Developmental Disabilities Administration
Waiver Amendment 2025
LTSS*Maryland* Updates

October 3, 2025

Housekeeping

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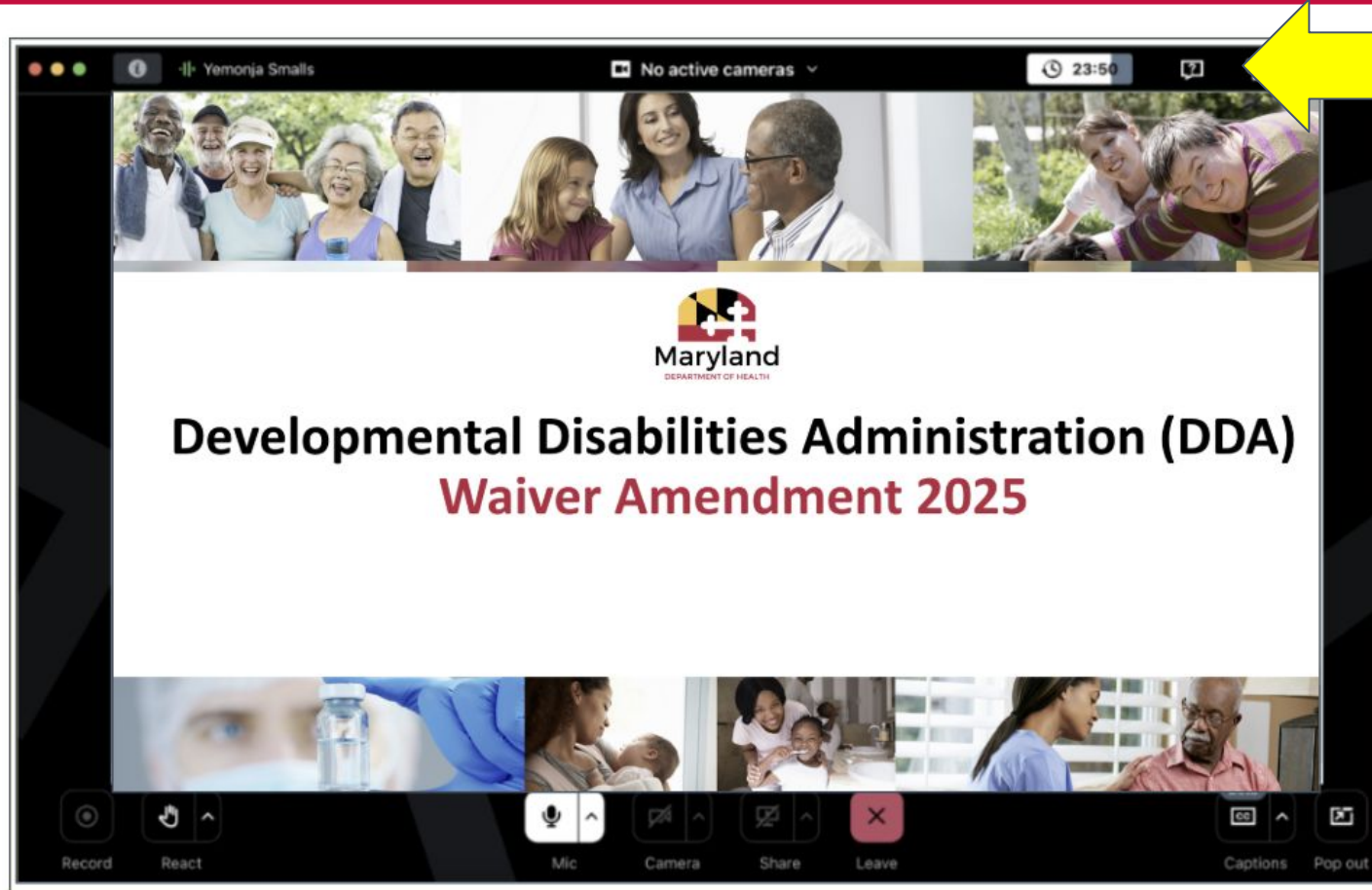
Housekeeping

