

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT ON DISABILITY SERVICES**



Title/Subject: Level of Need Assessment and Screening Tool Procedure

Policy (cross-referenced to): Level of Need Assessment and Screening Tool Policy

All underlined words/definitions can be found in the Definitions Appendix.

1. PURPOSE

The purpose of this procedure is to establish the standards and guidelines by which the Department on Disability Services (DDS), Developmental Disabilities Administration (DDA), will complete the Level of Need Assessment and Screening Tool on at minimum an annual basis as part of the person-centered planning process.

2. APPLICABILITY

This policy applies to all DDA employees, subcontractors, providers/vendors, consultants, volunteers, and governmental agencies that provide services and supports on behalf of individuals with disabilities receiving services as part of the DDA Service Delivery System funded by DDA or the Department of Health Care Finance (DHCF).

3. PROCEDURES

The following are the standards by which DDS will implement this policy:

A. Initial Level of Need Assessment and Screening Tool (LON)

1. At the time the ISP meeting is scheduled, the DDA Service Coordinator initiates the creation of an LON in the LON web application. Once created, all team members registered with MR/DDA Consumer Information System (MCIS) are notified that the LON is ready for completion.
2. The residential and day/vocational service providers, if applicable, are expected to complete the sections of the LON tool for the individual based on the support needs of the person in those respective settings.
 - a. The DDA Service Coordinator will complete the LON tool through interviews with the individual's natural supports for those who live on their own or in a natural home.
 - b. The health, behavioral and psychiatric sections of the tool can be completed by the individual clinician, or, the residential or day/vocational service provider or DDA Service Coordinator based on review of written assessments, treatment plans, medical records, and Health Management Care Plans completed by a nurse, physician, PT, OT, SPL, Dietician, Nutritionist, and/or Behavioral Psychologist.
 - c. After each team member completes a section of the LON, the tool should be saved and printed by the team member. The tool can be modified by a subsequent team member which will override previous entries until finalized by the DDA Service Coordinator.
3. The DDA Service Coordinator must review the results of the LON tool with all team members during the pre-ISP meeting/case conference to verify that all questions have

been completed and that there is agreement with the LON tool responses by all members of the team.

4. Once all team members agree on the responses, the DDA Service Coordinator “commits” the LON tool in the web application.
5. Once committed, the LON reports are available to all team members by selecting the “report” button and the “risk analysis” button in the web application.
6. The LON produces a two reports that illustrates:
 - a.) a chart of the individual’s support needs in functional areas as they relate to others supported by the DC DDA service system;
 - b.) a list of significant diagnosis and support needs for the ISP team’s attention; and,
 - c.) a list of potential risks the individual may face that the team must address in the ISP meeting by indicating on the LON risk analysis report how the risk is being addressed.
7. The LON reports must be filed with the ISP in the service provider record and in MCIS.
8. The LON Assessment Tool must be filed in the Assessment section of the service provider record and in MCIS.

B. Update of the LON

1. Any team member may request an update of the LON whenever an individual experiences a significant change in his/her support needs.
2. The team member will request an ISP meeting/case conference via the DDA Service Coordinator, who will then initiate the creation of an updated LON assessment. All team members registered in MCIS will be notified that the LON is ready for completion.
3. All procedures as described in A. above will be followed to update the tool. The last results of the LON on record will be copied and opened for updating by team members during this period.
4. Once reviewed by the ISP team, the DDA Service Coordinator will commit the tool in the web application. The Report results will then be available for the ISP team to utilize in the person-centered planning process.
5. The LON must be updated at least annually at the time of the annual ISP.