



Developmental Disabilities Administration (DDA) Updates

Bernard Simons, DDA Deputy Secretary

May 1, 2020



Deputy Secretary's Agenda



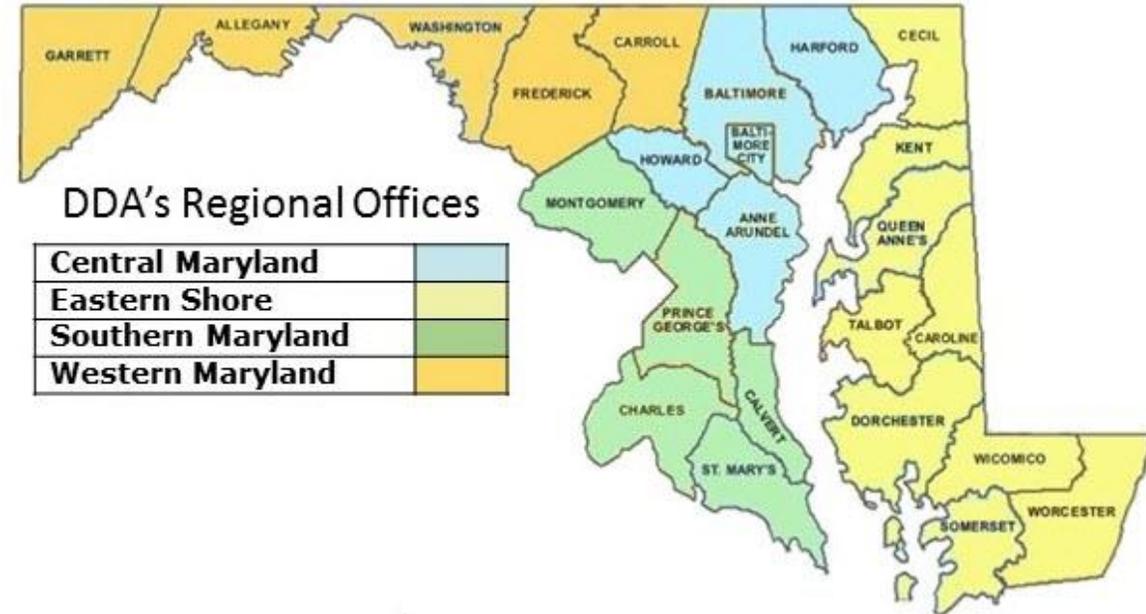
- Opening Remarks
- DDA Regional Office Update
- Appendix K Update
- Questions

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
onestaduke@maryland.gov
- **ESRO**- Kim Gscheidle
kimberlygscheidle@maryland.gov
- **CMRO**- Nicholas Burton
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- **WMRO**- Cathy Marshall
cathymarshall@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](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

The graphic is a vertical document titled 'INFORMATION FOR FAMILIES' from the Maryland Department of Health. It features a decorative top border with yellow, black, and red geometric shapes. The document is organized into four main sections, each with a distinct background color and an icon: 'COMMUNITY LIVING' (orange background, house icon), 'DAILY LIVING & EMPLOYMENT' (red background, calendar icon), 'HEALTHY LIVING' (blue background, heart icon), and 'SUPPORTS FOR FAMILIES' (purple background, group of people icon). Each section contains a list of bullet points detailing service changes. At the bottom, there is a footer with contact information and a small 'Issue date: 04.29.2020' box.

 **Maryland**
DEPARTMENT OF HEALTH

INFORMATION FOR FAMILIES

 COVID-19 Information

Traditional DDA Services, Flexibility in the Appendix K

Even in the thick of an emergency, everyone has to figure out what they are going to do during the day; how to stay healthy and safe; and more. Here is information on how DDA is making changes to services to help you and your loved one during the COVID-19 crisis.

COMMUNITY LIVING

- Family members may be hired as Direct Support Professionals.
- Staff may support a person in the hospital.
- Higher rate for all residential services and Personal Supports for people who must be isolated due to COVID-19. This is so that staff are available to provide critical services.
- Services may occur in a provider home, the person's home, a family home, or even another setting like a hotel. For example, there may be a need to set up a house for a person to isolate.

