



Developmental Disabilities Administration (DDA)

2025 Waiver Changes

Provider Opportunities and Requirements

September 19, 2025



Housekeeping



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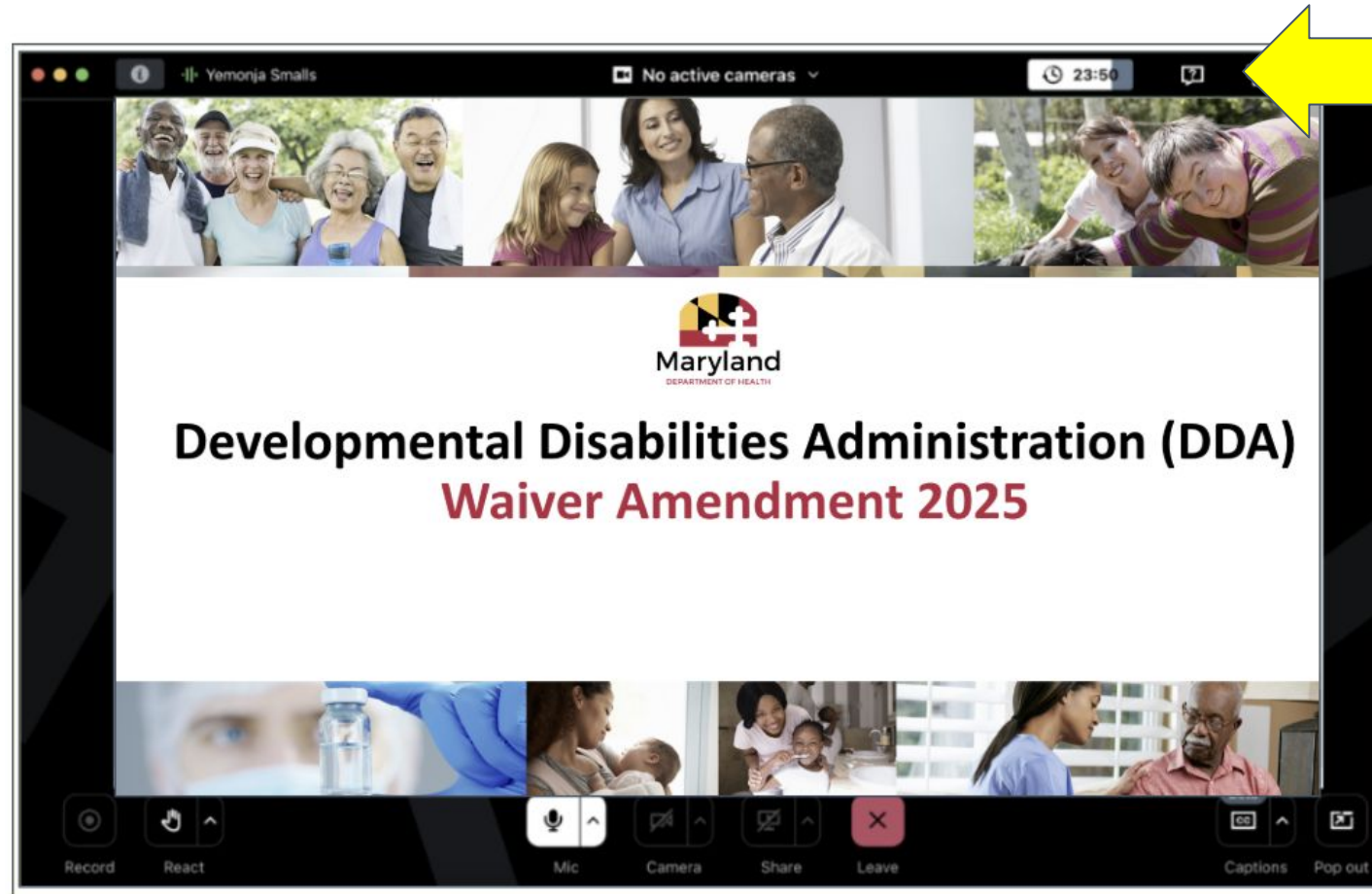
