



GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT ON DISABILITY SERVICES
DEVELOPMENTAL DISABILITIES ADMINISTRATION

Memorandum

To: DDA Provider Community

From: Shasta Brown, Supervisory Service Coordinator

Date: October 22, 2015

Re: Guidance for printing an ISP and Supporting Documentation

The purpose of this memorandum is to provide guidance on printing an ISP and the supporting documentation. As of October 20, 2015, Providers are receiving an email notification when annual/amended ISP's are approved by the Supervisory Service Coordinator. The recipient(s) who are identified to receive the email are listed in MCIS; under provider; email tab. Please confirm that the email addresses in MCIS are correct.

Provided below is an example of the notification email.

Subject : "ISP FINAL APPROVED FOR "<person name>

Body of the email:

ISP Approval For "<person name>

This is to notify you that the ISP for " <Person name" has been approved.

Effective From Date: <Isp Effective date>

Effective To Date: < Isp end date>

Approval Comments: <approval comments>

Providers are required to print and/or upload a copy of the new ISP and supporting documentation upon receipt of the above email. The new ISP and supporting documentation (if applicable) should be placed in the person's file and/or electronic record within one business day of receipt of the above email.

Provided below are the steps for printing/uploading an ISP and Supporting documentation:





Printing/Uploading the ISP

Ensure the ISP is filed and/or uploaded into the person electronic record within one business day of receiving the email notification.

Step 1

Log into MCIS; select consumer tab; click on ISP:

For DDA emergency information or contacts, call 311 and request the DDA Duty Officer

Session Expires in: 01:28:49

MCIS

Consumer | Profile | Scheduler | PC-ISP | Provider | Incident | Search | Reports | QA | Administration | Budget | Duty Officer

ISP Info

Individual Service Plan

ISP Date	ISP Amendment Date	ISP Type	ISP Effective From	Status	Final Approval Date
2014-10-21	2015-07-01	AMENDMENT	2014-11-21	Approved	2015-07-01
2014-10-21		ANNUAL	2014-11-21	Approved	2014-11-19
2013-10-21		ANNUAL	2013-11-21	Approved	2013-11-20
2012-10-19		ANNUAL	2012-11-21	Approved	2012-11-08
2011-10-21		ANNUAL	2011-11-21	Approved	2011-11-17
2010-10-21		ANNUAL	2010-11-21	Approved	2010-12-02
2009-10-19		ANNUAL	2009-11-21	Approved	2009-11-27
2008-10-21		INITIAL	2008-11-21	Approved	2008-12-09

100%



Step 2

Click on the ISP date for the approved ISP

For DDA emergency information or contacts, call 311 and request the DDA Duty Officer

Session Expires in: 01:21:21

ISP Info

ISP Date	ISP Amendment Date	ISP Type	ISP Effective From	Status	Final Approval Date
2014-10-21	2015-07-01	AMENDMENT	2014-11-21	Approved	2015-07-01
2014-10-21		ANNUAL	2014-11-21	Approved	2014-11-19
2013-10-21		ANNUAL	2013-11-21	Approved	2013-11-20
2012-10-19		ANNUAL	2012-11-21	Approved	2012-11-08
2011-10-21		ANNUAL	2011-11-21	Approved	2011-11-17
2010-10-21		ANNUAL	2010-11-21	Approved	2010-12-02
2009-10-19		ANNUAL	2009-11-21	Approved	2009-11-27
2008-10-21		INITIAL	2008-11-21	Approved	2008-12-09

Step 3

Click on the How to Print ISP for instructions

ISP Cover Sheet

ISP Date :	2015-08-14
ISP Held Date :	2015-08-14
ISP Effective Dates :	2015-09-18 To 2016-09-17
Type of ISP :	AMENDMENT
ISP Amendment Date :	2015-09-21

How to print ISP - Click on "How to print ISP" link to get Help on how to print ISP

Cancel ☒ ISP ☒ Print Integrated Day

ISP Summary
Face sheet
Individual Financial Plan
Important Things to Know about Me
II. Important To/Important For
III. Communication
IV. Adaptive Equipment
V. Home Life
VI. Work, Day, Retirement or School
VII. Most Integrated Day/Employment
VIII. Review of Screenings, Evaluations and Assessments
IX. Essential Planning Considerations



