



MEMORANDUM

To: DDA Stakeholders and Staff
From: Bernard Simons, Deputy Secretary
Developmental Disabilities Administration
Subject: Appendix K Approval and Future Communications
Date: April 24, 2020

A handwritten signature in black ink that reads "Bernard Simons".

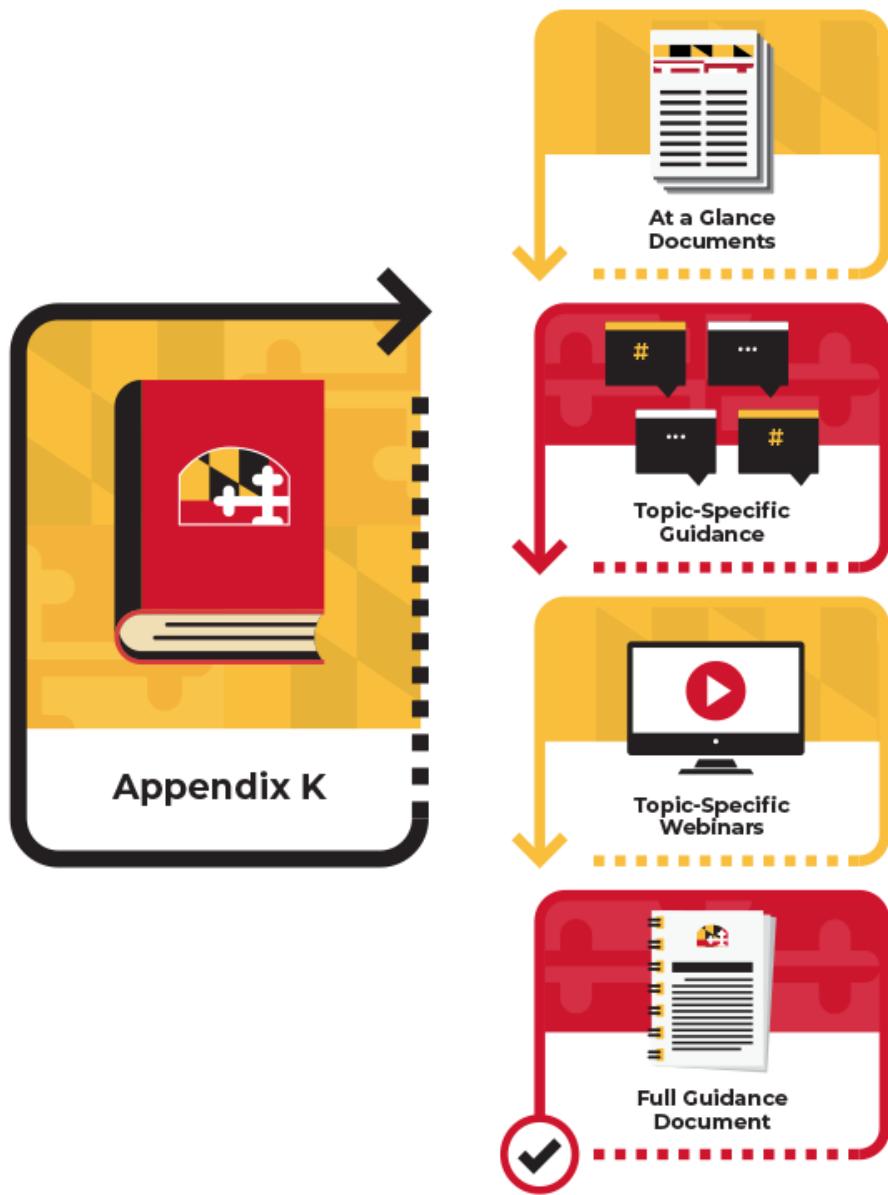
The last seven weeks have been filled with new unforeseen challenges. The impact of COVID-19 has been significant and will likely affect the DDA service system for months if not longer. We know that this has been especially impactful for people in services, their families, and direct support professionals and agencies.

The DDA has been working with self-advocates, families, providers, the Department of Disabilities, Department of Labor, and our Medicaid partners to ensure we have the proper resources to support our stakeholders. To do this, the DDA submitted an Appendix K to the Centers for Medicare and Medicaid Services (CMS). The Appendix K allows the DDA to temporarily change how waiver services are provided. It will increase the flexibilities needed to continue services during these unchartered times and reduce service disruptions.

The DDA, through the Appendix K, has requested several significant changes, or flexibilities, in how DDA services can be provided that will be effective back to March 13, 2020. These changes will provide added supports and increase the right service resources. Services will have the needed flexibility to continue delivery during these times of social distancing.

However, the number and purpose of these changes can be a lot to take in and understand. Given this, here is how you will receive information about our approved changes.

1. First DDA will begin releasing service change "**At-A-Glance**" documents. These one-page documents will give a high-level descriptions of service specific flexibilities including: ability to provide services in different locations, changes in staffing requirements, and changes in service payments.
2. Next the DDA will release **service specific guidance** documentation. These documents will detail information that people accessing services and supports, families, and providers need to know about how to access services, when to bill services, what documentation is required, and other service specific flexibilities. This guidance will be released quickly upon approval.
3. The DDA will conduct **topic specific webinars** for an overview of the changes and to respond to questions.
4. Lastly, the DDA will combine all guidance into a **new guidance manual**.



We will post all information on the [DDA website](#) and send it by email. DDA's goal is to get relevant, reliable, and timely information out quickly. While DDA hopes the pandemic ends quickly, we want to minimize service disruptions to the extent possible for the duration of the pandemic. We believe the Appendix K changes will help ease the challenges we have been hearing about from families, providers, and our Regional Offices.

Thank you for your continued work so people with intellectual and developmental disabilities may continue to thrive in these challenging times. Please share this information with all in your various networks to ensure we reach everyone these changes may affect.