



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

<b>PROCEDURE</b>	
Subject: Acuity Packets	Procedure No.: <i>2019-DDA-PROC003</i>
Responsible Program or Office: Developmental Disabilities Administration	Effective Date: November 1, 2019
Date of Approval by Director: October 28, 2019	Number of Pages: 3
Supersedes N/A	Expiration Date: N/A
Cross References, Related Policies and Procedures, and Related Documents: Medicaid Program Final Rulemaking by Department of Health Care Finance, Title 29 District of Columbia Municipal Regulations, Chapter 9; Individual Support Plan Policy and Procedures.	

**1. PURPOSE**

The purpose of this procedure is to update when and how the Department on Disability Services (DDS), Developmental Disabilities Administration (DDA), will receive acuity packets from DDA Intermediate Care Facility (ICF) providers for people living in ICFs and process them for submission to the Department of Health Care Finance (DHCF). It provides that DDS will generate issues when providers submit incorrect or incomplete documents, requiring providers to timely resolve the issues. It also establishes that DDS will be tracking and trending acuity packet deficiencies for each provider.

**2. APPLICABILITY**

This procedure applies to all DDS employees, subcontractors, providers, vendors, consultants, and volunteers that provide services and supports on behalf of people with intellectual disabilities who are receiving supports and services as part of the DDA service delivery system funded through DHCF under the Medicaid Home and Community-Based Services (HCBS) Waiver for People with Intellectual and Developmental Disabilities.

**3. PROCEDURES**

The following procedures and timeframes apply for the development, processing and submission of acuity packets:

- A. Each ICF provider must update and maintain a current provider e-mail list in MCIS that includes management personnel responsible for acuity packets under MCIS; Provider tab; Email; New; Contact Type must be “Acuity Administrator.”



- B. During the Individual Support Plan (ISP) meeting that must be held at least 30 calendar days prior to the ISP effective date, the person's support team discusses and agrees upon a recommended acuity level, ranging from Acuity Level 1 to 6.
- C. The ICF Provider uploads the appropriate supporting documentation to MCIS/Profile/Acuity Packet/New to justify the recommended acuity level within ten calendar days after a person's ISP meeting. The DDS reviewer (meaning the person's Service Coordinator or the assigned Health and Wellness Nurse) receives notification that the acuity packet has been uploaded
- D. The DDS reviewer has seven calendar days to review, approve, and/or reject the acuity packet. The following processes shall apply to the review of acuity packets:
  - 1. Level 1 is base level, which does not require the submission or completion of an acuity packet;
  - 2. The Service Coordinator reviews acuity packets for acuity Levels 2 or 3; and
  - 3. The Health and Wellness Nurse reviews acuity packets for acuity Level 4, 5, or 6.
- E. If rejected by the DDS reviewer, who is unable to approve the acuity packet, an issue will be generated in MCIS.
- F. The provider personnel who submitted the acuity packet and the provider's acuity administrator will receive an email from the issue resolution system.
- G. The provider has five calendar days to upload the needed document(s) and resolve the issue.
- H. The DDS reviewer has four calendar days to review the provider's re-submitted document(s).
- I. If the DDS reviewer concludes that the resubmitted documentation is insufficient, then the DDS reviewer will generate another issue for the provider. The provider personnel submitting the packet and the provider's acuity administrator will receive email notification
- J. The provider has three calendar days to upload needed document(s) to resolve the issue.
- K. The DDS reviewer has three calendar days to review the most recent, resubmitted, uploaded document.
- L. If the DDS reviewer approves the acuity packet, then DHCF and the provider's acuity administrator receive notification of approval.
- M. If DHCF approves the acuity packet, the DHCF notifies the provider's acuity administrator, the service coordinator and the DDS reviewer.



- N. If DHCF rejects the acuity packet, then DHCF notifies the provider's acuity administrator and the DDS reviewer, who then works with the provider to address the issues identified by DHCF.
- O. The provider must upload the required document within four calendar days of notification by DHCF.
- P. The document is reviewed by the DDS reviewer within four calendar days. The DDS reviewer will approve or reject the revised acuity packet. If approved, then the DDS reviewer will resend the revised packet to DHCF for approval.
- Q. DDS's Quality Assurance and Performance Management Administration will track and trend acuity packets deficiencies for each provider.