

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT ON DISABILITY SERVICES



Addendum to Provider Application for Pre-Qualification to Provide Individualized Day Supports

All questions in this Addendum must be answered and this Addendum must be submitted with the Application for Pre-Qualification to provide Individualized Day Supports in order for said Application to be considered complete.

1. Describe the applicant organization's experience and track record in providing integrated, community-based services to people with intellectual and/or developmental disabilities.
2. Describe how the organization will conduct and catalogue the results of initial and on-going neighborhood, community and city mapping to ensure that a full range of opportunities are known and can be matched to people, based on their interests, preferences and goals.
3. Describe the process for developing a person-centered **Individualized Activity Plan** for each person within the first 30 days of service. Also describe how and how often the Individualized Activity Plan will be updated.
4. Describe how the matching of people will initially be done if the service will be provided in a 1:2 staffing ratio. Address how initial matches will be reviewed over time to ensure matches continue to result in positive, high quality service experiences.
5. Describe how the organization will manage scheduling of activities for people.
 - a. Provide a sample schedule for each of the following examples:
 - i. A 25 year old woman with a goal of developing experiences that can help with obtaining employment in the near future
 - ii. A 73 year old man who wishes to participate in retirement activities.
 - iii. A 40 year old woman who works 20 hours a week at a community job and is using IDS as a wrap-around support.
 - b. Describe how unexpected absences will be handled for people receiving IDS services
 - c. Describe how unexpected late arrivals and/or late departures will be handled
 - d. Describe how unexpected staff absences or late arrivals will be handled
6. Describe the flexibility people will have in choosing when and how much service to receive. Include:
 - a. Which days of the week will the service be offered
 - b. How early and how late can the service be accessed on any given day
7. List the various personnel positions that will be involved in delivering Individualized Day Supports. For each position type, provide a position description, as well as a detailed description of initial and on-going competency-based training that will be provided.

8. Describe how Direct Support Professionals (DSPs) will be recruited for the provision of Individualized Day Supports, including criteria used for determining an individual to be qualified to be a DSP for Individualized Day Supports.
9. Describe how the organization will manage scheduling and deployment of DSPs on a daily, weekly and monthly basis.
10. Describe how the person's natural support network (e.g., family, friends, etc.) may be involved in service planning and delivery.
11. Describe any plans the organization has for using volunteers in providing the service. If volunteers may be used, provide the organization's policies related to the use of volunteers, proof of insurance coverage that includes liability coverage for volunteers and a written sample of how the IDS volunteer opportunity(s) will be described in recruiting efforts.
12. Describe service quality indicators that will be used to evaluate and improve the on-going quality of the service.
13. How long, after final notice of qualification to provide the service, will the organization be ready to receive referrals and authorizations for the service?