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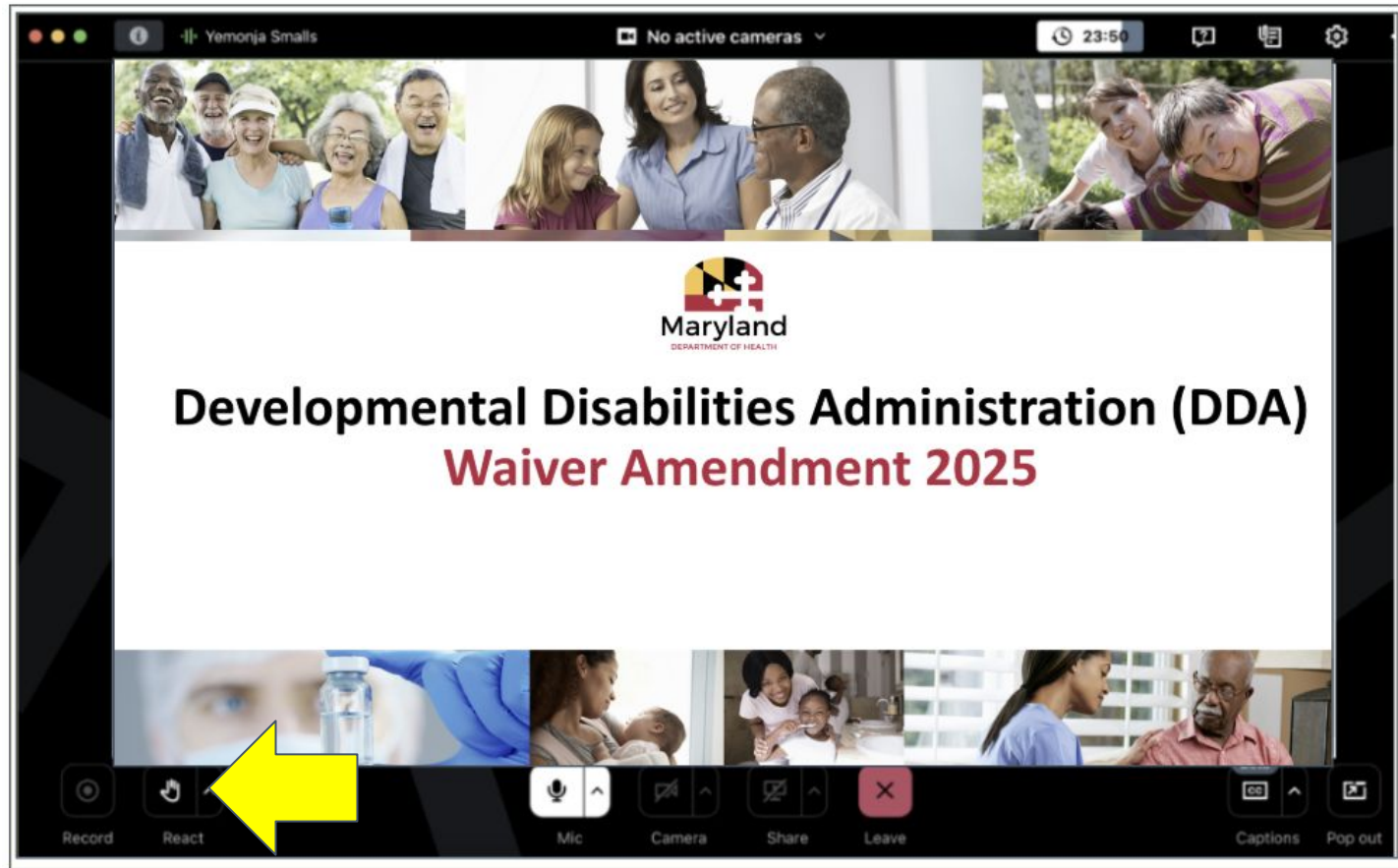
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Housekeeping



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.

