



DIVISION OF DEVELOPMENTAL DISABILITIES
Olympia, Washington

TITLE: MINI-ASSESSMENT ALGORITHM POLICY 3.03

Authority: RCW 71A.12.030
Chapter 388-824 WAC

BACKGROUND

On June 19, 2003 the Joint Legislative and Review Committee (JLARC) issued its “Performance Audit of the Division of Developmental Disabilities” and recommended development of an assessment process for developmentally disabled clients that is consistently applied, to all clients, in all parts of the State. In addition, JLARC recommended that DDD clients must be assessed before a determination of service need is made.

In response to the JLARC audit, DSHS proposed a plan on October 31, 2003 to develop and implement a computer-based comprehensive assessment process that was approved by the Legislature, to include the use of the Mini-Assessment. The Mini-Assessment is a brief computerized assessment tool that case resource managers (CRMs) use to identify the relative level of need that exists in specific domains of a client’s life.

PURPOSE

This policy provides information regarding the Mini-Assessment algorithm and how it evaluates the information that is reported during the Mini-Assessment in determining a client’s relative level of need.

SCOPE

This policy applies to Division of Developmental Disabilities (DDD) staff authorized to administer a Mini-Assessment and clients and/or respondents who are identified in Chapter 388-824 WAC to receive/participate in having one performed.

DEFINITIONS

Aggregate weighted score is the sum of all the weighted domain scores.

Algorithm means a numerical formula used by the Mini-Assessment software application to identify a client's relative level of need and to assign a client to a level of need group.

Algorithm score means the specific score related to a specific response for a Mini-Assessment question.

Assessor means a DDD case resource manager (CRM) or supervisor authorized to administer a Mini-Assessment.

CARE means the Comprehensive Assessment Reporting Evaluation as defined in Chapter 388-106 WAC.

Categorically Needy Program (CNP) means the status of a person who is eligible for medical care under Title XIX of the Social Security Act.

Current Status means that a client's Mini-Assessment has been completed resulting in a client's relative level of need being determined. A Mini-Assessment in current status is locked and cannot be edited.

Domain means a specific area of the client's life. Domains are identified in WAC 388-824-0025.

Domain max raw score is the sum of maximum raw scores for all questions in the domain.

Domain raw score is the sum of raw scores based on the respondent(s) answers, for all questions in the domain. Domains are identified in WAC 388-824-0025.

Domain weight is the numerical value assigned to a Mini-Assessment domain.

Full Assessment means an inventory and evaluation of client needs using a department approved tool to determine service eligibility and amount of services that may be authorized.

Full assessment referral database means a report that contains client identification information and Mini-Assessment results.

ICF/MR means a facility certified as an intermediate care facility for the mentally retarded authorized by Title XIX to provide services to individuals diagnosed as having mental retardation or persons with related conditions as defined in Chapter 388-825 WAC.

IADL means Instrumental Activities of Daily Living and refers to routine activities performed around the home or in the community per WAC 388-106-0010.

Max raw score is the highest possible numerical value assigned to a Mini-Assessment question.

Normalized domain score is the sum of the raw scores for all questions in the domain divided by the sum of the max raw scores for all questions in the domain.

Pending Status means that a client's Mini-Assessment is in an incomplete state and can be further edited, by the assessor, based on information provided by the client/respondent(s). Consequently, the algorithm has not evaluated the recorded information to determine the client's relative level of need or level of need group assignment.

Raw Score means the numerical value assigned to the client and/or respondent's answer to a Mini-Assessment question.

Referral Indicator refers to whether a response results in indicating that information and referral services should be provided to a client to address a potential area where an unmet need may exist.

Respondent means a client, a client's parent(s) or another person who participates in the Mini-Assessment interview by answering questions and providing information.

Weighted domain score is the normalized domain score multiplied by the domain weight.

POLICY

- A. Individuals determined by DDD to be eligible as new clients must receive a Mini-Assessment before a determination of service need is made.
- B. Individuals re-determined by DDD to be eligible as clients must receive a Mini-Assessment before a determination of service need is made.
- C. Clients not receiving paid services as defined in WAC 388-824-0001 or who do not meet the conditions set forth in WAC 388-824-0050 will receive a Mini-Assessment before a determination of service need is made.
- D. DDD does not conduct a mini-assessment in any of these situations:
 1. Your child is under age of three, since your child:
 - a. May be eligible for services through the federally funded Infant Toddler Early Intervention Program; and

- b. May be referred for county-funded child development services.
2. You are under the age of seventeen years and receiving private duty nursing services as defined by WAC 388-551-3000.
3. You have been authorized to receive a State Supplementary Payment, through SSPS.
4. You are currently living in or being discharged from a state-paid residential program or facility.
5. You are in crisis and have been referred directly for a full assessment by a supervisor or case resource manager.
6. You are receiving paid services as defined in WAC 388-824-0001.

PROCEDURES

- A. Before administering the Mini-Assessment, the assessor is required to verify that required information on the Client Demographics, Collateral Contacts, and Financial screen in the Client Details folder are completed before initiating a Mini-Assessment. At a minimum, the following information is required before creating a Mini-Assessment:
 1. The client's date of birth (DOB) is required to be entered on the Client Demographics screen.
 2. On the Collateral Contacts screen, the following information must be answered:
 - a. The client's respondent(s), who will participate in the Mini-Assessment, must be entered into the Collateral Contacts screen.
 - b. Information must be selected and entered in the "Relation to Client," "Lives with Client," and "Contact Role" data fields for all of the client's collateral contacts.
 3. On the financial screen, information in the following fields must be answered:
 - a. Has financial eligibility for Medicaid or state funded programs been confirmed? (Select "Yes," if the assessor has viewed documentation that would support the client's eligibility or if eligibility has been completed by DSHS financial worker.)

- b. Client On or Considered For: If the client and/or respondents have requested personal care services, select “Desires personal care services” as the response for this field. If they have not, do not select any other options as other selections relate to services provided by Home and Community Services.
 - c. Financial Eligibility Determined By: (If “Yes” has been selected indicating that financial eligibility for Medicaid or state funded programs has been confirmed, select a value in the drop down field. Select “CNP coupon” when a client has CNP status.
 - d. If the client is under the age of 18, the assessor will need to complete the following fields on the declarations tab before beginning the Mini-Assessment per WAC 388-824-0070.
 - Will you document family income? A “Yes” or “No” answer must be entered.
 - If “Yes,” the following two questions must be answered:
 - Family Gross Annual Income: Indicate self-declared family annual gross income as reported verbally to the assessor. Reviewing or collecting supporting documentation is not required. "Gross income" is defined as total unadjusted, annual family (or household) income from all sources for the last calendar (or fiscal if business related) year, as reported to the Internal Revenue Service (IRS).
 - Number of Family Dependents: Indicate the total number of family dependents allowed by the IRS.
 - If “No,” the question "Do you request an ICF/MR referral?" must be answered. For clients and/or respondents who decline to provide family income data, this question must be asked and a “Yes” or “No” answer recorded.
- B. The assessor creates a Mini-Assessment so that it can be administered to the client.
- 1. Clients that have CNP coupon recorded in the “Financial Eligibility Determined by” and “Desires personal care services” in the “Client On or Considered For” fields are considered likely eligible for Medicaid Personal Care (MPC). Consequently, the client’s Mini-Assessment is moved to current status

immediately upon creation and the client is assigned to the high level of need group.

2. All other clients not meeting the condition of having a “CNP coupon” and “Desiring personal care services” recorded, on the “Financial” screen, will have a Mini-Assessment created in a pending status.
- C. The assessor identifies the contact role of the respondent(s) in the “Who is the respondent?” data field.
- D. The assessor indicates with a “Yes” or “No” answer in the data field as to whether the client is a member of a current legislatively-defined proviso population. (DDD will provide assessors with a current list of individuals identified as members of a proviso population).
- E. The assessor asks the client and/or his/her respondent(s) questions contained in the Mini-Assessment.
1. The Mini-Assessment presents different wordings of questions and may activate or inactivate whole questions based on a client’s age. If questions do not apply to children they will be inactivated and some additional ones may be activated for them that do not apply to adults.
 2. Generally, the adult wording will appear if the client is 13 years of age or older, and the children’s wording will appear if the client is under 13 years old. Some questions have specific rules associated with them that supersede this general rule.
 3. The default adult questions will appear in the second person (e.g., “...what help do you need?”), but the assessor will need to adapt the question to the third person if a respondent (other than the client) is answering.
- F. **Question #1** (*The purpose of this question is to determine the client’s role in making decisions - only ask if client is 13 years of age or older*)
- Adult (second person):** “What role do you have in making decisions in your life?”
- Adult (third person):** “What role does <client’s name> have in making decisions in <his/her> life?”
- Children’s:** “What role does <client’s name> have in making decisions in <his/her> life?”

