



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

**DDS TRANSMITTAL #18-13**

**TO:** Developmental Disabilities Administration (DDA) Home and Community Based Services Waiver Providers for the Following Services: Supported Living, Supported Living with Transportation, Host Home, Residential Habilitation, Day Habilitation, Day Habilitation 1:1, Small Group Day Habilitation, Individualized Day Supports, Companion, Supported Employment, Small Group Supported Employment, Employment Readiness, Employment Readiness 1:1, In Home, Respite Hourly and Respite Daily

**CC:** DDA, Quality Assurance and Performance Management Administration (QAPMA)

**FROM:** Erin Leveton, Deputy Director for QAPMA

**DATE:** February 4, 2019

**RE:** Update to the Provider Certification (PCR) Guide

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On December 21, 2018 the District of Columbia Department on Disability Services (DDS) released a revised Provider Certification Review (PCR) Policy, 2018-DDS-POL003, and PCR Guide, effective on that date.

One of the key changes was to add flexibility in the sanctions process for providers who receive below 50% on initial review or fail to achieve 80% in overall and critical indicator categories by the end of the PCR review process for any service. The previous policy called for an automatic recommendation to the Department of Healthcare Finance (DHCF) to terminate the provider's agreement. Under the December 2018 PCR policy and guide, the provider and service in question instead would be referred to the DDS Certification Review Panel. The Panel reviews the PCR scores and other quality measures and recommends that DDS either issue a six-month provisional certification, or recommends termination of the service to DHCF.

Since the new Policy and PCR Guide have gone into effect, DDS has reviewed several providers through the Certification Review Panel. Through this experience, we have recognized that sometimes there is a need to extend the length of the provisional certification to up to one year. In instances when a provider has failed PCR and appeals those findings first to the PCR Director and then to DDS, it can take up to 30 business days for an appeal to run its full course. Then, if the provider is still found not to meet the criteria for certification, it is referred to the Certification Review Panel. That step adds up to another 15 business days before the provider is notified of the results. Because provisional certifications are issued retroactive to the last active certification date, in practical terms, that means that a provider may receive a provisional certification and yet be due for a six-month follow-up PCR almost immediately. This does not give the provider sufficient opportunity to cure.



The revised PCR Guide resolves this issue by enabling the Certification Review Panel to recommend that DDS issue an up to one-year provisional certification. This is the only change DDS has made to the PCR Guide. The PCR Policy, 2018-DDS-POL, is unchanged and is in effect.

If you have questions about the PCR process generally, please contact Barbara Stachowiak MS ARNP, Director HCBS Provider Certification Reviews, Liberty Healthcare Corp., [Barbara.stachowiak@dc.gov](mailto:Barbara.stachowiak@dc.gov), (202) 730-1702 or (202) 570-0056 (cell). If you have questions regarding this revision, you can reach me at [erin.leveton@dc.gov](mailto:erin.leveton@dc.gov) or (202) 730-1754.

Many thanks for all you do on behalf of the people we support.