

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



Requirements for Uploading Documents in MCIS

Domain	Subdomain	Type of Documents	Responsible Person(s)
Profile	Supporting Documents/ Clinical Services	<ul style="list-style-type: none"> • Creative Arts Therapies Assessment (Art, Dance, Drama, Music) ¹ • Bereavement Assessment ¹ • Family Training Assessment ¹ • Fitness Assessment¹ • Massage Therapy Assessment ¹ • Nutrition Assessment ¹ • OT Assessment • PT Assessment ¹ • Sexual Educational Assessment¹ • Speech Assessment ¹ • Quarterly Reports (for each clinical service being provided) • Mealtime Protocol/Feeding Guidelines¹ 	Therapeutic Provider completing the assessment
Profile	Supporting Documents/ Day Programs	<ul style="list-style-type: none"> • Annual IPP (with goals, objectives, and action steps) • Quarterly Reports • Positive Personal Profile (PPP) • Job Search/ Community Participation Plan • Vocational Assessment • Individualized Day Supports - Initial Community Integration Plan • On-going Community Integration 	Day/Vocational/Supported Employment/IDS/Active Treatment Provider

Domain	Subdomain	Type of Documents	Responsible Person(s)
		Plan (IDS) <ul style="list-style-type: none"> • Individualized Day Supports – Quarterly Report and On-Going Community Integration Plan Template 	
Consumer	ISP Info / ISP	<ul style="list-style-type: none"> • Abnormal Involuntary Movement Scale (AIMS) • Abuse and Neglect Fact Sheet Reviewed by Service Coordinator • Acuity Package submitted at the ISP meeting³ • Annual Physical² • Bill of Rights Reviewed and Signed² by Service Coordinator • Choice of Provider Form² reviewed by Service Coordinator. • Current Psychotropic Medication Review Form • Fall Risk Assessment • Health Care Management Plan (HCMP)² • Health Form 1² • Health Passport² • Internal Resolution Fact Sheets Reviewed • Lab results • Most recent Dental Consult² • Nursing Assessment A or B² • Physicians Orders • Self-Administration of Medication² • Staffing Ratio² 	Service Coordinator <i>Note: Documents will automatically populate to post 2009 ISP Section in MCIS.</i>

Domain	Subdomain	Type of Documents	Responsible Person(s)
		<ul style="list-style-type: none"> • Specialty Consult² • Weekly schedule³ 	
Profile	Supporting Docs /Photographs	<p>Current picture of the Person.</p> <p>(Note: Please obtain consent/ Silver Alert Consent Form and maintain a copy in the person's records.)</p>	<p>Service Coordinator for persons living in natural home</p> <p>Residential Provider for all others.</p>
Profile	Supporting Docs/ Residential	<ul style="list-style-type: none"> • In Home Supports IPP² • Host Home Assessment Plan² • Residential IPP² • Residential Quarterly Reports² • Support Living Plan • Staffing Ratio² • Person Centered Planning Tools² • Recreation Therapy Assessment³ 	Residential/Supported Living/In Home/ICF/ Host Home
Profile	Supporting Docs / Assessment Recommendations	<ul style="list-style-type: none"> • Update Creative Arts Therapies Assessment (Art, Dance, Drama, Music) and Ongoing Services recommendations¹ • Update Bereavement Assessment and Ongoing Services recommendations¹ • Update Family Training Assessment and Ongoing Services recommendations¹ • Update Fitness Assessment and Ongoing Services recommendations¹ • Update Massage Therapy Assessment and Ongoing Services recommendations¹ • *Update Medical Appointment Section¹ 	<p>Therapeutic provider completes the assessments and ongoing services</p> <p>Service Coordinator for persons living in natural home</p> <p>* Residential provider completes the Medical Appointment Section for all</p>

Domain	Subdomain	Type of Documents	Responsible Person(s)
		<ul style="list-style-type: none"> • Update Nutrition Assessment and Ongoing Services recommendations¹ • Update OT Assessment and Ongoing Services recommendations¹ • Update PT Assessment and Ongoing Services recommendations¹ • Update Sexual Educational Assessment and Ongoing Services recommendations¹ • Update Speech Assessment and Ongoing Services recommendations¹ 	<p>persons living in Residential/Supported Living/In Home/ICF/ Host Home settings</p> <p>Service Coordinator for persons living in natural home</p>
Profile	Supporting Docs / Psych Reports	<ul style="list-style-type: none"> • Psychological Assessment • Psychiatric Assessment (if no BSP) 	<p>Service Coordinator for persons living in natural home</p> <p>Residential Provider for all others.</p>
Consumer	Finances	<ul style="list-style-type: none"> • Add/Update Bank Account Balances² • Add/Update Community Checking Account • Add/Update Saving Account • Add/Update any other financial accounts (i.e. Retirement) 	<p>Service Coordinator for persons living in natural home and</p> <p>Residential Provider for all others.</p>
Consumer	Employment History	Update Employment History (Must include all information requested).	<p>Service Coordinator for persons living in natural home</p> <p>Residential Provider for all others.</p>

Domain	Subdomain	Type of Documents	Responsible Person(s)
Consumer	Medical Info / BSP	<ul style="list-style-type: none"> • Annual BSP and Best Practices Guide • BSP Consent • BSP Quarterly Report(s) • Proof of Provider HRC Approval • Proof of Staff Training (Day & Residential Settings, if applicable) • Three months of data (Day and Residential Settings, if applicable) • Psychiatric Assessment • Psychotropic Medication Consent • Psychotropic Medication Review Forms (for exemption requests only) • Request for Exemption Form (for exemption requests only) 	<p>Residential provider</p> <p>Day program provider for individuals who only receive day supports</p> <p>SC for individuals without a residential or day program provider</p>
Incident	Incident	All documentation required for the investigation (by person).	Responsible entity (Res, Day, SE, ICF, SC)
Incident	Incident / Recommendations	All documentation required to close each incident recommendation (by person).	Responsible entity (Res, Day, SE, ICF, SC)
Incident	Tracking & Trending	Quarterly Track and Trending Reports.	Responsible entity (Res, Day, SE, ICF),
QA	My Dashboard	All documentation required to close the issue (uploaded under each issue #).	Responsible entity (Res, Day, SE, ICF); unless the issue is BSP related, in which case the document(s) need to be uploaded also into the BSP section and a follow-up note entered into the QA section.

KEY:

Day: Day Habilitation (including Employment Readiness and Individualized Day Supports)

Res: Residential Habilitation (including Supported Living, Host Home and In-Home Supports)

SC: Service Coordinator

SL: Supported Living

SE: Supported Employment
ICF: Intermediate Care Facility
SL: Supported Living

NOTES:

- ¹ All assessments and ongoing services must contain goal(s), objective(s), and action step(s).
- ² Required forms for people residing in a Supported Living, Residential Habilitation, ICF, and Host Home setting.
- ³ Required documents for ICFs.