

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



<b>PROCEDURE</b>	
Department on Disability Services	Subject: Uploading Documents into MCIS
Responsible Program or Office: Developmental Disabilities Administration	Procedure No: 2015-DDS-PR007
Date of Approval by the Director: April 1, 2015	Number of Pages:
Effective Date: April 1, 2015	Expiration Date, if any: N/A
Supersedes Policy Dated: <i>N/A</i>	
Cross References, Related Policies and Procedures, and Related Documents: Uploading Documents to MCIS Policy, 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), Requirements for Uploading Documents in MCIS, MCIS Domains and Subdomains.	

**1. PURPOSE**

The purpose of this procedure is establish guidelines and standards and delineate responsibilities to upload required documents into MCIS, including but not limited to documentation related to a person's Individualized Support Plan (ISP), incident management, restricted controls, consents, and the DDS Health and Wellness Standards.

**2. APPLICABILITY**

This procedure applies to all DDS/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. PROCEDURES**

#### **A. Completion of Required Documents**

1. All required documents are developed through a process that identifies the person's needs, strengths and preferences determination, is person-centered, and empowers the person to exercise choice and control over his/her supports and services necessary to lead a valued life in his/her community.
2. Prior to uploading documents into MCIS, the person's team members must review the documents, as applicable, to determine that the content is appropriate and demonstrates the needs and preferences of the person. Documents should be reviewed by the person's support team at his or her pre-ISP and again at the ISP meeting to ensure all required information is included.
3. All providers participating in the Medicaid Home and Community-Based Services Waiver for People with Intellectual and Developmental Disabilities (HCBS IDD Waiver) must complete or ensure the proper completion of all required documents including, but not limited to, the following documents, as applicable: Progress Notes, Quarterly Reports, Annual Assessments, Positive Personal Profile (PPP) and Job Search and Community Participation Plan, Person Centered Thinking tools, Physician's Orders, Weekly Schedule, Staffing Ratio etc.
4. All documents to be uploaded into MCIS must meet the standards and requirements 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.
5. All residential, clinical or therapeutic services for which assessment and ongoing services are approved will populate under the Assessment Recommendation section in MCIS. It is the responsibility of the residential, clinical or therapeutic provider, as appropriate, to complete recommendations associated with the specified service (assessments and ongoing services). For each assessment and/or ongoing service completed, the residential, clinical or therapeutic provider will enter the following:
  - a. Identify all recommendations; and
  - b. Identify the due date which is the date the recommendation must be completed.

6. When the recommendations are completed, the residential, clinical or therapeutic provider, as appropriate, is responsible to enter the implementation date which shall be before the due date. If the recommendation is not completed by the due date, an issue will be generated in MCIS for the residential, clinical or therapeutic provider. The residential, clinical or therapeutic provider will be responsible for closing the issue.
7. Under the Assessment Recommendations section of MCIS, the residential provider or the DDA Service Coordinator to the extent the person lives in a natural home will be responsible for entering all medical appointments. For each type of medical appointment, the residential provider or the DDA Service Coordinator, as applicable, will enter the following:
  - a. Identify all recommendations; and
  - b. Identify the due date which is the date the recommendation must be completed.
8. When the recommendations are completed, the residential provider or the Service Coordinator, as applicable, will be responsible to enter the implementation date. If the recommendation is not completed by the due date, an issue will be generated in MCIS for the residential provider or the DDA Service Coordinator. The residential provider or DDA Service Coordinator will be responsible for closing the issue.

## **B. Uploading Documents**

The following establishes procedures for all HCBS IDD waiver providers on how to upload documents into MCIS. All use of MCIS shall be in accordance with the MCIS Utilization policy and procedure.

1. All providers are to upload all required documents into 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.
2. When providers upload the document into MCIS, the person's team member will automatically receive notification that the document has been uploaded to MCIS.
3. All DDA employees and providers shall follow the specific Requirements for Uploading Documents in MCIS, attached. Please also see MCIS Domains and Subdomains, attached.

