

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT ON DISABILITY SERVICES**



Department on Disability Services	Subject: Utilization of Local Funds to Purchase, Repair, Rent or Lease Adaptive Equipment
Responsible Program or Office: Developmental Disabilities Administration	Policy Number: 2012-DDA-H&W-POL001
Date of Approval by the Director: October 15, 2012	Number of Pages: 2
Effective Date: October 15, 2012	Expiration Date, if Any: N/A
Supersedes Policy (Dated): N/A	
Cross References and Related Policies and Procedures: Utilization of Local Funds to Purchase, Repair, Rent or Lease Adaptive Equipment Procedure; Health and Wellness Standards Policy and Procedures; Adaptive Equipment Policy and Procedures	

**1. PURPOSE**

This purpose of this policy is to delineate Department on Disability Services (“DDS”), Developmental Disabilities Administration (“DDA”), and provider responsibilities and establish guidelines and standards for the utilization of local funds to purchase, repair, rent or lease adaptive equipment for people who receive services and supports through the DDA service delivery system.

**2. APPLICABILITY**

This policy applies to all DDS/DDA employees, subcontractors, providers, vendors, consultants, volunteers, and governmental agencies that provide services and supports on behalf of people with intellectual disabilities receiving services and/or supports as part of the DDA service delivery system, funded by DDS or the Department of Health Care Finance (“DHCF”).

**3. AUTHORITY**

The authority for this policy is established in the Department on Disability Services as set forth in D.C. Law 16-264, the “Department on Disability Services Establishment Act of 2006,” effective March 14, 2007 (D.C. Official Code § 7-761.01 *et seq.*); and D.C. Law

2-137, the "Citizens with Intellectual Disabilities Constitutional Rights and Dignity Act of 1978," effective March 3, 1979 (D.C. Official Code § 7-1301.01 *et seq.*).

#### 4. POLICY

It is DDS's policy that all people whom DDS supports who would benefit from and would like to use adaptive equipment, shall have access in a timely manner to the adaptive equipment that is appropriate to meet their needs. In order to ensure that services and supports are cost effective, it is DDS's policy to first attempt to use the person's health insurance, if any, and to utilize local funds to obtain adaptive equipment only when delays related to private insurance processing present a risk of imminent harm to the person's health, safety or wellbeing that cannot otherwise be mitigated.

#### 5. RESPONSIBILITY

The responsibility for this policy is vested in the DDS Director, and the implementation of the policy is the responsibility of the DDS Deputy Director for DDA.

#### 6. STANDARDS

DDS/DDA shall pay for the purchase, repair, rental or leasing of adaptive equipment utilizing local dollars when one or more of the following circumstances exists:

- A. When a person has not yet been found eligible for Medicaid or Medicare and is in immediate need of adaptive equipment to protect or ensure his or her health, wellbeing and/or safety;
- B. When a person has an identified need for adaptive equipment and his or her current eligibility for Medicaid has been suspended due to the person being over resourced;
- C. When a person's current adaptive equipment is found to be inoperable and/or unsafe causing an imminent risk to the person's health, safety, or wellbeing, and temporary adaptive equipment needs to be rented or leased until the permanent equipment is repaired or replaced; or
- D. At the discretion of the Deputy Director for DDA, in any other circumstance in which local funds are needed to purchase, repair, rent or lease adaptive equipment to mitigate an imminent risk to the person's health, safety, or wellbeing.

  
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Laura L. Nuss, Director

10/15/2012  
Approval Date