



# INTERIM PDD POLICY DIRECTIVE

02-20

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## INTERIM PERSONS WITH DEVELOPMENTAL DISABILITIES (PDD) POLICY: EXEMPTION TO PDD POLICY - NON-APPROVED SERVICE PROVIDER

THIS INTERIM PDD POLICY IS IN EFFECT DURING THE STATE OF PUBLIC HEALTH  
EMERGENCY IN ALBERTA RELATED TO COVID-19 AND UNTIL RESCINDED BY THE PDD  
STATUTORY DIRECTOR

<b>CSS Lead:</b> PPI Office of the Statutory Director	<b>Approved:</b> April 2020
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### 1) INTERIM POLICY INTENT:

For Family Managed Services (FMS) Administrators to have broader access to service providers to provide the PDD services in their FMS Agreement.

This policy directive:

- clarifies the definition of an “approved service provider”;
- suspends the requirement for an existing exemption to policy for use of a “non-approved service provider” to be reviewed; and
- provides guidance on a new request for the use of a “non-approved service provider”.

### 2) INTERIM OPERATIONAL PROCEDURES

- PDD workers will continue to support FMS Administrators to identify potential service providers and service delivery options.
- The definition of an “approved service provider” is clarified to include any service provider on the Government of Alberta’s Pre-Qualified list (PQR) for Disability Services for the specific service(s).

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- PDD workers will provide information to FMS Administrators about service providers in their community or region that are on the PQR list.
    - No policy exemption will be required for FMS Administrators that use a service provider on the PQR list.
  - All existing approved policy exemptions for a “non-approved service provider” (not on the PQR list) remain in place for up to six months following this policy being rescinded.
    - PDD workers will notify FMS Administrators of the new review date for the policy exemption by phone and in writing by email or mail within 60 days of exemption termination.
    - The PDD worker will document the new review date in contact notes.
  - Upon an FMS Administrator’s request, the PDD worker may make a recommendation to the Regional Director about the request to use a “non-approved service provider” (not on the PQR list) when other options are not available.
    - The Regional Director will review and make a decision about the request within three business days.
    - The PDD worker will notify the FMS Administrator of the decision by phone and in writing by email or mail.
    - The PDD worker will document the decision in contact notes.

### **3) RELATED POLICIES**

- Service Delivery:
  - Family Managed Services
- Policy Administration:
  - Policy Exemptions



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#### 4) **SUPPORTING DOCUMENTS:**

- PDD program website, [alberta.ca/pdd](http://alberta.ca/pdd)
- Questions and Answers for PDD Staff – COVID-19