Step 4

Click on ISP and follow the instructions for printing an ISP

The screenshot shows the MCIS web application interface. The left sidebar contains a menu with categories: Consumer, Waiver Unit, ISP Info, Medical Info, and Monitoring. The 'ISP Info' menu is expanded, showing options like 'ISP Quality Review', 'ISP Quality Review (old)', 'ISP', 'Waiver Transition Res Assessment', 'Waiver Transition Day Assessment', 'ICF Checklist', 'Waiver Checklist', 'Schedule ISP Meeting', and 'Waiver Return services'. The 'ISP Info' menu item is highlighted with an arrow pointing to the 'ISP Cover Sheet' form. The form contains the following information:

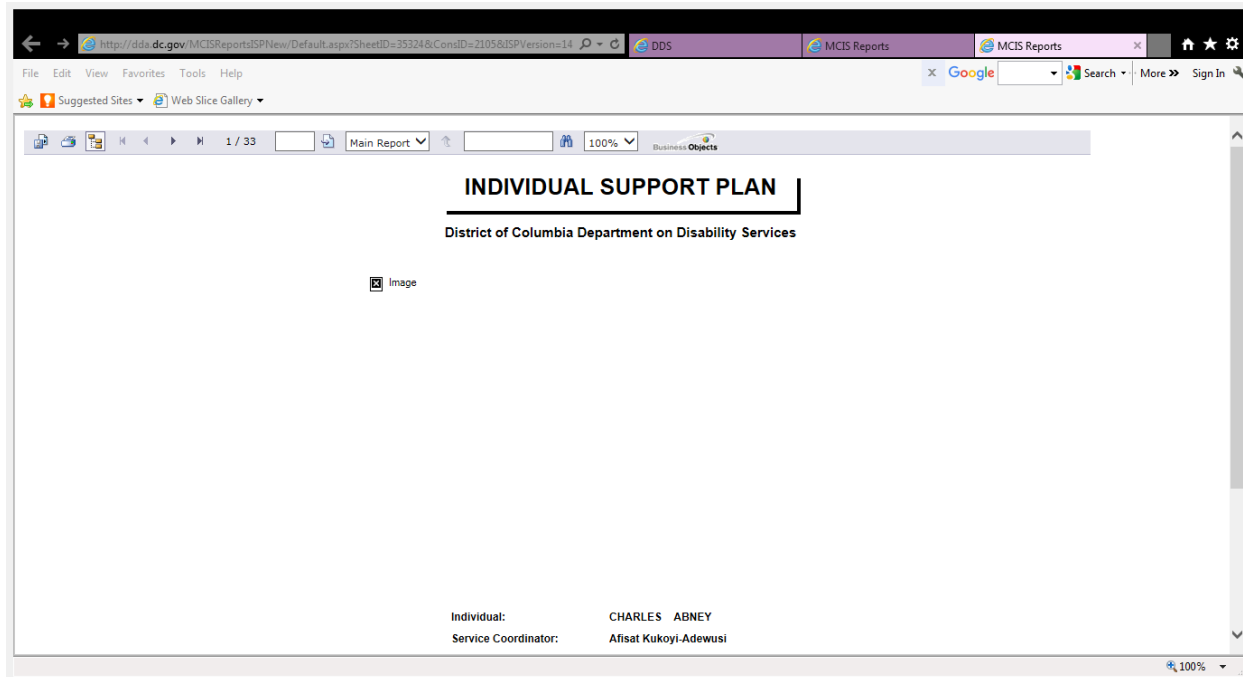
ISP Cover Sheet	
ISP Date :	2015-08-14
ISP Held Date :	2015-08-14
ISP Effective Dates :	2015-09-18 To 2016-09-17
Type of ISP :	AMENDMENT
ISP Amendment Date :	2015-09-21

Below the form, there are links for 'How to print ISP', 'Cancel', 'ISP', and 'Print Integrated Day'. The 'ISP' link is highlighted with an arrow.

