



GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department on Disability Services
Office of the Director

MEMORANDUM

TO: All Providers

FROM: Cathy R. Anderson, DDS Deputy Director for DDA

DATE: December 16, 2013

RE: Revised Procedure Regarding Provider Sanctions

This memo provides guidance and clarification on DDS' new Imposition of Provider Sanctions Procedure, attached. Effective January 1, 2014, this procedure replaces DDS's Enhanced Monitoring and Watch List Procedures. Please review the new procedure carefully.

This procedure:

1. Eliminates the Watch List;
2. Incorporates DDS's Enhanced Monitoring Procedure; and
3. Documents DDS's practices regarding the Do Not Refer list.

As you know, DDS may impose sanctions when a provider does not meet expectations and requirements in accordance with established rules, regulations and DDS/DDA policies and procedures. Sanctions may apply to a provider, service, or service location. When a provider, service or service location is placed on Enhanced Monitoring or the Do Not Refer List, DDS will notify any affected person being supported, his or her family, if appropriate, and substitute decision maker and will offer to convene a support team meeting to discuss whether the person wishes to remain with the provider or would like to explore other options. Additionally, for providers with Human Care Agreements, in the event that DDS/DDA removes a person from service, suspends transitions in progress, terminates a service by a provider being delivered to a person, or places the provider on Enhanced Monitoring or the Do Not Refer List, after 30 days, DDS may withhold a pro rata share of the vacancy rate and administrative rate for the vacancy that cannot be filled due to the provider's deficient performance.

Please contact Jared Morris, Director, Quality Management Division, DDS, at thomas.morris@dc.gov or (202)730-1548 with any questions. Thank you.