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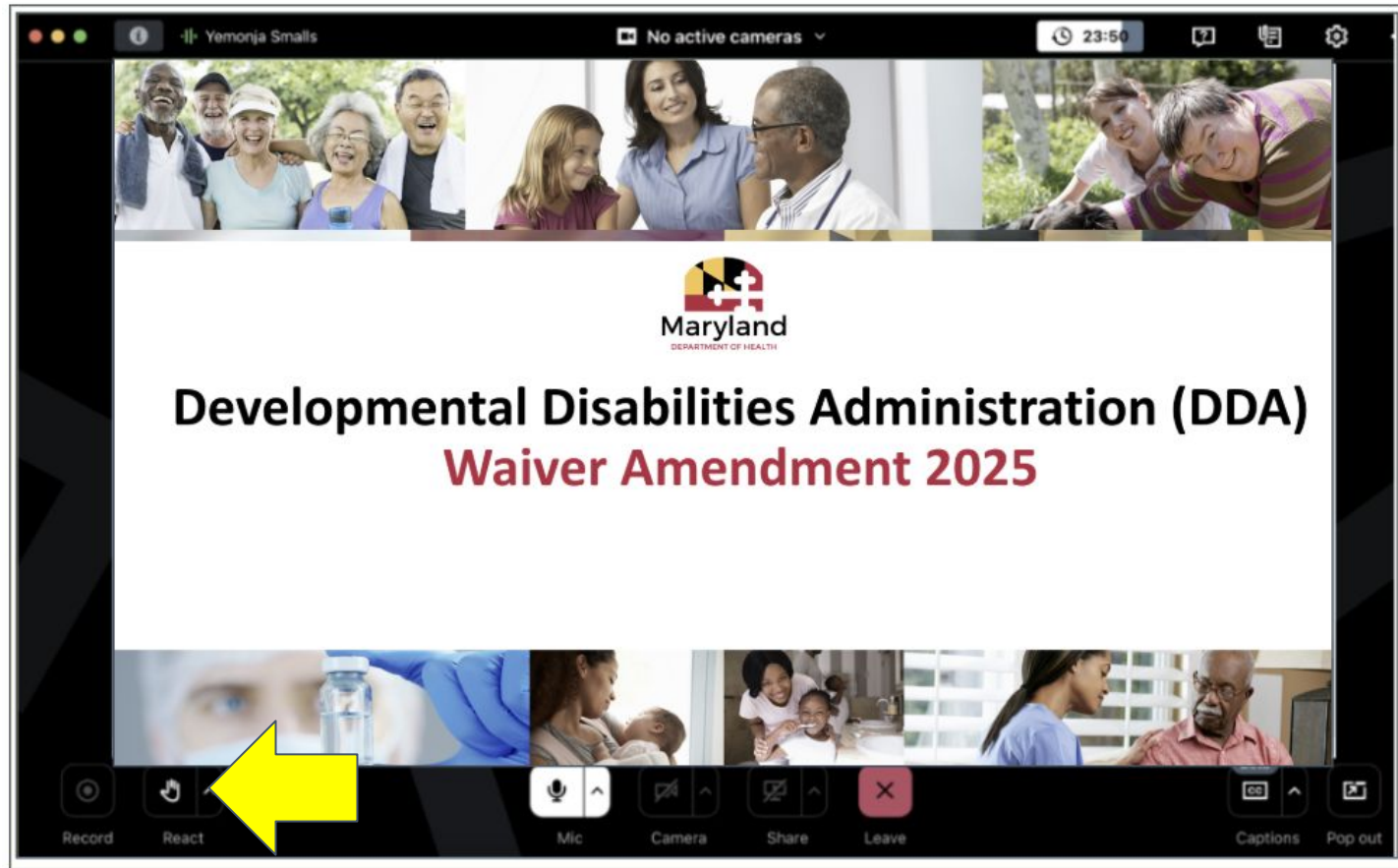
Housekeeping

Click the paperclip to download handouts

Housekeeping

Click the question mark to type a question for us

Housekeeping

Click the hand icon to raise your hand

Conduct

The free expression of diverse viewpoints is a fundamental value of our group. This freedom carries the responsibility to engage respectfully, which means treating one another with dignity and respect in good faith.

Uncivil behavior, disruptive actions, abusive language, threats, or harassment will not be tolerated and may result in removal from the meeting.

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Welcome

Agenda

- Overview
- Waiver Application and Current Enrollment Conversions
- Person-Centered Plan Conversions
- Person-Centered Plan Updates
- Authorization to Participate form updates
- Priority Category Assessment form updates
- Level of Care form updates
- New Client Attachments Categories

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Overview

- Several important updates have been made to LTSS*Maryland* to improve day-to-day operations for both Coordinators of Community Services and DDA-licensed/certified providers.

- These system enhancements were made to:

  - Align with the upcoming DDA-operated Medicaid waiver amendment
  - Improve information sharing and document uploads

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LTSS*Maryland* Updates

Waiver Applications and Current Enrollment Conversions

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Waiver Application Conversions (1 of 4)

- Pending waiver applications

  ○ All individuals that have a pending application for Community Supports or Family Supports waivers will have their application converted to a Community Pathways application.

  ○ The converted application will pick up where the old application left off.

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Waiver Application Conversions (2 of 4)

- For people with waiver applications "**in-progress**":

  - **In-progress Authorization to Participate forms**, and **Financial Eligibility Determination forms** will be converted to Community Pathways forms.

- The next slide will show an example of how the Coordinators of Community Services will be able to see this update

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Waiver Application Conversions (3 of 4)

The Community Supports ATP Questionnaire that
was in progress was discarded, and converted
into a Community Pathways ATP Questionnaire
that is in progress.

Financial and Overall Decision — List

Expand All

▼ Financial Eligibility Determinations and Redeterminations

Last Modified By	Last Modified	Program Type	Decision	Status	Active/Inactive	Actions
System Administrator	10/06/2025	CP	Pending	In Progress ⓘ	Inactive	View
System Administrator	10/06/2025	CS	Pending	Discarded ⓘ	Inactive	View

The Financial Eligibility Determination form for Community Supports that was pending was discarded, and converted into a Financial Eligibility form for Community Pathways in pending status

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Current Enrollment Conversions (1 of 3)

- Program enrollment

    All individuals enrolled in Community Supports or Family Supports waivers will have their special program code/enrollment ended on **October 5, 2025** and converted to the Community Pathways special program code starting **October 6, 2025**.

