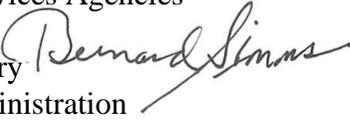




Larry Hogan, Governor · Boyd K. Rutherford, Lt. Governor · Robert R. Neall, Secretary

To: Coordination of Community Services Agencies

From: Bernard Simons, Deputy Secretary 
Developmental Disabilities Administration

Re: COVID-19 – Complete DDA Medicaid Waiver Application
Telephonically/Virtual, Verbal Consent, Electronic Submission, and Financial
Redeterminations

Effective: March 23, 2020

Note: Please ensure appropriate staff members in your organization are informed of the contents of this memorandum.

Background

On March 5, 2020, Governor Lawrence J. Hogan, Jr., declared a State of emergency due to disease (“COVID-19”) caused by the novel coronavirus. COVID-19 is a severe respiratory disease, resulting in illness or death, caused by person-to-person spread of the novel coronavirus. To protect individuals with intellectual and developmental disabilities, Medicaid waiver processes and requirements are being amended including the option for completion telephonically or via a virtual platform and electronic submission to the Department as noted below.

Complete DDA Medicaid Waiver Application Telephonically/Virtual and Verbal Consent

The Maryland Department of Health received federal permission for case workers to initiate initial Medicaid applications including Waiver applications over the telephone/virtual and accept verbal consent to submit. This option applies to all Developmental Disabilities Administration’s (DDA) Medicaid Waiver programs (i.e. Family Supports, Community Supports, and Community Pathways).

Coordinators of Community Services (CCS) can now facilitate the DDA LTSSMaryland Waiver Application Packet process, including the completion of the actual Medicaid Waiver application, telephonically/virtual and accept the applicant’s and/or their authorized representative’s consent to submit. When obtaining verbal consent, CCSs shall note on the DDA Medicaid Waiver application “*signature page*” that “Applicant is not able to sign due to COVID-19 Coronavirus”.

The Medicaid Waiver application, without an actual signature, will then be processed within the LTSSMaryland Waiver Application Packet. The Eligibility Determination Division (EDD) will contact the applicant and confirm that they want to apply and document systems appropriately.

Electronic Medicaid Waiver Application Submission

We are also establishing an alternative to the current process of directly mailing the DDA Medicaid Waiver application and supporting documentation along with a cover memo to EDD.

CCSs will upload the Medicaid Waiver application into LTSS and send a secured email to EDD with the applicant’s name and identifying LTSSMaryland identification number. Once received, the EDD will download the application and review the application in LTSSMaryland for processing. Emails to EDD should be sent to the following individuals:

Contact Person	Email Address
Carolyn Cornish	carolyn.cornish@maryland.gov
Othille Henry	othille.henry@maryland.gov
Jackie Dunphy	jackie.dunphy@maryland.gov

Email Format:

Subject Line: DDA Waiver Application - (insert person’s first and last name) – ID: (insert person’s LTSSMaryland ID #)

Body of Email:

The DDA Medicaid Waiver application for (insert person’s first and last name) – ID: (insert person’s LTSSMaryland ID #) has been uploaded into LTSSMaryland for the (insert – Family Supports, Community Supports, or Community Pathways) Waiver Program.

Example:

Subject Line: DDA Waiver Application - John Doe - ID: 1111111AA111111

Body of Email

The DDA Medicaid Waiver application for John Doe - ID: 1111111AA111111 has been uploaded into LTSSMaryland for the Family Supports Waiver Program.

Important: The revised procedure outlined can be completed instead of the CCSs directly mailing the DDA Medicaid Waiver application and supporting documentation along with a cover memo to EDD. CCSs must upload the DDA Medicaid Waiver application, forms, and supporting documentation in the LTSSMaryland DDA Waiver Application Packet section in order for EDD to be able to access.

Financial Redeterminations

Financial redeterminations are being pushed forward one month in the eligibility systems to enable customers to have more time to submit the redeterminations and/or verifications.

Example: Cases that would close on March 31, 2020 will not close until April 30, 2020 if applicable.

A decision about April financial redeterminations and future months will be addressed at a later date if necessary.

cc: Debbie Ruppert
Marlana Hutchinson
DDA Headquarter and Regional Office Staff