




DEPARTMENT OF HEALTH

Larry Hogan, Governor · Boyd K. Rutherford, Lt. Governor · Dennis R. Schrader, Acting Secretary

To: Self Directed Participants;
DD Home- and Community-Based Services Providers;
Coordinator of Community Services Providers;
Fiscal Management Services

CC: Regional Directors
Self-Directed Regional Leads

From: Bernard Simons, Deputy Secretary 
Developmental Disabilities Administration

Subject: Self-Directed Services Person-Centered Plan Process and Rate Increase

Date: December 31, 2020

The Maryland Developmental Disabilities Administration (DDA) is committed to the success of self-directed services in Maryland and is continually working with participants, families, and advocates to increase participation in self-directed services.

Self-directed services (SDS) embodies Maryland's person-centered planning process. Everyone has the right to live, love, work, play, and pursue their aspirations in their community. People are at the center of planning a vision for their personally defined good life. The DDA has outlined our [person centered planning process](#) on the DDA website. This process includes SDS budget planning, development, and approval.

Since July 1st, 2020, DDA has collaborated with individuals, families, providers, and Coordinators of Community Service (CCS) agencies to ensure the **detailed service authorization (DSA) in LTSSMaryland** reflects the needs of the person outlined in their Person-Centered Plan (PCP). This is important to ensure continuity of care, robust person-centered planning, quality monitoring and oversight by the CCS, and timely and efficient budget development. Ensuring the detailed service authorization reflects the identified service needs per the PCP is also important as it relates to service rates changes. As rates change due to a new rate study, COLA's, or other means approved by the Maryland legislature, the DDA updates the service rates in LTSSMaryland. These new rates are used to calculate the person's annual budget as determined by their PCP.

It's important to remember that rate increases, including COLA's, are tied to specific services and are factored into all waived services that are selected in the DSA in LTSSMaryland. As individuals identify a need, they can work with their PCP team to identify ways to meet that need. This may include

natural community supports but may also include a DDA waived service. Please see LTSS *Maryland* rates in [DDA's Guidelines for Service Authorization and Provider Billing](#).

Beginning January 1st, 2021 through June 30th, 2021, the DDA will coordinate with CCS agencies to ensure all SDS participants have a current and approved:

- **Holistic PCP** that reflects person's needs
- **Detailed service authorization** that reflects the assessed DDA waived services needs
- **Current SDS budget** that reflects the detailed service authorization/PCP

While none of the below status checks are new for those self-directing their services, effective January 1st, the DDA will require them to be completed consistently. The assigned CCS together with the person and their team will conduct the following per schedule to ensure timely and efficient review and approval of the PCP and the Budget by the DDA Regional Office:

ANNUALLY	QUARTERLY	EMERGENCY SITUATION
<p>Annual PCP -meeting must be held, and PCP and Budget must be completed and submitted 20 days prior to Annual PCP date. The PCP must be reviewed and approved at least once annually. This must be an Annual PCP not a Revised PCP.</p>	<p>CCS Quarterly Monitoring and Follow Up- CCS must document their review of PCP implementation and overall individual progress each quarter. If recommendations for PCP revision are needed, the revision should be done as soon as possible, but prior to the end of the next quarter.</p>	<p>Emergency Revised Plan- if a person's service needs must be initiated or revised to be implemented immediately (within 5 days), the CCS will submit, and/or the Regional Office staff will initiate, and ultimately review and approve the plan for implementation.</p>

The regional offices will be monitoring and tracking this process to ensure completion by June 30th, 2021. Similar to the recent successful implementation of personal support/supported living billing in LTSS, the regions will work closely with CCS agencies and providers to ensure applicable timelines are met as outlined above.

The DDA will be providing four regional refresher trainings on PCP Development and Authorization as it pertains to SDS participants including specific focus on utilizing the detailed service authorization in LTSS to create a person's budget on the following dates:

- **Central Date:** January 21st at 11:00 am
- **Southern Date:** January 22nd at 11:00am
- **Eastern Date:** January 26th at 10:00 am
- **Western Date:** Jan 27th at 10:00 am

These trainings will be co-facilitated by the regional SDS lead and a team from DDA HQ to ensure greater regional collaboration and opportunity for direct engagement between CCS agencies, providers, and the regions. Training registration will be sent out via constant contact.

In addition to the above-mentioned regional trainings with CCS/provider agencies, the DDA will be hosting an SDS participant and family informational webinar regarding the process outlined above on **Wednesday, January 20, at 1pm to 2:30pm**. An invite will be sent out via constant contact.

We look forward to working with our partners and SDS participants in the new year to ensure a robust person-centered planning process which is at the heart of our self-directed services.