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Current Enrollment Conversions (2 of 3)

- Everyone currently enrolled in Community Supports and Family Supports will also have their Authorization to Participate form, and their Financial Eligibility Determination form converted as well.
- The next slide will show an example of Coordinators of Community Services being able to view this update

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Current Enrollment Conversions (3 of 3)

Financial Eligibility Determinations and Redeterminations

Last Modified By	Last Modified	Program Type	Decision	Note		Active/Inactive
				DDA Waiver Consolidation		
System Administrator	10/06/2025	CP	Approve	Submitted		Active
System Administrator	02/15/2025	CS	Approve	Submitted		Inactive
Loggans, Beth	06/18/2023	CS	Approve	Submitted		Inactive

The approved Financial Eligibility Determination form for Community Supports was copied and converted into an approved Financial Eligibility Determination form for Community Pathways.

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Questions

LTSS*Maryland* Updates

Person-Centered Plan Conversions

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Person-Centered Plan Conversions (1 of 8)

- Person-Centered Plans
  - All Community Supports and Family Supports participants' with an approved Person-Centered Plan will be changed to a Community Pathway Person-Centered Plan.
  - All "in progress" Person-Centered Plans that were being actively developed by the Coordinator of Community Services will be changed to a Community Pathways Person-Centered Plan.

Community Supports Waiver
Person Centered Plans

Family Supports Waiver
Person Centered Plans

Community Pathways Waiver
Person Centered Plans

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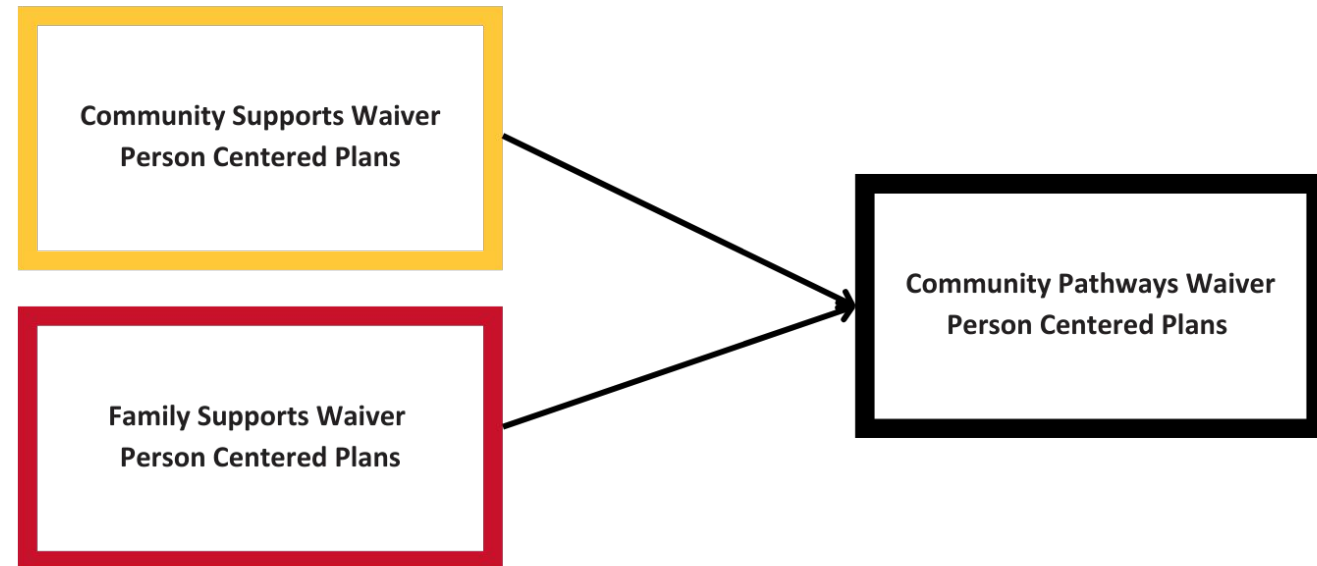
Person-Centered Plan Conversions (2 of 8)

- The converted Community Pathways Person-Centered Plan will be an "**Initial**" plan type.

- Community Supports/ Family Supports program types will **not** be available program selections for Initial Person-Centered Plans after **October 6, 2025**

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- Scenario #1 - This shows a Revised plan for Family Supports was converted to an Initial plan for Community Pathways with no gap in service authorization.

Plan of Service/Person Centered Plan/Service Plan/Plan of Care — List

Add PCP

Program Type	Date Created	POS/PCP/SP/POC Type	DDA Waiver Consolidation	POS/PCP/SP/POC Costs	Cost Neutrality Limit	Effective Date	End Date	Status	Active	Actions
CP	10/06/2025	Initial PCP	Yes	$ 150,872.09		10/06/2025		Approved ⓘ	Active	View Print
FS	05/27/2025	Revised PCP	Yes	$ 235,448.33		06/30/2025	10/05/2025	Approved	Inactive	View Print Revise
FS	08/16/2024	Initial PCP	No	$ 161,269.60		04/01/2025	06/29/2025	Approved	Inactive	View Print

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- Scenario #2 - This shows a Community Supports Initial plan that was approved (but not active yet) was converted to a Community Pathways Initial approved plan.

Plan of Service/Person Centered Plan/Service Plan/Plan of Care — List

Add POS   Add PCP

Program Type	Date Created	POS/PCP/SP/POC Type	DDA Waiver Consolidation	POS/PCP/SP/POC Costs	Cost Neutrality Limit	Effective Date	End Date	Status	Active	Actions
CP	10/06/2025	Initial PCP	Yes	$ 94,068.48		10/15/2025		Approved ⓘ	Inactive ⓘ	View Print
CS	06/26/2025	Initial PCP	Yes	$ 94,068.48		10/15/2025	10/15/2025	Approved	Inactive ⓘ	View Print

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- Scenario #3 - This shows a Community Supports Annual plan was converted to a Community Pathways Initial plan.

