



GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT ON DISABILITY SERVICES

Andrew Reese, Director
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DDS TRANSMITTAL# 21-07

TO: All Developmental Disabilities Administration (DDA) Providers
FROM: Winslow Woodland, Deputy Director, Developmental Disabilities Administration (DDA)
DATE: December 7, 2021
RE: Appendix K during the COVID-19 Public Health Emergency

The Department on Disability Services (DDS), Developmental Disabilities Administration (DDA), releases this transmittal to provide guidance on staffing ratios as written with the Home and Community-Based Services Waiver for People with Intellectual and Developmental Disabilities (HCBS/IDD) Appendix K Addendum, which was approved by the Centers for Medicare and Medicaid Services (CMS) on April 17, 2020.

The Appendix K includes a provision to support the need to alter staffing ratios in an emergency.

d. iii Temporarily modify licensure or other requirements for setting where waiver services are furnished..... *"In cases where the emergency back-up plan cannot be met, the staffing ratio may be modified. Providers must ensure the health and safety of the participant and must maintain documentation. Required staffing ratios for a participant, as outlined in the ISP, may be modified to allow the participant to received services in a safe and accessible manner; such changes to staffing ratios must ensure the participant's needs are met. "*

DDS DDA is requiring that all providers who cannot meet the appropriately authorized staffing ratio or emergency back-up plan immediately report via email to the respective Quality Resource Specialist (QRS), the DDS Waiver Unit, and the Service Coordinator (SC), assigned to each person affected. This email reporting must be done as soon as the provider is aware that the assigned staffing ratio cannot be met.

This transmittal does not change the need to follow all incident management policies or procedures.

Any questions you may have please call Winslow Woodland at 202.730.1618 or winslow.woodland@dc.gov



If you have questions about QAPMA provider relations or QRS-specific information, please contact Shasta Brown at (202) 730-1754 or shasta.brown@dc.gov