

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



<b>POLICY</b>	
Department on Disability Services	Subject: <i>Assessment of Clinical or Therapeutic Provider Service Capacity</i>
Responsible Program or Office: Developmental Disabilities Administration (DDA), Operations Unit	Policy Number: 2015-DDS-POL25
Date of Approval by the Director: April 1, 2015	Number of Pages: 3
Effective Date: April 1, 2015	Expiration Date, if Any: N/A
Supersedes Policy (Dated): N/A	
Cross References, Related Policies and Procedures, and Related Documents: Assessment of Provider Service Capacity procedure, MCIS Utilization policy and procedure; Imposition of Sanctions policy and procedure	

**1. PURPOSE**

This policy creates a system by which clinicians, who provide clinical or therapeutic services (*i.e.*, Creative Art Therapies, Behavior Supports, Family Training, Occupational Therapy, Physical Therapy, Speech Hearing and Language Therapy, and/ or Wellness Services) for people receiving supports from the Department on Disability Services (DDS), Developmental Disabilities Administration (DDA), through the Medicaid Home and Community-Based Services waiver for people with intellectual and developmental disabilities (HCBS IDD waiver), will keep DDA apprised of their current licensure and capacity to accept new people into services. DDA will use this information to provide accurate and up to date information about available providers to people in need of services and their support teams so that they can support the person to make an informed choice of available providers.

**2. APPLICABILITY**

This procedure applies to designated staff members of the DDA Operations Unit and to all HCBS IDD waiver providers that provide therapeutic services as part of the DDA service delivery System, funded by DDA and/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.*).

### **4. POLICY**

It is the policy of DDS to continually monitor licensure and capacity of clinical and therapeutic providers to ensure that people who receive supports through the HCBS IDD waiver and who are in need of therapeutic services receive them from qualified providers within a reasonable period of time.

### **5. RESPONSIBILITY**

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

### **6. STANDARDS**

- A. DDA shall maintain a list of active clinical and therapeutic providers and shall make this information available to people in need of services and their support teams so that they can support the person to make an informed choice of available providers.
- B. DDA Operations Unit and DDS Information Technology (IT) unit will implement a Clinical Provider Capacity Tool in MCIS. The tool shall be in the Provider Profile section of MCIS and shall include be used to identify:
  - Clinicians or therapists enrolled in as HCBS IDD waiver providers;
  - Information on licensure, including license number and expiration date, if applicable;
  - Utilization of services by provider; and
  - Provider capacity to accept new people into services.
- C. All HCBS IDD waiver therapeutic providers (*i.e.* Creative Arts Therapies, Behavior Supports, Family Training, Occupational Therapy, Physical Therapy, Speech Hearing and Language Therapy, and/ or Wellness Services) shall be responsible for completing the Clinical Provider Capacity Tool in MCIS for their specific therapeutic service on a monthly basis. Providers shall use MCIS in accordance with the DDS MCIS Utilization policy and procedure.
- D. DDA Medicaid Waiver Unit shall be responsible for reviewing the data in the Clinical Provider Capacity Tool on a monthly basis, and work with providers to update licensure information as needed and remove providers whose licenses have expired from the active provider listing.

- E. DDA Medicaid Waiver Unit shall conduct a utilization review on therapeutic providers based on service authorization data annually to ensure enrolled providers are currently providing services and shall work with the provider and DHCF to remove those providers from the active service provider list if the provider no longer chooses to remain in enrolled in the HSBC waiver program.
- F. 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

  
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Date