Plan of Service/Person Centered Plan/Service Plan/Plan of Care — List

Add POS   Add PCP

Program Type	Date Created	POS/PCP/SP/POC Type	DDA Waiver Consolidation	POS/PCP/SP/POC Costs	Cost Neutrality Limit	Effective Date	End Date	Status	Active	Actions
CP	10/06/2025	Initial PCP	Yes	$ 199,869.44		10/06/2025		Approved 🛈	Active	View Print
CS	04/16/2025	Annual PCP	Yes	$ 265,210.68		07/01/2025	10/05/2025	Approved	Inactive	View Print Revise
CS	12/05/2024	Revised PCP	No	$ 309,720.16		12/30/2024	06/30/2025	Approved 🛈	Inactive	View Print
CS	04/11/2024	Initial PCP	No	$ 247,990.20		07/01/2024	12/29/2024	Approved	Inactive	View Print
CS	02/13/2025	Revised PCP	No	$ 87,479.16		03/17/2025		Discarded 🛈	Inactive	View Print

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- Scenario #4 - This shows a Community Supports Initial plan that was approved (but not active yet) was converted to a Community Pathways Initial approved plan.

Plan of Service/Person Centered Plan/Service Plan/Plan of Care — List

Add POS   Add PCP

Program Type	Date Created	POS/PCP/SP/POC Type	DDA Waiver Consolidation	POS/PCP/SP/POC Costs	Cost Neutrality Limit	Effective Date	End Date	Status	Active	Actions
CP	10/06/2025	Initial PCP	Yes	$ 29,782.40		10/06/2025		Approved ⓘ	Inactive ⓘ	View Print
CS	05/06/2025	Initial PCP	Yes	$ 43,006.52		07/01/2025	10/05/2025	Approved	Inactive ⓘ	View Print

Note

This PCP was approved but never became active

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- Here are some examples of what the Person-Centered Plan conversions will look like in the Provider Portal

Client LTSS ID #:		MA#:	Service Plan Program: CS	Enrolled In: CS	Receiving Services During Appeal Period:
MA Eligible: Yes		Waiver: CSW	Current CTC Amount:		

SERVICE PLANS

Program Type	Date Created	Service Plan Type	Effective Date	End Date	Status	Active	Actions
CP	10/06/2025	Initial PCP	10/06/2025	06/30/2026	Approved	Inactive	Details
CS	07/01/2025	Auto Extend	07/01/2025	10/05/2025	Approved	Active	Details
CS	11/08/2024	Revised PCP	11/25/2024	06/30/2025	Approved	Inactive	Details

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- Here are some examples of what the Person-Centered Plan conversions will look like in the Provider Portal

Client LTSS ID #:		MA#:	Service Plan Program: **CFC, FS**	Enrolled In: **FS,REM,CFC**		Receiving Services During Appeal Period:
MA Eligible: **Yes**		Waiver: **FSW,OTH**	Current CTC Amount:			

SERVICE PLANS

Program Type	Date Created	Service Plan Type	Effective Date	End Date	Status	Active	Actions
CP	10/06/2025	Initial PCP	10/06/2025		Approved	Inactive	Details
FS	01/31/2025	Annual PCP	05/03/2025	10/05/2025	Approved	Active	Details
FS	05/03/2024	Auto Extend	05/03/2024	05/03/2024	Approved	Inactive	Details

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Person-Centered Plans with No Effective Date

- Sometimes, Coordinators of Community Services will create a Person-Centered Plan without setting an Effective Date or entering any information into the plan.

- During the Person-Centered Plan conversion on October 6, 2025, Community Supports and Family Supports Person-Centered Plans with **blank Effective Dates** will be *discarded,* and will *not* be converted into a Community Pathways Person-Centered Plan.

- Since these plans were never authorized or active, there is no impact to services.

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Person-Centered Plans with No Effective Date

Plan of Service/Person Centered Plan/Service Plan/Plan of Care — List

Add PCP

Program Type	Date Created	POS/PCP/SP/POC Type	DDA Waiver Consolidation	POS/PCP/SP/POC Costs	Cost Neutrality Limit	Effective Date	End Date	Status	Active	Actions
CS	02/19/2025	Revised PCP	Yes	$ 181,813.56		03/17/2025	10/05/2025	Approved	Active	View Print Revise
CP	09/04/2025	Initial PCP	Yes	$ 43,204.80		10/06/2025		Approved ℹ	Inactive ℹ	View Print
CS	08/22/2024	Initial PCP	No	$ 173,422.44		01/10/2025		Note — DDA Waiver Consolidation.	Inactive	View Print
CS	06/30/2025	Annual PCP	Yes	$ 0.00				Discarded ℹ	Inactive	View Print
CS	02/13/2025	Revised PCP	No	$ 87,479.16		03/17/2025		Discarded ℹ	Inactive	View Print

- Note: CSW and FSW plans with **blank Effective Dates** will be *discarded*, and will *not* be converted into a Community Pathways Person-Centered Plan.

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Person-Centered Plan Activation Process - October 6 through October 8, 2025 (1 of 2)

- Individuals who had their approved Community Supports or Family Supports Person-Centered Plan changed to a Community Pathways Person-Centered Plan may notice a short delay in LTSS*Maryland* seeing the plan as "active".