Answers Available for Selection	Information on Help Screen to Elaborate on Answers	Algorithm Score	Referral Indicator
Respondent declines to answer	Respondent declines to answer the question.	0	No
Independent	The client reports that he/she is able to make decisions without requiring help from others.	N/A	N/A
With assistance from others	Client/respondent is able to make decisions with assistance from significant others.	N/A	N/A
Others make decisions	Respondent reports that client is unable to make decisions in his/her life and that others make decisions for the client.	N/A	N/A

- G. **Question #2.1** (*The purpose of this question is to determine if the client requires assistance with school services - only ask this question if the client is 3 to 21 years of age*)

Adult (second person): “What best describes the school services that you receive?”

Adult (third person): “What best describes the school services that <client’s name> receives?”

Children’s: “What best describes the school services that <client’s name> receives?”

Answers Available for Selection	Information on Help Screen to Elaborate on Answers	Algorithm Score	Referral Indicator
Respondent declines to answer	Respondent declines to answer.	0	No
No assistance requested	Client/respondent does not request assistance.	0	No
Needs information only	Client/respondent request assistance with other school concern.	1	No
Needs support to continue	Client currently having difficulty with school and needs support to retain current school placement.	2	Yes
School won’t serve	School will not serve the client.	2	Yes
Client has graduated	Client has graduated from school.	0	No
Client attends full-time	Client attends school full-time.	0	No
Client attends part-time	Client attends school part-time.	1 if age is greater	No

Answers Available for Selection	Information on Help Screen to Elaborate on Answers	Algorithm Score	Referral Indicator
		than or equal to age 7, otherwise the score equals 0	
Withdrawn from school	Parents have withdrawn client from school.	2	Yes

H. **Question #2.2** (*The purpose of this question is to determine if the client needs assistance with transitional services - Only ask if client is 14 to 21 years of age*)

Adult (second person): "Is someone helping you prepare for a job?"

Adult (third person): "Is someone helping <client's name> prepare for a job?"

Children's: "Is someone helping <client's name> prepare for a job?"

Answers Available for Selection	Information on Help Screen to Elaborate on Answers	Algorithm Score	Referral Indicator
Respondent declines to answer	Respondent declines to answer.	0	No
Yes	Yes, a transition plan is in place or is being developed.	0	No
No	No transition plan is desired, or transition plan is recommended but not in place or under development.	2	Yes

I. **Question #3** (*The purpose of this question is to determine if the client is participating in day/employment activities*)

Adult (second person): "Do you have a job or place that you go to on weekdays?" (Only ask if client is age 21 or older)?"

Adult (third person): "Does <client's name> have a job or place that <he/she> goes to on weekdays?" (Only ask if client is age 21 or older)

Children's: "Do you go to school?" (Only ask if client is age 14 to 20 years old)

Answers Available for Selection	Information on Help Screen to Elaborate on Answers	Algorithm Score	Referral Indicator
Respondent declines to answer	Respondent declines to answer.	0	No
Yes, full-time	Client attends a day program, school, or job for at least six hours per day.	0	No
Yes, part-time	Person attends a day program, school, or job for less than six hours per day.	1	Yes

Answers Available for Selection	Information on Help Screen to Elaborate on Answers	Algorithm Score	Referral Indicator
No, 18-21 year old or drop out	Client has graduated or dropped out of school and is between 18 and 21 years of age.	2	Yes
No	Client does not participate in a day program, does not attend school, and does not have a job.	2	Yes

- J. **Question #4** *(The purpose of this question is to determine if the client needs a referral to the county for employment assistance – Only ask this question if the client is 14 years or older or has selected “No, 18-21 year old or drop out” in question #3)*

Adult (second person): “Do you need help to get a job or keep a job?”

Adult (third person): “Does <client name> need help to get a job or keep a job?”

Children’s: “Does <client’s name> need help to get a job or keep a job?”

Answers Available for Selection	Information on Help Screen to Elaborate on Answers	Algorithm Score	Referral Indicator
Respondent declines to answer	Respondent declines to answer.	0	No
No assistance requested	Client has a job or does not want to work.	0	No
Yes, wants support to find a job	Client is currently unemployed and would like to be employed.	1	Yes
Yes, wants support to retain a job	Client is currently employed but has been having difficulty maintaining a job or current job is at risk. Client is not currently receiving any vocational support.	2	Yes
Yes, but needs continuing support to retain job	Client is currently employed but has been having difficulty maintaining a job or current job is at risk. Client is receiving some vocational support.	3	Yes
Yes, wants support to change jobs	Client is currently employed and is not experiencing employment difficulties, but wants to find another job.	1	Yes

- K. **Question #5** *(The purpose of this question is to determine if there are things that can be done to let the client be more independent. Note: If “Respondent declines to answer” is selected, do not permit any additional responses to be selected as answers for Question #5. If “None of these” is selected with any other response(s), display an error message*

asking the assessor to remove any other response(s) selected as answers for Question #5.)

Adult (second person): “Are there skills you would like to learn or equipment you need to help you be more independent?”

Adult (third person): “Are there skills <client’s name> would like to learn or equipment <client’s name> needs to help <client’s name> be more independent?”

Children’s: “Are there skills you or your child would like to learn or equipment you need to help your child be more independent?”

Answers Available for Selection	Information on Help Screen to Elaborate on Answers	Algorithm Score	Referral Indicator
Respondent declines to answer	Respondent declines to answer.	0	No
None of these	This selection is used when the client’s response to this question does not match any of the possible answers.	0	No
Basic life skills training	Requests basic life skills training for Instrumental Activities of Daily Living (IADL)	1	No
Adult education	Needs support accessing adult education (e.g., driving, English as a second language, etc.)	0	Yes
Equipment	Requests adaptive equipment	2	Yes
Evaluation	Desires more independence but does not know whether training or equipment is needed.	1	Yes

- L. **Question #5.1** (If “Basic life skills training” and/or “Adult Education” are selected for Question #5, the following selections are activated in 5.1 to further describe the area of assistance that the client needs help in. Note: If “Respondent declines to answer” is selected, do not permit any additional responses to be selected as answers for Question #5.1. If “None of these” is selected with any other response(s), display an error message asking the assessor to remove any other response(s) selected as answers for Question #5.1)

Answers Available for Selection	Information on Help Screen to Elaborate on Answers	Algorithm Score	Referral Indicator
Respondent declines to answer	Respondent declines to answer.	0	No
Budgeting and money management	Client needs help with budgeting and money management.	1	Yes

Answers Available for Selection	Information on Help Screen to Elaborate on Answers	Algorithm Score	Referral Indicator
Personal and social relationships	Client needs help with personal and social relationships	1	Yes
Play or recreational skills	Client needs help to improve play or recreational skills that will enhance interaction with others.	1	Yes
Time management	Client needs help with time management.	1	Yes
Shopping, meals or chores	Client needs help with shopping, meals, or chores.	1	Yes
Response to emergencies	Client needs help with response to emergencies.	1	Yes
Using appliances, telephone, computer	Client needs help with using appliances, telephone, and/or computer.	1	Yes
Ongoing education	Client/respondent requests adult education, continuing education, or extracurricular educational opportunities.	1	Yes
None of these	This selection is used when the client's response to this question does not match any of the possible answers.	1	No

- M. **Question #5.2** (If "Equipment" is selected for Question #5, activate the following selections to further describe the adaptive devices and/or equipment the client needs to be more independent. Note: If "Respondent declines to answer" is selected, do not permit any additional responses to be selected as answers for Question #5.2. If "None of these" is selected with any other response(s), display an error message asking the assessor to remove any other response(s) selected as answers for Question #5.2)

Answers Available for Selection	Information on Help Screen to Elaborate on Answers	Algorithm Score	Referral Indicator
Respondent declines to answer	Respondent declines to answer.	0	No
Wheelchair	Client/respondent report that the client needs a wheelchair to be more independent.	1	Yes
Ramp/home modification	Client/respondent report that the client's home needs modification to their existing ramp/home or something built to allow the client to be more independent.	1	Yes

Answers Available for Selection	Information on Help Screen to Elaborate on Answers	Algorithm Score	Referral Indicator
Communication board	Client/respondent report that the client needs a communication board to assist the client in being able to communicate with others.	1	Yes
Lift	Client/respondent reports that the client needs a lift to facilitate transfers.	1	Yes
Transportation	Client/respondent reports that the client needs transportation support/assistance to be more independent.	1	Yes
Other Equipment	Any other devices, controls, appliances, or specialized clothing which enables the client to increase his/her abilities to perform activities of daily living and be included in the community.	1	Yes
None of these	This selection is used when the client's response to this question does not match any of the possible answers.	0	No

N. **Question #6** (*The purpose of this question is to determine the level of assistance required for community participation – the selection should reflect the highest level of need if there are different levels of need for different community activities*)

Adult (second person): “What help, if any, have you received to do things like go to the mall, eat out, see a movie or do other fun things?”

