Category	Action Item	Responsible Unit	Initial Due Date	Current Status
Training & Capacity Building	DDS to post PPT on HCBS Settings rule on website	IT	2/27/2014	Completed
Training & Capacity Building	DDS to conduct 3 trainings on the HCBS Setting rule during the public comment period.	SODA	12/28/2014	Completed
Training & Capacity Building	DDS partnered with the DC Coalition of Disability Services Providers and ANCOR to host a webinar viewing for all of our providers on the Rule and how it impacts non-residential providers.	SODA	1/21/2015	Completed
Training & Capacity Building	DDS to offer mandatory training on HCBS Settings Rule to all DDA staff	DDS Leadership	1/31/2015	Completed
State-level assessment	Invite external participants to HCBS Settings Advisory Group: DHCF; D.C. Developmental Disabilities Council; Project ACTION!, D.C.'s self-advocacy group; D.C. Supporting Families Community of Practice; Quality Trust for Individuals with Disabilities; University Legal Services, D.C.'s protection and advocacy organization; D.C. Coalition of Disability Services Providers; and Georgetown University Center for Excellence in Developmental Disabilities.	SODA	2/17/2015	Completed
State-level assessment	Designate participant in HCBS Settings Advisory Group - a. DDS, including representatives from DDA Service Coordination, DDA Waiver Unit, SODA, a Person-Centered Thinking Leader, and others, as needed, including representatives from DDS/DDA Quality Management Division and DDS/DDA's Provider Certification Review team.	SODA, SPCD, QMD, Waiver	2/24/2015	Completed 2/14/15
State-level assessment	Post meetings of HCBS Settings Advisory Group on DDS website.	IT	2/24/2015	Completed
Waiver Amendments	DDS and DHCF are amending waiver to further opportunities for community and meaningful day, addressing the need for more individualized integrated approaches of the provision of support to people, and achieving compliance with the HCBS Settings Rule.	SODA	3/1/2015	Completed 2/27/2015
Transition Plan	Store the comments and responses on the Transition Plan for CMS and the general public.	SODA	3/1/2015	Completed
Waiver Amendments	The HCBS waiver amendments will be posted on DDS's Waiver Amendment Information page..	IT	3/6/2015	Completed 2/27/15
Transition Plan	Publish all comments received on the IDD Transition Plan to the website	IT	3/6/2015	Completed
Transition Plan	Work with DHCF to revise the Statewide Transition Plan based on public comments and submit to CMS.	SODA	3/17/2015	Completed 3/17/2015

Category	Action Item	Responsible Unit	Initial Due Date	Current Status
Transition Plan	Coordinate with DHCF to respond to all public comments received and make changes to the Statewide Transition Plan, as appropriate, based on those comments.	SODA	3/17/2015	Completed 3/16/2015
Transition Plan	Publish all comments received on the Statewide Transition Plan to the website	IT	3/24/2015	Completed
Transition Plan	Publish Statewide Transition Plan on the website	IT	3/24/2015	Completed
Policy	DDS will issue a policy requiring that agency staff and providers participate in efforts to assess and achieve compliance with the HCBS Settings Rule. This will include the expectation that providers conduct a critical and honest self-assessment; cooperate fully with the assessment and transition process; and demonstrate on-going efforts, cooperation and progress towards compliance with the HCBS Settings Rule.	SODA	4/1/2015	Completed 4/1/2015
Provider Self-Assessment	DDS will draft a provider self-assessment tool to guide a critical self- review of provider policies, procedures, protocols, and practices (including, but not limited to, access to food, keys, visitors, choice of community activities, etc.). The assessment will be by provider service-type. The tool will include instructions for completing.	SODA	4/10/2015	Completed 4/13/2015
Personal Experience Assessment	DDS will draft an assessment tool that people with intellectual disabilities who receive waiver supports, their families, and their advocates can use to assess services and guide informed provider choice.	SODA	4/10/2015	Completed 4/13/2015
Personal Experience Assessment	DDS will post tool on its website.	IT	4/15/2015	Completed 4/15/2015
Provider Self-Assessment	DDS will post the provider self-assessment tool on its website.	IT	4/15/2015	Completed 4/15/2015
Transition Plan	DDS will post a version of this Transition Plan in a work-plan/ table format that is more user-friendly and easier to track, to help ensure ongoing accountability to stakeholders.	PMU	4/17/2015	Completed
Transition Plan	Post Transition Plan Workplan to DDS Website on Waiver Amendment Information Page	IT	4/24/2015	Completed
Provider Self-Assessment	Providers will receive the self-assessment tool along with instructions and timelines for completion and dates of trainings. At a minimum, all active HCBS residential, supported employment, employment readiness and other day programs shall be required to complete a self-assessment.	SODA	5/1/2015	Completed. Discussed and distributed at PL on 4/24 and follow-up memo went out to all providers on 5/4/2015

