



LIFE. YOUR WAY.
Department on
Disability Services

Overview of the Provider Furniture Request Process

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New Section Added to MCIS

Large Item Furniture Requests

Person
Operations
ISP
Medical Information
Observations
SFA/NBFR
Service Fund Auth
Need Based Funding Request
✓ Provider Furniture Requests
Forms

DDA Approval: Bed frame, mattress & box spring, dresser or chest, recliner, sofa, love seat, dining room set, and coffee table.

Provider Request for Furniture

MCIS ⇒ PERSON ⇒ SFA/NBFR ⇒ PROVIDER FURNITURE REQUEST

Provider Furniture Requests

Click on "New" and the form below will be displayed.

New

Service Type	Requested Date	Effective Date	Status
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Provider Furniture Requests

Save

Cancel

*Service Type: Please select one option

*Amount Requested ("Enter lowest quote"): 0

From Provider: DDS

Address1: 250 E STREET SW

City: WASHINGTON

Contact: DDS

Zip: 20024

*Reason For Furniture Request:

*Requested Date:

Type of Placement: Day Program

Address2:

State: DC

Phone:

Service Type / Two Types of Furniture Request

- Common Area = Living room, Kitchen, or Dining room
- Person Specific = Bedroom

Person-Specific Area [Bedroom]



Please enter the least expensive quote of the furniture for the person into MCIS and include the reason for the request.





Provider Furniture Requests Save

<p>*Service Type: Furniture(Person Specific) ▼</p> <p>Furniture(Person Specific) <input checked="" type="checkbox"/> Bed Room</p> <p>*Amount Requested (*Enter lowest quote): <input type="text" value="300"/></p> <p>From Provider: <input type="text" value="DDS"/></p> <p>Address1: <input type="text" value="250 E STREET SW"/></p> <p>City: <input type="text" value="WASHINGTON"/></p> <p>Contact: <input type="text" value="DDS"/></p> <p>Zip: <input type="text" value="20024"/></p> <p>*Reason For Furniture Request: <input style="width: 100%; height: 100%;" type="text"/></p>	<p>*Requested Date: <input type="text" value="09-27-2023"/></p> <p>Type of Placement: <input type="text" value="Day Program"/></p> <p>Address2: <input type="text"/></p> <p>State: <input type="text" value="DC"/></p> <p>Phone: <input type="text"/></p>
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Uploading Documentation - MANDATORY

You must upload pictures of the “old” furniture AND “three QUOTES” of the requested furniture in this section of the request.

Supporting Documentation		
File Name	Uploaded Date	Uploaded By

You must enter comments below.

FFR Approval Section

*Review/Approval Comments:



Action History

Then HIT the APPROVE button.

Examples of furniture quotes with the Price and all Charges



Designer Looks
VCF
Furniture
Mattresses
Sale
Financing

🔍
❤️
🛒 1

Shopping cart

Delivery or Pick Up

Product	Item Price	Quantity	Item Total
Perry Chest	\$349.99	1	\$349.99

[Add Pure Promise Protection ?](#)
Remove Item

Pure Promise Protection Total ?
\$0.00

Protect all eligible items

Choose Your Shipping Method

[Learn More About Delivery Services](#)
 To provide reliable delivery or pick up times, the most accurate pricing, and our nearest stores,
[Change Your Zip Code](#)

Order Summary (1 item)

Subtotal:	\$349.99
Delivery: 20024	\$219.99
Tax:	\$21.00
Total:	\$590.98

CHECKOUT

Pay over time with the Designer Looks Card

Designer Looks

Designer Furniture without the designer price.

Explore all available options, and find the one that's right for you.

VIEW OPTIONS

Designer Looks
VCF
Furniture
Mattresses
Sale
Financing

🔍
❤️
🛒 1

Shopping cart

Delivery or Pick Up

Product	Item Price	Quantity	Item Total
Camila Sofa	\$599.99	1	\$599.99

[Add Pure Promise Protection ?](#)
Remove Item

Pure Promise Protection Total ?
\$0.00

Protect all eligible items

Order Summary (1 item)

Subtotal:	\$599.99
Delivery: 20024	\$219.99
Tax:	\$36.00
Total:	\$855.98

CHECKOUT

Pay over time with the Designer Looks Card

Designer Looks

Designer Furniture without the designer price.

Explore all available options, and find the one that's right for you.

VIEW OPTIONS

Notification to DDS Staff (QRS) for Review and Approval



Once the Provider approves the “**Person Furniture Request**”, an email notification will be sent to the assigned Quality Resource Specialist staff as well as the Provider Staff who submitted the request for review.

The status change will show, “Sent To QRS” to inform all parties the level of review and approval.

Provider Furniture Requests

New

Service Type	Requested Date	Effective Date	Status
Furniture(Common Area)	9/27/2023		Sent to QRS

The QRS Staff will review the form and uploaded documentation and if warranted, the QRS can “adjust” the amount of the request to show the lowest amount if not added.

The QRS can also RETURN the request if the documentation and/or information provided is insufficient to approve. An email notification will be sent to the provider staff for correction.

Provider Furniture Requests

New

Service Type	Requested Date	Effective Date	Status
Furniture(Common Area)	9/27/2023		Return to PR

Provider should correct the form and HIT approve once corrections are completed. The QRS will be notified to review and approve.

Notification to DDS Staff (QRU Supervisors) for Review and Approval



The status change will show, “**Sent To QRSS (QRS Supervisor)**” to inform all parties the level of review and approval.

Provider Furniture Requests

New

Service Type	Requested Date	Effective Date	Status
Furniture(Common Area)	9/27/2023		Sent to QRSS

If the QRS Supervisor approves the furniture requests, then status change will show, “**Sent to QAMPA (Deputy Director)**” for review and approval.

Provider Furniture Requests

New

Service Type	Requested Date	Effective Date	Status
Furniture(Common Area)	9/27/2023		Sent to QAMPA

Final DDS Approval for Furniture Request



- QAMPA's Deputy Director will review to approve;
- Business Operations Staff will review to approve;
- Business Operations Manager will review to approve;
and
- Business Management Analysts will complete final approval.

If at any of the levels as noted above, the request is returned, the Provider will be notified.

5 – 7 business days for approval within DDS if all documentation is complete when submitted by the Provider.

Contact Information



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