



Developmental Disabilities Administration (DDA) Eligibility

September 2025



Agenda

DDA Eligibility Application Process

- Overview
- Application Submission
- Interview and Comprehensive Assessment
- DDA Review and Eligibility Determination
- Priority Category Assessments
- Reconsideration

DDA Eligibility

Overview

Overview of DDA Eligibility

In order to receive funding under a DDA-operated Medicaid waiver program, individuals must complete a two application process:

- DDA Eligibility Application Process
- DDA-operated Medicaid Waiver Application Process

Overview of DDA Eligibility

- Per Maryland requirements, to be eligible to receive services from the Developmental Disabilities Administration (DDA), the person must have a disability which keeps them from meeting their daily activities independently and meet specific criteria.
- In order for the DDA to determine whether a person is eligible, the person or someone acting on their behalf must complete the DDA application process.

Eligibility Process Roadmap

DDA ELIGIBILITY PROCESS ROADMAP



DDA Eligibility

Application Submission

Application Intake (1 of 2)

The eligibility intake process starts when an application is sent to the DDA Regional Office. The application can be submitted by:

- The person applying,
- Their authorized representative, or
- Someone else who cares about the person, with the individual's and/or their legal representative's consent.

After receiving the application, the DDA Regional Office will:

1. Create a Client Profile in *LTSSMaryland* (if one doesn't already exist),
2. Scan and upload the application into the person's record in *LTSSMaryland* within one business day.

Application Intake (2 of 2)

- Within 7-calendar days of getting an application, the DDA Regional Office Eligibility Staff must:
 - Send the applicant a letter (Acknowledgement Letter) to confirm that the application was received.
 - Assign the applicant in *LTSSMaryland* to a Coordination of Community Services provider.
- Once the assignment is made, the Coordination of Community Services provider:
 - Will get an alert that a new person has been referred.
 - Assigns a specific Coordinator of Community Services.
- The Coordinator of Community Services has 45-business days from the date the agency is assigned to complete and submit the Comprehensive Assessment.

DDA Eligibility

Interview and Comprehensive Assessment

Assessment and Interview (1 of 5)

After being assigned, the Coordinator of Community Services must:

- Within 7-calendar days, contact the applicant to schedule a face-to-face (In-Person) interview.
- Complete the Comprehensive Assessment in *LTSSMaryland*.

The Coordinator of Community Services has 45-business days from the date the agency is assigned to complete and submit the Comprehensive Assessment.

Assessment and Interview (2 of 5)

- An in-person interview is required for all applicants.
- Exceptions (with DDA approval via email) apply only if the person lives in:
 - A chronic hospital,
 - A rehabilitation facility, or
 - A residential school.
- The Coordinator of Community Services must complete the interview even if it looks like the person may not qualify based on their application.

Assessment and Interview (3 of 5)

What Happens in the Interview?

- The Coordinator of Community Services will:
 - Meet with the applicant and their legal guardian, family, caregiver, or authorized representative caregiver.
 - Review and complete the Comprehensive Assessment.

Assessment and Interview (4 of 5)

What Happens in the Interview? (continued)

- The Coordinator of Community Services will:
 - Request and gather copies of evaluations (like medical, psychological or school reports) that show the person's disability and needs.
 - Help gather missing evaluations if anything is incomplete.
 - Share information about other community resources that may help meet the person's needs.

Note : Coordinators of Community Services should have written consent before getting information.

Assessment and Interview (5 of 5)

- During the interview, the Coordinator of Community Services must confirm if the applicant has applied for Medical Assistance or other alternative funding before the initiation of services.
 - These actions are required as per the Code of Maryland Regulations 10.22.12.08.
- If Medical Assistance (Medicaid) has not been applied for assistance should be provided
- At age 18, Social Security Income should be applied for

Comprehensive Assessment (1 of 7)

To ensure accurate eligibility determinations, all Comprehensive Assessments (CAs) must include complete and relevant documentation:

1. Required Psychological Assessments must include both cognitive testing and adaptive testing.
 - Supporting Documentation for diagnoses such as Autism Spectrum Disorder and other developmental disabilities must be supported by formal assessments.
 - These tests are required to determine if the applicant meets Maryland's developmental disability eligibility criteria.