DAILY LIVING & EMPLOYMENT

- Increased hours for personal supports and day time supports for residential services, so people have support when they cannot take part in meaningful day programs.
- Meaningful day services can be done remotely, by phone or the internet.
- Meaningful day services can occur in different places. For example, in a person's home.
- Increased Respite services to provide relief for caregivers and for when a person's parents are not available.

HEALTHY LIVING

- Behavior supports and Nursing services can be used without prior authorization.
- Family members may be hired to provide Nursing services.
- Staff may support a person in the hospital.
- Higher rate for Nursing services for people who must be isolated due to COVID-19. This is so that staff are available to provide critical services.

SUPPORTS FOR FAMILIES

- Quick access to Nursing Services, Behavioral Support Services, Respite Services and Personal Supports.
- Payment for family members and legally responsible individuals above current limits.
- Health check-in call by Coordinator of Community Services.
- Service flexibility in hours per day, service location, and staffing.

Issue date: 04.29.2020

Maryland Developmental Disabilities Administration Visit: 201 West Preston Street, Baltimore, MD 21201 Find Out More: 844-253-8694 | dda.health.maryland.gov

Appendix K At a Glance Documents



**Maryland**
DEPARTMENT OF HEALTH



DAY HABILITATION At a Glance

COVID-19 DDA Services

Temporary changes, effective March 13, 2020

Service Delivery Flexibilities

- May be provided over the phone, or by Skype, Zoom, Facetime, etc. to allow services to continue to be provided remotely in the home and community settings
- May be provided in a variety of settings such as residential sites, family homes, and other community setting
- May provide this service for people who are in an acute care hospital or short-term institutional stay
- Suspend requirement for individualized schedule
- Suspend six hour minimum for services in a day under traditional service delivery model - May bill for the entire day if provide the person with, at minimum, one hour of cumulative supports during that day
- Personal care assistance may comprise the entirety of the service, as appropriate

Staffing Flexibilities

- Staffing ratios may be exceeded due to staffing shortages
- 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

- May be provided any day of the week and exceed eight hours a day and 40 hours per week within a person's authorized budget

Retainer Payments

- Add COVID-19 Retainer Payment at up to 80% of the rate:
 - Traditional Service Delivery Model: Up to 18 days - Self-Directed Services: Up to 108 hours
- DDA will share guidance on documentation and billing for retainer days

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

▶ Issue date: 4.30.2020
▶ Effective date: 3.13.2020
▶ Version number: 1

Maryland Developmental Disabilities Administration
Visit: 201 West Preston Street, Baltimore, MD 21201
Find Out More: 844-253-8694 | dda.health.maryland.gov



Appendix K At a Glance Documents

Maryland
DEPARTMENT OF HEALTH

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 staff 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

- Day time shared service 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 days in addition to the existing 30 residential retainer fee days
- Increased rate for supporting people who have tested positive for COVID-19 and are required to be isolated

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: 3.13.2020
Version number: 1

Maryland Developmental Disabilities Administration | Visit: 201 West Preston Street, Baltimore, MD 21201 | Find Out More: 844-253-8694 | dda.health.maryland.gov

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: 3.13.2020
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



To: DDA Stakeholders
From: Bernard Simons, Deputy Secretary *Bernard Simons*
Re: DDA Appendix K #1- Retainer Payments Guidance
Release Date: April 29, 2020
Effective: March 13, 2020

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

BACKGROUND

On March 5, 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 13, 2020 and was previously declared a nationwide public health emergency on January 31, 2020 (retroactive to January 27, 2020).

The purpose of this guidance is to inform Developmental Disabilities Administration (DDA) stakeholders of temporary changes to the DDA's Home and Community-Based Services (HCBS) Waiver programs (i.e. Community Pathways Waiver, Community Supports Waiver, and Family Supports Waiver) 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 systems (e.g. hospitals, nursing facilities, etc.). In addition, Meaningful Day services and programs have been closed due to State mandates to protect the public's health. In these situations, providers may request a COVID-19 Retainer Payment when they are not providing or paying for services for a participant.

The time limit for the retainer 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 18 days. If either the Maryland Medicaid State Plan "bed-hold" days or federal restrictions are changed, COVID-19 retainer payments may be paid up to 30 days.