Category	Action Item	Responsible Unit	Initial Due Date	Current Status
Policy	Distribute HCBS Compliance Policy to all DDA staff and providers, ensure that it is posted on the DDS website, and discuss at April 2015 Provider Leadership meeting.	IT	5/1/2015	Completed
Personal Experience Assessment	Tool questions will be programmed in the SC monitoring tools.	IT	5/15/2015	0
Provider Self-Assessment	DDS will conduct mandatory provider education and training sessions on the requirements of the HCBS Settings Rule and how to complete the provider self-assessment tool.	IT	5/15/2015	Completed
Provider Self-Assessment	Assigned DDS staff will also attend training on the Provider Self-Assessment.	SODA	5/15/2015	Completed
Personal Experience Assessment	DDS will conduct mandatory education and training sessions for service coordination staff on the HCBS Settings Rule, the changes to the monitoring tools to incorporate the new questions, and the web-based version of the tool for families. These trainings will take place by May 15, 2015, and will continue, as needed. DDS Human Capital Administration will track attendance to ensure all service coordinators are trained.	SODA & HR	5/15/2015	This requires the programming to be completed so that we can orient service coordinators to the tools.
Policy	Based on the state-level assessment, begin to revise policies and procedures.	HR	5/25/2015	In progress and in coordination with HCBS Settings Advisory Group. Reviewed Personal Funds p&p 4/21/2015; Intake 4/28/2015; Training 5/12/2015. Also completed revisions to ISP p&p 5/15/2015 and shared those with the advisory group.
Remediation	All revised policies will be distributed to agency staff and providers, posted on the DDS website at http://dds.dc.gov/page/policies-and-procedures-dda, and will be discussed at meetings with provider leadership.	SPCD	5/31/2015	In progress and on-going.
Provider Self-Assessment	DDS will program e-version of the provider self-assessment tool.	SPCD & HR	6/1/2015	0
Personal Experience Assessment	DDS will program e-version of the tool for families to fill out via the website.	SODA	6/1/2015	0

Category	Action Item	Responsible Unit	Initial Due Date	Current Status
Personal Experience Assessment	Personal assessment tool will be distributed at ISP meetings to family members who may wish to complete and return them.	SODA	6/1/2015	Not started
Training & Capacity Building	Offer Discovery training and technical assistance sessions, entitled "Ensuring High Quality Positive Personal Profiles and Job Search/ Community Participation Plans."	HR	6/1/2015	Completed 4/8/2015
Personal Experience Assessment	Personal assessment tool will be distributed through the DC Supporting Families Community of Practice to family members who may wish to complete and return them.	SODA	6/1/2015	Not started
Personal Experience Assessment	Begin conducting Personal Experience Assessment during the regular service coordination monitor schedule.	SPCD	6/1/2015	Not started
Regulations	Revise HCBS waiver implementing regulations based upon the state-level assessmentBased on the assessment already underway - first round of changes.	SODA	7/1/2015	In progress. Behavioral supports, host homes and supported living are in legal sufficiency review. Remainder have been sent to DHCF and are in the approval process. Note that these are emergency and proposed and will need ongoing work to become final.
Provider Self-Assessment	Providers will submit their self-assessment, along with specific evidence of compliance, for further review by DDS by July 1, 2015.	QMD	7/1/2015	Not started
Training & Capacity Building	DDS will design, schedule and conduct trainings for people who receive supports and their families and other stakeholders on the requirements of the Rule, changes they can expect to see that may affect their supports, and how they can be involved in the transition process. DDS will work collaboratively with the HCBS Settings Advisory Group, Project ACTION!, and the DC Supporting Families Community of Practice on these trainings.	SODA	7/1/2015	Not started

