



GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT ON DISABILITY SERVICES

June 25, 2018

MEMORANDUM

TO: SPCD and all DDA Providers

FROM: T. Jared Morris, Acting Deputy Director, Quality Assurance and Performance Management Administration

SUBJECT: Proper Upload of Behavior Support Plans or Requests for Behavior Support Plan Exemption

The Office of Rights and Advocacy (“ORA”) is issuing this guidance to providers and service coordinators to ensure that all Behavior Support Plans (“BSPs”) and Requests for Exemption are correctly uploaded into MCIS for a timely pre-review by the Rights and Advocacy Specialist. This will guarantee that any needed revisions can be uploaded then reviewed by the RCRC within 45 days of the last document uploaded into MCIS.

Initial Notification

Use of the Commit Function

All providers and service coordinators should use the commit function in MCIS to alert the ORA that a BSP is ready for review.

The following are required for BSPs for People on Psychotropic Medications:

1. BSP
2. BSP consent form
3. Proof of provider HRC approval
4. Proof of staff training
5. Three months of behavioral data
6. Psychiatric assessment
7. Psychotropic medication consent form

*The following are required for BSPs for People **not** on Psychotropic Medications:*

1. BSP
2. BSP consent form
3. Proof of provider HRC approval
4. Proof of staff training





5. Three months of behavioral data

The following are required for BSP Exemption Requests:

1. Request for exemption form
2. Proof of provider HRC approval
3. Last two psychotropic medication review forms

Once a BSP or exemption request is committed in MCIS, the Rights and Advocacy Specialist will be notified, and will pre-review all documents for compliance with the Department on Disability Services (“DDS”) policies and procedures and professional standards.

Bundling

Each document submitted for review **must** be uploaded into MCIS separately under the appropriate heading. Bundling of documents for upload will not permit use of the commit function and will not alert the Rights and Advocacy Specialist that the BSP and/or exemption request is ready for review.

BSP Pre-Review Process

The ORA has instituted a pre-review process for all plans and exemption requests once all required documents are uploaded by the provider or service coordinator. During this process, the Rights and Advocacy Specialist reviews the BSP or exemption request to ensure it complies with DDS policies and procedures and professional standards. If technical deficiencies are found within the BSP, Request for Exemption form or the supporting documents, DDS staff will enter a consumer issue for each deficiency.

The provider or service coordinator should upload the revised documents outlined in the consumer issue (s) into the BSP **and** QA section of MCIS for the Rights and Advocacy Specialist to review.

Once all the materials comply with DDS policies and procedures, the BSP or Request for Exemption will be scheduled for RCRC review and the issue (s) will be closed.

For more information regarding this guidance, please contact the Office of Rights and Advocacy, Rights and Advocacy Specialist, Tiffani Nichole Johnson at 202.730.1802 or tiffani.johnson@dc.gov.