Welcome

Agenda

- Welcome
- Virtual Supports
- New Provider Qualification Opportunities
- Relatives, Legally Responsible Persons, and Legal Guardians as Staff
- Quarterly Training Attestations
- License and Certification Renewal Timeframes
- Individual Provider Medicaid Enrollment
- System Updates

Virtual Supports

Virtual Supports (1 of 5)

- Delivers services online or through electronic devices
- Maintains or improves a participant's functional abilities, enhances interactions, supports meaningful relationships, and promotes the participant's ability to live independently, and meaningfully participate in their community
- Supports intentional learning (e.g., career planning, taking skill-building classes) and can also be used to help a person function more independently (i.e. remote job coaching)

Virtual Supports (2 of 5)

- Virtual Supports and Remote Supports Services are different.
- Virtual Supports cannot make up the whole service. They can only be part of a service.
- Virtual Supports must comply with all federal and State requirements, policies, guidance, and regulations.

Virtual Supports (3 of 5)

- Virtual Supports delivery method are available for:
 - Behavioral Support Services- Assessment and Consultation
 - Community Development Services
 - Employment Services- Follow Along Supports
 - Employment Services-Job Development
 - Employment Services- Ongoing Job Supports
 - Housing Support Services
 - Personal Supports
 - Day Habilitation.

Virtual Supports (4 of 5)

- The purpose of Virtual Supports is to help the participant keep or build their skills (functional abilities), connect with others (enhance interactions), have meaningful relationships, live more independently, and participate in their community.
- Virtual Supports cannot be used for the Medicaid provider's convenience.
- The participant must agree to use Virtual Supports.
- Virtual Supports must be provided in a private, quiet space (free from disruption) that protects the participant's privacy, especially during personal activities like toileting or dressing, etc.

Virtual Supports (5 of 5)

- The provider must help the participant use the technology for Virtual Supports.
- The provider is responsible for any costs of using Virtual Supports, including equipment, internet, software, and other related expenses.
 - These costs are considered part of the provider's regular operating expenses.

Virtual Supports - Policies and Procedures (1 of 2)

- Virtual supports must be included in the provider's **written policies**.
- The provider must:
 - Train direct support staff on those policies.
 - Inform participants and their person-centered planning team about these policies.

Virtual Supports - Policies and Procedures (2 of 2)

- At a minimum, policies must explain:
 - Determining if a participant's needs, including health and safety, can be safely met using virtual supports;
 - Who can step in (intervene) to help with hands on assistance (such as unpaid caregivers at home);
 - Processes to request help if an emergency happens, including calling 911 if needed;
 - Support in using technology; and
 - Process to respect privacy.

Virtual Supports - Program Service Plan

When a licensed provider delivers a services using virtual supports, it must be included in the provider's approved **Program Service Plan** for that service.

- Must include details on how providers will identify individuals to intervene and ensure they are present while services are being provided virtually, if the person needs hands on assistance/physical assistance, support with using technology, or experiences an emergency.
- Must be submitted by **July 1, 2026**, if not already included.

Virtual Supports - Service Implementation Plan

- Virtual supports must be clearly listed in the provider's **Service Implementation Plan (SIP)** included in the participant's Person-Centered Plan.
- For participants using self-directed services with individual providers, virtual supports must be listed as a services delivery method in the **provider's service implementation plan or job description.**

Virtual Supports - Coordinators of Community Services (1 of 2)

- Coordinators of Community Services will assess and monitor the quality and effectiveness of virtual supports during the quarterly monitoring assessment and more often as noted in the Person-Centered Plan.
- If the participant wants to change the way services are delivered, a revised Person-Centered Plan and provider service implementation plan will be required.
- Health and safety concerns must be reported to the DDA Regional Office Quality Enhancement Staff.

