Deputy Secretary’s Agenda

- Opening Remarks
- DDA Regional Office Update
- Appendix K Update
- Questions
Deputy Secretary’s Opening Remarks

• The DDA’s highest priority is the health, safety, and wellbeing of people with intellectual and developmental disabilities, their families, staff, and providers.

• I hope you had the opportunity to read the resources we posted on the DDA website and our Constant Contact communication this week on Appendix K operational guidance.

• Next week we will be hosting a series of webinars to go over operational guides, forms, and processes that have been developed to operationalize Appendix K.

• We appreciate your on-going communication with the DDA about what you are dealing with and your efforts in supporting each other during this pandemic.
Regional Updates

• **SMRO**- Onesta Duke  
onesta.duke@maryland.gov

• **ESRO**- Kim Gscheidle  
kimberly.gscheidle@maryland.gov

• **CMRO**- Nicholas Burton  
nicholas.burton@maryland.gov

• **WMRO**- Cathy Marshall  
cathy.marshall@maryland.gov
The DDA Commitment

• We will continue to share information and resources
• We will continue to collaborate and advocate on behalf of the people you support, their families, and staff
• We will help Marylanders with intellectual and developmental disabilities thrive
• We will continue to keep you updated
Appendix K Update

• Since the DDA Appendix K has been approved by the Center for Medicare and Medicaid Services, we have posted the initial operational guidance on the DDA dedicated Appendix K webpage at https://dda.health.maryland.gov/Pages/DDA_Appendix_K.aspx

• This approval covers our Family Supports, Community Supports, and Community Pathways waivers effective **March 13, 2020** through **March 12, 2021**
Appendix K Update

• DDA Appendix K webpage information includes:
  • Letters
  • Federal Application
  • **DDA Appendix K Provisions At a Glance**
  • “At a Glance” documents to help inform stakeholders
  • Topic specific guidance memorandums
  • Topic specific webinars

https://dda.health.maryland.gov/Pages/DDA_Appendix_K.aspx
Appendix K At a Glance Documents

- Behavioral Support Services
- Career Exploration
- Community Development Services
- Community Living - Group Home
- Day Habilitation
- Employment Discovery & Customization
- Employment Services
- Environmental and Vehicle Modifications
- Family and Peer Mentoring - Family Caregiver Training
- Information for Families

- Isolation Rates
- Nursing Service
- Personal Support
- Provider Funding Flexibilities
- Respite Care Services
- Retainer Payments
- Self-Directed Services Support
- Shared Living
- Staffing Flexibilities
- Supported Employment
- Supported Living
Appendix K At a Glance Documents
Appendix K At a Glance Documents
COMMUNITY LIVING - GROUP HOME
At a Glance

COVID-19 DDA Services
Temporary changes, effective March 13, 2020

Service Delivery Flexibilities
- May be provided in a variety of settings such as family homes, hotels, and other community settings
- May exceed maximum number of people in the home to address staffing shortages or impact of people who are required to isolate
- May provide this service for people who are in an acute care hospital or short-term institutional stay

Staffing Flexibilities
- Staffing ratios may be exceeded due to staffing shortages
- Exceptions to 1:1 and 2:1 staffing ratio must be approved by the DDA
- May be rendered by relatives or legally responsible individuals (including spouses and parents of minor children)
- Expedited onboarding with only essential training required prior to supporting people

Service Authorization Flexibilities
- Daytime shared care hours will be authorized to provide funding for supports based upon the number of people in the home, with more available based upon individual needs

Retainer Payments & Rates
- Add 18% COVID-19 related retainer payment in addition to the existing 30 residential retainer fee days
- Increase rate for supporting people who have tested positive for COVID-19 and are required to be isolated

Documentation & Billing
- DDA will share guidance on documentation and billing for retainer days
- Providers must maintain documentation for positive COVID-19 virus and submit upon request

Visit our website for additional COVID-19 resources:
https://dda.health.maryland.gov/Pages/Information_for_Providers.aspx

Have questions? Email them to: dda toolkitinfo@maryland.gov

Issue date: 04.29.2020
Effective date: 03.13.2020
Version number: 1
Appendix K Memorandums