Step 5

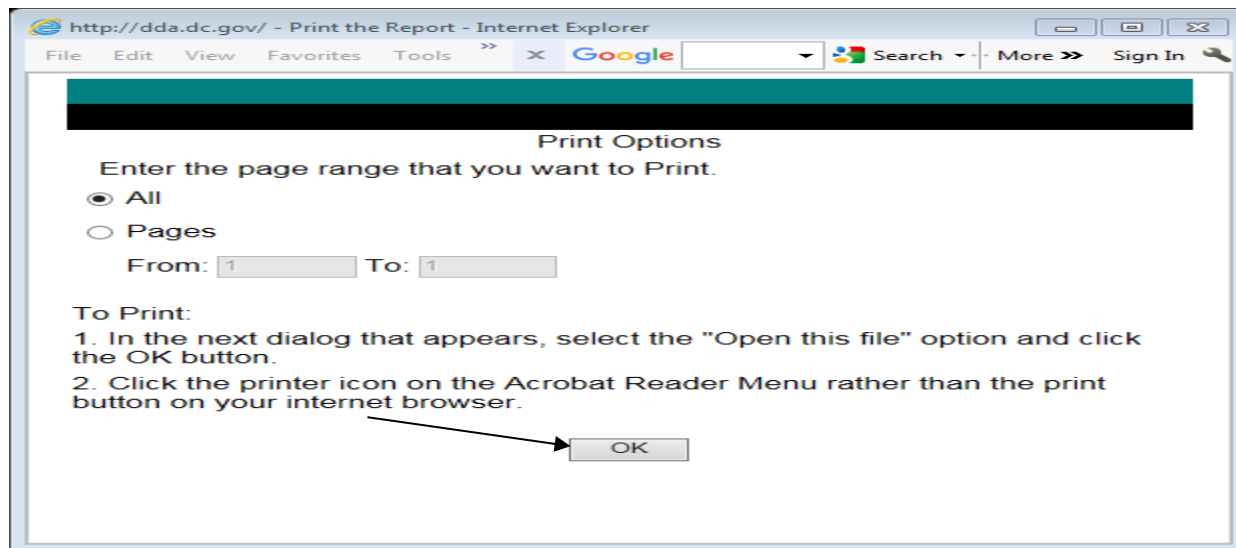
Click Printer Icon





Step 6

Click OK



Step 7





Click file to print and/or upload the PDF copy of the ISP


http://dda.dc.gov/MCISReportsISPNew/Default.aspx?SheetID=35324&ConstID=2105&ISPVersion=14 - Internet Explorer

File Edit Go to Favorites Help

Google Search More Sign In

INDIVIDUAL SUPPORT PLAN

District of Columbia Department on Disability Services



Individual:
Service Coordinator:
Date of ISP Meeting:
Effective Date:
Evans Class Member:
Court Number:
Type of ISP:
Date Created: 2015-09-21

Individual: CHARLES ABNEY Page 1 of 33

Step 8

Click Print Integrated Day

https://dda.dc.gov/mcic/consumer/default.aspx Government of the District of Columbia DDS

File Edit View Favorites Tools Help

Google Search More Sign In

Suggested Sites Web Slice Gallery

For DDA emergency information or contacts, call 311 and request the DDA Duty Officer

Consumer Unit

ISP Info

ISP Quality Review

ISP Quality Review (old)

ISP

Waiver Transition Res Assessment

Waiver Transition Day Assessment

ICP Checklist

Schedule ISP Meeting

Waiver Return services

Medical Info

Diagnoses

Medical Coverages

Medications

Psyc Meds

BSP

Monitoring

HCRM Tool

HCRM Day Tool

Residential

ISP Cover Sheet

ISP Date :	2015-08-14
ISP Held Date :	2015-08-14
ISP Effective Dates :	2015-09-18 To 2016-09-17
Type of ISP :	AMENDMENT
ISP Amendment Date :	2015-09-21

How to print ISP - Click on "How to print ISP" link to get Help on how to print ISP

Cancel ISP Print Integrated Day

ISP Summary

Face sheet

Individual Financial Plan

Important Things to Know about Me

II. Important To/Important For

III. Communication

IV. Adaptive Equipment

V. Home Life

VI. Work, Day, Retirement or School

VI.A. Most Integrated Day/Employment

VII. Relationships

VIII. Review of Screenings, Evaluations and Assessments

IX. Essential Planning Considerations

Session Expires in: 00:38:45

Step 9





Click to Printer Icon

http://dda.dc.gov/MCISReports/Default.aspx?ID=28&SheetID=35324&ConsID=2105&JSPVersion=148

File Edit View Favorites Tools Help

Suggested Sites Web Slice Gallery

Main Report 100%

Most Integrated Day/Employment

Person
ISP Start Date
ISP Version Type
National Core Indicator
Voter Registration
Silver Alert

A. Pathway to Community Integration

Q1. Where am I now on the pathway to community integration ? For the time hours on Monday to Friday, which statement is the closest to describing your week?
I spend most or all of my week in the community and with people who do not have disabilities.

Q2. Am I spending my days in the most integrated setting appropriate to meet my needs? Yes

Q3. What would I like to do to help me acheive greater community integration or inclusion?
Explore my interests, for example, try new things

B. Pathway to Employment

Q4. Where am I on the pathway to competitive, integrated employment?
I am interested in emplovment (Traininon and Education or Active Job Search)

Step 10

Click Ok





http://dda.dc.gov/ - Print the Report - Internet Explorer

File Edit View Favorites Tools » X Google Search More » Sign In

Print Options

Enter the page range that you want to Print.

☒ All

☐ Pages

From: To:

To Print:

1. In the next dialog that appears, select the "Open this file" option and click the OK button.
2. Click the printer icon on the Acrobat Reader Menu rather than the print button on your internet browser.

OK

Printing Supporting documentation

Ensure the documentation is filed and/or upload to the Electronic Record within one business day of receiving the email notification

Step 1





Click Consumer; click ISP; click ISP date

https://dd.dc.gov/mcis/consumer/default.asp | Government of the District of Columbia | DDS | MCIS Reports

File Edit View Favorites Tools Help | Google Search | Sign In

Suggested Sites | Web Slice Gallery

Consumer: Abraham, Reginald

For DDA emergency information or contacts, call 311 and request the DDA Duty Officer

Session Expires in: 01:29:28

MCIS

Consumer [Redacted]

Waiver Unit

Waiver Roster: SC: Desiree Williams | Type: Evans (w/av) | Status: Eligible | Res. Provider Address: 617 HAMLIN STREET NE APT. 9, WASHINGTON, DC - 20017

ISP Info | **Individual Service Plan**

ISP Quality Review | New ISP

	ISP Date	ISP Amendment Date	ISP Type	ISP Effective From	Status	Final Approval Date
ISP	2015-08-14	2015-09-21	AMENDMENT	2015-09-18	Approved	2015-09-22
Waiver Transition Res Assessment	2015-08-14		ANNUAL	2015-09-18	Approved	2015-09-03
Waiver Transition Day Assessment	2014-08-15	2015-05-26	AMENDMENT	2014-09-18	Approved	2015-08-19
ICF Checklist	2014-08-15	2015-04-23	AMENDMENT	2014-09-18	Approved	2015-04-24
Waiver Checklist	2014-08-15	2015-03-20	AMENDMENT	2014-09-18	Approved	2015-03-20
Schedule ISP Meeting	2014-08-15					
Waiver Return services	2014-08-15	2015-01-21	AMENDMENT	2014-09-18	Approved	2015-01-21
Medical Info	2014-08-15		ANNUAL	2014-09-18	Approved	2014-09-03
Diagnoses						
Medical Coverages	2013-08-16		ANNUAL	2013-09-18	Approved	2013-09-03
Medications	2012-08-09		ANNUAL	2012-09-18	Approved	2012-08-31
Psyc Meds						
BSP	2011-09-08	2011-12-28	AMENDMENT	2011-09-18	Approved	2011-12-28
Monitoring	2011-09-08	2011-11-17	AMENDMENT	2011-09-18	Approved	2011-11-22
HCRM Tool	2011-09-08		ANNUAL	2011-09-18	Approved	2011-09-16
HCRM Day Tool						
Residential	2010-09-10		ANNUAL	2010-09-18	Approved	2010-09-16

Step 2

Scroll to the bottom of the page to view the supporting documentation





Consumer: ABNEY, CHARLES
ABNEY, MARY L
Abney, Robert R
Abraham, Reginald

For DDA emergency information or contacts, call 311 and request the DDA Duty Officer

Session Expires in: 01:29:45

Consumer Profile Consumer Scheduler PC-ISP Provider Incident Search Reports QA Administration Budget Duty Officer

Waiver Unit Name: Charles Abney SSN: 212-76-7734 DOB: 3-4-1957 MR#: 1961-MRE-156 Provider: Ward & Ward (Supported Living)

Waiver Roster SC: Desiree Williams Type: Evans (waw) Status: Eligible Res. Provider Address: 617 HAMLIN STREET NE APT. 9, WASHINGTON, DC - 20017