Virtual Supports - Coordinators of Community Services (2 of 2)

- The Coordinator of Community Services also makes sure that services and supports, including virtual supports, protect the participant's privacy, health, and safety, and that the participant is satisfied with their services as outlined in their approved Person-Centered Plan.
- The Coordinator of Community Services also monitors (checks) whether the participant is getting hands-on or physical assistance as described in their approved Person-Centered Plan.

Questions



Acute Care Hospital Setting

- Acute Care Hospital Setting is only available for Personal Supports, Adult Residential Services, Adult Residential services- Enhanced Supports, and Day Habilitation.
- Acute Care Hospital Setting services must be supported by a Program Service Plan that has been reviewed and approved by the DDA.
- Acute Care Hospital Setting services must be an approved service in the person's PCP.
- Providers will have documented Policies that address how this service will be executed.
- Providers will have trained their staff on those policies, and advise people and their person-centered planning teams regarding those policies.

New Provider Qualification Opportunities

Assistive Technology Specialist

- Assistive Technology Specialist/Practitioner must have an acceptable certification from any of the following:
 - Rehabilitation Engineering and Assistive Technology Society of North America Assistive Technology Practitioner;
 - California State University Northridge (CSUN) Assistive Technology Applications Certificate; or
 - **Shift Enabling Technology Integration Specialist (ETIS) Certification**; or
 - Certificate of Clinical Competence in Speech Language Pathology (CCC-SLP)

Behavioral Support Specialist

- An individual is qualified to complete the Behavioral Assessment and Behavioral Consultation services if they have one of the following licenses:
 - Licensed psychologist;
 - Psychology associate working under the license of the psychologist (and currently registered with and approved by the Maryland Board of Psychology);
 - **Licensed clinical professional counselor (LCPC);**
 - **Licensed graduate-level professional counselor working under the license of the LCPC**
 - Licensed Certified Social Worker-Clinical (LCSW-C);
 - **Licensed masters-level social worker working under the license of the LCSW-C;**
 - Licensed Behavioral Analyst (LBA); or
 - **Board Certified Behavior Analyst (BCBA).**

Residential Providers

- Community Living - Enhanced Supports and Community Living - Group Home
 - Staff no longer have to have GED or high school diploma.

Family and Peer Mentoring

- Family and Peer Mentoring
 - Staff no longer have to have a Bachelor's Degree.
 - Life experience is required for family and peer mentors, recognizing that personal experiences are a critical part of peer support.

Nursing Services

- DDA Registered Nurse Case Manager/Delegating Nurse (CM/DN)
Orientation training must be completed before providing services.
 - Trainings will be offered once a month.

All Qualified Service Providers

Providers must have at least 5 years of experience delivering high-quality services similar to the specific developmental disability services they are providing.

- Community Living - Group Home, and Enhanced Supports
- Career Exploration / Employment-
- Community Development Services
- Day Habilitation
- Family Caregiver and Advocacy Supports
- Family and Peer Mentoring
- Housing Support Services
- Nursing Support Services
- Participant Education, Training, and Advocacy Supports
- Personal Support Services
- Respite Care Services
- Shared Living
- Support Broker Services
- Supported Living

Questions



Relatives, Legally Responsible Persons, and Legal Guardians as Staff

Definitions - Relatives

- The definition of “relative” has been updated in the DDA-operated waiver (Community Pathways Waiver).
- **Relative** is defined as a natural or adoptive parent, step-parent, grandparent, step-grandparent, child, stepchild, sibling, step-sibling, aunt, uncle, niece, or nephew.

Definition - Legally Responsible Person

Legally Responsible Person means a person who, according to the rules in Maryland, has a legal duty to take care of someone else. This can be:

- A parent of a minor (whether they are born to them or adopted);
- A person who is officially responsible for the well-being of another person as their legal guardian; or
- Someone else who is legally in charge of taking care of a minor, like a foster parent or a family member chosen by a court.