Topic Specific Guidance

- DDA Appendix K #1 - Retainer Payment Guidance
- DDA Appendix K #2 - Residential Day Time Shared Service Hours Authorization
- DDA Appendix K #3 - Personal Supports Authorization and Exceptions
- DDA Appendix K #4 - Exceptions to Pre Authorization and Service Requirements
- DDA Appendix K #5 - COVID-19 New Services Authorization Request Process
- DDA Appendix K #6 - Staff Training and On-boarding Flexibility
- DDA Appendix K #8 - Service Delivery in Alternative Settings and Out of State
- DDA Appendix K #9 - Site Capacity (Exceed License Maximum)
- DDA Appendix K #10 - Exceed Group Size and 1:1 & 2:1 Exception Request
Appendix K Memorandums

Memorandum guidance include the following:

• Background
• Overview
• Standards and Requirements
• Fiscal and Billing Process
• Applicable Resources
Appendix K Memorandums

MEMORANDUM

To: DDA Stakeholders
From: Bernard Simons, Deputy Secretary
Re: DDA Appendix K - Retainer Payments Guidance
Release Date: April 29, 2020
Effective: March 16, 2020

NOTE: Please inform appropriate staff members of the contents of this memorandum.

BACKGROUND
On March 30, 2020, Governor Lawrence J. Hogan Jr. declared a state of emergency due to disease (“COVID-19”) caused by the novel coronavirus. The COVID-19 outbreak was declared a national emergency on March 19, 2020 and was previously declared a nationwide public health emergency on January 31, 2020 (30 CFR 201). The purpose of this guidance is to provide temporary changes to the DDA’s Home and Community-Based Services (HCBS) Waiver programs (i.e. Community Pathways Waiver, Community Support Waivers, and Family Support Waivers) and State-funded services and operations in response to health and safety concerns related to the COVID-19 pandemic.

This guidance implements temporary modifications to DDA’s Waiver programs in Appendix K, submitted to and approved by the Centers for Medicare and Medicaid Services, and DDA State-funded services to address the state of emergency.

OVERVIEW
During the COVID-19 pandemic, some participants may choose to stay with their families, some may request altered or reduced service delivery, or some may be supported in other settings (e.g., hospitals, nursing facilities, etc.). In addition, Meaningful Day services and programs have been closed due to State mandates to prevent the public health. In these situations, providers may request a COVID-19 Waiver Payment when they are not providing or paying for services for a participant. The time limit for the waiver payment may not exceed the lesser of 30 consecutive days or the number of days for which the State authorizes a payment for a "bed-hold" in nursing facilities.

Currently, Maryland Medicaid State Plan nursing facility “bed-hold” days are limited to 21 days. If either the Maryland Medicaid State Plan “bed-hold” days or federal restrictions are changed, COVID-19 waiver payments may be paid for up to 30 days.

Retainer payments are for direct care staff and providers who normally provide services that include supervision and personal care, but are currently unable to do so (1) health and safety risks (2) State mandates (3) suspension of services due to the COVID-19 pandemic because the participant is due to COVID-19, and/or (4) the participant is quarantined or isolated due to local, state, federal, or medical requirements/ orders.

This guidance is subject to both the self-directed and traditional service delivery models for the following services. It applies to participants and providers associated with the

<table>
<thead>
<tr>
<th>Meaningful Day Services</th>
<th>Residential Services</th>
<th>Support Services (CCS and Waiver Supports)</th>
</tr>
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<tbody>
<tr>
<td>Employment Skills</td>
<td>Community Living - Group Home</td>
<td>Anesthesia Technology &amp; Services</td>
</tr>
<tr>
<td>Support for Employment</td>
<td>Supported Living</td>
<td>Nurse Inpatient Management</td>
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<tr>
<td>Employment Discovery &amp; Compensation</td>
<td>Supervision</td>
<td>Behavioral Support Services</td>
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<tr>
<td>Career Explorations</td>
<td>Skilled Nursing</td>
<td>Nurse Case &amp; Delegation Mog</td>
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<td>Community Development &amp; Sociology</td>
<td>Environmental Services</td>
<td>Community Supports</td>
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<td>Day Habilitation</td>
<td>Family Care</td>
<td>Participant Exp</td>
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<td>Training &amp; Advocacy</td>
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<td>Home Support</td>
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<td>Nurse Consultation</td>
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<td>Vehicle Mobility</td>
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Maryland
DEPARTMENT OF HEALTH
Appendix K Memorandums