Category	Action Item	Responsible Unit	Initial Due Date	Current Status
Policy	DDS will amend its Provider Performance Review (PPR) policy, procedure, and process to incorporate Provider Transition into the pre-existing requirements. In the amended PPR policy and procedure, Provider Transition Plans will become a required element of the CIP and the provider's progress in achieving compliance with the HCBS Settings Rule will be reviewed on a quarterly basis. Additionally, performance measures regarding compliance with the HCBS Settings rules from the various assessment tools will be incorporated into the annual PPR review to ensure ongoing sustainability.	SODA	9/1/2015	Not started
State-level assessment	Review and analyze all waiver service definition with HCBS Settings Advisory Group resulting in D.C. having a list of required changes needed to the waiver.	SODA	9/1/2015	In progress. All service definitions reviewed as of 4/14/2015.
State-level assessment	Review and analyze all regulations governing HCBS with HCBS Settings Advisory Group resulting in D.C. having a list of required changes needed to the regulations.	QMD	9/1/2015	In progress. Weekly meetings began on 2/24/15. All regulations reviewed as of 4/14/2015.
State-level assessment	Review and analyze DDS/DDA Provider Certification Review (PCR) process with HCBS Settings Advisory Group resulting in D.C. having a list of required changes needed to the process.	SODA	9/1/2015	In progress. DDS did a crosswalk of PCR with the provider self-assessment. Need to review that and the PCR process with the group.
State-level assessment	Review and analyze DOH licensing requirements and regulations governing Residential Habilitation with HCBS Settings Advisory Group resulting in D.C. having a list of required changes to the regulations.	SODA & QMD	9/1/2015	Not started.
State-level assessment	Review and analyze relevant DDS/DDA policies, procedures, and protocols, including Quality Management practices and tools with HCBS Settings Advisory Group resulting in DC having a list of required changes to our policies, procedures and tools.	SODA & HR	9/1/2015	In progress. See above at #25.
State-level assessment	Review and analyze provider training requirements with the Training Curriculum Committee, resulting in D.C. having a list of required changes to our training requirements.	DDA Leadership & SODA	9/1/2015	In progress. Reviewed Phase I training on 4/1/2015 with the Training Committee and HCBS Settings Advisory Group.
State-level assessment	Review and analyze the Master Human Care Agreement resulting in recommendations to revisions.	PMU	9/1/2015	Completed