Definition - Legal Guardian

A **legal guardian** is either:

- A natural or adoptive parent of a participant under the age of 18; or
- An individual who has been appointed by a court order as guardian of the person.

Waiver Services That Can Be Provided (1 of 2)

Relatives, legally responsible persons, and legal guardians may provide the following waiver services:

- Community Development Services,
- Employment Services (Ongoing Job Supports and Follow Along Supports),
- Personal Support Services, and
- Respite Care Services (may not be provided by a primary caregiver).

Waiver Services That Can Be Provided (2 of 2)

Relatives (*who are not legally responsible persons or legal guardians*) may provide the following waiver services:

- Day-to-Day Administrative Supports,
- Live-in Caregiver Supports (siblings only), and
- Transportation Services.

Waiver Services that *Cannot* be Provided

Relatives, legally responsible persons, and legal guardians may ***not*** provide the following waiver services:

- Nursing Support Services, and
- Participant Education, Training, and Advocacy Supports.

40 Hour per Week Limit

- No legally responsible person, legal guardian, or relative may work more than 40 hours per week for a participant, across all waiver services.
- This applies when a relative, legally responsible person, or legal guardian works as an employee, for a vendor, and for a DDA Provider.
- The Family as Staff Overtime Request Form will **not** be used after **October 6, 2025**.

Questions



Quarterly Training Attestations

Quarterly Training Attestation

DDA providers are required to ensure that they are delivering services that meet the training requirements outlined in the DDA Medicaid waiver at the time of service.

Beginning on **October 6, 2025**, DDA providers must complete an [Attestation](#) (a formal confirmation) and submit it with their initial application and quarterly via this [form](#):

- **1st Quarter Report Due October 5th** (includes trainings completed in July, August and September)
- **2nd Quarter Report Due January 5th** (includes training completed in October, November, and December)
- **3rd Quarter Report Due April 5th** (includes training completed in January, February and March)
- **4th Quarter Report Due July 5th** (includes training completed in April, May and June)

Provider Training Attestation



DDA Quarterly Provider Training Attestation

DDA certified/licensed providers are required to ensure that they are delivering services that meet the training requirements outlined in the DDA-operated Medicaid waiver at the time of service.

To meet waiver requirements, proof of training is required at initial certification/licensure and every fiscal quarter for all staff who provide waiver services.

- **Initial application**
- **1st Quarter Report Due October 5th** (includes trainings completed in July, August and September)
- **2nd Quarter Report Due January 5th** (includes training completed in October, November, and December)
- **3rd Quarter Report Due April 5th** (includes training completed in January, February and March)
- **4th Quarter Report Due July 5th** (includes training completed in April, May and June)

Providers must complete and sign this attestation for each quarter and upload it within 5 calendar days for each Quarter Period to this [google form](#).

Note: The approved [DDA waiver application](#) and [training matrix](#) list all training requirements.

Attestation Statement (please initial the statements below)

_____ I understand that as a DDA certified and/or licensed provider providing waiver services, I am required to be fully trained and ensure all staff to be fully trained in accordance with the DDA-operated Medicaid waiver requirements, Code of Maryland Regulations (COMAR), and DDA policy at the time of service delivery.

_____ I attest that all staff have completed all required training.

_____ I attest that all staff providing waiver services are fully trained at the time of service delivery.

_____ I understand that at any time the DDA or its designee may request a training roster or other proof of training.

_____ I will submit this form every quarter (quarterly).

DDA Quarterly Provider Training Attestation



Provider Training Attestation (1 of 2)



DDA Quarterly Provider Training Attestation

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Providers must complete and sign this attestation for each quarter and upload it within 5 calendar days for each Quarter Period to this [google form](#).

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Provider Training Attestation (2 of 2)

Attestation Statement (please initial the statements below)

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_____ I will submit this form every quarter (quarterly).



