

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



POLICY	
Department on Disability Services	Subject: <i>Uploading Documents into MCIS</i>
Responsible Program or Office: Developmental Disabilities Administration (DDA)	Policy Number: 2015-DDS-POL26
Date of Approval by the Director: April 1, 2015	Number of Pages: 3
Effective Date: April 1, 2015	Expiration Date, if Any: N/A
Supersedes Policy (Dated): N/A	
Cross References, Related Policies and Procedures, and Related Documents: Uploading Documents to MCIS Procedure, Individual Support Plan Policy and Procedure, Behavioral Support Plan Policy and implementing procedures, Health and Wellness Standards and the Health Care Management Plan, Personal Funds Policy and Procedure, Incident Management and Enforcement Policy and implementing procedures, Restrictive Control Review Committee Procedure, Human Rights Policy and Human Rights Advisory Committee Procedure, MCIS Utilization Policy and Procedure, Most Integrated Community Setting Policy, Sub Decision Making for Emergency and Non-Emergency Care Needs Policy and Procedure, Level of Need Assessment and Screening Tool Policy, Chapter 19 (HCBS waiver for Individuals with Intellectual and Developmental Disabilities) of Title 29 (Public Welfare) of the District of Columbia Municipal Regulations (DCMR).	

1. PURPOSE

The purpose of this policy is establish timelines and requirements and to delineate responsibilities for uploading documents into MCIS.

2. APPLICABILITY

This policy applies to all Department on Disability Services (DDS), Developmental Disabilities Administration (DDA), employees, contractors, providers and vendors that provide services and supports to people with intellectual and developmental disabilities who receive services as part of the DDA service delivery system, funded by DDA and/or the Department of Health Care Finance (DHCF).

3. AUTHORITY

The authority for this policy is established in DDS as set forth in D.C. Law 16-264, the “Department on Disability Services Establishment Act of 2006,” effective March 14, 2007 (D.C. Official Code § 7-761.01 *et seq.*).

4. POLICY

To ensure appropriate person-centered supports for people with intellectual and developmental disabilities receiving services and supports through DDS/DDA, it is the policy of DDS to require timely submission of specified documentation to DDA through uploading documents into MCIS.

5. RESPONSIBILITY

The responsibility for this policy is vested in the Director of DDS. Implementation of the policy is the responsibility of the DDS Deputy Director for DDA.

6. STANDARDS

The following are the standards by which DDS will evaluate compliance with this policy:

- A. Prior to uploading documents into MCIS, the person’s team members must review the documents, as applicable, to determine that the content is appropriate for uploading into MCIS and demonstrates the person’s needs and preferences.
- B. All documents to be uploaded into MCIS must contain and meet the required standards set forth in DDS/DDA policy and procedures and, where applicable, Chapter 19 (Home and Community-based Services Waiver for Individuals with Intellectual and Developmental Disabilities) of Title 29 (Public Welfare) of the District of Columbia Municipal Regulations (DCMR), pertaining to the particular service.
- C. All residential, clinical and therapeutic providers must enter recommendations from completed assessments in the Assessment Recommendations section of MCIS. If recommendations are not completed by the due date, an issue will be generated in MCIS and the residential, clinical or therapeutic provider will be responsible to close the issue before the scheduled date in order to be in compliance with timely closure of issues.
- D. All residential providers, or the DDA Service Coordinator to the extent the person lives in a natural home, must enter medical appointments in the Assessment Recommendations section of MCIS. If recommendations are not completed by the due date, an issue will be generated in MCIS and the residential provider or the Service Coordinator, as applicable, will be responsible to close the issue before the scheduled date in order to be in compliance with timely closure of issues.

- E. All Providers and DDA staff shall upload documents to MCIS within the timeframes set forth in DDS/DDA policy and procedures and, where applicable, Chapter 19 (Home and Community-based Services Waiver for Individuals with Intellectual and Developmental Disabilities) of Title 29 (Public Welfare) of the District of Columbia Municipal Regulations (DCMR), pertaining to the particular service and requirements of the documentation. All MCIS use shall be in accordance with the MCIS Utilization policy and procedure.
- F. DDS may sanction providers who do not comply with the requirements of this policy and its implementing procedure.



Laura L. Nuss, Director



Date

