GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Health Care Finance

Office of the Director

DHCF Transmittal No. 09-24

TO: Intermediate Care Facilities for Persons with Mental Retardation (ICFs/MR)

FROM: Julie Hudman, Ph.D.
Director
Department of Health Care Finance

DATE November 13, 2009

SUBJECT: **Department of Health Care Finance ICF/MR Contacts**

The purpose of this Transmittal is to provide an update on Department of Health Care Finance (DHCF) ICF/MR staffing and the process for submitting ICF/MR Level of Need review packets. As of November 2, 2009, Ms. Patricia Commer is the administrative contact and Ms. Sharon Payne, RN, is the clinical contact for DHCF reviews of ICF/MR Level of Need review packets. Their roles are described, below.

When transmitting packets to DHCF, ICF/MR providers should submit recertification and acuity review packets to:

D.C. Department of Health Care Finance
Office of Chronic & Long-Term Care
ATTENTION: Patricia Commer, Management Assistant
Fourth Floor
825 North Capitol Street, NE
Washington, DC 20002
Voice: (202) 442- 9225
Email: patricia.commer@dc.gov

All One-to-One service ICF/MR review packets should be addressed to:

D.C. Department on Disability Services
Developmental Disabilities Administration
1125 15th Street, NW
Washington, DC 20005

Following Service Coordinator review, the Department on Disability Services (DDS) forwards One-to-One packets to DHCF.

ICF/MR review packets delivered to DHCF must be logged in by Ms. Commer and all ICF/MR staff and couriers dropping off ICF/MR packets must sign DHCF's packet log-in sheet. Additionally, all Level of Need review packets must be organized following the guidance provided in DHCF Transmittal 09-17, dated July 2, 2009 and available at http://newsroom.dc.gov/show.aspx/agency/dhcf/section/43/release/17718/year/2009. Packets that are not organized following Transmittal 09-17 instructions will be returned without review. If you or members of your staff have questions, suggestions, or concerns about how and where to submit ICF/MR packets, please contact Ms. Commer at the information above.

Technical Assistance

DHCF staff is available for technical assistance with Level of Need submission. If you would like to request technical assistance on DHCF's Level of Need process or to request a status update on a submitted Level of Need packet, please contact Ms. Payne at (202) 724-7490 or sharon.payne@dc.gov.

Thank you for your valuable time and consideration.

cc: Laura Nuss, DDS Deputy Director
Kenneth Cabral, DDS/DDA Operations Director
Sharon Mebane, DOH/HRLA Program Director
Mary Devasia, DDS Service Coordination
Marisa Brown, DC Health Resources Partnership
Michael Cheek, DHCF