



DDS TRANSMITTAL #18-6

TO: Developmental Disabilities Administration Providers for the Following Services: Day Habilitation, Employment Readiness and Active Treatment

FROM: Erin Leveton, State Office of Policy Planning and Innovation

DATE: October 1, 2018

RE: NEW Developmental Disabilities Administration Individualized Daily Schedules Policy and Procedure

Today the Department on Disability Services (DDS) releases a new policy and procedure: Individualized Daily Schedules Policy, 2018-DDA-POL001, and Procedure, 2018-DDA-PROC001. They describe the requirements for daily schedules for people participating in 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.

This new policy and procedure will replace the Daily Schedule Guidance issued on June 18, 2015. While many requirements remain the same, this new policy and procedure raise the bar, requiring providers to work with each person to develop daily schedules that connect what the person's provider knows and continues to discover about the person's interests (what's important to them) with the ISP outcomes and skill-building he or she is working to achieve (what's important for them). Additionally, for people of working age and others who express an interest in integrated employment, activities and skill-building in the Daily Schedules shall be focused on furthering the person's progress on the pathway to employment.

To give you time to create new Daily Schedules, the effective date of this policy and procedure is February 4, 2019. Until that time, the 2015 Guidance remains in effect. Additionally, this effective date does not change the requirement in existing District of Columbia regulations that:

All Supported Living, Supported Living with Transportation, Host Home Without Transportation, Residential Habilitation, Day Habilitation, Small Group Day Habilitation, Individualized Day Supports, Companion, Supported Employment, Small Group Supported Employment and Employment Readiness settings must create individualized daily schedules for each person receiving supports, that includes activities that align with the person's goals, interests and preferences, as reflected in his or her ISP, in accordance with DDS guidance.

PCR and Service Coordination Monitoring will continue to evaluate compliance with these requirements.



In closing, DDS recognizes that impact that Daily Schedules already have in making people's days more meaningful and appreciates the efforts providers have made to transform their practices. Additionally, DDS thanks the Home and Community Based Settings Advisory Group for their guidance and review of this policy, procedure and the corresponding regulation.