



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

**DDS TRANSMITTAL #19-14**

**TO:** All Developmental Disabilities Administration (DDA) Residential and Day Home and Community Based Services (HCBS) Waiver Providers

**FROM:** Erin Leveton, Deputy Director  
Quality Assurance and Performance Management Administration

**DATE:** July 19, 2019

**RE:** Updates to the Provider Certification Review (PCR) Guide

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I am writing to share the updated Provider Certification Review (PCR) Guide, effective immediately, which replaces the Guide previously issued on February 4, 2019. There are two changes:

- For many years, DDS has tied existing provider sanctions or past due Issues and Recommendations to PCR scores. For example, a provider who is on Enhanced Monitoring at the time of the review has only been eligible to receive a six-month provisional certification, regardless of their score on the PCR. With the change to the Guide, PCR scores will stand on their own. If a provider is on Enhanced Monitoring at the time of a review, they will stay on Enhanced Monitoring until they have satisfied their approved Corrective Action Plan and demonstrated likely sustainability of the remedial action. However, being on sanctions will no longer impact the results of the PCR. Likewise, for a provider with an Excellent score on PCR, being placed on Enhanced Monitoring after the PCR certification will no longer result in revocation of the biannual certification. Poor PCR results will continue to result in sanctions; *e.g.*, a PCR score of Needs Improvement will continue to lead to placement on the Do Not Refer list. DDS will be reviewing the results of PCR for the past six months and, as a matter of equity, may issue revised certifications in accordance with this change.
- Membership of the Certification Review Panel is changed so that it is composed of people who have the most experience working with the provider and to require that the panel is informed by the staff who are assigned to the provider. The new language reads: “The members of the panel will be DDS QAPMA managers and will be informed by the assigned Quality Resource Specialist, Nurse Consultant, DDS Office of Rights and Advocacy, and others who have experience with the provider’s performance.”

These are the only changes 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 Crystal Thomas, Program Manager for the State Office of Policy, Planning & Innovation at [crystal.thomas2@dc.gov](mailto:crystal.thomas2@dc.gov) or (202) 730-1751.