Category	Action Item	Responsible Unit	Initial Due Date	Current Status
State-level assessment	Review and analyze our IT systems results in recommendations to change.	SODA	9/1/2015	Not started.
State-level assessment	Track where characteristics of HCBS settings are already required and where there are gaps and changes are needed to ensure compliance with the HCBS settings characteristics rule.	QMD	9/1/2015	In progress.
Provider Self-Assessment	DDS QMD will develop a process and conduct a validity check for provider self-assessments	SODA	9/1/2015	Not started
Remediation	Providers who self-report that they are non-compliant or whom are assessed to be non-compliant with the HCBS Settings Rule will be required to submit a Provider Transition Plan identifying the areas of non-compliance and describing their proposed plan for coming into compliance along with associated timelines.	PRMU	9/1/2015	Not started
Remediation	All Provider Transition Plans will be reviewed and approved by DDS through the PPR process, and DDS will monitor implementation.	PRMU & SODA	9/1/2015	Not started
Training & Capacity Building	DDS will facilitate a Community of Practice, comprised of both non-compliant and compliant providers who can talk through provider-specific issues and problem-solve how to achieve compliance together.	PRMU	9/1/2015	In progress. We co-hosted webinar with ANCOR and the Provider Coalition on 1/21/15; and did training and a facilitated discussion at PL on 3/26/2015. Day and Vocational CoP to kick off June 3, 2016.
Training & Capacity Building	DDS will offer 1:1 TA to providers having trouble reaching compliance with the HCBS Settings Rule	SODA	9/1/2015	Not started
Training & Capacity Building	DDS/DDA will continue to build capacity to support the roll out of IDS with DDA staff and IDS providers.	PRMU	9/30/2015	In progress. Last CoP meeting was May 6, 2015.
Training & Capacity Building	DDS will also provide training and technical support to traditional day and employment readiness programs to improve the quality of those programs and to help those providers plan for future business models that support community integrated services.	SODA	9/30/2015	In progress. Training for staff and providers was held 3/25 and 3/26/2015. Kick off meetings began in May 2015.
Training & Capacity Building	DDS will offer additional training and technical assistance on Provider transformation toward employment and integration, through our participation in ODEP's EFSLMP.	SODA	9/30/2015	ADTI, PSI, and NCC notified of selection
Training & Capacity Building	Continued support of the Employment Learning Community.	SODA	9/30/2015	0

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Transition Plan	Based upon state-level assessment, establish specific timelines and milestones for additional revisions needed to achieve compliance with the HCBS Settings Rule.	SODA	10/1/2015	Not started.
Sanctions	Providers determined by DDS to be unwilling or unable to conduct a self-assessment and/ or come into compliance will be required to cooperate with transition assistance to ensure all people who receive supports are transitioned to another provider, maintaining continuity of services, in accordance with DDS's Transition policy and procedure and the HCBS Settings compliance policy and procedure.	SODA	10/1/2015	Not started
Remediation	In the event that people must be transitioned from one provider to another for failure to comply with the HCBS Settings Rule, DDS will ensure a minimum of thirty (30) days' notice is given to all people needing to transition between providers. More notice may be granted when residential services are being secured. The person's service coordinator will conduct a face-to-face visit as soon as possible to discuss the transition process and ensure the person and their family, where appropriate, understand any applicable due process rights.	Winslow, Mark	10/1/2015	Not started
Transition Plan	Draft amendments to the D.C. HCBS IDD Waiver Transition Plan in accordance with the results of the assessment processes.	SPCD, Legal	12/1/2015	Not started.
Remediation	Provider certification and licensing requirements will incorporate requirements that reflect compliance with the HCBS Settings Rule. New indicators will be added to the PCR process.	SODA	1/1/2016	Not started
Transition Plan	Work with DHCF to submit amendment to Transition Plan to CMS.	QMD	3/1/2016	Not started.
Personal Experience Assessment	DDS review and analyze the results of the Personal Experience Assessment tool.	SODA	8/1/2016	Not started
Personal Experience Assessment	DDS will post aggregated results of the Personal Experience Tool on the website.	QMD	8/1/2016	Not started
Provider Self-Assessment	DDS will crosswalk the results of the personal assessments with the provider self-assessment tools and share the information with providers to further inform their Provider Transition Plans, and will discuss the results with the providers and any amendments to their Transition Plans through the PPR process	IT	9/1/2016	Not started

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External Data Review	DDS QMD will review the results of the National Core Indicators (NCI) Adult Consumer Survey and Family Surveys, reports from the Evans Court Monitor, and reports from the Quality Trust for Individuals with Disabilities to assess where indicators suggest systemic evidence of compliance or need for remediation with the HCBS Settings Rule. Reviews to continue on a semi-annual basis.	QMD	9/1/2016	Not started
Transition Plan	Establishing a process that complies with CMS public input requirements for the revisions to the Transition Plan.	SODA	11/12015	Not started