Adult (third person): “What help, if any, has <client's name> received to do things like go to the mall, eat out, see a movie or do other fun things?”

Children's: “What help, if any, has your child received so <he/she> can go to the mall, eat out, see a movie or do other fun things?”

Answers Available for Selection	Information on Help Screen to Elaborate on Answers	Algorithm Score	Referral Indicator
Respondent declines to answer	Respondent declines to answer.	0	No
No Assistance requested	The client/respondent does not request assistance.	0	No
Does not participate	The client is unable to go to events, activities, and places in the community.	3	Yes

Answers Available for Selection	Information on Help Screen to Elaborate on Answers	Algorithm Score	Referral Indicator
Independent	The client is able to access the community without assistance.	0	No
Adaptive Device	The client needs equipment, but can otherwise participate independently.	1	No
Set up/ Encouragement	The client needs support in the form of planning, someone to set up social activities, instruction, periodic monitoring, verbal prompts or moderate encouragement to access the community, but assistance does not need to be present throughout the entire duration of the task.	1	No
Supervision	Client needs support in the form of individualized instruction, modeling, and ongoing supervision of participation in the community.	2	No
Physical Assistance	Client needs support in the form of physical hands-on assistance in order to access the community.	3	No

- O. **Question #7** (*The purpose of this question is to determine if transportation is a barrier to community access.*)

Adult (second person): “When you want to go somewhere, do you have a way to get there?”

Adult (third person): “When <client’s name> wants to go somewhere, does <he/she> have a way to get there?”

Children’s: “When you want to take your child somewhere, do you have a way to get there?”

Answers Available for Selection	Information on Help Screen to Elaborate on Answers	Algorithm Score	Referral Indicator
Respondent declines to answer	Respondent declines to answer.	0	No
No Assistance requested	The client/respondent does not request assistance.	0	No
Does not participate	The client is unable or unwilling to go out into the community.	0	No
Fully met	Client always or almost always has essential transportation when desired.	0	No

Answers Available for Selection	Information on Help Screen to Elaborate on Answers	Algorithm Score	Referral Indicator
Mostly met	Transportation is available, but not as often as client desires. Essential transportation to job, doctor appointment, or essential errands is always or almost always available.	0	Yes
Sometimes met	Transportation available, but not as often as client desires. Essential transportation to job, doctor appointment, or essential errands not usually available, and not as often as client needs.	2	Yes
Unmet	Transportation is consistently unavailable, even for essential transportation to job, doctor appointments, or essential errands.	4	Yes

- P. **Question #8** (*The purpose of this question is to determine if the client has an adequate social support network – This question addresses natural supports like immediate family, extended family, friends, unpaid caregivers, community or religious organizations etc; not broader supports like those provided by schools. Note: A score of 4 or more indicates a crisis*)

Adult (second person): “Do you have family, friends or other people you can count on if you need help during the next year?”

Adult (third person): “Does <client’s name> have family, friends or other people <he/she> can count on if <he/she> needs help during the next year?”

Children’s: “Does your child have family, friends or other people <he/she> can count on to care for <him/her> during the next year?”

Answers Available for Selection	Information on Help Screen to Elaborate on Answers	Algorithm Score			Referral Indicator
If the score for Question #17 equals 0, use this column:					
If the score for Question #17 equals 1, use this column:					
If the score for Question #17 is 2 or more, use this column:					
Respondent declines to answer	Respondent declines to answer.	0	0	0	No

Answers Available for Selection	Information on Help Screen to Elaborate on Answers	Algorithm Score			Referral Indicator
If the score for Question #17 equals 0, use this column:					
If the score for Question #17 equals 1, use this column:					
If the score for Question #17 is 2 or more, use this column:					
Multiple support persons, always available	Support/assistance is always provided when needed and someone else is available to provide backup if the primary caregiver is unavailable for any reason. Includes multiple parent households and where capable persons have offered assistance but caregiver refuses their offer.	0	0	0	No
Only one support person, always available	Support/assistance is always provided when needed, but limited or no backup. Includes multiple caregivers available but client refuses other caregivers.	2	1	0	No
Support person(s) not always available	Support persons available but not always when needed.	4	2	1	No
No support person	Client has no family, friends or other natural supports.	6	3	2	No

Q. **Question #9** (*The purpose of this question is to determine if there is a primary support person. Note: a score of 4 or more indicates a crisis*)

Adult (second person): “Do you have someone who helps you every day or most days?”

Adult (third person): “Does <client’s name> have someone who helps <him/her> every day or most days?”

Children’s: Not applicable. Do not ask this question if client is under the age of 18. The algorithm logic has been programmed to assume all children have someone looking after them.

Answers Available for Selection	Information on Help Screen to Elaborate on Answers	Algorithm Score			Referral Indicator
If the score for Question #17 equals 0, use this column:					
If the score for Question #17 equals 1, use this column:					
If the score for Question #17 is 2 or more, use this column:					
Respondent declines to answer	Respondent declines to answer.	0	0	0	No
Yes-natural support	Person who provides the most care to the client is not a paid caregiver.	0	0	0	No

Answers Available for Selection	Information on Help Screen to Elaborate on Answers	Algorithm Score			Referral Indicator
If the score for Question #17 equals 0, use this column:					
If the score for Question #17 equals 1, use this column:					
If the score for Question #17 is 2 or more, use this column:					
Yes-paid caregiver	Person who provides the most care to the client is a paid caregiver.	0	0	0	No
Yes-will lose caregiver in less than 60 days	Client currently has a paid caregiver, but expects to lose that caregiver within 60 days and has no back-up caregiver to provide care.	4	2	1	No
No	Client does not currently have a primary caregiver, but he/she needs one.	4	3	2	No

- R. **Question #10** (*The purpose of this question is to determine concerns about the primary support person's care-giving ability. This question must be answered by the primary caregiver or his/her close representative. Note: Only ask the question if the answer to question #9 was "Yes – Natural support" or if the client is less than 18 years of age*)

Adult and Children's: "Do any of these things make it hard for you to be a caregiver for <client's name>?"

Question #10A. "Decline in Physical Health"

Answers Available for Selection	Information on Help Screen to Elaborate on Answers	Algorithm Score	Referral Indicator
Respondent declines to answer	Respondent declines to answer.	0	No
Yes	Yes, there has been a decline in the caregiver's physical health that impacts care-giving.	1	No
No	No	0	No

Question #10B. "Decline in Emotional Health"

Answers Available for Selection	Information on Help Screen to Elaborate on Answers	Algorithm Score	Referral Indicator
Respondent declines to answer	Respondent declines to answer.	0	No
Yes	Yes, there has been a decline in the caregiver's emotional health that impacts care-giving.	1	No
No	No	0	No

Question #10C. “More than minimal stress due to care-giving responsibilities”

Answers Available for Selection	Information on Help Screen to Elaborate on Answers	Algorithm Score	Referral Indicator
Respondent declines to answer	Respondent declines to answer.	0	No
Yes	Yes, caregiver has verbalized or demonstrated more than minimal stress due to care-giving; includes significant intermittent stress and worries about impact of care-giving on physical or emotional health.	1	No
No	No	0	No

Question #10D. “Caring for multiple persons with disabilities”

Answers Available for Selection	Information on Help Screen to Elaborate on Answers	Algorithm Score	Referral Indicator
Respondent declines to answer	Respondent declines to answer.	0	No
Yes	Yes, has non-paid care-giving responsibilities for multiple persons with disabilities.	1	No
No	No	0	No

Question #10E. “Caring for other young children in the home who are less than 5 years old”

Answers Available for Selection	Information on Help Screen to Elaborate on Answers	Algorithm Score	Referral Indicator
Respondent declines to answer	Respondent declines to answer.	0	No
Yes	Yes, has other young children in the home who are less than 5 years old.	1	No
No	No	0	No

Question #10F. “Care-giving is having a negative impact on your employment”

Answers Available for Selection	Information on Help Screen to Elaborate on Answers	Algorithm Score	Referral Indicator
Respondent declines to answer	Respondent declines to answer.	0	No
Yes	Yes, care-giving responsibilities are creating a negative impact on caregiver's employment.	1	No
No	No	0	No

Question #10G. "Getting less than five hours of uninterrupted sleep because of care-giving"

Answers Available for Selection	Information on Help Screen to Elaborate on Answers	Algorithm Score	Referral Indicator
Respondent declines to answer	Respondent declines to answer.	0	No
Yes	Yes, caregiver averages less than 5 hours of uninterrupted sleep per night due to care-giving responsibilities.	1	No
No	No	0	No

