



To: The Honorable Larry Hogan, Governor; The Honorable Dereck D. Davis, Treasurer; The Honorable, Peter Franchot, Comptroller  
From: Webster Ye, Assistant Secretary, Health Policy *Webster Ye*  
Subject: Fiscal Management and Counseling Services - Provider Onboarding and Open Enrollment  
Date: June 1, 2022

---

Upon approval of the item by the Maryland Board of Public Works (BPW), the Maryland Department of Health (MDH) has established the below Fiscal Management and Counseling Services (FMCS) providers onboarding and open enrollment plan for participants utilizing existing FMCS providers. Individual self-direction and choice are of utmost importance. **MDH will not be immediately terminating individuals from their existing FMCS** and will utilize the below strategies to make these processes as smooth as possible. Additionally, MDH is pleased to announce that a FMCS Program Manager has been hired to oversee the contract processes.

### **FMCS Provider Onboarding**

*Estimated Time for Completion: 10 Weeks*

Once this item is approved by BPW, there are multiple administrative aspects required to complete FMCS onboarding. The provider onboarding process includes:

1. Developmental Disabilities Administration (DDA) Application - Application to receive designation as an Organized Healthcare Delivery System  
*Estimated Time for Completion: 1 Week*
2. ePREP Application - Enrollment as a Maryland Medicaid Provider  
*Estimated Time for Completion: 4 - 6 Weeks*
3. EDITPS Testing - Required for electronic claims submission.  
*Estimated Time for Completion: 3 Weeks*
4. LTSSMaryland Onboarding/Training  
*Estimated Time for Completion: 1 Week*

### **Communications Upon Approval of Vendors**

*Timeline: July 1, 2022 (Or sooner upon BPW approval) – December 31, 2022.*

MDH's highest priority is to support participants in making an informed choice of FMCS provider and to ensure there is no gap in services or payment to their employees, vendors, or service providers. To facilitate this, following BPW approval, MDH will:

1. Announce the new FMCS providers, services, and program requirements to stakeholders;
2. Review all FMCS provider communications;

- a. Review of communications will ensure there is no disparagement of other FMCS vendors.
3. Launch a dedicated DDA FMCS webpage, including new FMCS provider dedicated webpages;
4. Host FMCS Information Fairs - both in person and virtually;
5. Provide support and technical assistance for participants and their support teams.

### **Current Participant Open Enrollment**

*Timeline: August 1, 2022 - November 30, 2022*

In order to make an informed vendor decision, all participants will receive information about the available FMCS vendors, services, and fees. During the open enrollment period, current participants will select from available FMCS providers and indicate their choice on a dedicated form. Current participants who do not select a FMCS vendor will be randomly assigned a FMCS vendor. FMCS services will have an effective date of October 1, 2022 or January 1, 2023 (associated with the tax quarter).

### **New Participant FMCS Vendor Selection**

In order to make an informed vendor decision, all new participants will receive information about the available FMCS vendors, services, and fees. At any time, new participants entering self-directed services, can begin services immediately upon selecting their FMCS provider.

Support and technical assistance will be provided to participants and their support teams from the new FMCS vendors, the DDA Regional Office Advocacy Specialist, and Self-Directed Leads.