

Important Things to Remember

1. Keep Important Documents

- ☐ Keep all letters and notifications. Letters may be from DDA, Maryland Department of Health, Maryland Department of Human Services, and Social Security Administration.
- ☐ Keep copies of the Person-Centered Plan (PCP) and updates.

2. Submit Required Forms

- ☐ Check if you need to submit new forms, like the Day-to-Day Administrative Supports Decision Tree, when you next update or revise your Person-Centered Plan.
- ☐ Make sure to use the new updated forms.
- ☐ Respond quickly to any Clarification Requests from DDA.

3. Review Plans Regularly

- ☐ Review your Person-Centered Plan at meetings with your Coordinator of Community Services.
- ☐ Make sure services match your needs and goals.
- ☐ Make sure the services follow DDA Medicaid Waiver rules and self-directed services limits.

4. Monitor Services and Outcomes

- ☐ Check that each service supports your goals.
- ☐ Track the dedicated hours of support you get and make sure the same service isn't duplicated (overlapping).
- ☐ Watch for any services that are stopped or changed.

5. Use Supports and Resources

- ☐ Connect with family, friends, and community resources.
- ☐ Ask your Coordinator of Community Services (CCS) for help with questions or forms.

6. Advocate and Communicate

- ☐ Speak up if services aren't working or are missing.
- ☐ Stay in touch with your Coordinator of Community Services (CCS), providers and the Regional Office.
- ☐ Respond quickly to requests to avoid delays.

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7. Celebrate Success

- ☐ Celebrate your progress and achievements.
- ☐ Share positive outcomes with your team to support ongoing planning.

Your Coordinator of Community Services can help.

DDA Regional Offices can also help!

These are the DDA Regional Offices:

If you live in Anne Arundel, Baltimore, Howard or Harford County, or Baltimore City

Central Maryland Regional Office

410-234-8200

Free long-distance call: 877-874-2494

Maryland Relay: 800-735-2258

If you live in Caroline, Cecil, Dorchester, Kent, Queen Anne's, Somerset, Talbot, Wicomico, or

Worcester County

Eastern Shore Regional Office

Telephone: 410- 572-5920

Free long-distance call: 888-219-0478

Maryland Relay: 800-735-2258

If you live in Calvert, Charles, Montgomery, Prince George's, or St. Mary's County

Southern Maryland Regional Office

Telephone: 301-362-5100

Free long-distance call: 888-207-2479

TDD: 301-362-5131

If you live in Allegany, Carroll, Frederick, Garrett, or Washington County

Western Maryland Regional Office

Telephone: 301-791-4670

Free long-distance call: 888-791-0193

Maryland Relay: 800-735-2258