

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT ON DISABILITY SERVICES**



<b>PROCEDURE</b>	
Subject: Individualized Medical Staffing for People Supported Through the HCBS IDD Waiver.	Procedure No.: 2013-DDA-PR018
Responsible Program or Office: Developmental Disabilities Administration	Effective Date: September 3, 2013
Date Approved by the Director: August 27, 2013	Number of Pages: 3
Cross References, Related Policies and Procedures, and Related Documents: Health and Wellness policy; Health and Wellness Standards; Provider Human Rights Committee procedure; Human Rights Advisory Committee procedure	

**1. PURPOSE**

The purpose of this procedure is to delineate Developmental Disabilities Administration (“DDA”) and provider responsibilities and establish standards and guidelines for requesting and providing individualized medical staffing, when that is ordered by a physician for people who receive funding through the Home and Community Based Services Waiver for Persons with Intellectual and Developmental Disabilities (“HCBS IDD Waiver”).

**2. APPLICABILITY**

This procedure applies to all Department on Disability Services (“DDS”) employees, subcontractors, providers/vendors, consultants, volunteers, and governmental agencies that provide services and supports to people with disabilities through the Developmental Disabilities Administration (“DDA”) service delivery system, funded by DDA and/ or the Department of Health Care Finance (“DHCF”).

**3. PROCEDURES**

**A. Requests for Individualized Medical Staffing**

1. All requests for individualized medical staffing for people supported through the HCBS IDD waiver must be accompanied by a physician’s order, using the attached DDA template entitled *Medical 1:1 Prescription Form for People*

*Receiving Support through the HCBS IDD Waiver.* In order to be considered for approval, the form must be filled out in its entirety.

2. All requests must meet the person's assessed needs, as documented in his or her Health Care Management Plan. The person must have a medical condition that requires monitoring and care at least once every hour.
3. Adaptive equipment or other modifications, including the use of assistive technology, must have been assessed and determined not to be an effective alternative to meet the person's needs; or, there must be a plan to have adaptive equipment or other modifications in place within 90 days of the initial request for individualized medical staffing.
4. The person, or his or her substitute decision-maker, if applicable, must give informed consent to individualized medical staffing.
5. The person's residential provider, if he or she has one, is responsible for submitting a completed request for individualized medical staffing to the person's service coordinator. For people who live independently or with their family, the person's service coordinator, in collaboration with the person and/his or her support network, is responsible for ensuring that the physician fills out the required form in its entirety.
6. The residential provider must submit all requests for individualized medical staffing to the person's service coordinator. The service coordinator shall review the *Medical 1:1 Prescription Form for People Receiving Support through the HCBS IDD Waiver* form and ensure that it is complete. Incomplete forms shall be returned within three (3) business days of receipt to the provider for resubmission. The service coordinator shall submit completed forms to the assigned Health & Wellness specialist within three (3) business days of receipt.

#### **B. Health and Wellness Reviews of Requests for Individualized Medical Staffing**

1. The assigned Health and Wellness nurse shall review and return to the service coordinator all requests for individualized medical staffing within five (5) business days of receipt. The nurse's review shall be guided by the information on the physician's order as well as any information he or she may have as the assigned Health and Wellness nurse.
2. Upon review, the Health & Wellness nurse shall approve or reject the request for individualized medical staffing.
  - a. Requests shall be approved when there is clinical justification for the individualized staffing; written indication of the staff's duties; either a

fade plan, or clinical justification as to why titration would not be indicated; and informed consent.

- b. All other requests shall be rejected.
- 3. Physician's orders may be approved for up to 90 days.
- 4. Upon receipt of approval from the assigned Health and Wellness nurse, the person's service coordinator shall submit the request for waiver approval to the Waiver Unit within three (3) business days.

**C. Requests for Human Rights Reviews of Individualized Medical Staffing**

Any member of the person's support team, including the person, may request a review of the person's staffing by the provider's Human Rights Committee, and/ or the DDS Human Rights Advisory Committee, if there are any human rights concerns. For example, a person might request review if there was a concern that the staffing is not the least restrictive alternative that would meet the person's assessed needs.

**D. Sanctions**

DDS may impose sanctions on providers who do not comply with the Health and Wellness policy or this procedure, in accordance with DDS's Sanctions Policy and related procedures.