Standards and Requirements

1. Retainer payment will occur on a case by case basis when the provider or participant self-directed services is directly impacted by COVID-19. Retainer payments will not be authorized unless self-directed services staff or providers are providing services to the participant.

2. Retainer Payment Limits:
   a. Meaningful Day, Community Living: Group Home (CLGH), and Supported Living (SL) retainer payment time limit may not exceed the lesser of 20 consecutive days or the number of days for which the service provider is authorized for “bed-hour” in nursing facilities. Currently, Maryland Medicaid State Plan nursing facility “bed-hour” days are limited to 18 days.
   b. Meaningful Day hourly services (provided under self-direction service delivery model) retainer payment time limit may not exceed 100 hours unless otherwise authorized by the DDA.
   c. Personal Support (PS) retainer payment time limit may not exceed 72 hours (e.g. 576 quarter days) unless otherwise authorized by the DDA.

3. Retainer payments for CLGH, SL and PS will be paid at 100% of the authorized rate including add ons, as in the participant’s person-centered plan and budget, for both the self-directed and traditional service delivery models.

4. Retainer payment for Meaningful Day services will be paid at 80% of the authorized rate including add ons for both the self-directed and traditional service delivery models, as set forth in the participant’s person-centered plan and budget, for both the self-directed and traditional service delivery models.

5. Fiscal Management Service (FMS) providers should work with participants enrolled in the self-directed service delivery model to adjust the rates for Meaningful Day retainer service by reducing the rate to 80% of the usual authorized rate.

6. Participants enrolled in the self-directed service delivery model will determine, on a case by case basis, if they will authorize retainer payments.

7. The FMS provider will collect and review documentation to ensure that a single staff member does not receive both payments for provision of services and a retainer payment for the same time.

8. If a provider, or FMS provider on behalf of a participant enrolled in self-directed services, is paying legally responsible individuals, relatives, friends, direct support professional, or any other eligible individual to provide services in alternative locations they shall bill as if services were provided by staff in the normal location (e.g., PCIS present day or self-direction timesheets/invoices and not bill for a COVID-19 Retainer Payment).

9. Retainers for legally responsible individuals, relatives, friends, or eligible to support the participant without pay (e.g., natural support), then the provider, or FMS provider on behalf of the participant enrolled in self-directed services, can bill for a COVID-19 Retainer Payment.

10. For CLGH, the COVID-19 Retainer Payment is in addition to the Residential Retainer Fee already established in DDA’s Community Pathways approved waivers. Therefore, a provider can seek payment for up to 18 days for the COVID-19 Retainer Payment and up to the 30 day Residential Retainer fee included in the Community Pathways Waiver Amendment 81, 2020, for a total of 48 days. Again, if the time limit for COVID-19 Retainer Payment changes, the DDA will notify its stakeholders.

Billing Process under DDA’s PCIS2 System:

1. For CLGH, Supported Employment, Community Development Services, Career Exploration, and Day Habilitation a provider shall:
   - Enter ‘C’ day (as reference to COVID-19 Retainer Payment) into PCIS2 attendance sheet.

Note: Retainer days will pay through the normal PCIS2 prospective payment process.

2. For Supported Living services, a provider shall:
   - Bill the retainer days on the existing Community Pathways invoice along with the corresponding CMS 15090s.

3. For Personal Support services; there are two calendars in PCIS2. Providers shall:
   - Enter regularly authorized services into the Base Calendar.
   - Enter 15-minute units for retainer payment on the new “COVID-19 Retainer Calendar.”

Notes:
1. Retainer hours can be entered on the same day as actual service hours based on the typical service pattern.
2. Retainer hours may not be submitted if the day has been indicated as an inflation day.