Physician's notes or caregiver self-reports alone are not enough.

Documentation

Documentation

i The following documents are either required or recommended prior to submitting:

- ☐ Application (Required)
- ☐ Psychological Evaluation (Recommended)
- ☐ Special Education Records (Recommended)

i At least one of the following documents is required to submit the application:

- ☐ Psychological Assessment w/ IQ Testing
- ☐ Psychological Evaluation, and at least one of the following:
 - ☐ Adaptive Behavior Assessment System – Third Edition (ABAS – III)
 - ☐ Vineland Adaptive Behavior Scales – Second Edition (VABS)

Comprehensive Assessment (2 of 7)

- Community Resources
 - Coordinator of Community Services may document the applicant's current services, such as:
 - Infants and Toddlers Program.
 - Division of Rehabilitation Services (DORS).
 - Autism Waiver.
 - Rare and Expensive Case Management.
 - Community First Choice.
 - Other community supports in use.

Comprehensive Assessment (3 of 7)

- Educating applicants and families about documentation
 - Explain why supporting documentation is needed.
 - Example: The DDA needs these professional assessments to confirm eligibility.
 - Provide clear instructions on how to obtain missing evaluations or assessments.

Comprehensive Assessment (4 of 7)

Assisting with Missing Documentation

- If applicants or families have difficulty getting documents:
 - Contact schools, medical providers, or other agencies directly to request copies of the assessments.

Note: Obtain written consent from the applicant or guardian using a Release of information form

Comprehensive Assessment (5 of 7)

Inform people about other available community resources services, such as:

- Infants and Toddlers Program
- Division of Rehabilitation Services (DORS)
- [Maryland's Home and Community-Based Waiver Programs](#)
- Rare and Expensive Case Management
- [Community First Choice](#)
- Other local and community supports

Comprehensive Assessment (6 of 7)

Explain what happens next:

- DDA will notify applicants in writing once an eligibility determination has been made.
 - The notification will include information about appeals and reconsideration.
 - If approved, the individual will receive a “Choice Letter” which notifies them that they have 30-calendar days to select a Coordination of Community Service Provider.

Comprehensive Assessment (7 of 7)

Explain what happens next: (continued)

- Being found eligible for DDA services does not guarantee funding, and services will not start until waiver enrollment is approved.
- The Medicaid Waiver Application is a separate process that happens based on waiver capacity and funding.

Submission of Documents (1 of 3)

After the Interview

- The Coordinator of Community Services must upload all completed information into *LTSSMaryland* under the documentation section of the Comprehensive Assessment.

DDA Comprehensive Assessment

Status: Complete

View

Back to List

Collapse All

Documentation						
Category	Source	Title	Description	Filename	Date of Document	
Psychological Assessment w/ IQ Testing		Psychological Assessment		Psych Eval.pdf	05/30/2025	
Application		DDA Eligibility Application		Application.pdf	05/30/2025	
Social Security Card		Social Security Card		SS & Medicaid Card.pdf	05/30/2025	

Submission of Documents (2 of 3)

The DDA Regional Office eligibility staff then:

- Review the application
- Review the comprehensive assessment
- Review all supporting documents in *LTSSMaryland* to make the final eligibility decision

Submission of Documents (3 of 3)

Important to note:

- The Coordinator of Community Service makes an eligibility determination recommendation to the Regional Office.
- The Coordinator of Community Service ***should not*** provide the applicant with a preliminary eligibility determination.
- The Coordinator of Community Service can advise the applicant and family, that DDA's determination will be sent in a formal letter.

Comprehensive Assessment Extensions

An extension can be granted in the event a Comprehensive Assessment can not be submitted timely (within 45-business days).

How extensions are reviewed:

- The Regional Director reviews all extension requests.
- Requests may be approved if the applicant, caregiver, or other representative:
 - Cancels a scheduled appointment and it cannot be rescheduled timely.
 - Requested information and documentation has not been received by the applicant or other sources.

Application Abandoned

- Applicants can choose to withdraw their application at any time if they decide they no longer want to pursue DDA-funded services.
- An application may also be considered abandoned if:
 - The applicant or their authorized representative cannot be reached for the required in-person interview.
 - If this happens, the Coordinator of Community Services must document at least three attempts to contact the applicant before the 45-day deadline, including at least one attempt by certified mail.