Question #10H. "Lack training or skills to meet <client's name> complex needs"

Answers Available for Selection	Information on Help Screen to Elaborate on Answers	Algorithm Score	Referral Indicator
Respondent declines to answer	Respondent declines to answer.	0	No
Yes	Yes, caregiver lacks needed training/skills or client's needs are too extensive/complex.	1	No
No	No	0	No

Question #10I. "Health or safety is at risk due to caring for <client's name>"

Answers Available for Selection	Information on Help Screen to Elaborate on Answers	Algorithm Score	Referral Indicator
Respondent declines to answer	Respondent declines to answer.	0	No
Yes	Yes, client's behaviors put caregiver's health or safety at risk.	1	No
No	No	0	No

Question #10J. “Relationship issues with <client’s name> or family”

Answers Available for Selection	Information on Help Screen to Elaborate on Answers	Algorithm Score	Referral Indicator
Respondent declines to answer	Respondent declines to answer.	0	No
Yes	Yes, relationship issues with the client and/or client’s family are distracting the caregiver.	1	No
No	No	0	No

Question #10K. “Other issues that impact care-giving”

Answers Available for Selection	Information on Help Screen to Elaborate on Answers	Algorithm Score	Referral Indicator
Respondent declines to answer	Respondent declines to answer.	0	No
Yes	Yes, respondent has mentioned other issues that impact care-giving, or assessor observes factors that may impact care-giving.	1	No
No	No	0	No

- S. **Question #10.1** (*The purpose of this question is to determine concerns about the primary support person’s care-giving ability. This question must be answered by the primary caregiver or his/her close representative. Note: Only ask this question if any answers selected in Questions 10A –K are answered as “Yes.” An answer of “Unable” for Question #10.1 indicates a crisis*)

Adult and Children’s: “How much do these things impact your ability to care for <client’s name>?”

Answers Available for Selection	Information on Help Screen to Elaborate on Answers	Algorithm Score		Referral Indicator
If the score for Questions #10A-K equal 1, use this column:				
If the score for Questions #10A-K are 2 or more, use this column:				
Respondent declines to answer	Respondent declines to answer.	0	0	No
Little or no impact	Reported concerns are not likely to have a substantial impact on care-giving ability.	0	0	No

Answers Available for Selection	Information on Help Screen to Elaborate on Answers	Algorithm Score		Referral Indicator
If the score for Questions #10A-K equal 1, use this column:				
If the score for Questions #10A-K are 2 or more, use this column:				
Possible impact, no concrete evidence	There are issues about the caregiver which may impact his/her care-giving ability, but there is no evidence that care-giving has indeed been impacted as of yet.	2	1	No
Concrete evidence of reduced care	There is concrete evidence that the caregiver's situation or abilities have negatively impacted his/her ability to provide adequate care, but the caregiver is still able to provide some care at a minimal standard.	4	2	No
Unable	Primary caregiver is no longer able to provide care up to a minimal health or safety standard.	4	4	No

T. **Question #11** (*The purpose of this question is to determine if the client's basic needs are being met.*)

Adult (second person): "Do you have enough food, shelter, utilities and clothing?"

Adult (third person): "Does <client's name> have enough food, shelter, utilities and clothing?"

Children's: "Does your family have enough food, shelter, utilities and does your child have enough clothing?"

Answers Available for Selection	Information on Help Screen to Elaborate on Answers	Algorithm Score	Referral Indicator
Respondent declines to answer	Respondent declines to answer.	0	No
Yes, all needs met	Yes, all basic needs are met at a minimal standard. If the person is able to meet their needs via accessing food or clothing banks, score need as met.	0	No

Answers Available for Selection	Information on Help Screen to Elaborate on Answers	Algorithm Score	Referral Indicator
Yes, but having difficulty	Client has all basic needs met at a minimum standard but concrete evidence exists that the client is currently having difficulty meeting those needs and may be in jeopardy of losing food, shelter, utilities, or clothing (e.g., has experienced times in the past year where rent/mortgage or utility bills were past due by 60 days or more, or has gone without meals or needed medical care due to a lack of funds or due to client's lack of skills to follow through with obtaining and maintaining resources to meet basic needs).	0	Yes
No, some needs unmet	No, one or more basic needs are not met.	Not Applicable	Not Applicable

- U. **Question #11.1** (*If “Yes, but having difficulty” or “No, some needs unmet” is selected as an answer to question #11, choose one or more of the following answers to identify the area(s) where the client has a basic need. Note a score of 4 or more indicates a crisis*)

Answers Available for Selection	Information on Help Screen to Elaborate on Answers	Algorithm Score	Referral Indicator
Respondent declines to answer	Respondent declines to answer.	0	No
Food	Food	2	Yes
Shelter	Shelter	2	Yes
Utilities	Utilities	2	Yes
Clothing	Clothing	1	Yes

- V. **Question #12** (*The purpose of this question is to determine if the client's current residential placement is appropriate. If “Respondent declines to answer” is selected, do not permit any additional responses to be selected as answers for Question #12. If “None of these” is selected with any other response(s), display an error message asking the assessor to remove any other response(s) selected as answers for Question #12. Note: An answer of “Homeless now or within 60 days” indicates a crisis*)

Adult (second person): “Do you or does anyone else have concerns about where you live?”

Adult (third person): “Does <client's name> or does anyone else have concerns about where <client's name> lives?”

Children's: "Do you or does anyone else have concerns about where your child lives?"

Answers Available for Selection	Information on Help Screen to Elaborate on Answers	Algorithm Score	Referral Indicator
Respondent declines to answer	Respondent declines to answer.	0	No
None of these	This selection is used when the client's response to this question does not match any of the possible answers.	0	No
Affordability concern	Some concern about affordability of shelter	0	Yes
Problem reported, but placement not at risk	Problems have been reported, but they are not placing client at risk for loss of housing. This response is inconsistent with any of the final 3 possible answers for this question.	1	No
Requests placement (current), but current placement not at risk	Specific requests for residential placement assistance as soon as one is available, but current placement is safe and stable. This response is inconsistent with any of the final 3 possible answers for this question.	1	Yes
Requests placement, more than a year from now, but current placement not at risk	Specific requests have been made for residential placement assistance in the future, but current placement is safe and stable. This response is inconsistent with any of the final 3 possible answers for this question.	0	Yes
Current placement at risk	Concerns reported that may likely require a move (e.g., current conflicts with household members, landlord, or neighbors). This response is inconsistent with responses "Problem reported," "Requests placement," and "Requests placement, more than a year from now."	2	Yes
Health or safety concerns	Current placement puts client's health or safety at risk. This response is inconsistent with responses "Problems reported," "Requests placement," "Requests placement more than a year from now."	This score is the total score of Question #12.1 (Max. of 3)	Yes

Answers Available for Selection	Information on Help Screen to Elaborate on Answers	Algorithm Score	Referral Indicator
Homeless now or within 60 days	Homeless/imminent homeless (within next 60 days) not by choice, temporary housing or shelter. This response is inconsistent with responses “Problems reported,” “Requests placement,” “Requests placement more than one year from now.”	6	Yes

- W. **Question #12.1** (*If “Health or safety concerns” is chosen in question #12, choose one or more of the following answers to identify the area(s) where the client has a health or safety concern*)

Answers Available for Selection	Information on Help Screen to Elaborate on Answers	Algorithm Score	Referral Indicator
Respondent declines to answer	Respondent declines to answer.	0	No
Fire, safety or health hazards	Dwelling has visible fire, safety or health hazards that present a clear and immediate risk to the client.	1	Yes
Limited access / availability to facilities and exits	Dwelling has limited access to or limited availability of kitchen, bathroom or emergency exits.	1	Yes
Feels unsafe in home or neighborhood	Client does not feel safe in household or neighborhood.	1	Yes
None of these	This selection is used when the client’s response to this question does not match any of the possible answers.	0	No

- X. **Question #13** (*The purpose of this question is to determine if the client requires personal care assistance. If the client is under the age of 8, do not ask question #13. If the client is under the age of 18, do not ask question #13G. A score of 3 or more for questions #13A-G, place the client in the High Level of Need group. A score of 1 or more on #13A-G and a score of 3 or more on question #13.1 place the client in the High Level of Need group.*)

Adult (second person): Did you receive help with any of the following tasks in the last week?

Adult (third person): Did <client's name> receive help with any of these tasks in the last week?

Children's: Did your child receive help with any of these tasks in the last week?