Billing Process – Pilot Providers only:
Due to the inability to modify LTSS Maryland, pilot providers will need to invoice for COVID-19 Retainer Payment by submitting CMS 15090s using the LTSS Invoice. Refer to the LTSS Invoice and Instructions on the DDA Appendix K Webpage.

Invoices should be submitted directly to the Headquarters who will prioritize and expedite the processing. There will be further guidance provided to the LTSS Pilot Providers as needed.

Billing Process – Self-Direction Only:
Participants, who are enrolled in the self-directed services delivery model, shall send authorization for retainer payments to the FMS providers.

The FMS provider shall submit a claim for the retainer days using the new procedure codes posted on the DDA Appendix K Webpage:
- Day Habilitation
- Community Development Services
- Supported Employment
Appendix K Memorandums

Fiscal Reporting:
Fee Payment System Services:
Guidance for fiscal reporting on COVID-19 related Fee Payment System (FPS) services expenditures will be provided in the Fiscal Year (FY) 2020 cost report instructions at a later date. The instructions will be updated to accommodate the flexibility granted by CMS for service authorization exceptions and the additional costs associated with the COVID-19 state of emergency.

As part of the fiscal reporting related to COVID-19 expenditures, providers will need to identify and include any funds received through the Federal Payroll Protection Program in the Cost Report and in the audited financial statements. This requirement will also be reflected in the Cost Report instructions to be released at a later date.

Fiscal Management Services (FMS):
The year-end reconciliation should identify the retainer service days in each participant’s budget.

<table>
<thead>
<tr>
<th>Service</th>
<th>Traditional Service Delivery</th>
<th>Self-Directed Services</th>
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</thead>
<tbody>
<tr>
<td>Career Exploration</td>
<td>Up to 18 days at 80% rate</td>
<td>Up to 108 hours</td>
</tr>
<tr>
<td>Community Development Services</td>
<td>Up to 18 days at 80% rate</td>
<td>Up to 108 hours</td>
</tr>
<tr>
<td>Community Living: Group Home</td>
<td>Up to 18 days at 100% rate</td>
<td>Up to 108 hours</td>
</tr>
<tr>
<td>Day Habilitation</td>
<td>Up to 18 days at 80% rate</td>
<td>Up to 108 hours</td>
</tr>
<tr>
<td>Employment Services</td>
<td>Up to 18 days at 80% rate</td>
<td>Up to 108 hours</td>
</tr>
<tr>
<td>Personal Supports</td>
<td>Up to 78 hours at 100% rate, within authorized limit</td>
<td>Up to 72 hours, within authorized limit</td>
</tr>
<tr>
<td>Supported Employment</td>
<td>Up to 18 days at 80% rate</td>
<td>Up to 108 hours</td>
</tr>
<tr>
<td>Supported Living</td>
<td>Up to 28 days at 100% rate</td>
<td>Up to 108 hours</td>
</tr>
</tbody>
</table>

*Based on current State bed hold days unless otherwise authorized by the DDA.

Applicable Resources:
DDA Website - Appendix K Webpage
DDA MEMO/GUIDANCE/DIRECTIVES
DDA COVID-19 Resource Page
Appendix K Forms

To streamline request/notification, authorization of new service needs, and meet CMS requirements, the following COVID-19 related forms were developed or revised:

- DDA COVID-19 Service Authorization Form *(DDACOVIDForm#1)*
- DDA COVID-19 Site Notification Form *(DDACOVIDForm#2)*
- DDA COVID-19 Staff Ratio Exception Request Form *(DDACOVIDForm#3)*
- DDA COVID-19 Person-Centered Plan Supplemental Authorization *(DDACOVIDForm#4)*
- Cost Detail Sheet - Revised
### DDA COVID-19 Service Authorization Form

**Participant Specific Information**
- **LTSS ID**: 2222222
- **POSS ID**: 1111111111
- **First Name**: Jane
- **Last Name**: Smith
- **Behavioral Support Services**: Yes
- **Nursing Services**: Yes
- **Respite Services**: Yes
- **O&H**: Yes
- **SL Personal Support**: Yes
- **SL Additional Hours**
- **Start Date**: 04/01/20
- **End Date**: 04/01/20

