GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT ON DISABILITY SERVICES

Andrew Reese, Director
One Independence Square
250 E Street, SW, Washington, DC 20024
202.730.1700 | www.dds.dc.gov

DDS TRANSMITTAL# 22-03

TO: **All Developmental Disabilities Administration (DDA) Residential and Day Services Providers**

FROM: **Shasta Brown, Acting Deputy Director of Quality Assurance and Performance Management Administration**

DATE: **January 13, 2022**

RE: **Requirement to add the Vaccine Booster Shot Status to DDA Database for People Supported by DDA**

The Department on Disability Services (DDS), Developmental Disabilities Administration (DDA), releases this transmittal to reissue the guidance on the requirement for DDA providers to upload the vaccine booster shot information for the people they support into the DDS database. This transmittal updates **DDS Transmittal 21-08: Requirement to enter COVID-19 Vaccine Booster Shot Status into MCIS for People Supported by DDA**. Providers should document relevant vaccine booster shot information into the DDA database for all the people supported by DDA who have received the 1st and 2nd dose of corona virus vaccine. Per the CDC recommendation, adults 18 or older should receive the vaccine booster shot; 5 months after the second dose was administered for people who received the Pfizer; 6 months after the second dose was administered for people who received the Moderna vaccine; and 2 months after the dose was administered for people who received the Johnson and Johnson vaccine. (COVID-19 Vaccine Booster Shots | CDC) In addition, providers should continuously update vaccination and/or vaccine booster shot information for each person supported within 48 hours of vaccination. Provided below is the vaccine booster shot detail data as of January 12, 2022.

Vaccine type	Eligible	booster completed	% completed
Johnson & Johnson	90	4	4.44%
Pfizer	327	44	13.46%
Moderna	1342	140	10.43%
Total	1759	188	10.69%

There are several walk-up vaccination sites throughout the District of Columbia for people to receive the vaccine booster shot, no appointment required. ([Get Vaccinated | coronavirus (dc.gov)](#)

The corona virus vaccination and/or vaccine booster shot status for each person should be updated in the DDS database by COB, Friday, January 20, 2022. Failure to comply with the provision of this transmittal shall result in the issuance of DDA provider sanctions against provider agencies.

The following information details the process for uploading vaccine booster shot information into the DDS database.

People who are eligible to receive the vaccine booster shot are listed on the provider's dashboard.

Click on booster eligible people link to view the people in the excel sheet.

Provider Dashboard

Booster Eligible people

Person → Medical information→ COVID Vaccine Entry→

COVID Vaccination Entry Form

	Is Vaccinated	Vaccination Type
View Edit	Yes	Moderna

Click Edit

System will automatically determine person eligible for booster and show the link in the form

GOVERNMENT OF THE
DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR

1. Has this person received a COVID vaccine?

	1st Dose	2nd Dose
● Moderna:	3/10/2021	4/7/2021

Document

~~[redacted]~~

<u>Click Here for Booster Vaccine Form</u>

Once click on the link able to update the booster vaccine date and upload the document

1. Has this person received a Booster vaccine?   ● Yes ○ No

Booster

○ Johnson & Johnson: [   ] [   ] Browse...
○ Moderna: [   ] [   ] Browse...
○ Pfizer: [   ] [   ] Browse...

If selected No for booster vaccine then below screen will appear

1. **Has this person received a Booster vaccine?**   ○ Yes ● No

2. **Does this person wants to get Booster?**   ○ Yes ● No
○ Other
● Person Refused

3.
Was the person/Guardian or decision maker educated by Clinician 'Medical Director/ DON / RN'?   ● Yes ○ No

Date entry of booster education   [   ]

Upload completed refusal form name and signature of educator 'Medical Director or DON or RN'   [   ] Browse...

Other   [   ]

If you have any questions about this transmittal, please contact Shasta Brown at shasta.brown@dc.gov or 202-730-1754

GOVERNMENT OF THE
DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR