Memorandum

To: DDA Provider Community

From: Shasta Brown, Supervisory Service Coordinator

Date: October 22, 2015

Re: Guidance for printing an ISP and Supporting Documentation

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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:

Step 2

Click on the ISP date for the approved ISP

Step 3

Click on the How to Print ISP for instructions

Step 4

Click on ISP and follow the instructions for printing an ISP

Step 5

Click Printer Icon
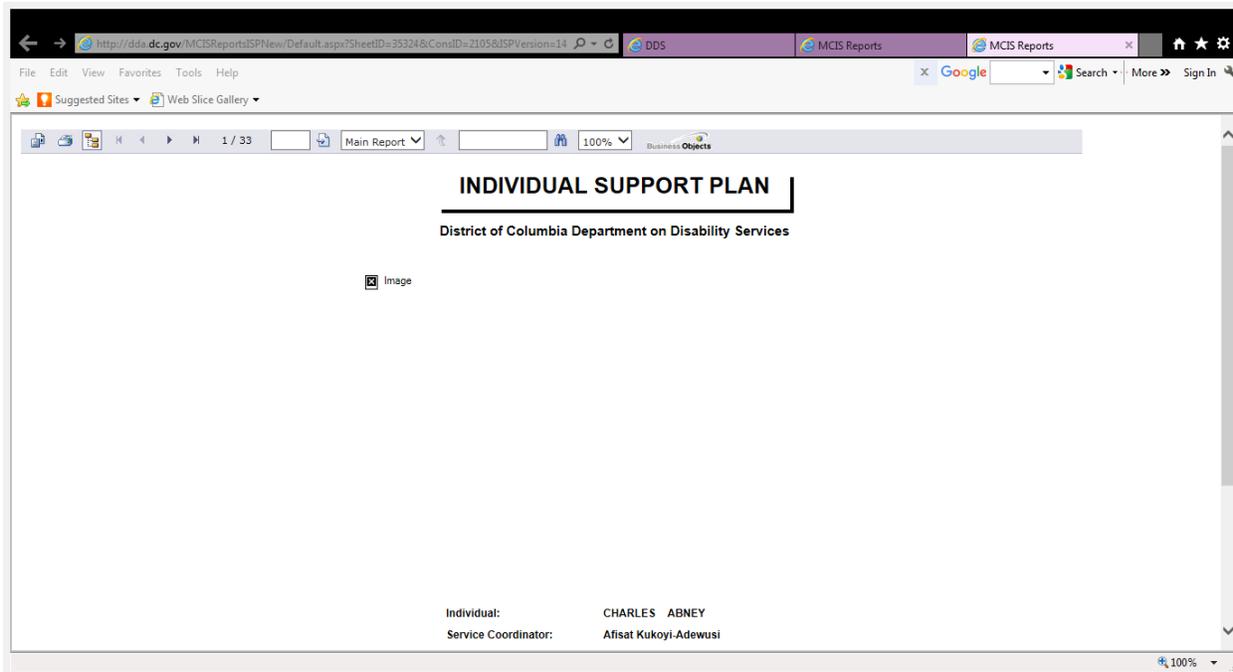
Step 6

Click OK
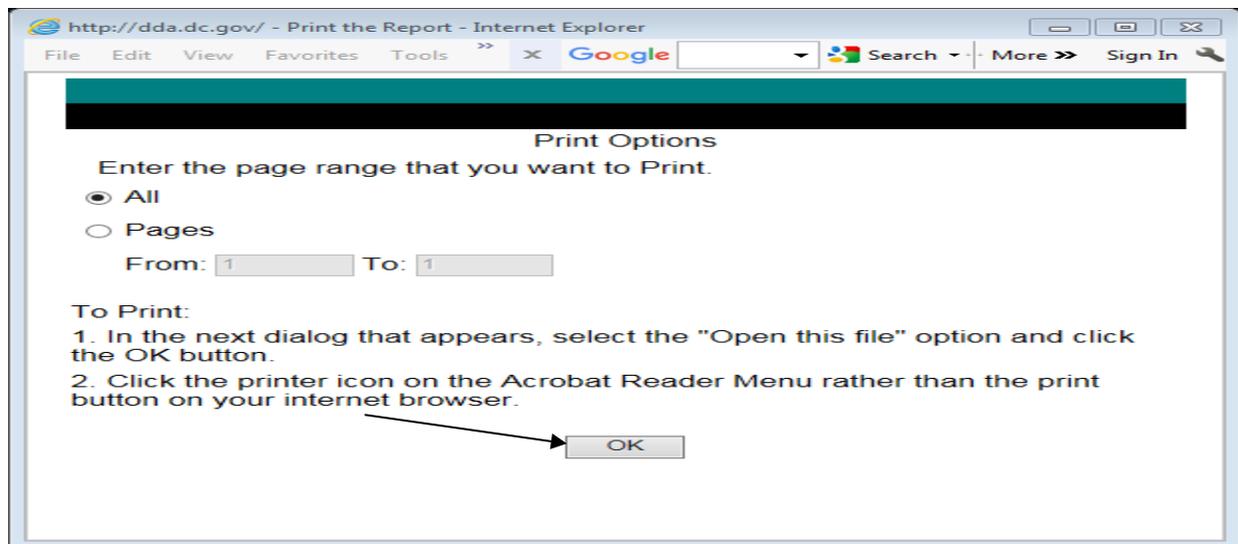
Step 7

