

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT ON DISABILITY SERVICES



STANDARD OPERATING PROTOCOL	
Subject: <i>Olmstead Reporting</i>	SOP No.: 2014-OLMSTEAD – SOP-001
Responsible Program or Office: <i>State Office of Disability Administration, Office of the DDS Director</i>	Effective Date: May 12, 2014 Number of pages: 2
Cross References, Related Policies and Procedures, and Related Documents, including related SOPs: Attachment 1 – Sample DDA Report; Attachment 2 – Screenshot of MCIS; Attachment 3 – Final Report Template	

I. PURPOSE

The purpose of this Standard Operating Protocol is to set forth the steps necessary in preparing and submitting the monthly DDS *Olmstead* Report to the Office of Disability Rights. This report tracks and reports transitions that have occurred from a nursing home or intermediate care facility to a less restrictive setting, and serves as a quantifiable gauge of DDS' *Olmstead* compliance efforts.

II. RESPONSIBLE STAFF

Responsibility for this SOP is vested in the *Olmstead* coordinator role, which resides in DDS' Office of the Director, State Office of Disability Administration

III. STANDARD OPERATING PROTOCOL

1. On or about the first of every month, the *Olmstead* coordinator should receive a monthly report from DDA's community liaison specialist (currently [Michelle Hawkins](#)).
[Attachment 1 – Sample DDA Report].
2. The contents of the Outreach Activities section in the report referenced in Section (1) should be proofread for typographical and other errors before being copied and pasted into the Qualitative Section of the monthly *Olmstead* report. The remaining sections of the report (e.g., those with

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names of people DDA supports or who have applied for services) are not relevant to the monthly *Olmstead* report and should not be used.

3. The *Olmstead* coordinator shall login to MCIS to run an *Olmstead* report by clicking on the following links/tabs:
 - i. Report Tab
 - ii. Resource Management (under Operations Tab on left)
 - iii. Olmstead Report (#4 on the list)
 - iv. Enter from and to dates of the prior month (e.g., if the report is being submitted on or before June 10th, the dates inputted should be May 1st to May 31st).

[Attachment 2 – Screenshot of MCIS].

4. The number returned in Section (3) should be verified with the DDA/PMRU Supervisory Provider Resource Specialist (currently [Shasta Brown](#)). The number confirmed by the PMRU specialist is controlling and should be the number used in the report submitted.
5. The Quantitative Data gleaned from Step (3) and verified in Step (4) shall be entered in the final report, including any updates to the YTD total.
6. The final report should be sent, no later than the 10th of each month, to the Office of Disability Rights point-of-contact (currently [Jessica Hunt](#)), cc:’ing the Olmstead coordinator’s immediate supervisor, DDS’ Director, DDS’ Deputy Director for the Developmental Disabilities Administration, and the Supervisory Provider Resource Specialist.

[Attachment 3 – Final Report Template].