Waiver Rules

ISP Info Supporting Documentation

Select	Name	Author	Document Uploaded Date
<input type="radio"/>	IJS		8/19/2015 1:14:24 PM
<input type="radio"/>	LABS		8/18/2015 3:05:06 PM
<input type="radio"/>	HP, HCMP, MEDICAL SCREENING, RN HLTH ASS.		8/18/2015 2:54:01 PM
<input type="radio"/>	MED EVAL		8/18/2015 2:49:58 PM
<input type="radio"/>	FOC		8/18/2015 2:38:13 PM
<input type="radio"/>	CHOICE OF PROVIDER		8/18/2015 2:37:45 PM
<input type="radio"/>	ROI		8/18/2015 2:37:12 PM
<input type="radio"/>	ISP REQUEST/SIGNIN		8/18/2015 2:36:21 PM
<input type="radio"/>	INFORMED CONSENT		8/18/2015 2:32:21 PM
<input type="radio"/>	HEALTH PASSPORT		8/18/2015 2:31:27 PM
<input type="radio"/>	RISK ASS.		8/18/2015 2:30:48 PM
<input type="radio"/>	PPD RESULT		8/18/2015 2:30:33 PM
<input type="radio"/>	CALENDAR		8/18/2015 2:30:16 PM
<input type="radio"/>	ACCT. STATEMENT		8/18/2015 2:30:01 PM
<input type="radio"/>	STFFIN PATTERN		8/18/2015 2:29:34 PM
<input type="radio"/>	PPP		8/18/2015 2:29:17 PM
<input type="radio"/>	QUR. REVIEW		8/18/2015 2:29:02 PM

View New

Step 3

Click on the dot; then click view to print/upload supporting documentation

Consumer: [REDACTED]

For DDA emergency information or contacts, call 311 and request the DDA Duty Officer

Session Expires in: 01:20:10

Consumer Profile Consumer Scheduler PC-ISP Provider Incident Search Reports QA Administration Budget Duty Officer

Waiver Unit [REDACTED]

Waiver Roster [REDACTED]

Waiver Rules [REDACTED]

ISP Info Supporting Documentation

Select	Name	Author	Document Uploaded Date
<input type="radio"/>	IJS		8/19/2015 1:14:24 PM
<input type="radio"/>	LABS		8/18/2015 3:05:06 PM
<input type="radio"/>	HP, HCMP, MEDICAL SCREENING, RN HLTH ASS.		8/18/2015 2:54:01 PM
<input checked="" type="radio"/>	MED EVAL		8/18/2015 2:49:58 PM
<input type="radio"/>	FOC		8/18/2015 2:38:13 PM
<input type="radio"/>	CHOICE OF PROVIDER		8/18/2015 2:37:45 PM
<input type="radio"/>	ROI		8/18/2015 2:37:12 PM
<input type="radio"/>	ISP REQUEST/SIGNIN		8/18/2015 2:36:21 PM
<input type="radio"/>	INFORMED CONSENT		8/18/2015 2:32:21 PM
<input type="radio"/>	HEALTH PASSPORT		8/18/2015 2:31:27 PM
<input type="radio"/>	RISK ASS.		8/18/2015 2:30:48 PM
<input type="radio"/>	PPD RESULT		8/18/2015 2:30:33 PM
<input type="radio"/>	CALENDAR		8/18/2015 2:30:16 PM
<input type="radio"/>	ACCT. STATEMENT		8/18/2015 2:30:01 PM
<input type="radio"/>	STFFIN PATTERN		8/18/2015 2:29:34 PM
<input type="radio"/>	PPP		8/18/2015 2:29:17 PM
<input type="radio"/>	QUR. REVIEW		8/18/2015 2:29:02 PM

View New

Step 4





Click file to print/upload the supporting documentation

http://dda.dc.gov/AuthFile/Default.aspx?url=D:\wwwroot\wwwapplications\mcis\tupload\338504.p DDS MCIS Reports dda.dc.gov

File Edit Go to Favorites Help Google Search More Sign In

Suggested Sites Web Slice Gallery

★ ★ ★
[REDACTED]
[REDACTED]

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department on Disability Services
Developmental Disability Administration

MEDICAL EVALUATION FORM

Please complete this *legal and official* document that will be kept on file. Do not leave a section blank. Please use N/A (non-assessed or non-applicable) if appropriate.

Name:	[REDACTED]	Date of Evaluation:	[REDACTED]
DOB:	[REDACTED]	Accompanied by:	[REDACTED]
SSN:	XXX-XX-7734	Guardian:	N/A

Done