Question #13A. "Bathing"

Answers Available for Selection	Information on Help Screen to Elaborate on Answers	Algorithm Score	Referral Indicator
Respondent declines to answer	Respondent declines to answer.	0	No
Yes	Yes	1	No
Assistance needed, not always available	Assistance needed, but help is not always available.	1	No
None of these, help not needed	This selection is used when the client's response to this question does not match any of the possible answers.	0	No

Question #13B. "Shaving, cutting nails, or other personal hygiene tasks"

Answers Available for Selection	Information on Help Screen to Elaborate on Answers	Algorithm Score	Referral Indicator
Respondent declines to answer	Respondent declines to answer.	0	No
Yes	Yes	1	No
Assistance needed, not always available	Assistance needed, but help is not always available.	1	No
None of these, help not needed	This selection is used when the client's response to this question does not match any of the possible answers.	0	No

Question #13C. "Dressing"

Answers Available for Selection	Information on Help Screen to Elaborate on Answers	Algorithm Score	Referral Indicator
Respondent declines to answer	Respondent declines to answer.	0	No
Yes	Yes	1	No

Answers Available for Selection	Information on Help Screen to Elaborate on Answers	Algorithm Score	Referral Indicator
Assistance needed, not always available	Assistance needed, but help is not always available.	1	No
None of these, help not needed	This selection is used when the client's response to this question does not match any of the possible answers.	0	No

Question #13D. "Toilet use"

Answers Available for Selection	Information on Help Screen to Elaborate on Answers	Algorithm Score	Referral Indicator
Respondent declines to answer	Respondent declines to answer.	0	No
Yes	Yes	1	No
Assistance needed, not always available	Assistance needed, but help is not always available.	1	No
None of these, help not needed	This selection is used when the client's response to this question does not match any of the possible answers.	0	No

Question #13E. "Moving around or repositioning yourself"

Answers Available for Selection	Information on Help Screen to Elaborate on Answers	Algorithm Score	Referral Indicator
Respondent declines to answer	Respondent declines to answer.	0	No
Yes	Yes.	1	No
Assistance needed, not always available	Assistance needed, but help is not always available.	1	No
None of these, help not needed	This selection is used when the client's response to this question does not match any of the possible answers.	0	No

Question #13F. "Eating"

Answers Available for Selection	Information on Help Screen to Elaborate on Answers	Algorithm Score	Referral Indicator
Respondent declines to answer	Respondent declines to answer.	0	No
Yes	Yes.	1	No
Assistance needed, not always available	Assistance needed, but help is not always available.	1	No
None of these, help not needed	This selection is used when the client's response to this question does not match any of the possible answers.	0	No

Question #13G. "Taking medications" (Not asked if client is under the age of 18)

Answers Available for Selection	Information on Help Screen to Elaborate on Answers	Algorithm Score	Referral Indicator
Respondent declines to answer	Respondent declines to answer.	0	No
Yes	Yes.	1	No
Assistance needed, not always available	Assistance needed, but help is not always available.	1	No
None of these, help not needed	This selection is used when the client's response to this question does not match any of the possible answers.	0	No

Y. **Question #13.1** (*Purpose of this question is to determine what level of assistance the client needs to complete self-care tasks. This question is only asked if "Yes" or "Assistance needed, not always available" has been selected as one of the responses in Question 13A-G.*)

Adult (second person): "Thinking of the self-care task you needed the most help with, what kind of help did you get?"

Adult (third person): "Thinking of the self-care task that <client's name> needed the most help with, what kind of help did <he/she> get?"

Children's: "Thinking of the self-care task <client's name> needed the most help with, what kind of help did <he/she> get?"

Answers Available for Selection	Information on Help Screen to Elaborate on Answers	Algorithm Score	Referral Indicator
Respondent declines to answer	Respondent declines to answer.	0	No

Answers Available for Selection	Information on Help Screen to Elaborate on Answers	Algorithm Score	Referral Indicator
Independent	Client is able to perform personal care tasks without assistance or oversight.	0	No
Adaptive device	Client needs equipment, but can otherwise perform personal care tasks independently.	1	No
Supervision	Client needs support in the form of individualized instruction, oversight, modeling, or cueing.	2	No
Limited Assistance	Client highly involved in activity and receives physical help in guided maneuvering of limbs.	3	No
Extensive Assistance	Client performs part of activity with caregiver performing part of activity.	4	No
Totally Dependent	Full caregiver performance of activity and all sub-tasks.	5	No

- Z. **Question #14** (*The purpose of this question is to determine if the client has medically complex needs related to needing therapy or monitoring. Note: A combined score of 4 or more for Questions #14 and 14.1 indicate the client as having medically complex needs and places the client in the High Level of Need group.*)

Adult (second person): “Are you receiving any treatments or therapies that a healthcare professional said you need?”

Adult (third person): “Is <client’s name> receiving any treatments or therapies that a healthcare professional said <he/she> needed?”

Children’s: “Is your child receiving any treatments or therapies that a healthcare professional said <he/she> needed?”

Answers Available for Selection	Information on Help Screen to Elaborate on Answers	Algorithm Score	Referral Indicator
Respondent declines to answer	Respondent declines to answer.	0	No
Not yet evaluated	Not yet evaluated.	0	No
Yes, receives all recommended services	Yes, client receives all recommended treatments and/or therapies.	0	No
Yes, receives some recommended services	Yes, client receives some recommended treatments and/or therapies.	1	Yes

Answers Available for Selection	Information on Help Screen to Elaborate on Answers	Algorithm Score	Referral Indicator
No, does not receive recommended services	No, client does not receive any recommended treatments and/or therapies.	3	Yes

AA. **Question #14.1** *(The purpose of this question is to determine how much health monitoring is required or how often it occurs. Only ask this question if “Yes, receives all recommended services,” “Yes, receives some recommended services,” or “No, does not receive recommended services has been selected as the response for Question #14)*

Adult (second person): “How often do you get healthcare services from doctors, nurses, therapists, or other people?”

Adult (third person): “How often does <client’s name> get healthcare services from doctors, nurses, therapists, or other people?”

Children’s: “How much does your child get healthcare services from doctors, nurses, therapists, or other people?”

Answers Available for Selection	Information on Help Screen to Elaborate on Answers	Algorithm Score	Referral Indicator
Respondent declines to answer	Respondent declines to answer.	0	No
No assistance requested	Client/respondent does not request assistance.	0	No
Little or need	Little or no need for help expressed/described by client.	0	No
Not receiving regular health care	Person did not receive an annual physical or did not receive bi-annual dental check up.	0	Yes
Routine health care	Annual visit through typical community health system and biannual dental visit.	0	No
Less than daily therapy or monitoring	Regular ongoing therapy or monitoring through typical community health care system.	1	No
Daily non-professional support and/or monitoring	Client requires daily health care support by paraprofessionals or trained persons.	2	No
Weekly or monthly professional monitoring or intervention	Client requires regular ongoing (weekly/monthly, but not daily) monitoring or intervention by health care professionals, not including ongoing therapy.	3	No

Answers Available for Selection	Information on Help Screen to Elaborate on Answers	Algorithm Score	Referral Indicator
Daily professional monitoring or intervention	Client requires medical/health intervention or monitoring by health care professionals at least daily.	4	No

AB. **Question #15** (*The purpose of this question is to determine if the person possibly needs treatment for substance abuse. Note: if client is less than 14 years old, skip this question*)

Adult (second person): “Have you ever received help for problems with alcohol or drug use or do you need help now?”

Adult (third person): “Has <client’s name> ever received help for problems with alcohol or drug use or does <client’s name> need help now?”

Children’s: “Has <client’s name> ever received help for problems with alcohol or drug use or does <he/she> need help now?”

Answers Available for Selection	Information on Help Screen to Elaborate on Answers	Algorithm Score	Referral Indicator
If the score for Question #15.1 is “Inpatient,” use this column: If the score for Question #15.1 is “Outpatient,” use this column:			
Respondent declines to answer	Respondent declines to answer.	0	0
Never received help	No prior help reported, client does not desire assistance.	0	0
Evaluation needed	Respondent expresses desire for help, or describes issues. Caregivers witness circumstances likely requiring assistance.	2	2
Previous help	Respondent reports client has received previous help in the last 5 years but not within the last 12 months.	1	3
Current help	Respondent reports that client has received help within the last 12 months.	2	4

AC. **Question #15.1** (*Specify the type of involvement only if “Previous help” or “Current help” have been selected as the answers for Question #15. Note: an answer of “Respondent declines to answer” in Question #15.1 will be treated as “Outpatient” for purposes of scoring responses in Question #15.*)

Answers Available for Selection	Information on Help Screen to Elaborate on Answers	Algorithm Score	Referral Indicator
Respondent declines to answer	Respondent declines to answer.	0	No

Answers Available for Selection	Information on Help Screen to Elaborate on Answers	Algorithm Score	Referral Indicator
Outpatient	Counseling or other involvement that did not require hospital admission.	0	No
Inpatient	Respondent reports client has been hospitalized in a: private psychiatric hospital, residential clinic and/or Eastern/Western State Hospital(s).	0	No

AD. **Question #16** (*The purpose of this question is to identify the over all risk indicator for health-related problems and intensive case management needs*)

Adult (second person): “How many times have you gone to the emergency room and/or been in the hospital in the past year?”