- There is a **nightly job** within LTSS*Maryland* that runs to update Person-Centered Plans as "active" based on a combination of Person-Centered Plan effective date and Overall Decision Form status.

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Person-Centered Plan Activation Process - October 6 through October 8, 2025 (2 of 2)

- This nightly job will take approximately from October 6 to October 8, 2025 to catch-up and complete in order to tag all appropriate converted Community Pathways Person-Centered Plans as "active".

  - **Please note there is no action for Coordinators of Community Services or DDA providers to take**.

  - Providers can continue to bill and they may notice some of their service activities tagged with an exception due to lack of an "active" Person-Centered Plan, but those will automatically clear themselves once the nightly Person-Centered Plan activation job catches up by October 8, 2025.

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Questions

LTSS*Maryland* Updates

Person-Centered Plan Updates: New Day-to-Day Administrative Support Service

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Person-Centered Plans: New Day-to-Day Administrative Support Service (1 of 5)

Day-to-Day Administrative Supports provides assistance with household management and scheduling medical appointments.

- **What's New:**

    - **Day-to-Day Administrative Supports (self-direction only)**:

        - Up to 10 hours per month can be requested in the Person-Centered Plan Service Authorization section.

        - Service must be approved in the Person-Centered Plan.

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Person-Centered Plans: New Day-to-Day Administrative Support Service (2 of 5)

- The Self-Directed Services Decision Tree must be filled out and submitted with the Person-Centered Plan.

  - This new form helps the person and their team decide what kinds of help they may need from Day-to-Day Administrative Supports.

  - The total number of hours being requested should be included in the Person-Centered Plan Service Authorization.

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Person-Centered Plan - Service Authorization section

- New drop down option for Individual and Family Directed Goods and Services Day-to-Day Administrative Support

Person-Centered Plan - Service Authorization section

- This is a view of the unit calculation tool.

Person-Centered Plans- New Day-to-Day Administrative Support Service (5 of 5)

Service Authorization view example:

Service Status & Effective Date	Service and Provider	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Total Units	Annual Service Cost	Actions	Provider Status	Provider Status Date
Annual - 01/14/2026	ⓘ Individual and Family Directed Goods and Services - Day-to-Day Administrative Support	40	40	40	40	40	40	40	40	40	40	40	40	40	520	$2,600.00	Edit Delete	N/A	N/A
	Provider Site Address: N/A																		

Total Plan Cost

Annual Waiver Plan Services Total:	$2,600.00
DDA State Only Funded Services Total:	$0.00

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Day-to-Day Administrative Support Service Reminders (1 of 2)

- Day-to-Day Administrative Supports will only be available to participants who are 18 years of age or older and currently unable to do these tasks independently.

- The new Day-to-Day Administrative Supports is paid for through the Medicaid waiver and cannot be covered using cost-savings funds.

- If the participant is currently receiving Day-to-Day Administrative Supports, they can continue to do so in the way they are receiving them until their next plan year.

  - The updates to Day-to-Day Administrative Supports apply to them in their next Person-Centered Plan.

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Day-to-Day Administrative Support Service Reminders (2 of 2)

- If Day-to-Day Administrative Supports are being requested in a Person-Centered Plan that is being submitted on or after October 6, 2025:

    - The Decision Tree form must be completed and uploaded into the "Documents" section of the Person-Centered using this format:

        - DecisionTree.LastNameFirstName.FormDate;

        For example: **DecisionTree.BrownAnna.11-13-25.**

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LTSS*Maryland* Updates

Person-Centered Plan Updates - New Assistive Technology Monthly Service Fee

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Person-Centered Plans -New Assistive Technology Monthly Service Fee (1 of 6)

Assistive Technology supports participants to stay safe and maintain or improve their independent skills.

What's New?

- **Monthly service fees** for Assistive Technology are now included and covered in the Medicaid waiver. For example, if a technology device has a monthly subscription or service fee, that can now be paid for through the waiver.

- This does not include monthly internet fee.

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Person-Centered Plans- New Assistive Technology Monthly Service Fee (2 of 6)

Person-Centered Plan - Service Authorization section
- New drop down option for Assistive Technology Monthly Service Fee

Person-Centered Plans- New Assistive Technology Monthly Service Fee (3 of 6)

Person-Centered Plan - Service Authorization section
- This is a view of the unit calculation tool.
- A description of the monthly service fee is required

Service Authorization view example:

Person Centered Plan Status. Approved **Plan Type:** Initial PCP

Back to List — Print | Expand Al

Service Status & Effective Date	Service and Provider	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Total Units	Annual Service Cost	Actions	Provider Status	Provider Status Date
New - 09/01/2025	ⓘ Assistive Technology Monthly Service Fee - A & S COMPASSION CARE INC.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	180.00	360 10	N/A	$1,085.06		Accepted	9/25/2025

Provider Site Address: 310035900 - 13126 PENNSYLVANIA AVE, 202, HAGERSTOWN, MD 217420000

Total Plan Cost

Annual Waiver Plan Services Total:	$1,085.06
DDA State Only Funded Services Total:	$0.00
Total Plan Year Cost:	$1,085.06

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Person-Centered Plans-New Service Assistive Technology Monthly Service Fee (5 of 6)

- This is what a service activity will look like in the provider portal.

