


**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Department of Health Care Finance**



Office of the Senior Deputy Director/Medicaid Director

**Transmittal # 17-31**

**TO:** Elderly and Persons with Physical Disabilities (EPD) Waiver Providers

**FROM:** Claudia Schlosberg, J.D.   
Senior Deputy Director and State Medicaid Director

**DATE:** December 5, 2017

**SUBJECT:** Update to Person-Centered Service Planning Template

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DHCF has released an update to the person-centered planning template. This update includes a title change to comport with Chapter 42 entitled, “Home and Community-Based Services Waiver for Persons who are Elderly and Individuals with Physical Disabilities” (EPD Waiver) of Title 29 (Public Welfare) of the District of Columbia Municipal Regulations (DCMR); a date field to be completed when the plan status is indicated and additional fields specific to the Services My Way program.

All providers are required to use the new PCSP effective December 1, 2017 for any PCSP meeting that occurs on or after December 1, 2017. Any PCSP planning that occurs prior to December 1, 2017 can be completed using the former template. It is available on the DHCF website under “Providers” → “Person-Centered Planning” and under “Providers” → “Provider Information and Forms.” Please remember the template must be opened in Internet Explorer.

DHCF advises providers to review Transmittal #15-37 Implementation of Person-Centered Planning, published October 7, 2015, as a refresher on person-centered planning.

If you have any questions, please contact Nicole Watts, Participant Directed Services Coordinator at 202-673-1938, [nicole.watts@dc.gov](mailto:nicole.watts@dc.gov) or Ieisha Gray, Director, Long Term Care Administration at 202-442-5818, [ieisha.gray@dc.gov](mailto:ieisha.gray@dc.gov).