**Streamlined Request for Additional Support Hours - Requires Pre-AUTH - Indicate hours per week (beyond current authorization)**
- **Requested Additional SL**
- **Effective Date**

**What is the need? (Additional staffing and/or Assistive Technology)**

**What is the risk? (1-2 sentences)**

**How is the requested service mitigating the risk? (1-2 sentences)**

**Date of Agreement with Participant**

**RO Review**

**Notes**

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**DDA Regional Office**

**Regional Director/Signature**

**Date**
### DDA COVID-19 Site Notification Form (DDACOVIDForm#2)

**Instructions**
1. Provider to complete required fields when:
   a. CLGH, SL, PS, CDS, and Day Hab services are provided in an acute care setting/short term institutional stay;
   b. CLGH and SL are provided in alternative sites or out of the State; and
   c. CLGH site capacity is exceeded.
2. Provider to send form via secure email to RO dedicated email account with copy to OHCQ at dd.siteinspections@maryland.gov

**Created:** 4/29/2020

<table>
<thead>
<tr>
<th>Date:</th>
<th>Agency Contact:</th>
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<thead>
<tr>
<th>Person Submitting:</th>
<th>Contact Email:</th>
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<th>Provider Name:</th>
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### DDA COVID-19 Site Notification

<table>
<thead>
<tr>
<th>Participant Information</th>
<th>DDA Licensed Site Only</th>
<th>Site Classification (I.e. Family Home, Provider Site, Staff Home, Hotel, Hospital, Institution, Church, Other (insert))</th>
<th>Site Purpose (I.e. Isolate - COVID19+, Exposure, Behavior Supports, etc.)</th>
<th>Effective Date</th>
<th>Out of State (Yes/No)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person’s LTSS ID#</td>
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<tr>
<td>PCI52 ID#</td>
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<td></td>
</tr>
<tr>
<td>First Name</td>
<td>Last Name</td>
<td>Service Site Address (including street address, City and State)</td>
<td>Licensed Capacity</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td># of People Current Being Supported at Site</td>
<td></td>
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<td></td>
<td></td>
<td>Site (I.e. Family Home, Provider Site, Staff Home, Hotel, Hospital, Institution, Church, Other (insert))</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Site Purpose (I.e. Isolate - COVID19+, Exposure, Behavior Supports, etc.)</td>
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Appendix K Forms

### DDA COVID-19 Staff Ratio Exception Request Form (DDACOVID#3)

**Instructions**
1. Provider to complete required fields when requesting exception to currently authorized 1:1 or 2:1.
2. Provider to send form via secure email to RO dedicated email account.

<table>
<thead>
<tr>
<th>Date:</th>
<th>Agency Contact:</th>
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<table>
<thead>
<tr>
<th>Provider:</th>
<th>Contact Email:</th>
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</table>

#### DDA COVID-19 Staff Ratio Exception Request (Only 1:1 or 2:1)

<table>
<thead>
<tr>
<th>Participant Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Person’s LTSS ID#</td>
<td>PCI52 ID#</td>
</tr>
<tr>
<td>First Name</td>
<td>Last Name</td>
</tr>
<tr>
<td>Pre-COVID Staff Ratio</td>
<td>New Proposed Staff Ratio</td>
</tr>
<tr>
<td>Additional Comments</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>How is the need currently being met and why is this untenable:</th>
<th>What is the risk if this need cannot be met:</th>
</tr>
</thead>
<tbody>
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</table>

| I, on behalf of provider noted above, affirm that the provider will ensure that it supports the health and safety needs of participant(s) affected if the staffing ratio exception is approved by DDA. |
| Agency Director: | Date: |
| Signature:       |       |

<table>
<thead>
<tr>
<th>DDA Regional Office:</th>
<th>Approved</th>
<th>Denied</th>
<th>Pending</th>
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<tbody>
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<tr>
<th>Additional Information Needed as follows:</th>
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<table>
<thead>
<tr>
<th>Regional Director Signature:</th>
<th>Date:</th>
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<table>
<thead>
<tr>
<th>DDA COVID-19 Staff Ratio Exception Form (DDACOVID#3)</th>
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</table>
Appendix K Revised Cost Detail Sheet

