



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

POLICY	
Department on Disability Services	Subject: Individualized Daily Schedules
Responsible Program or Office: Developmental Disabilities Administration	Policy No.: 2018-DDA-POL001
Date of Approval by the Director: September 27, 2018	Number of Pages: 3
Effective Date: February 4, 2019	Expiration Date, if any: N/A
Supersedes Policy Dated: N/A	
Cross References, Related Policies and Procedures, and Related Documents: HCBS Settings Rule Compliance Policy; Employment First Policy; Person-Centered Planning Process and Individual Support Plans Policy and Procedure; Person-Centered Thinking Tools Procedure; Assessing Whether a Person is in the Most Integrated Day or Vocational Setting Appropriate to His or Her Needs & Supporting Informed Choice tool; Level of Need Assessment and Screening Tool Policy; and Individualized Daily Schedules Procedure.	

1. PURPOSE

The purpose of this policy is to establish requirements for the development and implementation of Individualized Daily Schedules for people who receive supports and services from the Department on Disability Services (DDS), Developmental Disabilities Administration (DDA). Providers must ensure that people have Individualized Daily Schedules (Daily Schedules) and work with the person to develop specific goals and strategies executed in furtherance of the outcomes listed in the person’s initial or annual Individual Support Plan (ISP).

2. APPLICABILITY

This policy applies to all DDA employees as well as DDA subcontractors, providers, vendors, consultants, and volunteers that provide day habilitation or employment readiness services through the Home and Community Based Services (HCBS) waiver for people with intellectual disabilities; or active treatment in Intermediate Care Facilities for Individuals with Intellectual Disabilities (ICF/IIDs).





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. RESPONSIBILITY

The responsibility for this policy is vested in the DDS Director. Implementation of this policy is the responsibility of the DDS Deputy Director for DDA.

5. POLICY

It is the policy of DDS that people who receive day habilitation or employment readiness services through the Home and Community-Based Services Waiver for People with Intellectual and Developmental Disabilities, or who live in an Intermediate Care Facility for Individuals with Intellectual Disabilities and receive active treatment, shall have Daily Schedules designed to ensure that each person engages in meaningful day activities that reflect his or her interests, needs and goals in pursuit of his or her ISP outcomes, community integration and employment.

6. STANDARDS

- A. DDS requires providers to ensure that a person’s Daily Schedules are individualized and dynamic, rather than static, in both the short term and long term, changing based upon what is learned through discovery and reflecting the person’s progress on their pathway to community integration and employment as outlined in the person’s ISP.
- B. In designing a person’s Daily Schedules with the person, the provider must connect what they know and continue to discover about the person’s interests (what’s important to them) with the ISP outcomes and skill-building he or she is working to achieve (what’s important for them).
- C. Activities in each person’s Daily Schedules shall take place in the most integrated setting appropriate to his or her needs, typically in the community.
- D. For people of working age and others who express an interest in integrated employment, activities and skill-building, the Daily Schedules shall be focused on furthering the person’s progress on the pathway to employment.





- E. When a person decides not to participate in a Daily Schedule activity, including the variances, the provider must document that the person was offered the activity, the person refused, the reason for the decision or refusal, what they chose to do instead, and how it relates to skill-building.

- F. DDS may sanction providers who do not comply with this policy or its implementing procedure in accordance with the DDS Imposition of Sanctions Policy and Procedure.

A handwritten signature in blue ink that reads "Andrew P. Reese".

Andrew P. Reese, Director

A handwritten date in blue ink that reads "9/27/18".

Approval Date

