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# Memo

To: Children's Mental Health Providers  
From: Crystal Palmer and Carlynn Nichols  
CC: Risa Coleman, Amy Neumeyer, Heidi Wale, Hannah Wong, Tiffanie Martinez,  
Gateway, Carelink, Starlit Smith  
Date: December 18, 2013  
Re: CAFAS/PECFAS/DECA Requirements

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This memorandum is to serve as an update on requirements pertaining to the Child and Adolescent Functional Assessment Scale (CAFAS), Preschool and Early Childhood Functional Assessment Scale (PECFAS), and Devereux Early Childhood Assessment (DECA).

**Assessment requirements:** On December 13, 2013, the Michigan Department of Community Health (MDCH) released some general guidelines for CAFAS and PECFAS pertaining to contract requirements, assessment, PIHP responsibilities, training requirements, MDCH support, and Multi-Health Systems, Inc. See attachment 1 for more information.

MDCH has also shared three CAFAS Aggregate Reports for the State of Michigan for Fiscal Year 2011-2012. See attachment 2, 3, and 4. These are the reports that would typically be received during annual Level of Functioning (LOF) project meetings. In the future, MDCH would like to reconvene annual meetings to review the State's CAFAS information.

PECFAS should have been entered into the Functional Assessment System (FAS, online data base) since October 1, 2012. If your agency has not been entering PECFAS in FAS, you are not required to do any back entry of this data but must immediately start entering current data into FAS.

The DECA is required for providers offering services to children ages 1 month to 36 months. Providers must adhere to the following requirements:

- o Complete E-DECA on any child ages 1 month to 36 months

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- Complete the E-DECA on a quarterly basis
- Enter E-DECA into the online database by February 1, 2014

**Training:** The Virtual Center of Excellence has been coordinating both CAFAS and PECFAS trainings for approximately the past year. There has been a greater need for additional trainings and have been working to accommodate the needs with additional trainings being offered. The training schedule for both CAFAS and PECFAS are located online at [www.vceonline.org](http://www.vceonline.org). Also, we are currently in the process of obtaining CEUs for both CAFAS and PECFAS trainings.

**Reporting Requirements:** As our assessment requirements expand, i.e. PECFAS and E-DECA, so will our reporting requirements. In the future, not only will your agency be required to submit CAFAS reports to the MCPNS, but PECFAS and DECA report will be included also. Guidelines for these reports will be disseminated at a later date.

If you have any questions, please feel free to contact me at (313)833-1996 or [cpalmer@waynecounty.com](mailto:cpalmer@waynecounty.com) Thank you.