Adult (third person): “How many times has <client’s name> gone to the emergency room and/or been in the hospital in the past year?”

Children’s: “How many times has your child gone to the emergency room and/or been in the hospital in the past year?”

Answers Available for Selection	Information on Help Screen to Elaborate on Answers	Algorithm Score	Referral Indicator
Respondent declines to answer	Respondent declines to answer.	0	No
None	Client has not been in the hospital or visited the emergency room in the last year.	0	No
Once or twice	Client has been in the hospital or visited the Emergency Room once or twice in the last year.	0	No
Three to five times	Client has been in the hospital or visited the Emergency Room three to five times in the last year.	1	No
Six or more times	Client has been in the hospital or visited the Emergency Room six or more times in the last year.	4	No

AE. **Question #17** (*The purpose of this question is to determine what level of supervision the client requires*)

Adult (second person): “How long can you be left alone before someone is concerned about your safety?”

Adult (third person): “How long can <client’s name> be left alone before someone is concerned about <his/her> safety?”

Children’s: “How long can you leave your child alone before someone is concerned about <his/her> safety?”

Answers Available for Selection	Information on Help Screen to Elaborate on Answers	Algorithm Score	Referral Indicator
Respondent declines to answer	Respondent declines to answer.	0	No
No concerns	Client can be left unattended. Client might occasionally show poor judgment, but does not require routine access to a support person.	0	No
Remote	Client can be left unattended for extended periods of time, but requires access to a support person either via telephone or someone who visits the person, but not daily.	1	No
Monitoring	Client can be left unattended for several hours at a time (2-4 hours) to engage in independent activities, but needs access to a support person daily for guidance or personal care assistance.	2	No
Close proximity	Client can be left unattended for short periods of time (1-2 hours), provided that the environment is strictly structured and that a support person can respond quickly in an emergency situation.	3	No
Onsite	Client cannot be left unattended. Client requires a support person on the property at all times, at least during the "Awake" hours.	4	No
Line of Sight	Client cannot be left unattended. Client requires a support person within the room at all times during "Awake" hours.	5	No

Score Adjustments based on client's age for Question #17. If client's age is:

- If client is 18 years of age or older, score as is.
- If client is 16 to 17 years of age, subtract 1 from the total score.
- If client is 12 to 15 years of age, subtract 2 from the total score.
- If client is 8 to 11 years of age, subtract 3 from the total score.
- If client is 5 to 7 years of age, subtract 4 from the total score.
- If client is 0 to 4 years of age, subtract 5 from the total score.
- If supervision score is a negative number, set to 0.

AF. **Question #18** (*The purpose of this question is to determine if there are any possible signs of abuse, neglect, and/or exploitation of the client. Note: A score of 4 or more indicates a crisis*)

Adult (second person): “Has someone been hurting you?”

Adult (third person): “Has someone been hurting <client’s name>?”

Children’s: “Are you concerned that someone may be hurting your child?”

Answers Available for Selection	Information on Help Screen to Elaborate on Answers	Algorithm Score	Referral Indicator
Respondent declines to answer	Respondent declines to answer.	0	No
Nothing reported or observed	No information has been presented that is of concern to the respondent or assessor.	0	No
Past problem, with situation resolved	Respondent reports potential or actual abuse, neglect, or exploitation, but respondent reports that situation was resolved more than a year ago.	1	No
Vague or non-specific allegations	Respondent reports concerns, but the concerns do not meet criteria for mandatory reporting to Adult Protective Services, Child Protection Services, Residential Care Services, or Law Enforcement.	2	No
Concerns raised, report needed	Meets mandatory reporting criteria for Adult Protection Services, Child Protection Services, Residential Care Services, and/or Law Enforcement referral needed.	4	Yes
Informally reported	Client reported to his/her family, caregiver or other person.	4	Yes
Formal report has been filed	Adult Protective Services, Child Protection Services, Residential Care Services, and/or a Law Enforcement report have been filed.	4	No

AG. **Question #19** (*The purpose of this question is to determine if the client has behavioral issues and provide an indication as to how extensive these behavioral concerns are*)

Adult (second person): “Has somebody else commented about what you say or do that they see as a problem?”

Adult (third person): “Has somebody else commented about what <client’s name> says or does that they see as a problem?”

Children's: "Does your child have any behavioral issues that concern you?"

Answers Available for Selection	Information on Help Screen to Elaborate on Answers	Algorithm Score	Referral Indicator
Respondent declines to answer	Respondent declines to answer.	0	No
No assistance requested	Respondent reports no concerns and no assistance requested.	0	No
Nothing reported or observed	No information has been presented that is of concern to the respondent or assessor.	0	No
Behaviors are not negatively impacting daily life	Respondent reports that behaviors are not negatively impacting school/work, residence, vocation, transportation, or relationships.	1	No
Behaviors are intermittently impacting daily life	Respondent reports that behaviors are intermittently impacting school/work, residence, vocation, transportation, or relationships.	2	Yes
Behaviors negatively impacting daily life	Respondent reports that behaviors are negatively impacting school/work, residence, vocation, transportation, or relationships.	3	Yes
Behaviors are potentially dangerous	Respondent reports that client's behaviors are potentially dangerous and have resulted in injury to the client or others (e.g., head banging, physical aggression, sexually inappropriate behavior in a client over the age of 12.)	4	Yes
Community Protection Indicators	Respondent reports concerns related to fire setting behaviors, sexual aggressiveness toward others, violent outbursts, predatory behaviors, cruelty to animals, being registered as a sex offender.	4	Yes

AH. **Question #20** (*The purpose of this question is to determine if the client has mental health issues or a mental health history and how extensive are these concerns. Note: If "Respondent declines to answer" is selected, do not permit any additional responses to be selected as answers for Question #20. If "None of these" is selected with any other response(s), display an error message asking the assessor to remove any other response(s) selected as answers for Question #20.*)

Adult (second person): “Have you received help from a mental health counselor, psychologist or psychiatrist?”

Adult (third person): “Has <client’s name> received help from a mental health counselor, psychologist or psychiatrist?”

Children’s: “Has your child received help from a mental health counselor, psychologist or psychiatrist?”

Answers Available for Selection	Information on Help Screen to Elaborate on Answers	Algorithm Score		Referral Indicator
If the score for Question #20 is “Inpatient,” use this column: If the score for Question #20 is “Outpatient,” use this column:				
Respondent declines to answer	Respondent declines to answer.	0	0	No
None of these	This selection is used when the client’s response to this question does not match any of the possible answers.	0	0	No
Evaluation needed	Respondent expresses desire for help. May included description of issues or staff reports witnessing circumstances likely requiring assistance and DDD staff is concerned.	2	2	Yes
Previous help	Respondent reports client has received previous help in the last 5 years but not within the last 12 months.	1	3	Yes
Current help	Respondent reports that client has received help within the last 12 months.	2	4	Yes

- AI. **Question #20.1** (*Specify the type of involvement only if “Previous help” or “Current help” have been selected as the answers for Question #20. Note: an answer of “Respondent declines to answer” in Question #20.1 will be treated as “Outpatient” for purposes of scoring responses in Question #20.*)

Answers Available for Selection	Information on Help Screen to Elaborate on Answers	Algorithm Score	Referral Indicator
Respondent declines to answer	Respondent declines to answer.	0	No
Outpatient	Counseling or other involvement that did not require hospital admission.	0	No
Inpatient	Respondent reports client has been hospitalized in a: private psychiatric hospital, residential clinic and/or Eastern/Western State Hospital(s).	0	No

- AJ. **Question #21** *(The purpose of this question is to determine if there are legal issues to be resolved. If “Respondent declines to answer” is selected, do not permit any additional responses to be selected as answers for Question #21. If “None of these” is selected with any other response(s), display an error message asking the assessor to remove any other response(s) selected as answers for Question #21.)*

Adult (second person): “Do you need someone to give you legal advice or information?”

Adult (third person): “Does <client’s name> need someone to give <him/her> legal advice or information?”

Children’s: “Do you need someone to give you legal advice or information?”

