LOCUS ASSESSMENT TOOL

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Q1:	What is LOCUS®?

A1: LOCUS is an assessment tool released by the American Association for Community Psychiatry (AACP). The LOCUS is an assessment tool that helps clinicians, insurers, and those in need of behavioral health services, to make treatment decisions in a way that is consistent, fair, and effective. The tool provides a common language and way of understanding what care is needed, when and for how long. The tool is designed to guide treatment decisions for adults aged 18+.

Q2:	Is the LOCUS required?

A2: No, there is no requirement to complete LOCUS at this time. It is being provided by AHCCCS as a resource for providers to guide appropriate treatment decisions.

Q3:	What is the cost of the LOCUS?

A3: There is no cost for providers to complete the LOCUS through the AHCCCS portal or for the associated training. AHCCCS has covered the cost of training through AACP and the process for accessing training at no cost is outlined below.

Q4:	What are the steps to follow for taking the LOCUS training?

A4: The CALOCUS training is available at https://training.communitypsychiatry.org/?tenant=deerfield Providers will need to create an account using the following steps, in order to access the self-paced online training:

1. Click "Create a New Account"
2. Use your company email address as your username. Use this same email address for all other email fields. Please make note of the password you use for your registration as you will need this to login to the site.
3. Enter **C00097drf** in the "Company ID" field.
   - NOTE: Please ensure you enter the correct company ID. You will not be able to successfully create an account if you do not enter the correct company ID.
4. Once you've entered all registration information, an automatic email from "Admin User (via AACP) with the subject line "AACP: account confirmation" will be sent to the company email address you entered.
   - NOTE: If you do not see this automatic email in your inbox, please check your SPAM folder.
5. Confirm your email account by selecting the link included in the email.
6. Select "continue" on the web page stating that your account registration has been confirmed.
7. You will be taken to the "AACP LOCUS training certification dashboard." Select Go to Course to enter LOCUS training for the first time.
   - Note: after you've initiated this course, the LOCUS Training will show up in the dashboard under the heading "in progress courses" and you can resume course content by selecting the link "LOCUS Certification Training by AACP".

Level of Care Utilization System (LOCUS®)
Frequently Asked Questions

Q5:	What is the difference between the LOCUS and the CALOCUS?

A5: LOCUS is used to assess the level of care needed for adults over the age of 18. CALCOUS is used to assess children ages 6-18. LOCUS and CALOCUS have separate training. Providers would need to complete both training sessions to be able to complete both tools.

Q6:	How does the LOCUS guide treatment?

A6: The LOCUS considers a person's needs holistically and asks questions that help the care team to consider all the factors that influence a person's health and well-being. The LOCUS assessment tool is completed by answering questions divided into six categories, called 'dimensions,' that describe different aspects of a person and their illness. Questions in each of the 6 dimensions can have a score from 1 to 5.

Once generated, the LOCUS score is used to recommend a person for a Level of Care. There are 7 different Levels of Care described in the LOCUS that differ according to:

- The types of services and supports available.
- The type and amount of staff support available.
- How often treatment or services are provided.
- The setting in which the treatment or services are provided.
- The ability of the treatment or service setting to manage the safety of people who are at risk of harming themselves or others.

Q7:	Who can conduct the LOCUS?

A7: Any trained provider (PCP, specialist provider, etc.) working with adults is able to conduct the LOCUS.

Q8:	How are AHCCCS, Deerfield, and AACP working together to implement the LOCUS?

A8: AHCCCS has contracted with Deerfield Behavioral Health (Deerfield) to license the Level of Care Utilization System (LOCUS) software. This also includes licensing of the integrated Electronic Health Record (EHR) products. AHCCCS is working to contract with AACP to provide training on the LOCUS to AHCCCS registered providers, at no cost to the providers.

Q9:	If a provider was trained by Deerfield, do they need to take the new training?

A9: No, providers with certificates from Deerfield or AACP are considered trained in LOCUS and do **not** require additional training.

Q10:	How long does the CALOCUS training take to complete?

A10: The LOCUS training will take approximately 3 hours to complete. The safe-paced module saves the learner's progress and includes a competency exam.

Q11:	What is the Deerfield/AHCCCS portal?

A11: The LOCUS assessment tool is completed with the [Deerfield/AHCCCS Portal](#).

For providers to use the portal, it is necessary to email [Matthew Monago](#) to request the registration code and complete an end-user agreement.When reaching out to Matthew, it is essential to identify your organization as an AHCCCS registered provider. Upon signing your agreement you will receive the

ARIZONA
HEALTH CARE COST
CONTAINMENT SYSTEM

necessary registration code for your organization. This code should **NOT** be shared outside your organization or with contractors. Each organization has their own code and it is to be used only by employees of each separately registered organization.

Once providers have received a registration code the steps below can be used to create an account:

Go to the portal select "Click Here to Sign Up for Access"under the heading for "New Users"

AHCCCS LOCUS is provided by the Arizona Health Care Cost Containment System.

AHCCCS LOCUS is the online version of the LOCUS© and CALOCUS© clinical assessment tools, as developed by the American Association of Community Psychiatrists (AACP).

To sign up to use the site, you will need the Registration Code you received from AHCCCS.

Returning Users	New Users
Already have an account?	Use your AHCCCS Registration Code to sign up for your account
➡ Click Here to Log In	👤+ Click Here to Sign Up For Access

Complete the New Users form with the Registration Code

Get a User Name and password for access to the AHCCCS LOCUS wesbite.

Registration Code	Registration Code: [ ]
Enter the Code You Received	Enter the Registration Code you received in the space above. If you did not receive a Code, contact your organization.

Choose Your ID	
Select your account information	User Name: [...]
	Password: [...]
	Verify Password: [...]

Demographics
Tell us about yourself

Full Name: [First] [Middle] [Last   ]
Occupation: [   ]
Company: [   ]
Address: [   ]
[   ]
City, State, Zip: [City   ] [State/Prov] [Zip/Postal]
Telephone: [   ]
E-Mail: [   ]
Time Zone: (UTC-07:00) Arizona ▾

Sign Up!
Complete your registration

☐ Click here to indicate that you have read and agree to the License Agreement and Privacy Policy.

☐ Click here to indicate that you are at least 18 years of age

[Sign Up]   ✪ Cancel Sign Up

The User Name and Password created will be used to log into the portal for completion of the LOCUS. Each individual staff member at your organization will create their own profile using the same registration code.

Q12:	What member ID is required in the AHCCCS portal?

A12: The AHCCCS ID is required for enrolled members. If the member has not yet been enrolled, a "dummy" number should be used (S00000000). Providers should not use any other member identification number in this field. Specific parameters have been set to ensure correct ID number structure is followed. If any ID other than the AHCCCS ID or the dummy number identified in parentheses immediately above, the information will not be accepted.

When entering the members' AHCCCS ID into the portal, it is essential that the AHCCCS ID be verified.

Q13:	What if a member refuses to sign a release for the sharing of Part 2 data (data related to substance use)?

A13: If Part 2 data will be disclosed in the completion of the CALOCUS, a release of information (ROI) is required. If a member refuses to sign an ROI for sharing Part 2 data, a LOCUS cannot be entered into the Deerfield portal. Document member's refusal in the member's chart.

Q14:	Who should providers contact if they have questions about CALOCUS that are not answered within these FAQs?

A14: Providers should email additional questions Systemofcare@azahcccs.gov