

April 4, 2012

To: CSP/RP Champions
From: Julienne Giard, Sue Graham
Re: Functional Assessment Requirement

DMHAS has been requiring that Community Support Programs (CSP) and Recovery Pathways (RP) programs administer a Functional Assessment (FA) with clients, including 12 specified domains and a specific Level of Assistance (LOA) scale. The FA requirement to date has required that the full assessment be administered upon admission and annually, with quarterly (CSP) or bi-annual (RP) updates of the domains being worked.

This memo is outlining additional flexibility to the FA requirement. Please note you can continue to use your current FA and FA update forms; no change is required.

However, effective immediately, agencies may propose to use other Functional Assessments available in the field. In choosing to propose another FA, please keep in mind:

- That we would like it to cover as many of the twelve domains in the DMHAS FA as possible;
- Other FAs may have a different LOA scale and this is okay;
 - Please note some “Level of Assistance” scale or means of benchmarking functioning continues to be required; however, you are free to propose/develop a more streamlined LOA scale and/or to use the LOA scale associated with the established FA.
- FAs that DMHAS approves may be used as they are, as developed by their authors;

We are also making a change to the update requirement. CSP/RP programs no longer have to use a specific FA update form, but do need to reference on the integrated recovery plan (IRP) reviews, or in an expanded progress note at the time of the IRP review, that the FA domains worked on in the past 90 days were reviewed and updated. If the update is on the recovery plan, this could be in the form of a checkbox, narrative or other format that precedes the development of the updated IRP. During the review period, if an additional skill-development need has arisen and is interfering with goal attainment, this should also be noted in the FA update section and then addressed in the modified IRP.

For ideas on other available FAs, please see this link to the DMHAS Medicaid Rehab Option website that was created a few years ago: <http://www.ct.gov/dmhas/cwp/view.asp?a=2901&q=335058>
The DMHAS CSP/RP website (under the “CSP/RP Tools” section) has an alternative, reduced version of the DMHAS FA that Western CT Mental Health Network (WCMHN) created, which you could also consider using.

DMHAS will continue to provide training and technical assistance (TA) on the DMHAS FA and the WCMHN version of this FA, but we are limited in how much training/TA we can provide on other FAs that you may propose to use.

Please send any proposal to change the FA your CSP/RP program is using to Julienne Giard at julienne.giard@ct.gov. After a brief internal review process, we will contact you regarding whether it is approved or not.

Thank you for your continued work to fully implement the CSP/RP model.

cc: CSP/RP CEOs, CSP/RP Team Leaders, Pat Rehmer, Sabrina Trocchi, Lauren Siembab