




DEPARTMENT OF HEALTH

Larry Hogan, Governor · Boyd K. Rutherford, Lt. Governor · Robert R. Neall, Secretary

MEMORANDUM

To: The ARC Central Chesapeake Region
MedSource Community Services, Inc.

From: Patricia Sastoque, Director of Programs
Developmental Disabilities Administration 

Subject: Temporary Authorization of Paid Time-Off (PTO) Update

Date: May 2, 2020

Effective, May 5, 2020, the temporary authorization for Paid Time-Off during COVID-19 pandemic, in the memorandum dated, April 3, 2020, will end as it no longer applies since the Centers for Medicare and Medicaid Services (CMS) approved Maryland's Appendix K: Emergency Preparedness and Response. This means that the Fiscal Management Service provider must now follow what the Developmental Disabilities Administration (DDA) has in Appendix K for authorization, processing and payment of services for participants in self-directed services.

The DDA will be sharing the guidance and process for you to use retroactive to March 13, 2020. A webcast has been scheduled for May 6 from 10 a.m. to 1:30 a.m. Please click here to register <https://register.gotowebinar.com/rt/7207622383084817423> and select May 6 from the drop down menu to select the self-direction training date so that you can get the proper registration email notification that you have been registered.

If you have any questions or need additional information, please email NaToya Mitchell, Statewide Coordinator of Self-Directed Services at NaToya.Mitchell@maryland.gov

Please share this communication with all self-directed participants, their legal guardian or designated representative.

Thank you

cc: Bernard Simons, Deputy Secretary
Valerie Roddy, Director of Fiscal and Operations
Dr. Yemonja Smalls, State Director of Coordination of Community Services
NaToya Mitchell, Statewide Coordinator of Self-Directed Services
Regional Directors
Coordinator of Community Supports
Support Brokers