Answers Available for Selection	Information on Help Screen to Elaborate on Answers	Algorithm Score	Referral Indicator
Respondent declines to answer	Respondent declines to answer.	0	No
None of these	This selection is used when the client’s response to this question does not match any of the possible answers.	0	No
Yes, civil issue – POA, payee	Respondent requests help with establishing or modifying guardianship, representative payee, or Power of Attorney (POA) orders.	2	Yes
Yes, education rights	Respondent requests assistance with education rights.	1	Yes
Yes, civil issue – other	Respondent requests help with enforcing disability laws, or other civil matters.	1	Yes
Yes, victim assistance	Respondent reports that he/she has been a victim of a crime and requests assistance.	4	Yes
Yes, criminal issue	Respondent requests help with a current misdemeanor or felony charge.	4	Yes

- AK. **Question #22** *(The purpose of this question is to determine if the client has expressive language issues. Note: This question refers to day-to-day conversation and not detailed or more complex communication. Communication of any format (e.g., verbal language, signs, gestures, vocalizations, body language) should be included when determining understanding. Comprehension by others is to be assessed looking at how individuals closest to the client are able to understand him/her. Comprehension by the client is to be assessed looking at how the client understands the individuals who are closest to*

him/her. The assessor should score according to the level of assistance required when any adaptive devices that the client has are in use.)

Adult (second person): “Do people understand you when you tell them what you want or need?”

Adult (third person): “Do people understand <client’s name> when <he/she> tells them what <he/she> wants or needs?”

Children’s: “Do people understand your child when <he/she> tells them what <he/she> wants or needs?”

Answers Available for Selection	Information on Help Screen to Elaborate on Answers	Algorithm Score	Referral Indicator
Respondent declines to answer	Respondent declines to answer.	0	No
Understood	Client expresses ideas clearly.	0	No
Usually understood (prompts/rephrase)	Client has difficulty finding the right words or finishing thoughts, resulting in delayed responses; or requires some prompting or rephrasing to make self understood. Score at this level if the client can communicate clearly in a language other than English, but is not fluent in English.	1	Yes
Sometimes understood (Concrete requests)	Client has limited ability, but is able to express concrete requests regarding at least basic needs (e.g., food, drink, sleep, toilet.)	2	Yes
Rarely/Never Understood (caregiver interpretation)	At best, understanding is limited to caregiver’s interpretation of client specific sounds or body language (e.g., indicated presence of pain or need to toilet.)	3	Yes

AL. **Question #23** (*The purpose of this question is to determine if the person has a receptive language issue.*)

Adult (second person): “Do you understand what other people say to you?”

Adult (third person): “Does <client’s name> understand what other people say to <him/her>?”

Children’s: “Does your child understand what other people say to <him/her>?”

Answers Available for Selection	Information on Help Screen to Elaborate on Answers	Algorithm Score	Referral Indicator
Respondent declines to answer	Respondent declines to answer.	0	No

Answers Available for Selection	Information on Help Screen to Elaborate on Answers	Algorithm Score	Referral Indicator
Understands	Client expresses ideas clearly.	0	No
Usually understands (limited comprehension)	Client may miss some part or intent of the message but comprehends most of it. The client may have periodic difficulties integrating information but generally demonstrates comprehension by responding in words or actions. Score at this level if the client can communicate clearly in a language other than English, but is not fluent in English.	1	Yes
Sometimes understands (simple, direct only)	Client demonstrates frequent difficulties integrating information, and responds adequately only to simple and direct questions or directions. When caregivers rephrase or simplify the message and/or gestures, the client's comprehension is enhanced.	2	Yes
Rarely/Never Understood (no, unclear response)	Client demonstrates very limited ability to understand communication, or caregiver has difficulty determining whether the client comprehends messages, based on verbal and non-verbal responses, or client can hear sounds but does not understand messages.	3	Yes

AM. **Question #24** (*The purpose of this question is to determine any other outstanding issues or a need to return to an earlier question. It also serves as a cue to the client/respondent that this is the end of the assessment. Depending upon response, re-visit relevant questions and/or enter additional narrative regarding information provided into the Mini-Assessment.*)

Adult (second person): “And finally, is there anything else you want to tell me that we have not talked about?”

Adult (third person): “And finally, is there anything else <client's name> might want to tell me that we have not talked about?”

Children's: “And finally, is there anything else you want to tell me that we have not talked about?”

- AN. Some domains of need have higher risk to the client if those needs aren't being met. The domains are weighted according to the following scale so that the overall level of need can be normalized, and essential support needs can be weighted appropriately. The following table lists the Domain Weights and Domain Max Raw Score values for each domain in the Mini Assessment Algorithm. (The Mini-Assessment Question #'s that relate to each domain are listed in the "Related Question(s)" column.)

Domain	Domain Weight	Domain Max Raw Score	Related Question(s)
Housing	2.000	13	12 and 12.1
Safety	1.906	9	17 and 18
Caregiver/Support System	1.781	25	8, 9, 10A-K, and 10.1
Financial Subsistence	1.781	7	11
Community Protection	1.750	4	19
Physical Health	1.719	15	14, 14.1, 15 and 16
Personal Assistance	1.625	12	13A-G and 13.1
Behavior	1.594	4	19
Transportation	1.594	4	7
Communication	1.594	6	22 and 23
Mental Health	1.531	9	20
Adaptive Equipment	1.500	11	5, 5.2, 6 and 13.1 (Note: only selections of "Adaptive Device" in questions 6 and 13.1 contribute to scoring for this domain.)
Social/Community Participation	1.406	3	6
Employment	1.344	5	3 and 4
Legal	1.313	12	21
Education	1.250	16	2.1, 2.2, 3, 5 and 5.1
Maximum Total Score:	25.688		

- AO. Calculating a client's Housing Domain Score is represented by the following equation:

$$\frac{\text{Sum of client's scores for Questions 12 and 12.1}}{\text{Housing Domain Max Raw Score}} = \text{Client's normalized housing domain score}$$

$$2.000 \text{ (Client's Normalized housing domain score)} = \text{Client's weighted (housing) domain score}$$

AP. Calculating a client's Safety Domain Score is represented by the following equation:

$$\frac{\text{Sum of client's scores for Questions 17 and 18}}{\text{Safety Domain Max Raw Score}} = \text{Client's normalized safety domain score}$$

$$1.906 \text{ (Client's normalized safety domain score)} = \text{Client's weighted (safety) domain score}$$

AQ. Calculating a client's Caregiver/Support System Domain Score is represented by the following equation:

$$\frac{\text{Sum of client's scores for Questions 8, 9, 10A-K and 10.1}}{\text{Caregiver/Support system Domain Max Raw Score}} = \text{Client's normalized Caregiver/support system domain score}$$

$$1.781 \text{ (Client's normalized Caregiver/Support system domain score)} = \text{Client's weighted (Caregiver/Support system) domain score}$$

AR. Calculating a client's Financial Subsistence Domain Score is represented by the following equation:

$$\frac{\text{Sum of client's scores for Question #11}}{\text{Financial Subsistence Domain Max Raw Score}} = \text{Client's normalized Financial subsistence domain score}$$

$$1.781 \text{ (Client's normalized Financial subsistence domain score)} = \text{Client's weighted (Financial Subsistence) domain score}$$

AS. Calculating a client's Community Protection Domain Score is represented by the following equation:

$$\frac{\text{Sum of client's scores for Question #19}}{\text{Community Protection Domain Max Raw Score}} = \text{Client's normalized Community Protection domain score}$$

$$1.750 \text{ (Client's normalized Community Protection domain score)} = \text{Client's weighted (Community Protection) domain score}$$

AT. Calculating a client's Physical Health Domain Score is represented by the following equation:

$$\frac{\text{Sum of client's scores for Questions 14, 14.1, 15 and 16}}{\text{Physical Health Domain Max Raw Score}} = \text{Client's normalized Physical Health domain score}$$

$$1.719 \text{ (Client's normalized Physical Health domain score)} = \text{Client's weighted (Physical Health) domain score}$$

AU. Calculating a client's Personal Assistance Domain Score is represented by the following equation:

$$\frac{\text{Sum of client's scores for Questions 13A-G and 13.1}}{\text{Personal Assistance Domain Max Raw Score}} = \text{Client's normalized Personal Assistance domain score}$$

$$1.625 \text{ (Client's normalized Personal Assistance domain score)} = \text{Client's weighted (Personal Assistance) domain score}$$

AV. Calculating a client's Behavior Domain Score is represented by the following equation:

$$\frac{\text{Sum of client's scores for Question \#19}}{\text{Behavior Domain Max Raw Score}} = \text{Client's normalized Behavior domain score}$$

$$1.594 \text{ (Client's normalized Behavior domain score)} = \text{Client's weighted (Behavior) domain score}$$

AW. Calculating a client's Transportation Domain Score is represented by the following equation:

$$\frac{\text{Sum of client's scores for Question \#7}}{\text{Transportation Domain Max Raw Score}} = \text{Client's normalized Transportation domain score}$$

$$1.594 \text{ (Client's normalized Transportation domain score)} = \text{Client's weighted (Transportation) domain score}$$