Signatures

By signing below, I attest that the information provided above is true and correct to the best of my knowledge.

Provider Agency Name: _____

Name of Person Completing the Attestation and Title: _____

Provider Print Name: _____

Provider Signature: _____

Questions



License and Certification Renewal Timeframes

Quality Improvement Strategy

Provider License and Certification Renewals Timeline (1 of 3)

DDA providers must continue to meet required licensure and standards.

- **120 calendar days before certification expiration:**
 - Regional Office staff emails providers with renewal instructions and self-assessment tool.
 - Providers must submit tool at least 90 days before expiration.
 - Technical assistance is available throughout.

Quality Improvement Strategy

Provider License and Certification Renewals Timeline (2 of 3)

- **75–90 calendar days before expiration:**
 - If the provider has not completed the **self-assessment tool** or requests help, Regional Office staff meet with providers to review it.
 - The review covers the provider's current status, updates, challenges, and concerns with the renewal application.
 - Staff also review policies and procedures, Program Service Plans, Quality Assurance Plan, community settings, incident reporting, and provider performance.
 - Technical assistance is provided, and remediation strategies and due dates developed as applicable.

Quality Improvement Strategy

Provider License and Certification Renewals Timeline (3 of 3)

- **60 Days before Expiration**
 - If the renewal is not submitted, Regional Offices meet with provider CEO/Executive Director & Board President
 - Providers present proposed work plan with milestones and due dates.
 - Additional meetings may be scheduled as needed to discuss other provider-specific concerns

Questions



Individual Provider Medicaid Enrollment

New Individual Provider Medicaid Enrollment (1 of 2)

- Anyone paid to provide a Medicaid waiver service, including a participant's employees, is considered a Medicaid Provider, and must follow all laws and regulations associated with a Medicaid Provider.
- By **December 31, 2025** all **individual Registered Nurses and Behavior Support Services specialists** or “sole practitioners” who provide services to participants in a DDA-operated Medicaid waiver must:
 - Be approved by DDA; and
 - Enrolled in the Maryland Electronic Provider Revalidation & Enrollment Portal (ePREP).

New Individual Provider Medicaid Enrollment (2 of 2)

- In order to meet this deadline of **December 31, 2025** it is recommended that individual providers:
 - Submit their application to DDA no later than **October 15, 2025**; and
 - Submit their ePREP application no later than **November 15, 2025**.
- Please note: you have to be approved by DDA, ***before*** you can submit an application in ePREP.
- Individual providers who have already been approved by DDA, do not need to get additional approval. But they can enroll in ePREP by **December 31, 2025**.
- Individual providers must complete this [form](#) to submit a DDA provider application.

DDA Application for Certification

- To apply for DDA certification, the following is needed:
 - Copy of a valid and current photo ID, such as a Maryland state driver's license or Maryland state ID
 - Copy of professional Maryland State License and/or Certificate
 - Copy of most recent resume (must meet provider qualification criteria)
 - Copy of professional liability insurance
 - Signed [DDA Conditions of Participation](#) form

DDA Application for Certification

- To apply for DDA certification, the following is needed (continued):
 - Results from an accepted criminal background check which may include any of the following:
 - A State criminal history records check via the Maryland Department of Public Safety's Criminal Justice Information System (CJIS); or
 - A National criminal background check via a private agency, with whom the provider contracts. (If choosing the second option, the criminal background check must pull court or other records in each state in which you worked or resided during the past 7 years.); and
 - If serving people aged 17 and under, Child Protective Services (CPS) clearance results are needed.

ePREP Application

- To submit an [ePREP](#) application, the following is needed:
 - Copy of a valid and current photo ID, such as a Maryland state driver's license or Maryland state ID
 - Copy of professional Maryland State License and/or Certificate
 - DDA Certification Approval letter
- A webinar on ePREP enrollment for Individual Nurses and Behavior Support Services providers will be held on **October 3, 2025 from 10:00 - 11:00 am**

