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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# 21-08

TO: All Developmental Disabilities Administration (DDA) Providers

FROM: Shasta Brown, Acting Deputy Director, Quality Assurance and Performance

Management Administration (QAPMA)

DATE: December 10, 2021

RE: Requirement to enter COVID-19 Vaccine Booster Shot Status into MCIS for

People Supported by DDA

The Department on Disability Services (DDS), Developmental Disabilities Administration (DDA), releases this transmittal to provide guidance on the requirement for DDA providers to upload the vaccine booster shot information for the people they support into the DDS database, MCIS. Effective December 13, 2021, providers should document relevant vaccine booster shot information into the MCIS system for all the people supported by DDA who have received the COVID-19 vaccination. Per the CDC recommendation, adults 18 or older should receive the vaccine booster shot; 6 months after the second dose was administered for people who received the Pfizer or 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. The following information details the process for uploading vaccine booster shot information into the MCIS system:

People who are eligible for the vaccine booster shot are located on the providers dashboard.

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

Provider Dashboard

Booster Eligible people

Person → COVID Vaccine Entry

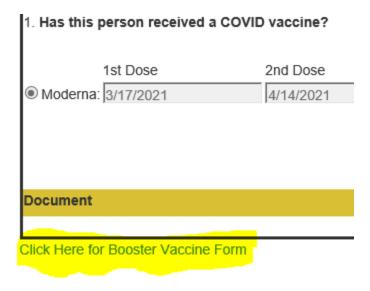




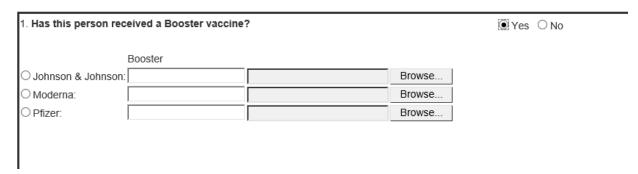


Select the radio button and click on Edit

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



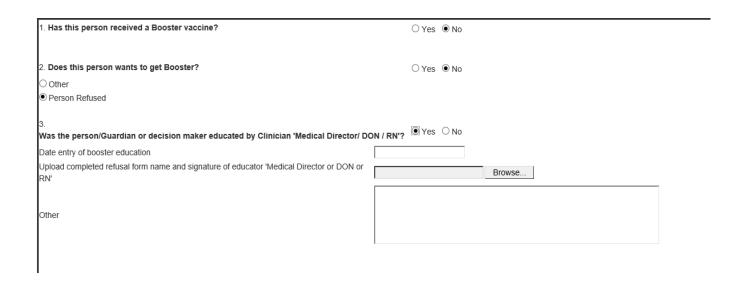
Once click on the link able to update the booster vaccine date and upload the document



If selected No for booster vaccine then below screen will appear







Booster Vaccine Information update in MCIS.

Provider Dashboard

Booster Eligible people

Person → COVID Vaccine Entry

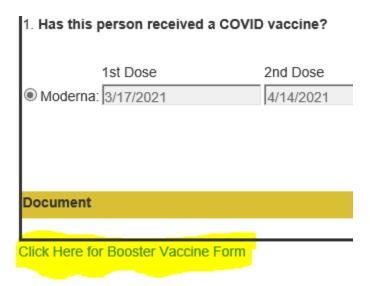


Select the radio button and click on Edit

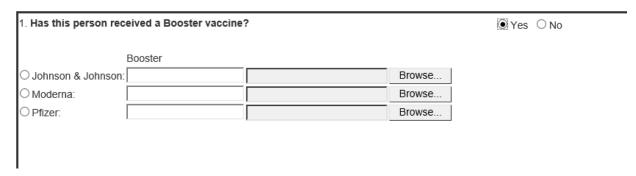
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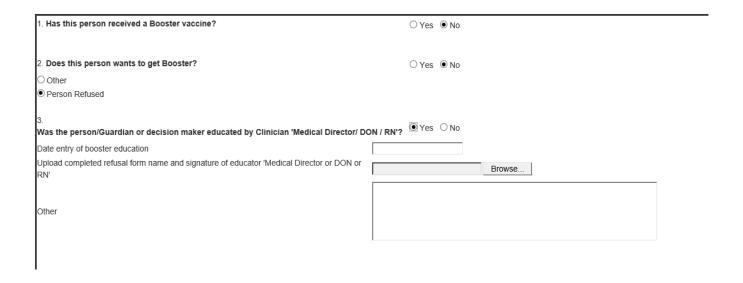


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If you have questions about QAPMA provider relations or QRS-specific information, please contact Shasta Brown at (202) 730-1754 or<u>shasta.brown@dc.gov</u>