**Instructions**

The DDA Waiver Cost Detail tool replaces the separate cost details spreadsheets that were previously in-use and have been expanded to cover all services for the Community Pathways, Family Supports, and Community Supports Waivers. Please be advised that the services and rates for the Community Pathways Waiver are those that begin in FY 2019 (pending CMS approval), so we recommend that the tool only be used for CP plans or changes starting after July 1, 2018. Additionally, we've created this tool to be “one size fits all,” and this tool can be used for participants in all waivers and people who are in both traditional and self-directed services. This means there are some aspects of the tool that you may not need to fill out. Below are some additional notes on how to use the tool:

1. Make sure to enter a person’s name, plan type (Self-Direction/Traditional), Waiver type (CP/CS/FS/State Only) and county (where the participant lives) into the input table at the top of the "Budget" tab before selecting services. For FY 2019 CP Plans, use a Plan End Date of 6/30/19. For FY CP 2020 plans, use a Plan End Date of 6/30/20. Ignore red highlighting in cells D10 and D11 that will result from end dating plans on 6/30/19 (FY 19) and 6/30/20 (FY 20). Additionally, please enter scores for relevant matrix-related services that you are requesting (ex. residential and day services) into the appropriate drop-down categories on cells H6, H7, H8, I6, I7 and I8 in the "Budget" tab. Rates will not populate for services in the table until this criteria is completed. Finally, meaningful day and residential services will require the user to select their own unique county drop-down (where services are provided) to populate a rate.

2. All of the tabs are protected, meaning that you are only allowed to edit cells without formulas. Please don’t attempt to unprotect the sheet and edit cells with formulas as it will affect the integrity of the model.

3. Cells in the model will always highlight grey if they need to be filled out. For example, if "Assistive Technology and Services" is selected, only the cell under the "UPL/Total" column will fill grey, since this service is an upper pay limit and doesn't require a certain number of units to be inputted.

4. Always fill out the "Budget" tab before moving onto the "PS & Add-On Tool" tab (if necessary). The "PS & Add-On Tool" tab relies on information from the "Budget" tab to populate. Be aware that days in the tables showing day services need to be filled out in accordance with a provider's operational calendar.

5. If personal supports are needed, click the "PS & Plan Tool" sheet. First, you will input the county where the participant is receiving this service and the number of persons in the home (1, 2, or 3). Then you will populate either the number of hours per month or the hours per week that the person needs for each month in the plan year in the "Personal Supports Tool" table. This will populate the "Personal Supports" section on the "Budget" tab. Again, this should be done after most of the data has already been entered in the "Budget" tab.

6. There is conditional formatting throughout the model to help the user avoid input errors. Cells will highlight red if an error has been identified. For example, requesting services in the "Add-On Tool" section outside the timeline inputted in the "Budget" tab would create an error.
Appendix K Revised Cost Detail Sheet

Maryland Department of Health
Developmental Disabilities Administration

Justification Questions:
1. What is the need? (additional staffing and/or assistive technology)
2. What is the risk? (1-2 sentences)
3. How is this requested service mitigating the risk? (1-2 sentences)
4. Date of agreement: With/Individual - (00/00/0000), With/Team (00/00/0000)

DDA Approval
Check this box to indicate your approval of this request. □
Appendix K Revised Cost Detail

<table>
<thead>
<tr>
<th>Service Name</th>
<th>Funding Adminstrator</th>
<th>Service Start Date</th>
<th>Service End Date</th>
<th>Site Number</th>
<th>On-Board Client Case Code</th>
<th>Rate</th>
<th>Units</th>
<th>Add-on Amount</th>
<th>Total Amount</th>
<th>Rate</th>
<th>Annual Days</th>
<th>UIN Amount</th>
<th>Total Amount</th>
<th>Rate</th>
<th>Annual Days</th>
<th>UIN Amount</th>
<th>Total Amount</th>
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Budget
Appendix K Revised Cost Detail

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<th>Service</th>
<th>Funding Adjustment</th>
<th>Start Date</th>
<th>End Date</th>
<th>Hours/Week</th>
<th>Rate</th>
<th>FY 2019 Totals</th>
<th>FY 2020 Totals</th>
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**Meaningful Day Add-On Tool**

Please note that only those on the Add-On sheet should be added on in the plan.

