



GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT ON DISABILITY SERVICES

DDS TRANSMITTAL # 19-18

TO: Developmental Disabilities Administration (DDA) Providers

FROM: Winslow Woodland, RN, MSN, Deputy Director for DDA

DATE: October 29, 2019

RE: Release of New DDA Procedure: Acuity Packets

The purpose of this transmittal is to release a new Department on Disability Services (DDS), Developmental Disabilities Administration (DDA), Acuity Packets Procedure, 2019-DDA-PROC003, effective November 1, 2019, which changes how DDA will receive acuity packets from providers for processing, prior to forwarding them on to the Department of Health Care Finance (DHCF). Our goal is to improve the efficiency in the processing of these packets by setting forth a process, with timelines, and expectations to be followed by DDA, its providers and DHCF.

Beginning November 1, 2019, acuity packets must be submitted and received electronically via MCIS instead of the current paper process. This makes the provider responsible for ensuring its contact information in MCIS is accurate and current.

DDA will generate issues related to electronic acuity packet submission through MCIS for incorrect and or incomplete documentation submitted. Once such an issue is generated, the provider will be required to upload corrected documents to resolve the issue and move the packet forward to DHCF.

In addition, DDS will be tracking and trending acuity packet deficiencies for each provider.

It is important to note that, beginning November 1, 2019, DDS will no longer accept any paper acuity packets; all acuity packets must be submitted via MCIS.

The procedure released today details the step-by-step process on how to submit an acuity packet via MCIS. [An electronic step-by-step practice guide](#) is available on-line to assist everyone in learning how to submit through MCIS.

We hope this information is helpful.

If you have any questions about this transmittal, please contact DDS's Shasta Brown, Supervisory Service Coordinator, at shasta.brown@dc.gov; Robin Exton, Supervisory Service Coordinator, at Robin.Exton@dc.gov; Musu Fofana, Supervisory Service Coordinator, at Musu.Fofana@dc.gov; Titilayo Ilori, RN, MSN, Supervisory Nurse Consultant, at Titilayo.Ilori@dc.gov; or Chioma Nwachukwu, DNP, RN, APHN-BC, Supervisory Nurse Consultant, at Chioma.Nwachukwu@dc.gov.