**Section 125.40 Regional DLA plan**

a) Each region shall develop a regional DLA plan which articulates how the region will implement the policies and procedures contained in this Part.

b) The plan must be developed to assure the quality, effectiveness and continued appropriateness of aftercare services for each recipient discharged from state-operated facilities and to provide an audit trail which includes documentation and records to identify and track recipients, to evaluate quality and quantity of services delivered, to monitor fiscally and for compliance with related statutes and regulations as well as compliance with responsibilities and functions outlined in this Part.

c) The content of the plan shall include:

1) Discussion of the regional DLA network, its strengths, deficiencies and direction, and identification of those portions of the network with which there will be written interagency agreements.

2) Designation of DLA staff responsibilities in the regional office, at state-operated facilities and/or community agencies for functions required by this Part.

3) Designation of case coordinator model(s) to be used in the region.

4) Assessment of licensed long-term care facility staff training needs and training plans to address these needs.

5) Procedures for handling mandated follow-up monitoring, transfers and terminations.

6) Interagency agreements.

7) Procedures for reporting, with recipient consent, to the referring agency/facility that a recipient is not referred for aftercare treatment/habilitation services.

8) Process for developing and maintaining required records and reporting.

9) Procedures for the dissemination of regional DLA plan.

10) Time frame for implementation of the DLA plan.

d) The regional DLA plan shall be submitted, within 60 days after the effective date of the adoption of this Part, to the associate directors for the Secretary's approval. The plan must assure regional compliance with this Part. The Plan shall be reviewed annually and significant changes including but not limited to changes in the regional network, dropped or added interagency agreements, case coordinator model changes and available services shall be submitted to the associate directors for the Secretary's approval.