**Meaningful Day Transportation Add-On Tool**

Please note that service recipients should be the last day of the plan.

**Residential Direct Support Add-On Tool**

**Residential Awake/Overnight Add-On Tool**
Appendix K Webinars

The DDA will be hosting a series of webinars next week from 10 a.m. to 11:30 a.m. that will provide an overview of topic specific guidance and review frequently asked questions:

Tuesday, May 5th:

- DDA Appendix K #1 - Retainer Payment Guidance
- DDA Appendix K #2 - Residential Day Time Shared Service Hours Authorization
- DDA Appendix K #3 - Personal Supports Authorization and Exceptions
- DDA Appendix K #7 - Increased Rate for Supporting Person with COVID-19 Virus
Appendix K - Webinars

Wednesday, May 6th:

• DDA Appendix K #4 - Exceptions to Pre Authorization and Service Requirements
• DDA Appendix K #5 - COVID-19 New Services Authorization Request Process
• Self-Direction Provisions

Thursday, May 7th:

• DDA Appendix K #6 - Staff Training and On-boarding Flexibility
• DDA Appendix K #8 - Service Delivery in Alternative Settings and Out of State
• DDA Appendix K #9 - Site Capacity (Exceed License Maximum)
• DDA Appendix K #10 - Exceed Group Size and 1:1 & 2:1 Exception Request
# DDA APPENDIX K PROVISIONS At a Glance

<table>
<thead>
<tr>
<th>DDA's Appendix K Provisions Highlights</th>
<th>DDA Preauthorization Required</th>
<th>Community Living Group Home</th>
<th>Meaningful Day Services (Employment Services, Supported Employment, Career Exploration, Community Development)</th>
<th>Behavioral Support Services</th>
<th>Nursing Services (Consultation, Health Case Management, Delegation)</th>
<th>Personal Supports</th>
<th>Shared Living</th>
<th>Supported Living</th>
<th>Self Direction*</th>
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<td>Telephone/Remote Services</td>
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<td>Nettaker Payment</td>
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<td>Resident at Day Time Shared Service Hours</td>
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<td>Increased Rate</td>
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<td>Personal Protective Equipment (PPE) Reimbursement</td>
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<td>Behavioral Support Services (No Preauthorization)</td>
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<td>Nursing Services (Consultation, Health Case Management, Delegation)</td>
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<td>Respite Services (No Pre-authorization)</td>
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<td>Out of State Service Setting</td>
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<td>Site Capacity (Exceed Maximum)</td>
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<td>Staffing Ratio: 1:21 Exception</td>
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<td>Staffing Ratio (Exceed Maximum)</td>
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<td>Legal guardians and relatives may be paid for greater than 81 hours per week</td>
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<td>Exceed 81 hours per week within the authorized budget</td>
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<td>Exceed current DDA authorization within person's overall authorized funding budget</td>
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<td>Services can be provided any day of the week and exceeds eight hours a day and 12 hours per week within a person's authorized budget</td>
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<td>Suspension of minimum of six hours of services be provided during a single day</td>
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*Note: Refer to DDA guidance for additional information

Visit our website for additional COVID-19 resources: https://dda.health.maryland.gov/Pages/DDA_Appendix_K.aspx
Have questions? Email them to: dda.toolkitinfo@maryland.gov
Appendix K Webinars

Reminders

- Carefully read the resources posted on the DDA’s Appendix K webpage
  - “At a Glance” documents
  - Topic specific guidance memorandums
  - Frequently Asked Questions (FAQs)

- Register for the webinars next week

- Submit questions *not addressed in guidance or FAQs* to dda.toolkitinfor@maryland.gov