



District of Columbia Department of Mental Health

CALOCUS/LOCUS Training and User Account Request Instructions

The instructions below provide step-by-step guidance for requesting and receiving user accounts to access and complete the LOCUS/CALOCUS using DMH's web-based application. Please keep these instructions for your records, and contact the DMH Provider Relations Representative, Ms. Joycelyn Alleyne (Joycelyn.alleyne@dc.gov ; 202-673-4305), should you have questions about this process.

What are the LOCUS and CALOCUS?

The Level of Care Utilization System (LOCUS) for Adults and the Child & Adolescent Level of Care Utilization System (CALOCUS) are assessment and placement instruments designed to help practitioners make decisions regarding the appropriate level of resource intensities required to address the needs of their consumers. The DC Department of Mental Health requires that all direct service providers complete a LOCUS or CALOCUS for each of their consumers at intake, every six months during treatment, and at discharge. DMH is moving to a web-based system for completing and tracking completion of the LOCUS/CALOCUS, which requires the receipt of a user ID and password from DMH.

Who needs a CALOCUS/LOCUS User Account?

All employees who provide a direct service to mental health consumers within their respective agencies must complete the LOCUS/CALOCUS, and must therefore apply for a user account.

How does one obtain a LOCUS/CALOCUS User Account?

The following procedures apply to all current and existing direct service employees:

1. **Complete the two forms described below.** These forms can be obtained: 1) by clicking on the Training Institute link off of DMH's main webpage located at <http://www.dmh.dc.gov>; 2) by contacting your agency's CALOCUS/LOCUS trainer; or 3) as part of your Human Resource paperwork if you are a new employee (this will vary by agency).
 - o *Training Request Form*
 - i. Determine your need for training using the criteria within this form

- ii. Once you have designated your need for training, obtain the appropriate signatures from your Supervisor or Designated Authority on the Training Request Form
- o *CALOCUS/LOCUS Account Request Form (ARF)*
 - i. Complete the user information portion of the (ARF).
 - ii. Obtain the appropriate signatures from your Supervisor or Designated Authority on the (ARF)
- 2. **Submit both forms to your agency-based CALOCUS/LOCUS trainer.** If you are a new employee, this paperwork might be submitted for you via your Human Resources department.
- 3. **Opt out or attend CALOCUS/LOCUS training.** If you need training, your agency trainer will inform you when the next training is scheduled to take place. This individual will sign and submit your ARF to DMH as soon as you have completed user training –user account request forms must be completed no later than the date of training. If you meet criteria for opting out of training, your trainer will sign and submit your ARF DMH for immediate processing, and creation of your user account. Your trainer will also direct you to review the instructions for using the software application (this information is available can be obtained from your trainer, and is also accessible from the DMH Training Institute website).
- 4. **You will receive an e-mail from DMH with further instruction.** Once your user account request form has been received by DMH, you can expect the following:
 - o DMH IT will create a CALOCUS/LOCUS User ID and password for you.
 - o DMH IT will create a certificate required for User access to the CALOCUS/LOCUS
 - o DMH IT will email you the certificate with computer installation instructions, and Help Desk contact information for questions on installing the necessary software to access the CALOCUS/LOCUS system.
- 5. **Install the CALOCUS/LOCUS software onto your computer.** If you experience difficulties with the installation process, contact the Toby Lam at the DMH IT Help Desk at (202) 671-2967 to receive technical support.