Click file to print and/or upload the PDF copy of the ISP
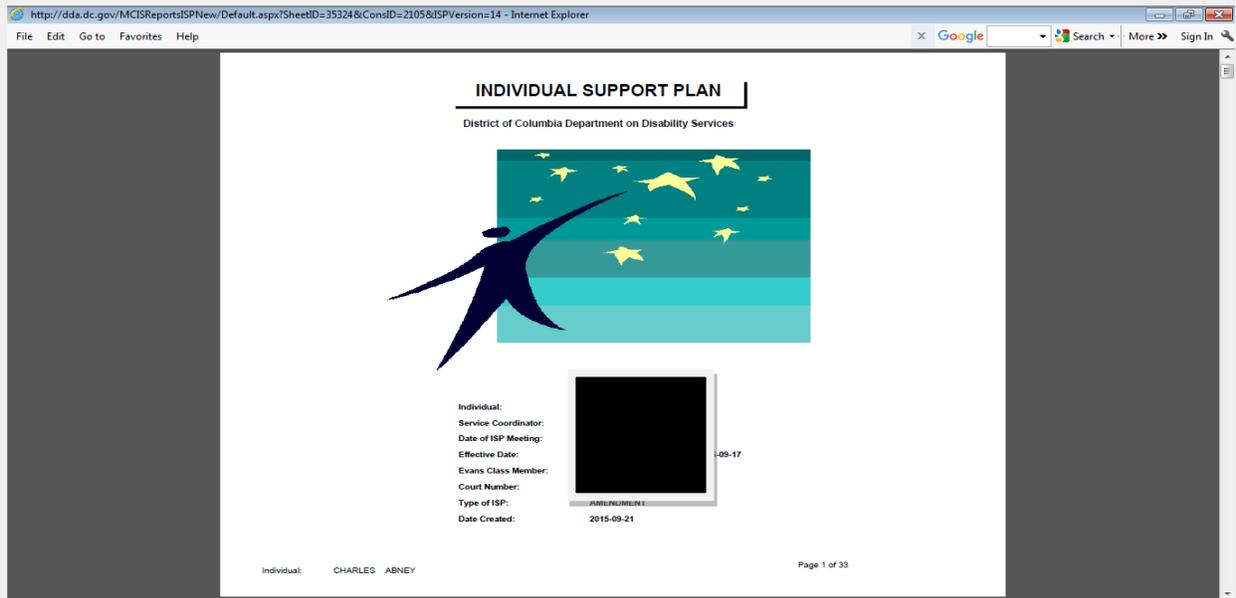
Step 8

Click Print Integrated Day
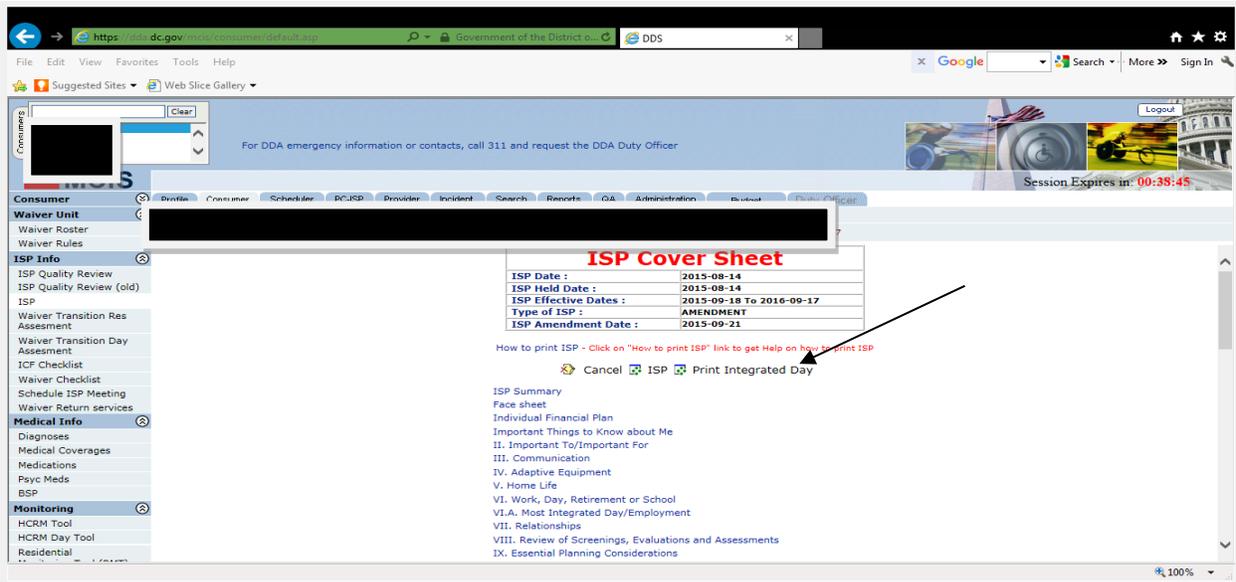
Step 9

Click to Printer Icon

Step 10

Click 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

Step 2

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

Step 3

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

Step 4

Click file to print/upload the supporting documentation

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:	███████	Date of Evaluation:	███████
DOB:	███████	Accompanied by:	███████
SSN:	XXX-XX-7734	Guardian:	N/A