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**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

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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

Back View **Edit** New

Select	Is Vaccinated	Vaccine Type	1st Dose	2nd Dose
<input checked="" type="radio"/>	Yes	Moderna	2021-03-09	2021-04-06

Select the radio button and click on Edit

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

**1. Has this person received a COVID vaccine?**

	1st Dose	2nd Dose
<input checked="" type="radio"/> Moderna:	3/17/2021	4/14/2021

**Document**

[Click Here for Booster Vaccine Form](#)

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

<input type="radio"/> Johnson & Johnson:			Browse...
<input type="radio"/> Moderna:			Browse...
<input type="radio"/> 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'

Other

Booster Vaccine Information update in MCIS.

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Other

If you have questions about QAPMA provider relations or QRS-specific information, please contact Shasta Brown at (202) 730-1754 or [shasta.brown@dc.gov](mailto:shasta.brown@dc.gov)