




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

MEMORANDUM

To: DDA Providers and Coordinators of Community Services

From: Bernard Simons, Deputy Secretary 
Developmental Disabilities Administration

Subject: DDA Non-COVID-19 Program Processes and Operations-**Revised**

Date: April 8, 2020

cc: DDA Staff

During the State of Emergency, the Developmental Disabilities Administration (DDA) will prioritize all COVID-19 related program and operational processes to support participants, families, and providers. The DDA will be issuing separate guidance related to completing these functions using telehealth or telephonic methods.

The DDA continues to conduct program processes and operations that are *not related to COVID-19* including but not limited to the topics noted below. Please ensure appropriate staff members in your organization are informed of the contents of this communication.

MODIFIED SERVICE FUNDING PLAN REQUEST – NON COVID-19 RELATED

The DDA Modified Service Funding Plan Request (MSFPR) process shall be followed for both the self-directed and traditional service delivery models for request that are not associated with COVID-19 supports such as an assistive technology, vehicle modifications, etc.

The DDA Regional Office will continue to process all previously received and new MSFPR remotely.

The DDA will issue guidance related to COVID-19 related service request upon federal approval of the DDA Waiver Appendix K emergency request. Therefore, request for COVID-19 related supports and services should not be submitted using the MSFPR process. This includes request from residential supports for “in lieu of day” due to Meaningful Day service closures due to the State of Emergency.

LTSSMARYLAND PROCESSES

The following LTSSMaryland processes and functionality will continue to be implemented today including but not limited to:

1. DDA Applications and Eligibility
2. DDA Waiver Applications
3. DDA Assessments including Health Risk Screening Tools and SIS Assessments
4. Case Management activities including monitoring and follow up, Community Settings Questionnaires, Activities, and Progress Notes
5. Person-Centered Plans
6. Provider Service Referral Acceptance
7. Pilot Provider Billing

The DDA is delaying the full transition to LTSSMaryland provider billing until after this crisis has passed, there is time for recovery, and our service system is ready to move forward.

PERSON-CENTERED PLANS (PCP) – INITIAL, REVISED, AND ANNUAL PLANS

Coordinator of Community Services (CCS) shall continue to develop Initial, Revised, and Annual PCP for new applicants (such as Transitioning Youth) and current participants using the LTSSMaryland basic and detailed service authorization forms.

It is important for participants, families, CCS, and providers to communicate, coordinate, and identify service needs, providers, frequencies, and estimated units to be included in the detailed service authorization section to meet unmet needs.

Notes:

- Current PCP may include both basic and detailed service authorization. The basic service authorization form functionality ends on June 31, 2020. Therefore people starting services in July 2020 or later such as Transitioning Youth should have all services noted within the detailed service authorization form only.
- With the delay in fully transitioning to LTSSMaryland billing, the DDA will continue to authorize legacy service within PCIS2. LTSSMaryland detailed service authorizations request for Employment Services including job development, ongoing job supports, follow along supports, self-employment development supports, and co-worker supports will be authorized as Supported Employment within PCIS2 with the current daily rates. Employment Services – Discovery Milestones will be authorized as Employment Discover & Customization within PCIS2 with the current rates. Day Habilitation Service grouping (i.e. small and large groups) will be authorized as Day Habilitation within PCIS2 with the current daily rates. ***Therefore, no additional action is required for people to continue to receive current services through the legacy PCIS2 authorization and billing system.***

- Services may continue past June 30, 2021, with the new corresponding services (i.e. Job Development, On-Going, and Discovery) noted in detailed service authorization based on the approved PCP.
- The rates currently in LTSSMaryland have been posted on the DDA website. These rates are being used to calculate the cost of services in a Person-Centered Plan. The CCS do not have the ability to change the rates because they are embedded in the system. Below is the link to the [Current Rates in LTSS](#)

Provider Service Referral Acceptance

Providers will continue to receive, review, and view participants' information for Service Referral Requests. Pre-PCP planning and discussions with the participant, family, and CCS can assist with identifying and noting the specific service, service site, frequency, and units in the detailed service authorization section.

It is important to for the CCS and Provider to work together prior to the service referral process to ensure accuracy and prevent having to revise the PCP or resend the service referral.

The DDA will be issuing additional guidance related to Provider Implementation Plans which will help facilitate information and service request.

ePREP

The DDA will continue to review ePREP applications and support providers remotely.