- Providers will have the ability to adjust, void, and resubmit the billing claims, like they do with any other service.

Assistive Technology Reminders

- Coordinators of Community Services can add the monthly service fee (as applicable) during the **next** Revised or Annual Person-Centered Plan.

- Service providers will send separate bills for assistive technology devices and equipment and for the monthly service fee.

- Personal Emergency Response Systems are no longer covered under Assistive Technology.

  - Coordinators of Community Services will support the participant with the Community First Choice program application and service request, or help find other ways to pay for this device.

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LTSS*Maryland* Updates
Authorization to Participate (ATP) Form Updates

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New Authorization to Participate Form Type: Address Change (1 of 3)

- When any participant has a change of address:
  - LTSS*Maryland* Client Profile demographic section must be updated for all participants.

- **What's new:**
  - An "Address Change" Authorization to Participate form must now be submitted for Medicaid waiver participants.

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New Authorization to Participate Form Type: Address Change (2 of 3)

- Coordinators of Community Services must navigate to "Authorization to Participate" module:
  - Click the "Add" button in the right hand corner
  - Select ATP Type* - "**Address Change**"

New Authorization to Participate Form Type: Address Change (3 of 3)

Previous Address

Select Address: **	777 Test Place (Community)
Address Type	Community
Transition Date	NA
End Date	NA
Address Description	MMIS Import
Address	777 Test Place BELCAMP, MD 21017 Harford

Current Address

Select Address: **	123 Fake Street (Community)
Address Type	Community
Transition Date	06/30/2020
End Date	NA
Address Description	
Address	123 Fake Street BELCAMP, MD 21017 Harford

- Coordinators of Community Services must navigate to "Authorization to Participate" module:
  - Complete the form by selecting the previous and current (new) address from the drop down menu provided.

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ATP Questionnaire Report (1 of 4)

Coordinators of Community Services, DDA Staff, and the Eligibility Determination Division will now be able to see this new type of form on the ATP Report

ATP Questionnaire Report (2 of 4)

Coordinators of Community Services, DDA Staff, and the Eligibility Determination Division will now be able to see this new type of form on the ATP Report

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ATP Questionnaire Report (3 of 4)

Coordinators of Community Services, DDA Staff, and the Eligibility Determination Division will now be able to see this new type of form on the ATP Report

ATP Questionnaire Report (4 of 4)

Coordinators of Community Services, DDA Staff, and the Eligibility Determination Division will now be able to see this new type of form on the ATP Report

ATP - Questionnaire Summary Report - Detail View

Program	Program Enrollment Status	ATP Type	ATP Status	Date Created	Last Modified Date	# Of Clarification Requests	Latest Clarification Request Date	Date Last Submitted for Review	Assigned AW ATP Reviewer	Date Submitted to EDD	Date Acknowledged by EDD
CP	Enrolled	Address Change	Submitted	07/22/2025	07/22/2025					07/22/2025	07/22/2025

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Questions

LTSS*Maryland* Updates

Priority Category Assessment (PCA) form Updates

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Priority Category Assessment (PCA) Form (1 of 4)

What's New:

- Coordinators of Community Service and Regional Eligibility Staff will have the ability to indicate interest in Self-Direction on the Priority Category Assessment Form

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Priority Category Assessment (PCA) Form (2 of 4)

What's New:

- Selecting Self-Direction on the Priority Category Assessment Form will create a flag on the DDA Waiting List, so these individuals can be easily identified.

- The flag allows DDA staff to easily identify individuals who may need to complete the new training requirements for Self-Direction.

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Priority Category Assessment (PCA) form (3 of 4)

Before October 6, 2025

Beginning October 6, 2025

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Beginning October 6, 2025

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LTSS*Maryland* Updates

Level of Care (LOC) Form Updates

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Level of Care (LOC) (1 of 2)

What's new:

- The "Service Delivery Model" question will be removed from the Initial Level of Care form, and the Recertification of Need form.

