




DEPARTMENT OF HEALTH

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

MEMORANDUM

TO: Licensed Residential Habilitation Provider Executive Directors
Day Habilitation Provider Executive Directors
Personal Supports Provider Executive Directors
Coordinators of Community Services
Financial Management Services
Support Brokers
DD RN CM/DNs
DDRN Consultants

FROM: Adrienne Hollimon, DDA Director of Nursing 

DATE: May 23, 2022

RE: Health Risk Screening Tool (HRST) Clinical Review for Healthcare Level 3 or Greater

The Developmental Disabilities Administration (DDA) has awarded a new contractor, DDRN Consultants to complete the HRST Clinical Review for participants receiving a Healthcare Level (HCL) of 3 or greater who are **new** to DDA services. This includes Transitioning Youth, participants receiving Personal Supports as well as participants who have chosen to Self-Direct their services.

Beginning May 30, 2022, please adhere to the following guidelines:

If the participant is new to service and **does not** have a DDA Registered Nurse Case Manager/Delegating Nurse (RN CM/DN):

- The Coordinator of Community Services (CCS), at the completion of the HRST Rating, must notify DDRN Consultants by email at consultantsddrn@gmail.com and provide the participant's name and date of birth.
- The Clinical Reviewer will access the online HRST for completion and contact the CCS either by email or phone if further information is needed.
- This option **should not** be utilized when the participant is being served by an agency or is currently receiving Self-Directed Services.
- Any concerns/discrepancies in the Rating will be referred back to the CCS by DDRN Consultants for re-evaluation and/or correction. If the HRST is Level 3 or higher, the

Clinical Review process will begin again until there is agreement between the Rater and the Clinical Reviewer.

If the participant is currently receiving Residential, Meaningful Day Services, Personal Supports, or Self-Directed Services with a RN CM/DN:

- The CCS, at the completion of the HRST Rating, must notify the provider agency or the RN CM/DN that the participant requires a Clinical Review.
- The RN CM/DN will complete the Clinical Review. All provider agencies should have RN CM/DNs who have been trained as Clinical Reviewers. If not, the agency Gatekeeper should submit their names for HRST Rater training or contact their Regional Nurse to identify the date of the next Clinical Reviewer training.
- Any concerns/discrepancies in the Rating will be referred back to the CCS by DDRN Consultants for re-evaluation/correction. If the HRST is Level 3 or higher, the Clinical Review process will begin again until there is agreement between the Rater and the Clinical Reviewer.

If the participant is ***not new*** to Self-Directed Services and ***does not*** have a RN CM/DN but has a HCL of 3 or greater, the CCS should include Nursing Support Services for Nurse Consultation in the PCP which will include HRST Clinical Review in addition to the other services provided.

If you need additional information, please contact your Regional Nurse:

Central Region	Kelly Jones	kelly.jones2@maryland.gov
Southern Region	Michelle Howell	michelle.howell@maryland.gov
Eastern Shore	Ramona Bradley	ramona.bradley@maryland.gov
Western Region	Beth Laisure	beth.laisure@maryland.gov

CC: Bernard Simons, Deputy Secretary
Regional Directors
Regional Nurses