



PROVIDER ALERT

Services Requiring the Completion of the DLA-20

June 29, 2020

Optum Maryland would like to clarify the requirements around completing the DLA-20 and DLA-20 trainer verification forms.

The DLA-20 functional assessment fulfills the Maryland Medicaid requirement for a core standardized assessment tool. Any adult who receives Mobile Treatment Services (MTS), Assertive Community Treatment (ACT) services, Psychiatric Rehabilitation Program (PRP) or Residential Rehabilitation Program (RRP) services within the Public Behavioral Health System (PBHS) **must** be assessed using this instrument. The information gathered must then be entered into the Incedo Provider Portal (IPP) when requesting concurrent authorization and upon discharge.

Authorization Process

As noted, entry of the DLA-20 into the IPP is **required** as part of the concurrent authorization and discharge process. **Effective July 1, 2020, providers will need to enter the DLA-20 information directly into the form in Incedo.** This will allow for expanded reporting capabilities.

Providers will be presented with a total of five forms during the authorization process. **All forms must be completed for the authorization request to be considered valid.**

Authorization Plans	Required Forms for each Plan
ACT-Adult-Concurrent (EBP)	1. Concurrent Request Clinical form
Mobile Treatment-Adult-Concurrent (Non-EBP)	2. DLA-20 Trainer Verification
Psychiatric Rehabilitation-Adult-Concurrent	3. DLA-20
Residential Rehabilitation-Concurrent	4. DLA-20 Supplemental Questions
	5. Data Capture

Failure to enter the required information, including the DLA-20, into the IPP will result in an Administrative Denial of services.

DLA-20 Trainer Verification

The DLA-20 is a copyrighted tool and is only available for use after a 3.5-hour training conducted by a credentialed trainer approved by MTM Services. Without verification of such training, the provider will be unable to seek authorization for the corresponding MTS, ACT, PRP, or RRP service. Upon presentation of the DLA-20 Trainer Verification form in the IPP, the provider must enter the name of the staff member who conducted the DLA-20 assessment on the individual for whom the authorization request is being submitted and select from the dropdown box the name of the credentialed DLA-20 trainer who trained that staff member.

The Behavioral Health Administration (BHA) sponsors the required DLA-20 training free of charge to eligible Maryland-based provider staff through the University of Maryland School of Medicine Training and Evidence-Based Practice Centers. For DLA-20 training availability and registration information, please visit trainingcenter.umaryland.edu/Pages/DLA-20-Trainings.aspx.

Please be advised that staff who complete this training are not authorized by MTM Services to train other staff within their own agencies to administer the DLA-20 unless such staff have independently completed a train the trainer course with MTM Services and have been credentialed and privileged by MTM Services as an in-service trainer for their organization.

In order for agency in-service trainers to be added to the approved DLA-20 Trainer list, they must complete the following steps:

- 1) Complete the Train the Trainer Training for the DLA-20 Course offered by MTM Services.
- 2) Scan and e-mail the DLA-20 Train the Trainer certificate of completion to: DLA20.Trainer@maryland.gov.

Once the information provided is validated with the Maryland Department of Health, the trainer name will be added to the "Name of Trainer" dropdown box in the IPP.

Optum Maryland would like to reassure providers that all of our services are operating as normal during the current national response to COVID-19. Providers can continue to contact us at 1 (800) 888-1965. After-hours and holidays will be covered by clinical night staff for crisis and emergency services.

Thank you,
Optum Maryland Team