DDA Eligibility

DDA Review and Eligibility Determination

DDA Eligibility Determination

- Under Maryland regulations (10.22.12.08 A), DDA eligibility staff must make a recommendation to the Regional Office Director within 60-business days after receiving a completed application.
- In situations where DDA is unable to make a decision based on the information provided, DDA may request for a consultant review.
 - Note: No action is needed from the Coordinator of Community Services.
- The Regional Office then sends a letter to the applicant explaining the eligibility decision and informing them of their right to a hearing to formally appeal the decision.

DDA Eligibility Criteria

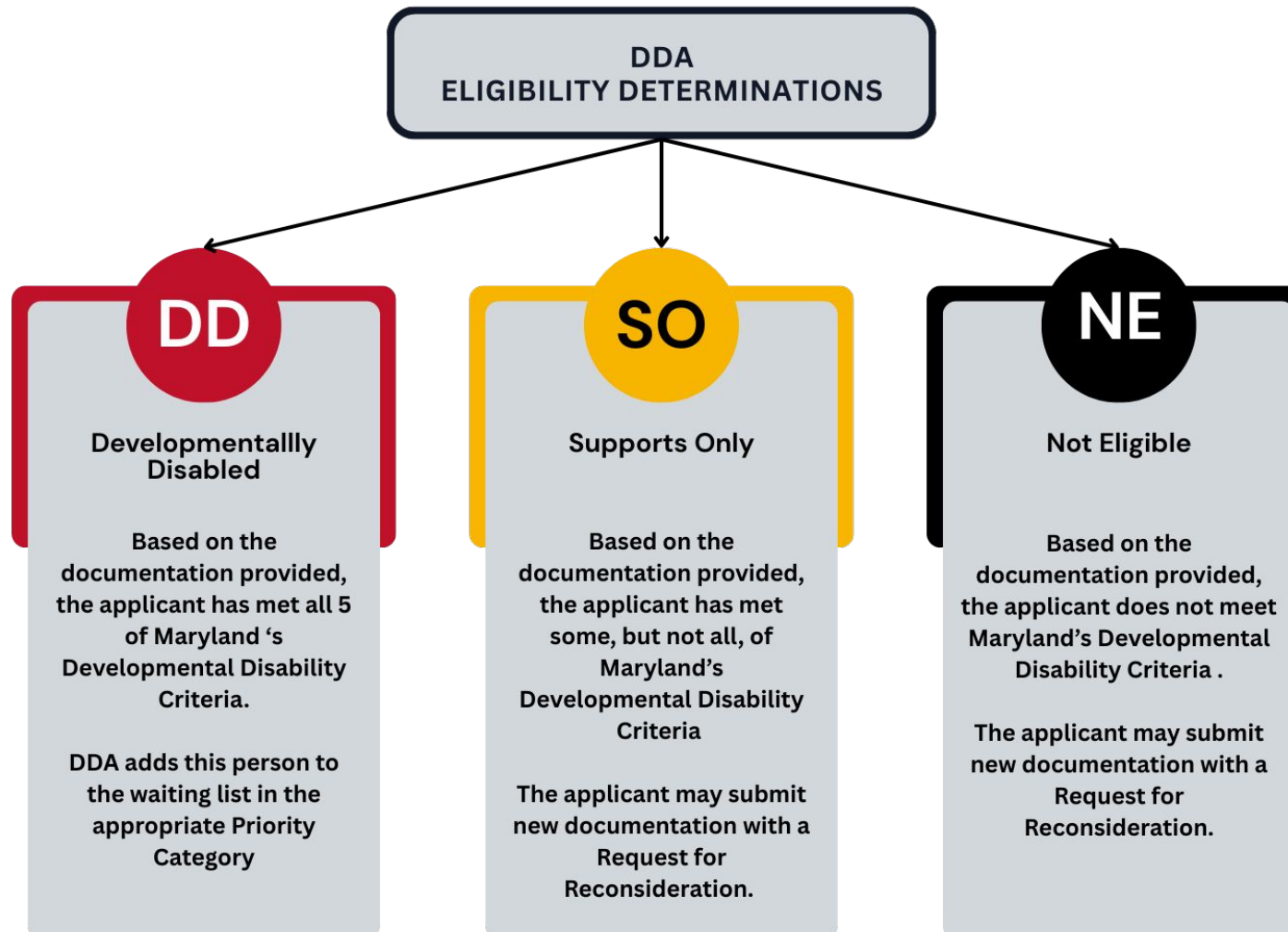
Developmentally Disabled Eligibility means:

- The person has a physical or mental impairment, but not just mental illness, or it can be a combination of mental and physical impairments.
- It will probably continue forever.
- It started before the person turned 22.
- the person needs supports or assistance to live independently; and
- the person needs the support of a team to help with their services and treatment.

