



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:

The screenshot shows the MCIS web application interface. The browser address bar displays <https://ddc.dc.gov/mcis/consumer/default.asp>. The page title is "Consumer" and the user is logged in as "DDS". The navigation menu includes "Consumer", "Profile", "Scheduler", "PC-ISP", "Provider", "Incident", "Search", "Reports", "QA", "Administration", "Budget", and "Duty Officer". The "Consumer" tab is selected. The "ISP Info" section is expanded, showing a table of Individual Service Plans. The table has columns for "ISP Date", "ISP Amendment Date", "ISP Type", "ISP Effective From", "Status", and "Final Approval Date".

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 2

Click on the ISP date for the approved ISP

The screenshot shows the MCIS web application interface. The left sidebar contains navigation tabs: Consumer, Waiver Unit, Waiver Roster, Waiver Rules, ISP Info, Medical Info, and Monitoring. The main content area displays a table of Individual Service Plans (ISPs) with columns for ISP Date, ISP Amendment Date, ISP Type, ISP Effective From, Status, and Final Approval Date. An arrow points to the '2014-10-21' date in the 'ISP Date' column of the first row.

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

The screenshot shows the MCIS web application interface with the 'ISP Info' tab selected. The main content area displays the 'ISP Cover Sheet' for Charles Abney. An arrow points to the 'ISP Date' field in the cover sheet. Below the cover sheet, there are links for 'How to print ISP' and 'Print Integrated Day'.

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. Relationships
IX. 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 browser address bar displays 'https://dc.gov'. The page header includes the MCIS logo and a session expiration timer showing '01:02:42'. The main content area is titled 'ISP Cover Sheet' and contains a table with the following information:

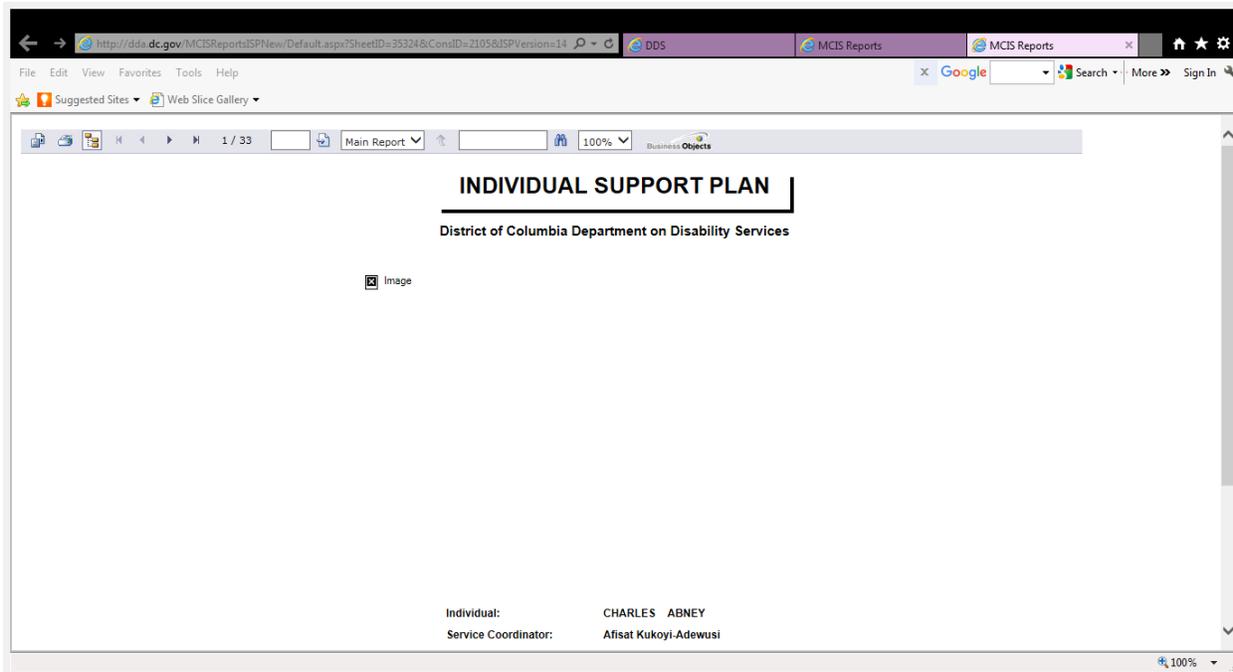
ISP Date :	2015-08-14
ISP Held Date :	2015-08-14
ISP Effective Dates :	2015-09-18 To 2016-09-17
Type of ISP :	AMENDMENT
ISP Amendment Date :	2015-09-21

Below the table, there are links for 'Cancel', 'ISP', and 'Print Integrated Day'. The left sidebar contains navigation options such as 'ISP Info', 'Medical Info', and 'Monitoring'. An arrow points from the 'ISP Info' section to the 'ISP Cover Sheet' table.