REGISTER HERE

Regional Office Contact Information

Central Maryland Regional Office (CMRO) Patrick Ugboaja Director of Provider Services Patrick.ugboaja2@maryland.gov 443-835-5030	Southern Maryland Regional Office (SMRO) Kianna Blakeney Director of Provider Services kianna.blakeney@maryland.gov 301-362-5114
Eastern Shore Regional Office (ESRO) Andrea Jones Director of Provider Services Andrea.Jones@maryland.gov 410-726-4203	Western Maryland Regional Office (WMRO) Shawn Haines Director of Provider Services shawn.haines1@maryland.gov 240-313-3860

Questions

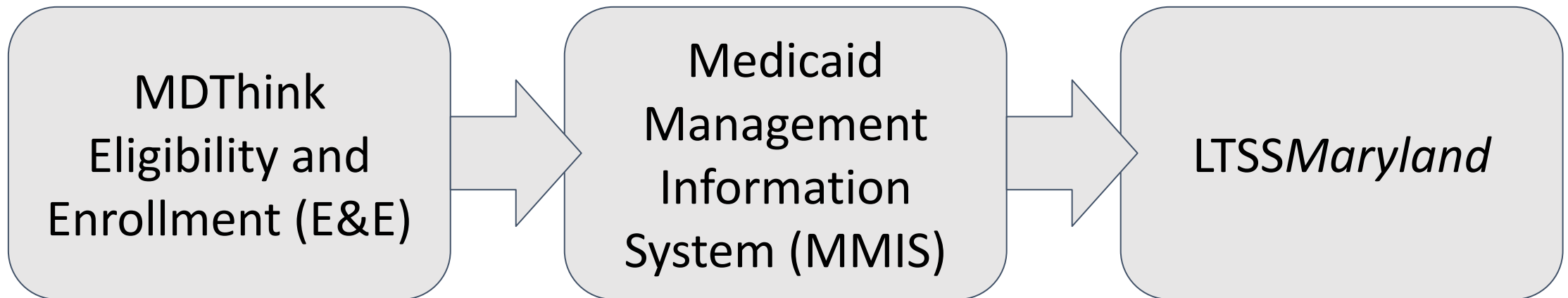


Waiver Advisory Council

System Updates

Maryland Technology Systems

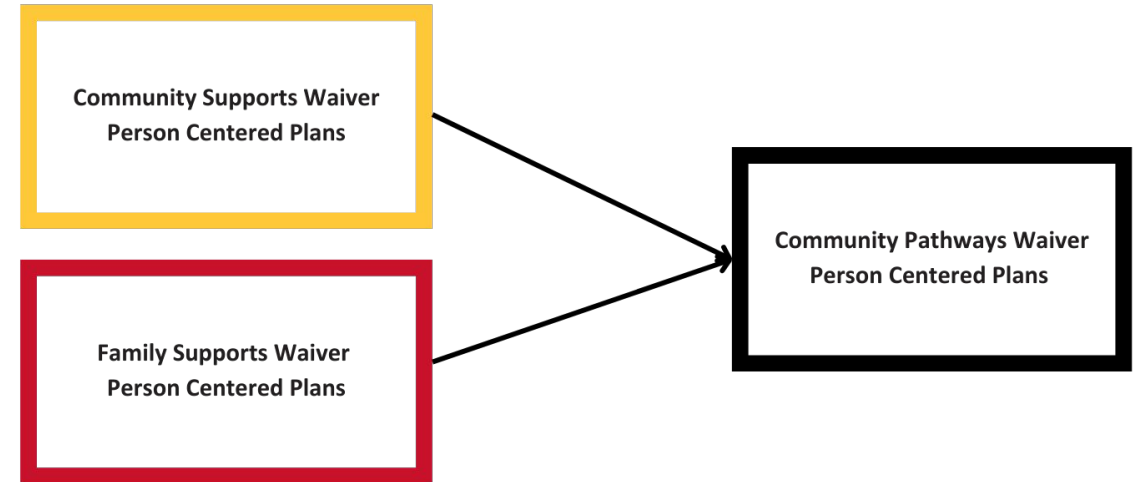
Maryland has three main information technology systems:



