




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# 22-09

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

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

DATE: April 19, 2022

RE: Timeline to transition to day programs and/or employment services

The Department on Disability Services (DDS), Developmental Disabilities Administration (DDA), releases this transmittal to inform the provider community that in preparation for the end of the Federal Public Health Emergency (PHE) and recognizing that the flexibility of the Appendix K will remain in effect 6 months thereafter, DDS received U.S. Department of Health & Human Service (HHS) commitment to provide 90 days' notice prior to the end of the Federal PHE. DDS is providing a timeline of the actions that need to occur as we draw near to the end of the PHE and ensure supported persons:

- are fully integrated into the community
- have a smooth transition back to day programs
- transition back to employment services
- modify the flexibility of Companion Service

Amend ISP

Upon receipt of HHS 90 days' notice, the IDT should begin scheduling meetings with supported persons to discuss return to day and/or employment services, and amend their ISPs accordingly.

Transition to Fulltime Day Programs or Employment Services

The IDT may determine that the person may transition to fulltime day and/or employment services immediately or an alternative timeframe as long as the duration of Companion Service does not exceed the limits below.

Changes to Companion Services

Prior to the implementation of Appendix K, Companion Services were only included in a person's ISP after considering the appropriateness of other waiver services. Companion Services will be authorized according to the following schedule and criteria:

Beginning on the date that the PHE ends,

Companion Services will not be authorized for more than three (3) days a week per the aforementioned criteria.

Beginning from the date 3 months after the PHE ends,

Companion Service will not be authorized for more than two (2) days a week unless the IDT has considered other waiver services.

Beginning from the date 6 months after the PHE ends,

Companion Service will not be authorized unless the IDT has considered other waiver services.

Fulltime Companion Services (5 days per week, 8 hours per day for a max of 40 hours per week) will be considered the most integrated setting for the following persons:

1. Retirees;
2. Previously had five (5) days a week authorized prior to the PHE and wishes to continue; and/or
3. Has a documented health or medical reason that prevents them from engaging in other day and/or employment services.

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