Retainer payments are for direct care staff and providers who normally provide services that include habilitation and personal care, but are currently unable to due to: (1) health and safety risk; (2) State mandates; (3) complications experienced during the COVID-19 pandemic because the participant is sick due to COVID-19; and/or (4) the participant is isolated or quarantined based on local, State, federal and/or medical requirements/orders.

This guidance applies to both the self-directed and traditional service delivery models for the following services. It does not apply to participants and providers associated with the LTSSMaryland pilot, who will receive separate pilot specific guidance.

Meaningful Day Services		Residential Services		Support Services (CCS and Waiver Supports)	
X	Employment Services	X	Community Living – Group Home	Assistive Technology & Services	Nurse Health Case Management
X	Supported Employment	X	Supported Living	Behavioral Support Services	Nurse CM & Delegation Svcs
	Employment Discovery & Customization		Shared Living	Coordination of Community Services	Participant Ed, Training & Advocacy
X	Career Exploration			Environmental Assessment	X Personal Supports
X	Community Development Svcs			Environmental Modification	Respite Services
X	Day Habilitation			Family & Peer Mentoring Supports	Remote Support Services
				Family Caregiver Training & Empowerment	Support Broker
				Housing Support	Transportation Svcs
				Nurse Consultation	Vehicle Mods



Appendix K Memorandums

Standards and Requirements

1. Retainer payment will occur on a case by case basis when the provider or participant self-directing services is directly impacted by COVID-19. Retainer payments will not be authorized when 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 **30 consecutive days** or the number of days for which the State authorizes a payment for "bed-hold" in nursing facilities. **Currently, Maryland Medicaid State Plan nursing facility "bed-hold" 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 **108 hours** unless otherwise authorized by the DDA.
 - c. Personal Support (PS) retainer payment time limit may not exceed **72 hours** (e.g. 576 15-minute units) 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, staff 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 payment 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 qualified individual to provide services in alternative locations they shall bill as if services were provided by staff in the normal location (e.g. PCIS2 present day or self-direction timesheet/invoice) and not bill for a COVID-19 Retainer Payment.
9. If families, legally responsible individuals, relatives, or friends choose to support the participant without pay (aka. natural supports), 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 services, the COVID-19 Retainer Payment is in addition to the Residential Retainer Fee already established in DDA's Community Pathways approved waiver. 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 #2 2019](#), 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 1500s.
3. For Personal Supports services, there are two calendars in PCIS1. 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 isolated day.

Billing Process - Pilot Providers only:

Due to the inability to modify LTSSMaryland, pilot providers will need to invoice for COVID-19 Retainer Payment by submitting CMS 1500s 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 provider.

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.

Retainer Payment Reference Chart

Service	Traditional Service Delivery	Self-Directed Services
Career Exploration	Up to 18 days at 80% rate	Up to 108 hours
Community Development Services	Up to 18 days at 80% rate	Up to 108 hours
Community Living- Group Home	Up to 18 days at 100% rate	
Day Habilitation	Up to 18 days at 80% rate	Up to 108 hours
Employment Services	Up to 18 days at 80% rate	Up to 108 hours
Personal Supports	Up to 78 hours at 100% rate, within authorized limit	Up to 72 hours, within authorized limit
Supported Employment	Up to 18 days at 80% rate	Up to 108 hours
Supported Living	Up to 18 days at 100% rate	

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

Applicable Resources:

[DDA Waivers - 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

Appendix K Forms

A	B	C	D	E	F	G	H
DDA COVID-19 Staff Ratio Exception Request Form (DDACOVForm#3)							
Instructions Created: 4/28/2020		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 .					
Date:			Agency Contact:				
Provider:			Contact Email:				
DDA COVID-19 Staff Ratio Exception Request (Only 1:1 or 2:1)							
Participant Information							
Person's LTSS ID#	PCIS2 ID#	First Name	Last Name	Pre-COVID Staff Ratio	New Proposed Staff Ratio	Additional Comments	
How is the need currently being met and why is that untenable:				What is the risk if this need cannot be met:			
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:			Signature:			Date:	
DDA Regional Office:		Approved	Denied	Pending	Additional Information Needed as follow:		
Regional Director Signature:							
Date:							
DDA COVID-19 Staff Ratio Exception Form (DDACOVForm#3) Created: 4/28/2020							

