



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

PROCEDURE	
Subject: Individualized Daily Schedules	Procedure No.: 2018-DDA-PROC001
Responsible Program or Office: Developmental Disabilities Administration	Effective Date: February 4, 2019
	Number of Pages: 3
Cross References, Related Policies and Procedures, and Related Documents: Individualized Daily Schedules Policy; HCBS Settings Rule Compliance Policy; Employment First Policy; Person-Centered Planning Process and Individual Support Plans Policy and Procedures; Person-Centered Thinking Procedure; Assessing Whether a Person is in the Most Integrated Day or Vocational Setting Appropriate to His or Her Needs and Supporting Informed Choice tool; Level of Need Assessment and Screening Tool Policy; and Service Coordination Desk Guide.	

1. PURPOSE

The purpose of this procedure 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 strategies executed in furtherance of the outcomes listed in the person’s initial or annual Individual Support Plan (ISP).

2. APPLICABILITY

These procedures apply 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.

3. PROCEDURES

- A. Providers shall ensure that each person has Individualized Daily Schedules that reflects what is important to and important for the person, including meaningful adult activities, skill maintenance and development, ISP goal(s) implementation, and tangible opportunities for carrying out those goals.





- B. Providers shall have a written protocol that describes the ways staff involve a person in the creation of his or her Daily Schedules.

- C. The Daily Schedules shall indicate for each activity what outcome, goal, or skill-building area the activity supports. Providers should be aware that Daily Schedules skill-building activities may be listed only in support of one or more of following:
 - 1. Community involvement and participation;
 - 2. Community contribution;
 - 3. Improving communication;
 - 4. Building and/ or sustaining relationships;
 - 5. Pursuing employment or integrated retirement;
 - 6. Working;
 - 7. Self-determination and self-advocacy;
 - 8. Money management;
 - 9. Learning to use public transportation; and
 - 10. Other activities including learning by doing, teaching, modeling and encouraging imitation, and connecting to community members, organizations and places which teach or instruct. For examples of goals for skill-building related to employment and community integration, please see <http://dds.dc.gov/publication/pathways-employment-and-community-integration-benchmarks>.

- D. Providers shall ensure that each person has ready access to a copy of his or her Daily Schedules if he or she would like one.

- E. Providers are not required to use a particular calendar format; however, all Daily Schedules formats shall make clear how a person is spending his or her time in day habilitation, active treatment, community integration, employment readiness services and/ or employment and shall include:
 - 1. The person's name written at the top;
 - 2. The person's daily and weekly schedule, tracked by the hour;
 - 3. The date, time and location of each activity, indicating whether it takes place in the provider day location, out in the community, or, in the case of active treatment, in the person's home;
 - 4. The projected staff;
 - 5. The specific activity;
 - 6. The purpose of each activity;
 - 7. The activity's specific location when it takes place in the community;
 - 8. What interest(s) that the person has that are addressed by the activity; and
 - 9. What goal(s) that the person has that are addressed by the activity.





If there is not a set schedule, providers shall list the variety of options to be offered to the person and include the above information for each option.

- F. The person's Daily Schedules shall indicate options offered and variances from the person's regular schedule, if he or she has one. For example, a person may attend a club or other activity that takes place only once per month. Staff should note any variances and state what other activity occurs at this time on the other weeks.

