned Credible Record Manager for each individual is responsible for ensuring completion of the DLA-20 Functional Assessment service **quarterly**. Only one DLA-20 Functional Assessment service is required per individual (not per program) quarterly. Please see the Protocol for Administering the DLA-20 Functional Assessment for more information about the Hierarchy Level for Completing the DLA-20.
 - For the 1st Quarterly, you will complete only the **REVIEW 2** tab in the DLA-20 service in Credible.
 - For the 2nd Quarterly, you will complete only the **REVIEW 3** tab in the DLA-20 service in Credible.
 - For the 3rd Quarterly, you will complete only the **REVIEW 4** tab in the DLA-20 service in Credible.
 - For the 4th Quarterly, you will complete only the **REVIEW 5** tab in the DLA-20 service in Credible.
- At the end of the 4th quarterly review, you will have a fully completed DLA-20 Scoring Form after selecting the Template button at the top of the submitted DLA-20 service. This will allow you to see any progress or lack of progress in the individual's functioning over the course of a year, which you can use to guide treatment planning collaboratively with the individual.