Support Only Eligibility means:

- The person has a physical or mental impairment, but not just mental illness, or it can be a combination of mental and physical impairments; and
- It will probably continue forever.

DDA Eligibility Determination



DDA Eligibility

Priority Category Assessments

Priority Category Assessment (1 of 2)

- The Code of Maryland Regulations (COMAR) 10.22.12.07 priority category criteria are used to decide how urgent a person's need is once they have been found eligible for DDA services (either in the developmental disability or supports only category)
- The DDA Waiting List is organized into categories based on:
 - Urgency of need: How quickly the person needs services.
 - Length of time: How long the person has been in their priority category.
 - Special circumstances: Certain situations may qualify someone for a special funding stream or allocation outside of the usual order.

Priority Category Assessment (2 of 2)

- A person's priority on the waiting list can change if their situation—or their caregiver's situation—changes.
- It's important that individuals on the waiting list, or their representatives, tell their Coordinator of Community Services or DDA Regional Office about any changes in address or personal circumstances.

Waiting List - Crisis Resolution

Crisis Resolution (Highest Priority)

- This category is for individuals in an immediate or impending emergency that needs urgent help within a year. Examples include:
 - Being homeless or at risk of homelessness within 30 days
 - Being a victim of abuse or neglect
 - Being at serious risk of harming themselves or others
 - Living with a caregiver who cannot provide proper care due to health problems
- Requests for upgrades to Crisis Resolution should include documentation that aligns with the criteria for Crisis Resolution.

Waiting List - Crisis Prevention

Crisis Prevention

- This category is for individuals whose situations are worsening and could lead to a crisis within a year, or who have older caregivers. Examples include:
 - Individuals identified by DDA as having an urgent need for services.
 - Individuals at substantial risk of meeting Crisis Resolution criteria within a year.
 - Individuals supported by a caregiver aged 65 or older.

Note: A caregiver's age alone isn't enough to determine urgency. Staff also consider whether a crisis is likely within a year.

Waiting List - Current Request

Current Request

- This category is for people who need DDA services now but are not at risk of a crisis.
- It includes individuals who:
 - Need services now and would accept them if offered.
 - Need services in the next three years that will increase their need for services (e.g., leaving school, a caregiver retiring, or aging out of a children's residential placement).

Note: This category is not for people who simply want to be on the list for long-term planning without an immediate or near-future need.

Future Needs Registry

- The DDA keeps a Future Needs Registry for people who are eligible for DDA services (either Developmental Disability or Support Only) but don't need services within the next three years.
- Being on this registry means the person has a “future need” status.
 - This registry is separate from the DDA Waiting List and helps with long-term planning.
 - Individuals or their authorized representative are responsible for informing the DDA Regional Office about any changes in service need.

Future Needs Registry

A person on the registry may be placed on the Waiting List and assigned a priority category (Current Request, Crisis Prevention, or Crisis Resolution) if:

- They turn 18 or become Transitioning Youth (TY) eligible.
- They or their representative provide information showing a current or emerging need.

