GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT ON DISABILITY SERVICES

POLICY	
Department on Disability Services	Subject: **Level of Need Assessment and Screening Tool**
Responsible Program or Office: Developmental Disabilities Administration	Policy Number: 2014-DDA-POL009
Date of Approval by the Director: December 22, 2014	Number of Pages: 3
Effective Date: January 1, 2015	Expiration Date, if any: N/A
Supersedes Policy Dated: N/A	
Cross References, Related Policies and Procedures, and Related Documents: Individual Service Plan Policy and Procedure; HCBS Waiver Application Process; Level of Need Assessment and Screening Tool Policy and Procedure.	

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

1. PURPOSE

The purpose of this policy is to introduce the use of a comprehensive and uniform assessment tool designed to provide an assessment of a person's support needs for the person-centered planning process, to identify potential risks to be addressed by the person and his/her planning team, and to provide uniform information upon which the District will make Level of Care determination decisions for eligibility for participation in the ICF/IDD and ID/DD Home and Community-Based Services Waiver programs.

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. AUTHORITY

The authority for this policy is established in the Department on Disability Services ("DDS") as set forth in D.C. Law 16-264, the "Department on Disability Services Establishment Act of 2006," effective March 14, 2007 (D.C. Official Code § 7-761.01 et seq.); and D.C. Law 2-137, the "Citizens with Intellectual Disabilities Constitutional Rights and Dignity Act of 1978," effective March 3, 1979 (D.C. Official Code § 7-1301.01 et seq.).

4. POLICY

It is the policy of DDS that every person served by DDS has a comprehensive assessment of support needs and risk screening completed upon admission to services and at least annually thereafter as part of the annual Individual Service Planning (ISP) process, and for level of care determination decisions for participation in the ICF/DD and ID/DD Home and Community-Based Services Waiver programs. DDS has adopted the DC DDA Level of Need Assessment and Screening Tool ("DC DDA LON"), with permission from the State of Connecticut and the Centers of Medicare and Medicaid Services, to complete the assessment evaluation and risk screening process.

5. RESPONSIBILTY

The responsibility for this policy is vested in the Director, Department on Disability Services. Implementation for this policy is the responsibility of the Deputy Director, Developmental Disabilities Administration.

6. STANDARDS

The following are the standards by which DDS will evaluate compliance with this policy:

A. The DDA Intake Service Coordinator will complete the DC DDA LON for all persons who have been found eligible for services. The assessment will be completed based on: interviews with the person, the authorized representative, family members, guardians, friends, school teachers, and/or other service providers; review of the medical, dental and psychological evaluations; and, review of other available history as found in educational records, other service records, social work assessments, and related medical records as may be available at the time of the intake process.

B. The completed assessment and LON Report will be provided to the person and are maintained in the DDA electronic ease record system.

C. The completed LON assessment will be reviewed by the person's support team at the time of the Initial Individual Support Plan meetings and be updated as needed.

D. The LON assessment and Report must be provided by DDA as part of any referral of a person to an ICF/IDD program for the ICF/IDD provider's use in the admission decision.

E. The LON assessment and Report must be submitted to DHCF as part of the Level of Care determination package for admission to an ICF/IDD program, and the LON Report must be submitted at part of each annual re-determination review.

F. The LON Report must accompany any eligibility application completed by a DDA Service Coordinator on behalf of a person for the DDA HCBS waiver program for use in the Level of Care determination.

G. The LON assessment must be updated on at least an annual basis as part of the

annual ISP review and Level of Care re-determination processes by the individual's support team for persons enrolled in the DD/IDD 1103S waiver program.

H. The DDA Service Coordinator is responsible to ensure the LON assessment and Report are updated on at least an annual basis, or, whenever there is a significant change in a person's support needs as part of a case review and/or amendment to the ISP if needed.

I. The person's entire team (e.g. the person, authorized representative, family members, friends, advocates, court-appointed attorney, guardian, Residential QMRP/Program Specialist, Day/Vocational Program Specialist, Nurse, and/or consulting clinicians) is expected to jointly review the LON assessment during the pre-ISP meeting, ISP meeting and/or case conference as applicable to ensure that all team members agree with the responses. Only the DDA Service Coordinator has the authority to commit the completed assessment to the record and subsequently generate the LON Report findings.

J. Support team members may only access the on-line LON assessment data system by requesting an MCIS username and password through the DDS Information Technology Unit. The Provider must identify the specific individuals served by DDA for whom each team member is an authorized participant.

K. The LON assessment must be maintained in the assessment section of the person's Provider record. The LON Report must be maintained in the ISP section of the person's Provider

Laura L Nuss _____ 12/22/14 _____

Laura L. Nuss, Director Date

Attachments

1. Level of Need Assessment and Risk Screening Tool Procedure
2. DC DDA LON Assessment and Risk Screening Tool version 1.1
3. LON Summary Report example
4. DC DDA LON Guide version 1.1
5. DC DDA LON Website Instructions
6. Request for MCIS access Form