Before October 6, 2025

Beginning October 6, 2025

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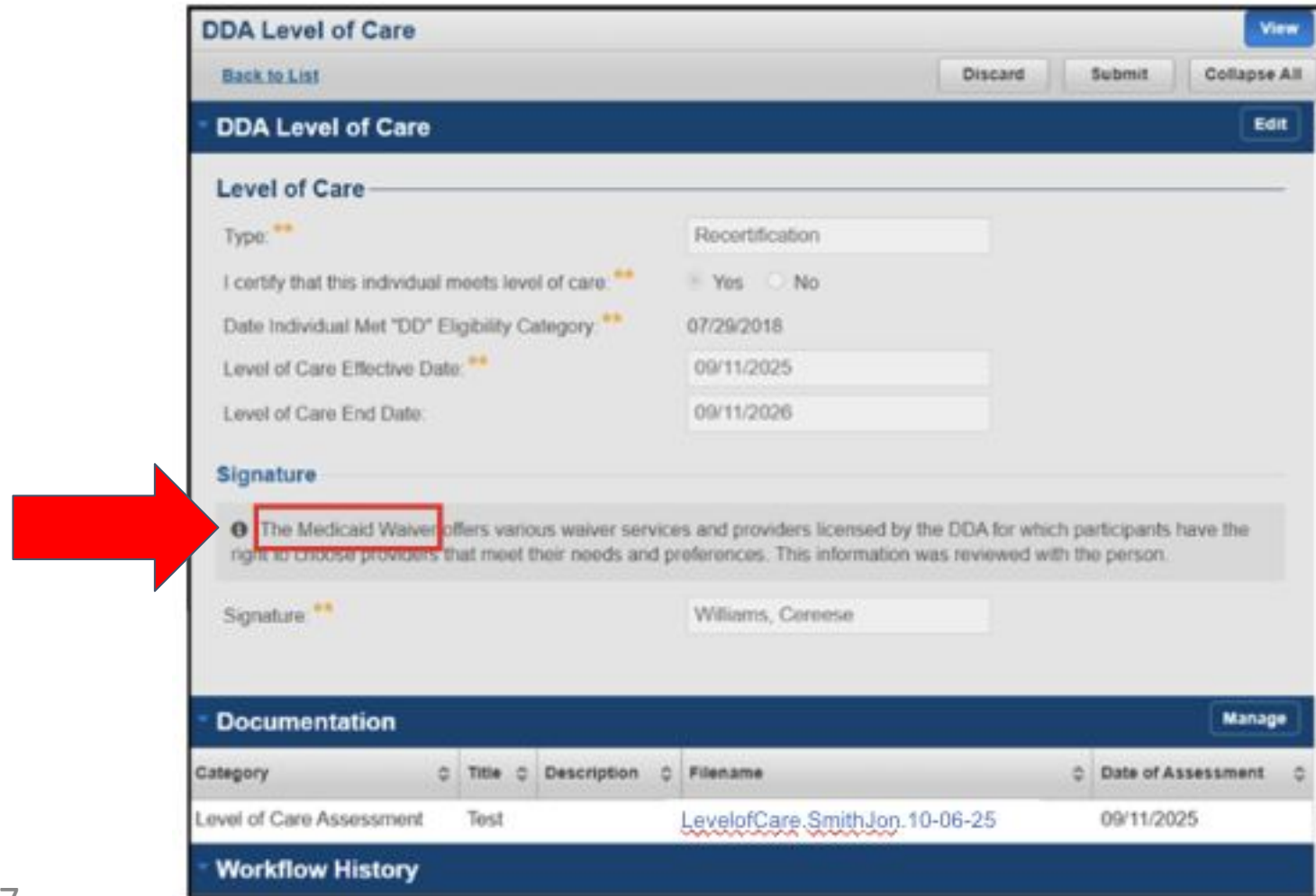
Level of Care (LOC) (2 of 2)

What's new:

The Information note within the Signature section will be updated to replace the text "Community Pathways" with "Medicaid".

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Level of Care Reminders: (1 of 2)

Level of Care Effective Date and End Dates:

- Effective Date: should reflect the same date as the date the Medicaid Waiver Application was signed by the applicant.

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Level of Care Reminders: (2 of 2)

Level of Care Effective Date and End Dates:

- End Date: should reflect one year from the date of the previous year's effective date

Questions

LTSS*Maryland* Updates

Client Attachments Updates

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New Client Attachment Categories

Recent and new updates to Client Categories include:

- "DDA Application"
- "DDA Letters"
- "Financial Documents"
- "MA Application"
- "Redetermination Application"
- "FMCS Documents" changed to "Self-Direction Documents"

The "CCS Client Attachment Report" now includes these new client attachment categories as well.

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New Client Attachment Categories Filters
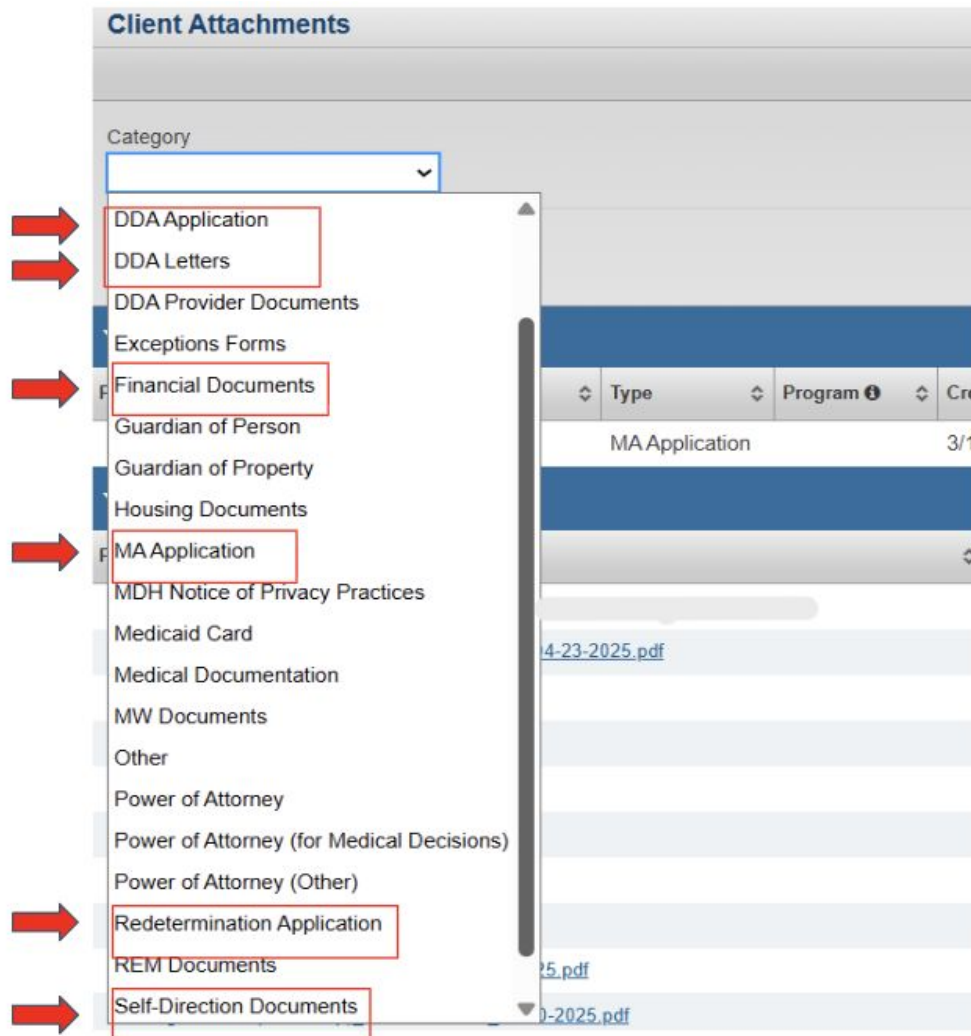
Note: providers have access to upload to client attachments from the Provider Portal