LTSS*Maryland* Updates Forms - October 6, 2025 (1 of 2)

- **Person-Centered Plans**

- All Community Supports and Family Supports participants active Person-Centered Plan will be changed to a Community Pathway Person-Centered Plan.
- All Person-Centered Plans that were being actively developed by the Coordinator of Community Services will be changed to a Community Pathways Person-Centered Plan.



LTSS*Maryland* Updates Forms - October 6, 2025 (2 of 2)

- **Pending waiver applications**

- All individuals that have a pending application for Community Services or Family Services will have their application converted to a Community Pathways application and pick up where they left off.

- **Program enrollment**

- All individuals enrolled in Community Supports or Family Supports 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.

PCP Activation Process - 10/6 through 10/8 (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 *LTSSMaryland* in seeing the plan as “active”.
- There is a nightly job that runs to update Person-Centered Plans as “active” based on a combination of Person-Centered Plan effective date range and Overall Decision Form status.

PCP Activation Process - 10/6 through 10/8 (2 of 2)

- This nightly job will take approximately two days to catch-up and complete in order to tag all appropriate converted Community Pathways Person-Centered Plans as “active”.
- Please note that Coordinators of Community Services and DDA providers **do not need to take any action**.
- 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**.

Questions



Waiver Changes and You

Resources

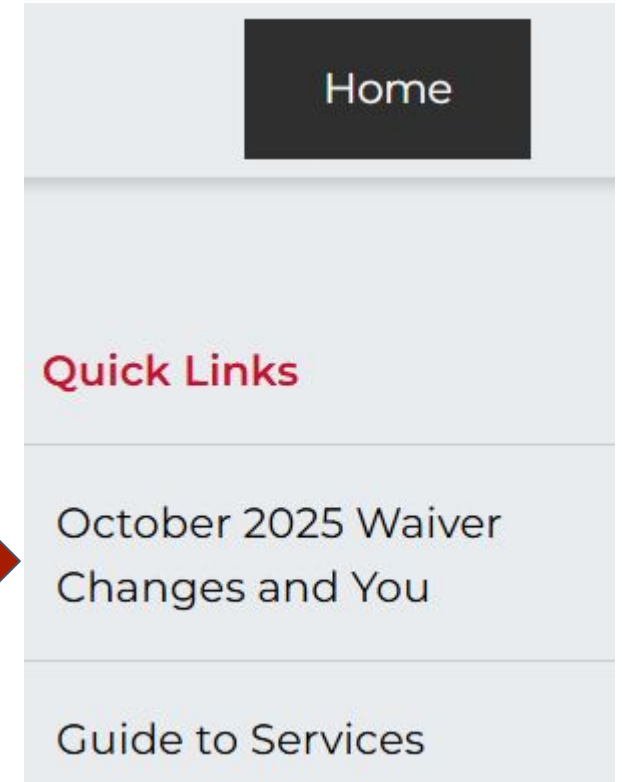
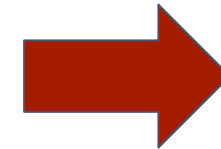
Webinar Series - Save the Dates

Date	Topic	Time
October 1, 2025	New and Updated Forms	12 - 1:30 pm
October 3, 2025	LTSS <i>Maryland</i> Updates	12 - 1:30 pm

Click [here](#) to register once to be automatically enrolled for all webinars.

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 at this [link](#).



Provider Opportunities and Requirements

Public Comment

Public Comment

- Please raise your hand if you would like to speak
- Each person will have two (2) minutes to speak

NOTE: To ensure confidentiality, if you have a question specific to an application, eligibility, or services, please contact the DDA Regional Office directly

Public Comment

02:00

Questions