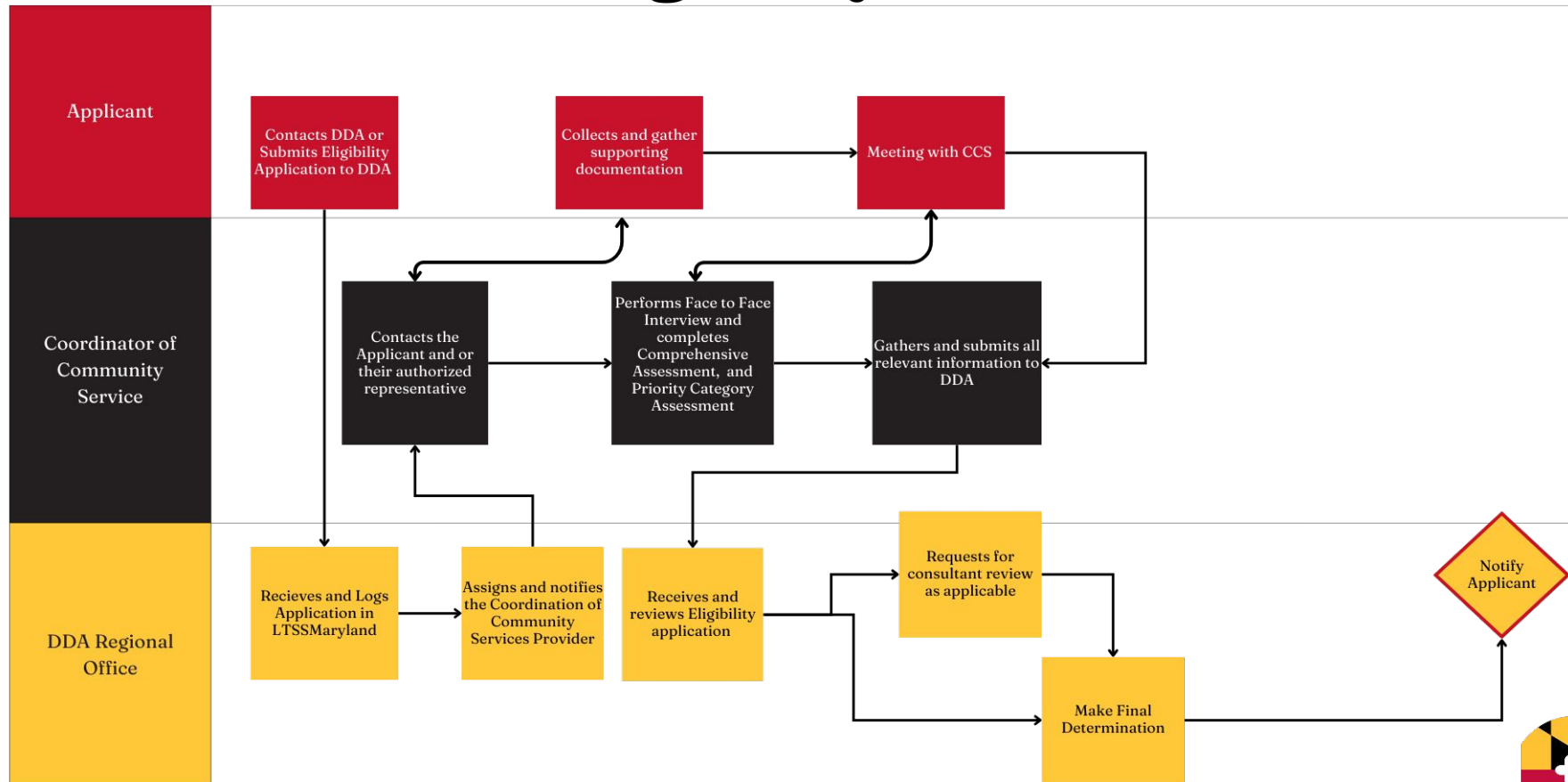
NEW

Access: DDA Eligibility Application Process

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

DDA Eligibility Summary

DDA Eligibility Process



DDA Eligibility

Reconsiderations

Request for Reconsideration

- The Request for Reconsideration form is attached to the final determination letter.
- Reconsiderations do not require a new application
- Applicants should send new information related to their applications directly to the Regional Office.
- Applicants will receive a new determination letter when a decision has been made.

Note: No action is needed from the Coordinator of Community Services



DDA Eligibility

Reminders

Important Reminders

- The DDA accepts applications at any age and at any time of the person's lifespan.
- **Becoming eligible for services does not mean that an individual will automatically be enrolled in a DDA waiver program.**
 - It means that when funding is available, the DDA can offer the person with the greatest need the opportunity to apply to the DDA Waiver Program.
 - The Coordinator of Community Services will be notified to help the person complete the Waiver application process.

Questions

