



Larry Hogan, Governor · Boyd K. Rutherford, Lt. Governor · Dennis R. Schrader, Secretary

TO: Coordinators of Community Services

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Developmental Disabilities Administration

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Office of Long Term Services and Supports

RE: Targeted Case Management Billing

DATE: September 28, 2022

This communication has been developed to ensure Coordinators of Community Services (CCS) are advised that the Developmental Disabilities Administration (DDA) is updating its protocols for case management billing to align with Medicaid’s guidelines for targeted case management billing effective November 1, 2022.

Per the Code of Maryland Regulations (COMAR) 10.09.48 [Targeted Case Management for People with Developmental Disabilities](#), CCS must maintain case records (case notes documented as activity and progress notes in *LTSSMaryland*) for all individuals receiving case management services.

Effective November 1, 2022, CCS will bill for services by entering rendered service descriptions as activity notes in the *LTSSMaryland* - DDA Module. The DDA has updated expectations for CCS billing within the [Coordination of Community Services Billing Documentation Verification Quality Review Guidance](#). Additionally, the DDA has updated the list of billable and nonbillable activities located in the [CCS Billing Documentation Quality Review Documentation Guidelines and Form Template](#), which are effective November 1, 2022 and are aligned with training available for [Medicaid Supports Planners](#). The list details allowable and disallowable billing activities commonly associated with person-centered plan development. For example, disallowable billing activities include the time it takes to enter notes into *LTSSMaryland* - DDA Module and unsuccessful attempts to contact a participant (e.g., leaving a phone message).

The DDA developed a self-paced [Case Note Training Module](#) that must be completed by all current coordinators and their supervisors by November 1, 2022. Upon successful completion, Coordinators of Community Services will have the competency to appropriately document billable activities in *LTSSMaryland*. It is expected that each new coordinator will complete this training within the first quarter of service and their agency will maintain and submit required documentation confirming completion. The DDA's quality assurance plan consists of the completion of its next quality review by the end of 2022 and every six months thereafter.