AX. Calculating a client's Communication Domain Score is represented by the following equation:

$$\frac{\text{Sum of client's scores for Questions 22 and 23}}{\text{Communication Domain Max Raw Score}} = \text{Client's normalized Communication domain score}$$

$$1.594 \text{ (Client's normalized Communication domain score)} = \text{Client's weighted (Communication) domain score}$$

AY. Calculating a client's Mental Health Domain Score is represented by the following equation:

$$\frac{\text{Sum of client's scores for Question \#20}}{\text{Mental Health Domain Max Raw Score}} = \text{Client's normalized Mental Health domain score}$$

$$1.531 \text{ (Client's normalized Mental Health domain score)} = \text{Client's weighted (Mental Health) domain score}$$

AZ. Calculating a client's Adaptive Equipment Domain Score is represented by the following equation:

$$\frac{\text{Sum of client's scores for Questions 5, 5.2, 6, and 13.1 (A maximum of 1 point each for 6 and 13.1 can be added if "Adaptive Device" has been selected as answers for these questions. Other selections for questions 6 and 13.1 do not contribute to the score for this domain)}}{\text{Adaptive Equipment Domain Max Raw Score}} = \text{Client's normalized Adaptive Equipment domain score}$$

$$1.500 \text{ (Client's normalized Adaptive Equipment domain score)} = \text{Client's weighted (Adaptive Equipment) domain score}$$

BA. Calculating a client's Social/Community Participation Domain Score is represented by the following equation:

$$\frac{\text{Sum of client's scores for Question \#6}}{\text{Social/Community Participation Domain Max Raw Score}} = \text{Client's normalized Social/Community Participation domain score}$$

$$1.406 \text{ (Client's normalized Social/Community Participation domain)} = \text{Client's weighted (Social/Community Participation) domain score}$$

score)

- BB. Calculating a client's Employment Domain Score is represented by the following equation:

$$\frac{\text{Sum of client's scores for Questions 3 and 4}}{\text{Employment Domain Max Raw Score}} = \text{Client's normalized Employment domain score}$$

$$1.344 (\text{Client's normalized Employment domain score}) = \text{Client's weighted (Employment) domain score}$$

- BC. Calculating a client's Legal Domain Score is represented by the following equation:

$$\frac{\text{Sum of client's scores for Question #21}}{\text{Legal Domain Max Raw Score}} = \text{Client's normalized Legal domain score}$$

$$1.313 (\text{Client's normalized Legal domain score}) = \text{Client's weighted (Legal) domain score}$$

- BD. Calculating a client's Education Domain Score is represented by the following equation:

$$\frac{\text{Sum of client's scores for Questions 2.1, 2.2, 3, 5 and 5.1}}{\text{Education Domain Max Raw Score}} = \text{Client's normalized Education domain score}$$

$$1.250 (\text{Client's normalized Education domain score}) = \text{Client's weighted (Education) domain score}$$

- BE. Calculating a client's Aggregate weighted score is represented by the following equation:

$$\text{Sum of Client's weighted domain scores (16 domains within the Mini-Assessment)} = \text{Client's Mini-Assessment Score}$$

- BF. The following Domain raw scores show the threshold values that will result in an assignment to the High Level of Need and Low Level of Need groups, regardless of the client's aggregate weighted score. Client's who do not meet the High Level of Need criteria, but exceed the Low Level of Need criteria are assigned to the Moderate Level of Need group.

Domain	High Level of Need Threshold Scores	Low Level of Need Threshold Scores
Evaluation Criteria	Any one of the criteria, in the domains listed below, is sufficient to assign a client to the High Level of Need group. Any crisis indicator that is triggered in the Mini-Assessment will place the client in the High Level of Need Group. However if the client is a child and his/her respondents have refused to disclose family income and dependents information, the client will be placed in the Low Level of Need group, regardless of the client's domain scores and/or crisis indicators.	All of the following criteria, in the domains below, need to be met for the client to be assigned to the Low Level of Need Group. If the total Aggregate Weighted Score is below the threshold value listed, the client is assigned to the Low Level of Need Group unless a crisis indicator is triggered.
Housing	A score that is greater than or equal to 6	A score of 0
Caregiver/Support System	A score that is greater than or equal to 12	A score that is less than or equal to 2
Safety	A score that is greater than or equal to 6	A score that is less than or equal to 1
Community Protection	A score that is greater than or equal to 4	A score of 0
Behavior	A score that is greater than or equal to 3	A score of 0
Financial Subsistence	A score that is greater than or equal to 4	A score of 0
Physical Health	A score that is greater than or equal to 4	A score that is less than or equal to 1
Mental Health	A score that is greater than or equal to 4	A score of 0
Personal Assistance	Null	A score that is less than or equal to 1
Education	Not applicable	A score that is less than or equal to 1
Employment	Not applicable	A score that is less than or equal to 1
Social/Community Participation	Not applicable	A score of 0
Legal	Not applicable	A score that is less than or equal to 1

Domain	High Level of Need Threshold Scores	Low Level of Need Threshold Scores
Communication	A score that is greater than or equal to 3	A score that is less than or equal to 1
Transportation	A score that is greater than or equal to 4	A score of 0
Adaptive Equipment	A score that is greater than or equal to 4	A score of 0

BG. The following domain raw scores indicate that the client may be in crisis. As a result, the client will be assigned to the High Level of Need group.

Mini-Assessment Question	Score total indicating a crisis
Question #8	A total score of 4 or more indicates a crisis
Question #9	A total score of 4 or more indicates a crisis
Question 10.1	An answer of “Unable” indicates a crisis
Question 11.1	A total score of 4 or more indicates a crisis
Question #12	An answer of “Homeless now or within 60 days” indicates a crisis.
Question #18	A total score of 4 or more indicates a crisis

BH. Assignment to the High Level of Need group for adults requires that at least one of the following criteria is met:

1. The respondent has reported that the client has CNP Program status, evidenced by having a CNP coupon, and has expressed “Desires personal care services,” which have both been entered on the client’s financial screen in CARE; or
2. The client’s Mini-Assessment indicates that he/she is in crisis; or
3. The client’s Mini-Assessment aggregate weighted score is greater than or equal to 11.087 or
4. That the client’s raw score, in one of the domains, exceeds the High Level of Need threshold score for that domain. (See section BF for High Level of Need threshold scores.)

BI. Assignment to the Moderate Level of Need group for adults requires that the aggregate weighted score for the client is less than 11.087 but more than 1.456 or the client’s raw score, in one or more domains, exceeds the Low Level of Need threshold scores. (See section BF for Low Level of Need threshold scores.)

- BJ. Assignment to the Low Level of Need group for adults requires that at least one of the following criteria be met:
1. The client's Mini-Assessment aggregate weighted score is less than or equal to 1.456; or
 2. A Low Level of Need threshold score has not been exceeded. (See section BF for Low Level of Need threshold scores.)
- BK. Assignment to the High Level of Need Group for children, who are under the age of 18, requires that at least one of the following criteria be met:
1. The respondent has reported that the client has CNP Program status, evidenced by having a CNP coupon, and has expressed "Desires personal care services" which have both been entered on the client's financial screen in CARE; or
 2. The client's respondents have agreed to disclose their family's annual gross income and number of family dependents in the client's household per WAC 388-824-0070 and that at least one of the following criteria is met:
 - a. The client's Mini-Assessment indicates that he/she is in crisis; or
 - b. The client's Mini-Assessment aggregate weighted score is greater than or equal to 11.087 or
 - c. That the client's raw score, in one of the domains, exceeds the High Level of Need threshold score for that domain. (See section BF for High Level of Need threshold scores)
- BL. Assignment to the Moderate Level of Need group for children requires that the aggregate weighted score for the client is less than 11.087 but more than 1.456 (or the client's raw score, in one or more domains, exceeds the Low Level of Need threshold scores) and that the respondents have agreed to disclose their family's annual gross income and number of family dependents in the client's household per WAC 388-824-0070.
- BM. Assignment to the Low Level of Need group for children requires that at least one of the following criteria to be met:
1. The client's Mini-Assessment aggregate weighted score is equal to or less than 1.456; or
 2. A Low level of Need threshold score has not been exceeded. (See section BF of policy for Low Level of Need threshold scores); or

3. The client's respondent(s) have declined DDD's request to disclose family income and number of family dependents information per Chapter 388-824 WAC.

EXCEPTIONS

Any exceptions to this policy must have the prior written approval of the Division Director.

SUPERSESSION

None.

Approved: /s/ Linda Rolfe
Director, Division of Developmental Disabilities

Date: 8/22/2005