Appendix K Revised Cost Detail Sheet

Instructions

A
<p>Maryland Department of Health Developmental Disabilities Administration</p>
<p>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:</p>
<p>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.</p>
<p>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.</p>
<p>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 gray, since this service is an upper pay limit and doesn't require a certain number of units to be inputted.</p>
<p>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.</p>
<p>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.</p>
<p>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.</p>

Appendix K Revised Cost Detail Sheet

A
<p>Maryland Department of Health Developmental Disabilities Administration</p> <p><u>Justification Questions:</u></p> <p>1.What is the need? (additional staffing and/or assistive technology)</p> <p>2. What is the risk? (1-2 sentences)</p> <p>3.How is this requested service mitigating the risk? (1-2 sentences)</p> <p>4.Date of agreement: With/Individual - (00/00/0000), With/Team (00/00/0000)</p>

Justification

DDA Approval

Check this box to indicate your approval of this request.

Appendix K Revised Cost Detail

Waiver Cost Detail										Maryland Department of Health																																																			
Updated: 7/20/19										Developmental Disabilities Administration																																																			
Person Name Social Security Number Provider POISZ Provider ID POP Health Date (ex. 2/28/2019) Plan Effective Date (ex. 2/28/2019) Plan End Date (must be last day in plan period, ex. 2/28/2020) Next Annual POP or IP Date (ex. 2/28/2020) Plan Type Waiver Program Type Participant Counts										<table border="1"> <tr> <th>Drug Dose</th> <th>Health/Ma</th> <th>Supervision/</th> <th>Staffing Ratio</th> <th colspan="2">Total Provider Budget</th> </tr> <tr> <th>Category</th> <th>tical Level</th> <th>Assistance</th> <th>(ex. 1:1)</th> <th>FY 2019</th> <th>FY 2020</th> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>					Drug Dose	Health/Ma	Supervision/	Staffing Ratio	Total Provider Budget		Category	tical Level	Assistance	(ex. 1:1)	FY 2019	FY 2020																									<table border="1"> <tr> <th>FY 2019</th> <th>FY 2020</th> <th>Total</th> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>					FY 2019	FY 2020	Total			
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FY 2019	FY 2020	Total																																																											
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Support Services																																																													
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Service Name	Fee/Adj	Start Date	End Date	Site Number	Site-Based Cost	Proc Code	Unit Type	Rate	Units	Add-On Amount	Total Amount	IPL/Total Extr	Rate	Units																																															
Residential Services Subtotal										\$	-	Residential Services Subtotal		\$	-																																														

Budget

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

DDA's Appendix K Provisions Highlights	DDA Preauthorization Required	Community Living - Group Home	Meaningful Day Services (Employment Services, Supported Employment, Career Exploration, Community Development)	Behavioral Support Services	Nursing Services (Consultation, Health Case Management, Delegation)	Personal Supports	Shared Living	Supported Living	Self Direction*
Telephonic/Remote Services			X	X	X	X		X	X
Retainer Payment		X	X			X		X	
Residential Day Time Shared Service Hours		X						X	
Increased Rate		X			X	X	X	X	X
Personal Protective Equipment (PPE) Reimbursement		X			X	X	X	X	X
Behavioral Support Services (No Preauthorization)		X	X			X	X	X	
Nursing Services (Consultation, Health Case Management, Delegation) (No Preauthorization)		X	X			X	X	X	X
Respite Services (No Pre Authorization)		X				X			X
Acute Care Hospital & Short-term Institutional Stay Supports		X	Day Hab and CDS only			X		X	X
Alternative Service Sites		X	X	X	X	X	X	X	X
Out of State Service Setting		X	X			X		X	X
Site Capacity (Exceed Maximum)		X	X			X	X	X	
Staffing Ratios - 1:1/2:1 Exception		X	X			X	X	X	
Staffing Ratios (Exceed Maximum)	X	X	X			X	X	X	
Staff Training and Onboarding Flexibilities		X	X	X	X	X	X	X	X
Legal guardians and relatives may be paid for greater than 40-hours per week		X	X	X	X	X	X	X	X
Exceed 82 hours per week within the authorized budget						X			X
Exceed current DDA authorization within person's overall authorized funding budget						X			X
Services can be provided any day of the week and exceed eight hours a day and 40 hours per week within a person's authorized budget			X						X
Suspension of minimum of six hours of services be provided during a single day			X						X

*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

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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

Questions

