



MARYLAND Department of Health

*Larry Hogan, Governor · Boyd K. Rutherford, Lt. Governor · Robert R. Neall, Secretary
Bernard Simons, Deputy Secretary of Developmental Disabilities Administration*

MEMORANDUM

TO: Persons Self-Directing Services, Legal Guardians, Family Members, Participant Designees, Coordinators of Community Services (CCS), CCS Agencies, FMS Providers, Support Brokers, DDA Regional Offices, DDA Headquarters

DATE: June 28, 2019

FROM: Patricia Sastoque, Director Programs, DDA

RE: Self-Direction Interim Plan Annual Update (PAU) process for FY20

The Developmental Disabilities Administration (DDA) is in the process of transitioning from the current Provider Consumer Information System 2 (PCIS2) to the Long-Term Services and Supports (LTSS) system, a new information technology system which will support the DDA's efforts to enhance Person Centered Planning and the authorization of approved DDA services for proper payment. The first phase of the LTSS System went live on August 1, 2018. Additional functionality will be released throughout fiscal year 2020. The following steps should be followed immediately as we transition from the current Plan Annual Update (PAU) process and move towards service authorization through LTSS from July 1, 2019 to June 30, 2020:

- FY19 budgets will remain "as-is" unless a FY19 budget modification was submitted and approved. Please note that plans submitted mid-year based on a selection of an annual PCP implementation date will not have any impact on the approved FY19 budget.
- FY20 budgets will be approved at FY19 levels plus the 3.5% COLA increase as per the COLA guidance given by the DDA in June of 2018. Please refer to the DDA's website for more information on [Self-Directed Services](#).
- People in Self-Direction should work with their CCSs to submit a PAU for FY20 for approval by the Regional Offices.

What does this mean for me as a person in Self-Direction?

You and your CCS will be responsible for completing the current PAU forms and submitting required documents through LTSS to the Regional Office for review, approval and processing.

If you have not already submitted and FY20 PAU to the Regional Office, the CCS and team will need to submit a new PAU by **August 1, 2019**, with the current PAU forms and the required documents to align with the annual plan year and cover all FY20.

- Once your PAU has been submitted to the Regional Office through LTSS for review and approval, the approved PAU will be sent to the FMS indicating the approved FY20 budget.
- Your total budget for FY20 remains the same (FY19 + COLA) unless a Modified Service supports the request for additional funding.
- Your FMS has been authorized by the DDA to process payments based on what has been approved in FY19 so that the FMS keeps paying for services prior to receiving FY20 budgets and PAUs.

- **Please remember that as a participant in self-direction, it is your responsibility as the employer of record to submit payroll paperwork within 30 days of the date of service to the FMS or a weekly or bi-weekly bass and adhere to all Department of Labor Laws, so you don't jeopardize your participation in self-direction.**

The DDA is in the process of conducting a competitive Request for Proposal (RFP) and hopes to award the FMS RFP by fall of 2020. In the event the current FMSs do not apply or are not awarded the FMS contract, there will be a transition period from the date of award through December 31, 2019. This means that the DDA will not make any changes to the current FMS until January 2020. Therefore, if your FMS agency is not selected, the DDA will have a transition period process from the award date. With the transition, the DDA will be moving from a fiscal year to a plan year service authorization based on your selected annual Person-Centered Plan (PCP) date. **The above dates were updated from the June 26 memorandum.**

What is the process for outstanding plans requiring corrections?

For the plans already submitted, the DDA Region's Self-Direction Leads will be contacting the CCS agencies with the list of existing annual plans that have been sent to the Regional Offices prior to July 1, 2019 and do not cover all FY20.

- a. People in Self-Direction will continue to use the current required PAU form for submission to the Regional Office.
- b. For plans submitted to the Regional Office for plan years that do not align to the fiscal year, the CCS will need to work with the team to submit a new PAU for FY20. **These budgets must be submitted to the Regional Office on or before August 1, 2019.**
- c. Regional Offices will review and approve plans submitted through LTSS by August 30, 2019. Upon approval of plans, the DDA will share the approved PAU with the FMS for proper processing and payment.

If you have any questions or need further guidance, please contact NaToya Mitchell at natoya.mitchell@maryland.gov.

Thank you for your partnership and collaboration during this transition.