Step 5

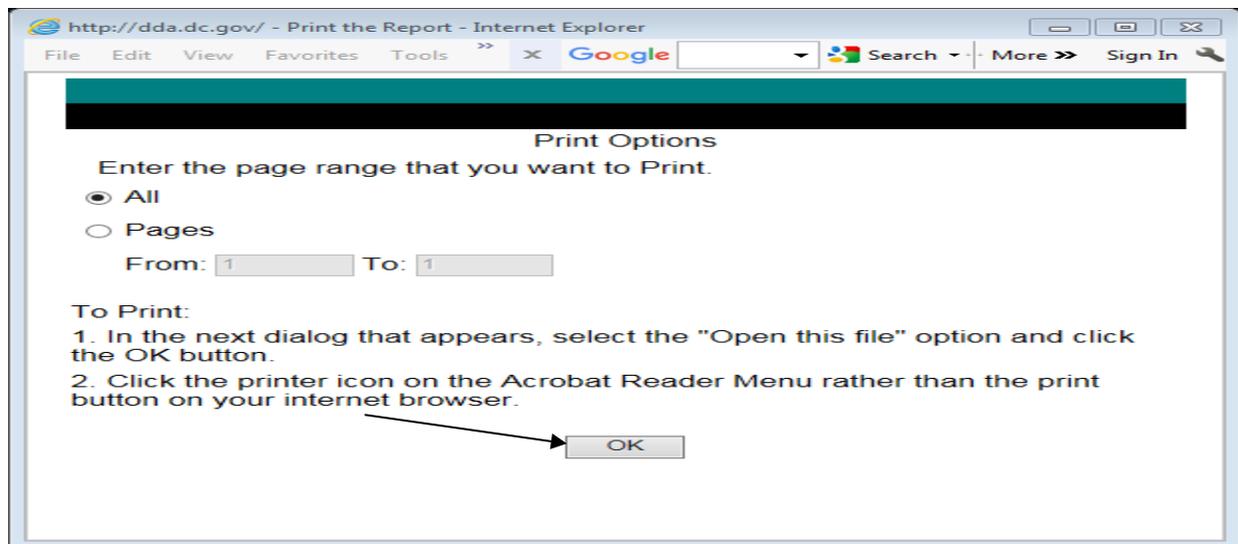
Click Printer Icon





Step 6

Click OK

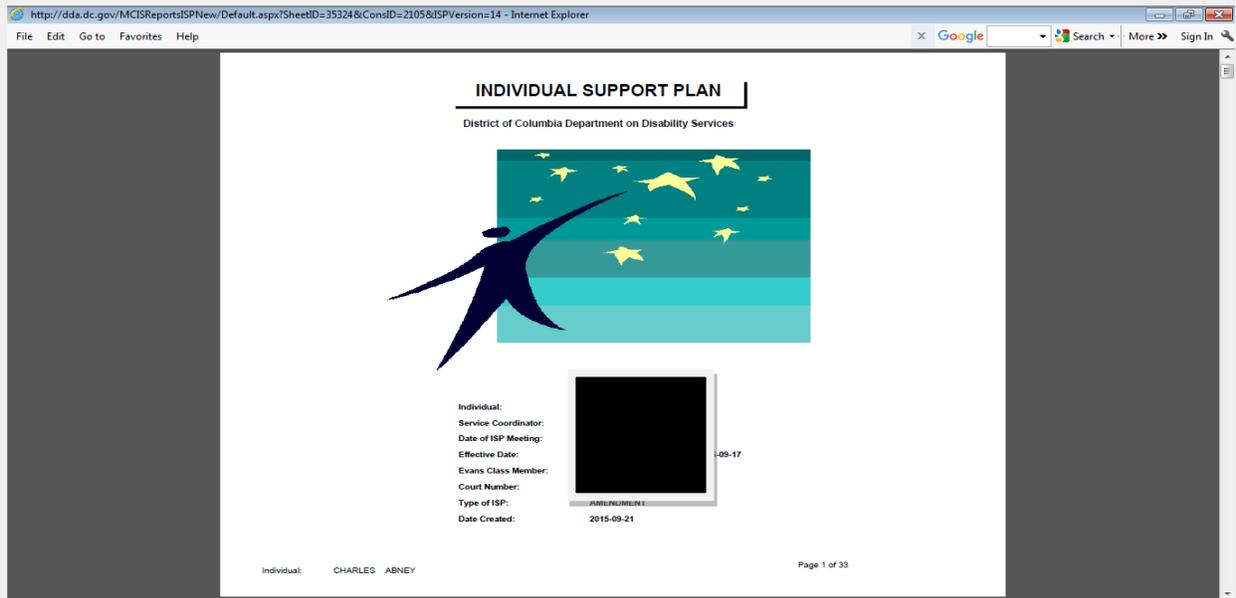


Step 7



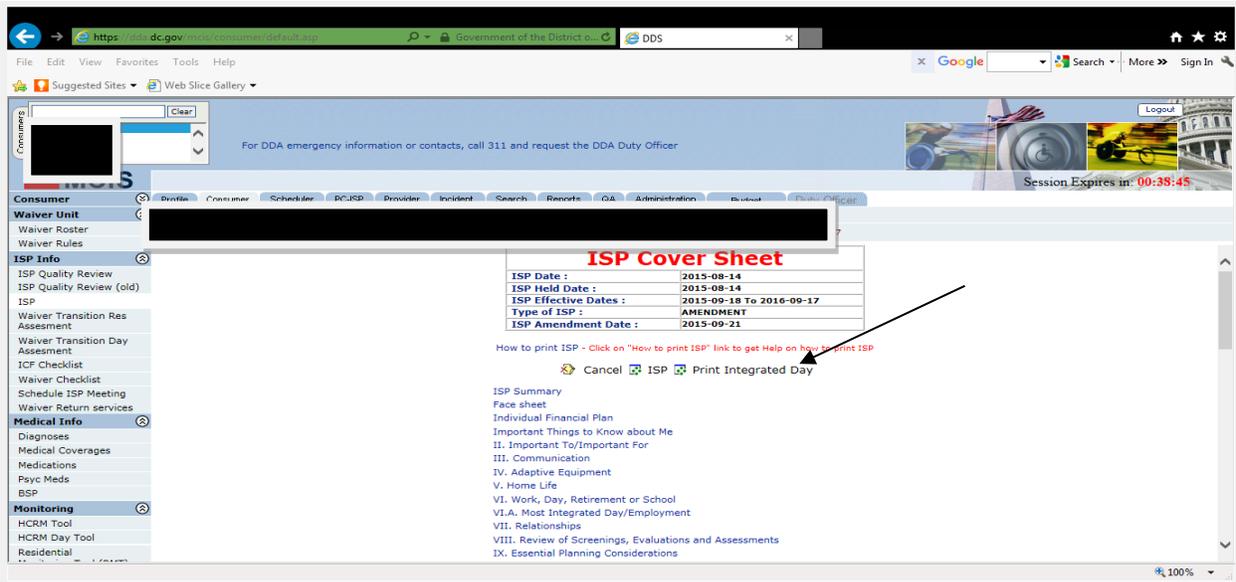


Click file to print and/or upload the PDF copy of the ISP



Step 8

Click Print Integrated Day



Step 9





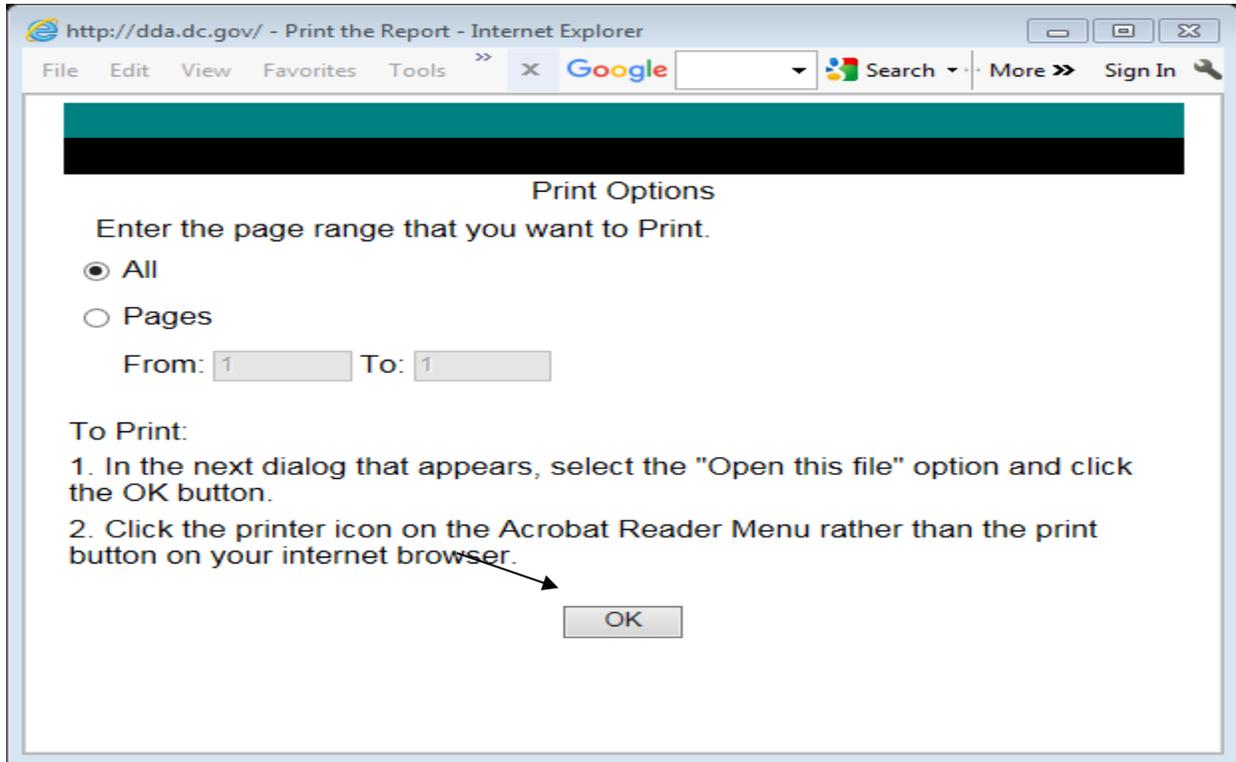
Click to Printer Icon

The screenshot shows a web browser window with the URL <http://dda.dc.gov/MCISReports/Default.aspx?ID=26&SheetID=35324&ConsID=2105&JSPVersion=148>. The browser's address bar shows 'DDS' and 'MCIS Reports'. The page content includes a printer icon in the top left corner, which is pointed to by a black arrow. Below the printer icon is a navigation bar with 'Main Report' and a '100%' zoom level. The main content area is titled 'Most Integrated Day/Employment' and contains a list of fields: Person, ISP Start Date, ISP Version Type, National Core Indicator, Voter Registration, and Silver Alert. Below this is a section 'A. Pathway to Community Integration' with questions Q1, Q2, and Q3. Q1 asks about the pathway to community integration, Q2 asks about spending days in an integrated setting, and Q3 asks about achieving greater community integration. Below this is a section 'B. Pathway to Employment' with question Q4. At the bottom of the page, there is a link: 'I am interested in employment (Training and Education or Active Job Search)'. The browser's status bar at the bottom right shows '100%'.

