

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT ON DISABILITY SERVICES

POLICY	
Department on Disability Services	Subject: Transition
Responsible Program or Office: Developmental Disabilities Administration	Policy Number: 2013-DDA-POL006
Date of Approval by the Director: June 17, 2013	Number of Pages: 3
Effective Date: June 17, 2013	Expiration Date, if any:
Supersedes Policy Dated: N/A	
Cross References, Related Policies and Procedures, and Related Documents: Transition; Transition of Care Guide; Personal Funds policy and procedure; Service Coordination Monitoring policy and procedure; Service Coordination Desk Guide; Sanctions policy; Enhanced Monitoring procedure; Watch List procedure	

1. PURPOSE

The purpose of this policy is to establish the standards and guidelines by which the Department on Disability Services ("DDS"), Developmental Disabilities Administration ("DDA"), will support District of Columbia residents with intellectual and developmental disabilities to choose residential and day/employment service providers and, when they choose to change providers, to have a well-managed transition that mitigates risk.

2. APPLICABILITY

This policy applies to all employees of DDA, subcontractors, providers/vendors, consultants, volunteers, and governmental agencies that provide services and supports for people with disabilities receiving services as part of the DDA Service Delivery System funded by DDA or the Department of Health Care Finance ("DHCF").

3. AUTHORITY

The authority for this policy is established in DDS as set forth in D.C. Law 16-264, the "Department on Disability Services Establishment Act of 2006," effective March 14, 2007 (D.C. Official Code § 7-761.01 *et seq.*); and D.C. Law 2-137, the "Citizens with Intellectual Disabilities Constitutional Rights and Dignity Act of 1978," effective March 3, 1979 (D.C. Official Code § 7-1301.01 *et seq.*).

4. POLICY

- A. It is the policy of DDS that all people who receive services and supports from DDA have the right to choose which providers support them.
- B. It is DDS's policy to engage in person-centered planning around transitions in residential and day/employment services with a focus on providing continuity of supports, health care, activities and relationships, as well as safeguarding people's health, well-being, safety and personal possessions.
- C. DDS's policy is that people's records are maintained for their benefit by their provider. To that end, when a person changes providers, their original records shall move along with them and will be made available to the new provider before the move to help ensure a good, safe and well coordinated transition.

5. STANDARDS

- A. At least annually, each person who receives supports through DDA shall have the opportunity to choose his or her residential and day/employment provider, if applicable.
- B. Transitions from one provider to another will follow an organized person-centered planning process, coordinated by the person's service coordinator, which provides sufficient time for making informed choices and ensuring continuity of services and supports. However, when there is an imminent risk to a person's health or safety, an emergency transition may take place.
- C. All provider agencies shall have and implement a system for managing records during transitions. The policies and procedures must include that the person's current provider is responsible for: (1) providing access for the potential new provider to the person's record before the person's move; (2) assisting the person to gather any required documentation, including medical records, as necessary (for example, when a person is transitioning from a long term acute care facility or nursing facility); (3) transferring a person's original record to the new provider when the person moves; and (4) maintaining a copy of the person's record after the person moves.
- D. Transferring providers shall have and implement a system so that people's funds and possessions are safeguarded and move with them to the new provider. Transfer of people's funds and financial records shall be in accordance with the DDA Personal Funds policy and procedure.
- E. Service Coordinators shall visit a person after a transition occurs in accordance with the DDA Service Coordination Monitoring policy and procedure.
- F. The Service Coordinator will ensure the accuracy of the person's record in MCIS, including updating addresses, phone numbers, and contact people, in accordance with requirements in the Service Coordination Desk Guide.

G. DDS may sanction providers who do not comply with the requirements of this policy and its related procedure.

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Laura L. Nuss, Director

6/17/2013
Approval Date _____

Attachments:

Transition Procedure
Transition of Care Guide