New Client Attachment Categories Upload Options

Coordinators of Community Services can upload files to these client attachment categories

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Self-Direction Documents Example

Self-Direction Documents Example

Client Attachments Report Updates

*FMCS Documents will be converted to "Self Direction Documents"

Document Reminders (1 of 4)

- All documents must be uploaded within LTSS*Maryland.*
- The Coordinator of Community Services no longer needs to email the Eligibility Determination Division when submitting financial documents.
  - The Financial Redetermination Forms should be uploaded to **Redetermination Application** category.
  - The Medicaid Waiver Application should be uploaded to the **MA application** category.
  - Any supporting Financial documents should be uploaded to the **Financial Document** category.

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Document Reminders (2 of 4)

- All self-direction related documents and forms should be uploaded to the new **Self Direction Documents** category.

- All additional documents related to **DDA Eligibility** should be uploaded to the **DDA Application** category.

- The **DDA Letters** category is view only for Coordinators of Community Services.

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Document Reminders (3 of 4)

- Coordinators of Community Services should upload documents in LTSS*Maryland.*

- Providers should upload documents in Provider Portal.

  - Examples include but is not limited to: Service Implementation Plans, Sleep data, Schedules, Nursing Care Plans, Standing Committee Approvals, Behavioral Support Plans, and documents to support financial redeterminations.

  - The uploaded documents can be viewed and downloaded in LTSS*Maryland* under the DDA Provider Documents category.

  - Coordinators of Community Services can view and download to include in the Person-Centered Plan and submit to the Eligibility Determination Division as applicable.

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Document Reminders (4 of 4)

- File name formats
  - DocumentName.LastNameFirstName.FormDate

    For example:
    - **OrientationChecklist.BrownAnna.11-13-25**
    - **ServiceImplementationPlan.SmithJon.10-06-25**

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Questions

Resources

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Webinar Series

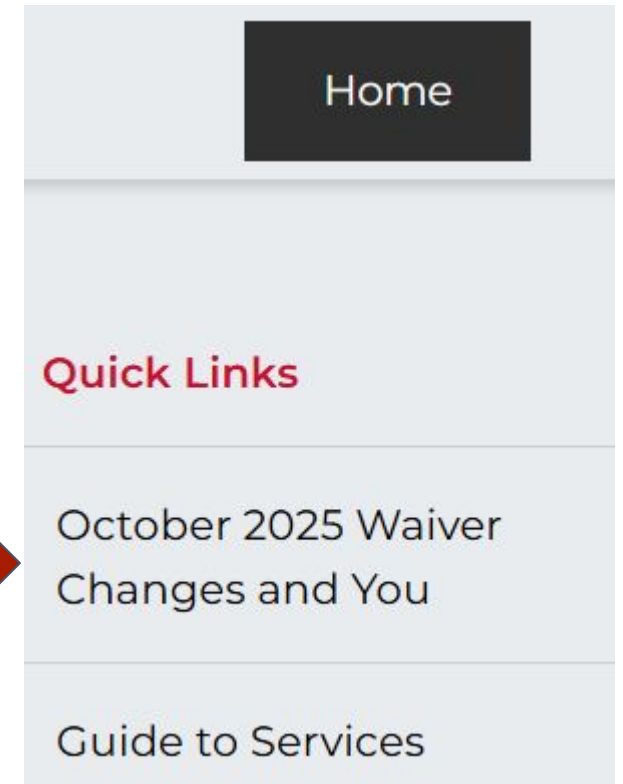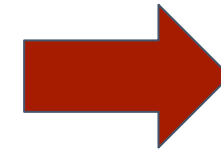| Topic	Presentation	Recorded Webinar
FSW&CSW Participant Medicaid Notice	Presentation	FWebinar
Waiver Changes and You	Presentation	Webinar
Provider Opportunities and Requirements	Presentation	Webinar
Self-Directed Services Updates	Presentation	Webinar
New and Updated Forms	Coming Soon	Coming Soon
LTSSMaryland Updates	Coming Soon	Coming Soon

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Who do I contact with questions?

You can reach out to:

- Your **Coordinator of Community Services**, or

- Your **DDA [Regional Office](#)**.

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More Information

- For updates and more details, visit the new "October 2025 Waiver Changes and You" webpage.

- You can also sign up for email updates from the DDA through the DDA Connection newsletter.

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