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

The screenshot shows the MCIS web application interface. At the top, there is a navigation bar with 'Consumer' and 'Abraham, Reginald' selected. Below this, there is a 'Consumer' section with a redacted name. The 'ISP Info' section is expanded, showing a table of Individual Service Plans. The table has columns for 'ISP Date', 'ISP Amendment Date', 'ISP Type', 'ISP Effective From', 'Status', and 'Final Approval Date'. The first row shows an 'AMENDMENT' type ISP effective from 2015-09-18, approved on 2015-09-22. Other rows show 'ANNUAL' type ISPs with various effective and approval dates.

ISP Date	ISP Amendment Date	ISP Type	ISP Effective From	Status	Final Approval Date
2015-08-14	2015-09-21	AMENDMENT	2015-09-18	Approved	2015-09-22
2015-08-14		ANNUAL	2015-09-18	Approved	2015-09-03
2014-08-15	2015-05-26	AMENDMENT	2014-09-18	Approved	2015-08-19
2014-08-15	2015-04-23	AMENDMENT	2014-09-18	Approved	2015-04-24
2014-08-15	2015-03-20	AMENDMENT	2014-09-18	Approved	2015-03-20
2014-08-15	2015-01-21	AMENDMENT	2014-09-18	Approved	2015-01-21
2014-08-15		ANNUAL	2014-09-18	Approved	2014-09-03
2013-08-16		ANNUAL	2013-09-18	Approved	2013-09-03
2012-08-09		ANNUAL	2012-09-18	Approved	2012-08-31
2011-09-08	2011-12-28	AMENDMENT	2011-09-18	Approved	2011-12-28
2011-09-08	2011-11-17	AMENDMENT	2011-09-18	Approved	2011-11-22
2011-09-08		ANNUAL	2011-09-18	Approved	2011-09-16
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





The screenshot shows the MCIS web application interface. At the top, there is a navigation bar with tabs for Profile, Consumer, Scheduler, PC-ISP, Provider, Incident, Search, Reports, QA, Administration, Budget, and Duty Officer. The main content area displays the 'Supporting Documentation' section for a consumer named Charles Abney. A table lists various documents with columns for 'Select', 'Name', 'Author', and 'Document Uploaded Date'. The 'MED EVAL' document is selected, and a 'View' button is visible next to it.

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

Step 3

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

This screenshot is identical to the one above, but with two black arrows pointing to the 'MED EVAL' row in the table and the 'View' button to its right. The 'View' button is highlighted with a mouse cursor.

Step 4





Click file to print/upload the supporting documentation

Browser address bar: <http://dda.dc.gov/AuthFile/Default.aspx?url=D:\wwwroot\wwwapplications\mcis\tupload\338504.p>

Page Header: **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

